



NAVIGATE



WEALTH | CLARITY | FREEDOM

NAVIGATE LIFE PLANNER

WHAT DO I OWN AND WHERE DO I KEEP IT?



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

Also see

gov.uk/lasting-power-attorney-duties

gov.uk/wills-probate-inheritance

citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died/

Your name

Address

NI no.

Date of birth

Tax reference

Spouse/partner name

Address

NI no.

Date of birth

Tax reference

Name of financial adviser/firm

Address

Contact no.

Email address

Name of solicitor firm/contact

Address

Contact no.

Email address

Name of accountant firm/contact

Address

Contact no.

Email address

Where my will is held

Dated

Executor 1

Executor 2

Medical contact

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

Power of attorney

Made by

Name & address of attorneys

Registered Yes/No

Bank accounts (Single & Joint)

| Bank name/address | Sort code | Account no. | Single or Joint |
|-------------------|-----------|-------------|-----------------|
| | | | |

Credit cards

| Name of credit card company | Account no. |
|-----------------------------|-------------|
| | |

Loans

| Company | Account no. |
|---------|-------------|
| | |

My assets (continued)

My physical assets e.g. art, jewellery, antiques

| Other assets e.g. national savings | Investment info | Plan no./ Account no. | Single/Joint |
|--|------------------------|----------------------------------|---------------------|
| | | | |

My inheritance tax (IHT) exempt assets

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

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

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

My Pension

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

Notes

My main residence

Address

Approximate value £

Ownership Single/Joint

Outstanding loan information

Holiday home

Address

Approximate value £

Ownership Single/Joint

Outstanding loan information

Investment properties

Address

Approximate value £

Ownership Single/Joint

Outstanding loan information

Tenanted Yes/No

Rent information & name of any agent

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

Gifts made in the last seven years

| Date | Amount and/or asset | Recipient | Documentation e.g. trust deed, letter |
|------|---------------------|-----------|--|
| | | | |

Beneficiary contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Miscellaneous information e.g. organisations/clubs/charities

| Name | Membership no. | Contact information |
|-------------|-----------------------|----------------------------|
| | | |

Other contacts e.g. utilities

(attach a current list of standing orders and 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

What type of service would you like?

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

Any other funeral arrangements or wishes?

Other things to attach

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

Signed

Dated



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