

WHAT I OWN  
AND WHERE I  
KEEP IT



**WILLOW TREE**  
FINANCIAL SERVICES



## This checklist is to help deal with your affairs should you lose mental capacity or die.

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### Also see

[gov.uk/enduring-power-attorney-duties](https://www.gov.uk/enduring-power-attorney-duties)

[gov.uk/wills-probate-inheritance](https://www.gov.uk/wills-probate-inheritance)

[citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died/](https://citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died/)

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### Your name

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### Address

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NI no.

Date of birth

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Tax reference

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### Spouse/partner name

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### Address

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NI no.

Date of birth

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Tax reference

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### Name of financial adviser/firm

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### Address

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Contact no.

Email address

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**Name of solicitor firm/contact**

**Address**

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**Contact no.**

**Email address**

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**Name of accountant firm/contact**

**Address**

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**Contact no.**

**Email address**

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**Where is my will held**

**Dated**

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**Executor 1**

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**Executor 2**

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**Other information such as medical research bequests, deeds, trusts, safe box access, computer codes.**

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**Power of attorney**

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**Made by**

**Name & address of attorneys**

**Registered Yes/No**

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**Bank accounts (Single & Joint)**

<b>Bank name/address</b>	<b>Sort code</b>	<b>Account no.</b>	<b>Single or Joint</b>

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**Credit cards**

<b>Name of credit card company</b>	<b>Account no.</b>

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**Loans**

<b>Company</b>	<b>Account no.</b>

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## My assets

<b>Investment bond/UT</b> (state name of platform if any)	<b>Investment info</b>	<b>Plan no./Account no.</b>	<b>Single/Joint</b>
<b>ISA/LISA/etc.</b> (state name of platform if any)	<b>Investment info</b>	<b>Plan no./Account no.</b>	<b>Single/Joint</b>
<b>Savings &amp; life assurance plans</b>	<b>Investment info</b>	<b>Plan no./Account no.</b>	<b>Single/Joint</b>
<b>Shares</b> (state if on a platform)	<b>Investment info</b>	<b>Plan no./Account no.</b>	<b>Single/Joint</b>

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**My assets (continued)**

<b>Other assets</b> e.g. national savings	<b>Investment info</b>	<b>Plan no./Account no.</b>	<b>Single/Joint</b>

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**My inheritance tax (IHT) exempt assets**

<b>Name</b>	<b>Type of shares</b> e.g. EIS/BPR company shares	<b>Date purchased or date business established</b>	<b>Date became IHT exempt</b>	<b>Date it might pay out</b> (back in estate for inheritance tax purposes)

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**Trust that I am a beneficiary of & details of any inheritances received:**

<b>Name of donor &amp; your relationship to donor</b>	<b>Title of trust if applicable</b>	<b>Date gift or trust established</b>	<b>Do you have a copy of the trust deed?</b>	<b>Extent of interest in gift or trust</b> e.g. outright gift of cash, right to income etc.

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**Notes**

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## My Pension

Provider (plus name of any platform)	Latest plan value £	Plan no.	Is it paying you an income? Yes/No

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## Notes

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## My main residence

### Address

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Approximate value £

Ownership Single/Joint

### Outstanding loan information

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## Holiday home

### Address

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Approximate value £

Ownership Single/Joint

### Outstanding loan information

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**Investment properties**

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**Address**

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**Approximate value £****Ownership Single/Joint**

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**Outstanding loan information**

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**Tenanted Yes/No**

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**Rent information & name of any agent**

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**Notes: e.g. where are deeds, tenancy agreements**

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**Gifts made in my lifetime**

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<b>Date</b>	<b>Amount and/or asset</b>	<b>Recipient</b>	<b>Documentation</b> e.g. trust deed, letter

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**Beneficiary contact information**

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**Name**

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**Address**

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**Contact information**

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**Name**

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**Address**

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**Contact information**

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**Contact information**

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**Name**

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**Address**

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**Contact information**

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**Miscellaneous information e.g. organisations/clubs**

Name	Membership no.	Contact information

**Other contacts e.g. utilities**

(attach a current list of standing orders & direct debits from each bank account)

Name	Account reference	Contact information

**Additional information e.g. where items listed in this document are stored**

**Funeral arrangements**

**Cremation Yes/No**

**If you plan on cremation would you like your ashes interred or scattered**

**Burial Yes/No**

**Location of cemetery or crematorium**

**Location for any church or funeral service**

**The service**

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**Music at entry**

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**Hymn 1**

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**Hymn 2**

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**Hymn 3**

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**Readings**

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**Any special tributes & by whom**

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**Music at exit**

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**Any other wishes?**

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**Other things to attach**

- ✓ will
  - ✓ power of attorney
  - ✓ copy of any certificates
  - ✓ latest valuations
  - ✓ record of gifts
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**Signed**

**Dated**



"AT WILLOW TREE FINANCIAL SERVICES  
WE CAN HELP YOU MAKE THE  
RIGHT CHOICES TO PROVIDE FOR A  
MORE SECURE FINANCIAL FUTURE  
FOR YOU, YOUR FAMILY AND  
FOR BUSINESSES OF ALL SIZES."



**WILLOW TREE**  
FINANCIAL SERVICES

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Version: October 2019