# My financial assets

Complete this checklist of everything you own to make life easier for your family if the worst happens and you die or are unable to manage your financial affairs

PART OF THE Openwork PARTNERSHIP

## Making sure your loved ones can easily access important documents like your Will, share certificates, bank account details and life assurance plans after your death.

Losing a friend or relative is never easy, and this traumatic period can be made worse when having to deal with their financial affairs after they die. Sadly, people often have to spend vast amounts of time and energy sifting through piles of paperwork to try and find key information about their relative's finances.

As well as making a challenging time even more difficult, this laborious process also means some of your assets could go undetected. For example, you may have a life assurance plan that is due to pay out, but if the accompanying documents aren't readily available there's a real risk that the executors of your estate won't ever find out about it.

Financial assets can be 'lost' for a number of reasons, whether someone dies, forgets to update their address details, or makes investments and doesn't tell their partner. Companies will usually try and find customers when funds are due to be paid out, but this can't be guaranteed.

As a result, it's vital that you make important documents like your Will, share certificates, bank account and life assurance plans easily accessible for your loved ones. By incorporating this process into your estate planning stategy, you can help reduce your inheritance tax bill and ensure the best possible future for those you care about. It also means they'll receive their inheritance much quicker and more efficiently than if they have to search for all the relevant documents after your death.

It's also worth making sure all you documents are in order in case you suffer a serious accident or illness, such as a stroke or heart attack.

### Keeping track of your finances

To help you and your relatives keep track of your assets, we've created this checklist. We've also included a contacts checklist so that you can list the details of any professionals involved in your financial affairs, like your solicitor, accountant and financial adviser.

When you've completed the checklist, keep a copy for you and one for your family.

For additional resources on estate planning, visit:

- www.gov.uk/when-someone-dies
- www.probatesearch.service.gov.uk
- www.citizensadvice.org.uk

| | |
|---|---|
| Name | |
| National Insurance Number | |
| Unique Tax Reference | |
| Date of birth | |

## Key contacts

| | Name and address | Contact |
|---|---|---|
| Openwork adviser | | |
| Solicitor | | |
| Accountant | | |
| Doctor | | |
| Tax office | | |
| Employer | | |
| Others | | |

## My Will

A Will is a short but important document because it helps you determine who receives your financial assets and any items after your death. Once you've made your Will, keep it in a safe place and ensure your family knows where it's located. It's important to review it every couple of years to make sure it still aligns with your wishes and to make any updates if your personal circumstances have changed (for example, if you have divorced or remarried).

| | |
|---|---|
| The original of my Will is held with | |
| The Will is dated | |
| The Will was drawn up by | |
| My executors are | |

## Claiming the transferable nil rate band

If you've been married or in a civil partnership, a claim can be made to transfer your nil rate band – where any part of it was unused – to your surviving partner. The following documents are needed to support this type of claim. Please use this section to record their location.

| | |
|---|---|
| Copy of Grant of Representation (Confirmation in Scotland) of deceased spouse/civil partner: | |
| Will of deceased spouse/civil partner: | |
| Any Deed of Variation or disclaimer executed in respect of property inherited from a deceased spouse/civil partner: | |
| Death certificate of deceased spouse/civil partner: | |

## Powers of Attorney (PoA)

| | **Date made** | **Name and address of attorney** | **PoA type:** Financial or health | **Has it been registered?** Yes/No | **Names and addresses of individuals to be notified of any application to register the EPA/LPA** |
|---|---|---|---|---|---|
| PoA 1 | | | | | |
| PoA 2 | | | | | |

## Bank/building society accounts (including online accounts)

| | Name and address of branch | Sort code | Account no | Contact |
|---|---|---|---|---|
| Account 1 | | | | |
| Account 2 | | | | |
| Account 3 | | | | |

## Credit cards (including online accounts)

| | Credit card company | Account no | Contact |
|---|---|---|---|
| Credit card 1 | | | |
| Credit card 2 | | | |
| Credit card 3 | | | |

## Loans

| | Company | Account no | Contact |
|---|---|---|---|
| Loan 1 | | | |
| Loan 2 | | | |

## My assets

| | Investment name | Investment provider name | Plan no/account no | Contact |
|---|---|---|---|---|
| Investment bond/unit trust 1 | | | | |
| Investment bond/unit trust 2 | | | | |
| Investment bond/unit trust 3 | | | | |
| Investment bond/unit trust 4 | | | | |
| Investment bond/unit trust 5 | | | | |

| | ISA name | Investment provider name | Plan no/account no | Contact |
|---|---|---|---|---|
| ISA 1 | | | | |
| ISA 2 | | | | |
| ISA 3 | | | | |
| ISA 4 | | | | |

## My assets (continued)

| | **Savings & life assurance plans** (including critical illness, general insurance, intellectual property, etc) | **Investment provider name** | **Plan no/account no** | **Contact** |
|---|---|---|---|---|
| Plan 1 | | | | |
| Plan 2 | | | | |
| Plan 3 | | | | |
| Plan 4 | | | | |
| Plan 5 | | | | |

| **Home insurance** Insurer name | **Renewal date** | **Policy number** | **Contact** |
|---|---|---|---|
| | | | |

## My assets (continued)

| | Stocks and shares | Investment provider name | Plan no/account no | Contact |
|---|---|---|---|---|
| Stocks and shares 1 | | | | |
| Stocks and shares 2 | | | | |
| Stocks and shares 3 | | | | |
| Stocks and shares 4 | | | | |

| | **Other asset type** (e.g. premium bonds/ national savings) | Investment provider name | Plan no/account no | Contact |
|---|---|---|---|---|
| Other assets 1 | | | | |
| Other assets 2 | | | | |
| Other assets 3 | | | | |
| Other assets 4 | | | | |
| Other assets 5 | | | | |

## My pensions

| | **Provider** (name and address) | **Latest plan value** | **Plan no** | **Contact** |
|---|---|---|---|---|
| Pension 1 | | | | |
| Pension 2 | | | | |
| Pension 3 | | | | |
| Pension 4 | | | | |

| **Comments/notes** |
|---|
| |

## My property

| Type | Address | Approximate value | Ownership (Provide examples of ownership) | Outstanding loan | Lender |
|---|---|---|---|---|---|
| Main residence | | | | | |
| Other property | | | | | |

| Comments/notes |
|---|
| |

## Gifts made during lifetime

| | Date | Amount and/or asset | Recipient of gift |
|---|---|---|---|
| Gift 1 | | | |
| Gift 2 | | | |
| Gift 3 | | | |
| Gift 4 | | | |
| Gift 5 | | | |
| Gift 6 | | | |

| Comments/notes |
|---|
| |

## Beneficiary contact details

| | Name | Address | Telephone | Email |
|---|---|---|---|---|
| Beneficiary 1 | | | | |
| Beneficiary 2 | | | | |
| Beneficiary 3 | | | | |
| Beneficiary 4 | | | | |
| Beneficiary 5 | | | | |

## Other information

Please use this section to record any additional information such as requests regarding medical research bequests, deed/safe box access, mobile phone passwords, etc

## Miscellaneous information

### Details of organisations and clubs

| | Name | Membership no | Contact |
|---|---|---|---|
| Organisation/club 1 | | | |
| Organisation/club 2 | | | |
| Organisation/club 3 | | | |

### Other contacts (utility companies, general insurance, magazines, regular charity donations, mobile phone provider)

| | Name | Membership no | Contact |
|---|---|---|---|
| Contact 1 | | | |
| Contact 2 | | | |
| Contact 3 | | | |

| **Additional information** (e.g. where items are stored) |
|---|
| |

## Funeral arrangements

Planning a loved one's funeral can feel overwhelming, and there can be a lot of pressure to find the right way to remember them. To make this process easier for your friends and family, it's a good idea to let them know if you have any preferences beforehand.

If you'd like to leave any instructions to your next of kin, please detail them below.

## Your family tree

| Name |
| --- |
| |

| Spouse |
| --- |
| |

| Parents | Grandparents |
| --- | --- |
| | |
| | |
| | |
| | |

| Children | Brothers / Sisters |
| --- | --- |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| Key notes / other connections |
| --- |
| |

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