

2 PUTTING YOUR AFFAIRS IN ORDER AND MAKING A WILL

It is worth asking yourself, how easy is it for my next of kin to find all my important documents if I become ill, or die suddenly. How can I make it easier for them?

This will save your family having to search through piles of paper to find the information they need, at a time of great stress. The instructions could include:

- Details of you bank, building society, credit cards, pension, tax district and any other financial contacts
- Telephone numbers and addresses of close(and distant) friends, family and colleagues
- Where you keep documents e.g. passport, house deeds, insurance, life and other policies, mortgage and hire purchase agreements, birth and marriage certificates.

There is a form attached which you may find useful to use to start documenting some of this practical information. We suggest this is kept in a safe place. There is also a check-list form to help when considering funeral plans. It can be helpful to discuss your thoughts with your faith leader, the hospice or hospital chaplain (if involved) or a funeral director.

WRITING A WILL

Dying without leaving a will may cause problems for your relatives, often needing lawyers to sort them out. A do-it-yourself form, for completing a will, bought via a stationers or via the internet can be fine for straightforward situations, but bear in mind that a will is a technical and legal document and mistakes cannot be corrected after your death. The Law Society recommends that a will should be drawn up with face-to-face advice from a specialist solicitor.

It may be helpful to start by making a list of all your possessions and the people or charities you want to provide for, including any property you may wish to divide in a certain way. A will can name guardians for any dependent children and record your wish to leave money or property in trust for children or grandchildren. Think about arrangements for the care of pets or other responsibilities.



PUTTING YOUR AFFAIRS IN ORDER CHECK LIST

Information you may wish to start putting together.

Please keep this document somewhere safe

	Details	Place kept
Bank Name Account details		
Insurance policies		
Credit cards		
Pension		
Passport		
Birth/marriage certificates		
Mortgage		
Hire purchase agreements		
Will		
Other important documents/contacts e.g. Solicitor		



FUNERAL PLANNING

	Details
Person I wish to be responsible for making my funeral arrangements	
My preferred funeral director is	
My pre-paid funeral plan is with	
I wish to be buried / cremated	
I wish my funeral service to be at	
My wishes for music to be included in the service are	
I would like the following hymns or readings included	
I would like the following person(s) to conduct the service if possible	
Other details and information you would like to record e.g. donations to named charity, flowers, people to be informed	