

**APPENDIX 1**

Subject matter	Client will requirements
<p><b>Names</b></p> <p>What is your legal name and full postal address. If you prefer to go by another name or are known as such please indicate this?</p>	
<p><b>Marriage</b></p> <p>Are you preparing a will in contemplation of marriage? NB Marriage revokes a previous Will unless your will is made in contemplation of that forthcoming marriage?</p>	
<p><b>Executors/Trustees</b></p> <p>Who do you wish to appoint as your executors and trustees of your will. Please provide their full names and addresses?</p> <p>Consideration should be given to appointing a substitute(s) executor/ trustee in the event that your appointed executor/trustee is unable or unwilling to act.</p>	
<p><b>Guardians</b></p> <p>If you have minor children (i.e. under the age of 18) who do you wish to appoint as their legal guardians?</p> <p>The guardian will act as your child(ren)'s legal representative on the death of the second parent.</p>	
<p><b>Mutual Will</b></p> <p>Do you wish to create mutual wills with another individual e.g. your spouse?</p> <p>This creates a legal obligation on the surviving individual to honour the wills made in your lifetime.</p>	
<p><b>IHT Nil Rate Band Discretionary Will Trust (NRT)</b></p> <p>Business Property Relief (BRP) under the NRT</p> <p>Do you wish to include assets that qualify for Business Property Relief e.g. shares in a trading company to be included in the NRT?</p>	

Subject matter	Client will requirements
<p><b>Beneficiaries under the NRT</b></p> <p>Who do you wish to include as beneficiaries under the NRT? Appointment is made at the discretion of trustees. The NRT is designed to utilise your estates IHT nil rate band. For 2012/2013 the nil rate band is £325k. Notwithstanding the use of the transferable nil rate band between spouses/civil partners, the use of an NRT can save your estate up to £130k of IHT.</p>	
<p><b>Specific Legacies</b></p> <p>Personal household items?</p> <p>Do you wish these to be left to a specific individual (s) if you predecease them?</p> <p>What specific gifts (if any) do you wish to leave to beneficiaries?</p> <p>The beneficiaries can be residue beneficiaries (see below).</p> <p>Do you wish that the IHT payable on these gifts is paid out of residue so that the beneficiary receives the gift gross of IHT?</p>	
<p><b>Joint property</b></p> <p>Do you have any property that is in joint names other than your home e.g. share holdings, bank account?</p> <p>Any jointly held property will pass automatically to the joint owner(s) regardless of how you propose to gift it in your will.</p>	
<p><b>Tenancy in Common</b></p> <p>Do you own a property as tenants in common with another individual(s)?</p> <p>Do you want that individual(s) to have the unfettered right to carry on owning/living in that property if you predecease them?</p>	
<p><b>Residuary Beneficiaries</b></p> <p>I.E who do you wish to benefit from the remainder (residue) of your estate after all other gifts and payment of IHT.</p>	

Subject matter	Client will requirements
<p><b>Gift over (if residuary gifts fail)</b></p> <p>Who is to benefit in the event that gift(s) to the residuary beneficiaries fail?</p> <p>Individuals, charities, and or political parties.</p> <p>Remember certain gifts e.g. to charities are exempt from IHT.</p>	
<p><b>Foreign wills</b></p> <p>If you have overseas assets e.g. foreign property you should take advice in the Country/Jurisdiction where the property is located to consider the tax implications?</p> <p>You should also execute a will in the Country/Jurisdiction where you own foreign property.</p>	
<p><b>Any other matters</b></p> <p>Do you wish to leave specific instructions as to what should happen to your body, e.g. cremation, burial, body/organ donation, looking after pets?</p> <p>Do you have any life policies and/or pensions? Are these written in trust?</p> <p>Burial</p>	