



**JAMES GLASHEEN**  
FINANCIAL PLANNING LTD

# What I own and where I keep it



Planning For The Future...  
Living For Today



## 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)**

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

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**Credit cards**

Name of credit card company	Account no.

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**Loans**

Company	Account no.

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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

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

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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

Date	Amount and/or asset	Recipient	Documentation 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**

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**JAMES GLASHEEN**  
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