

Things to consider when **making a Will**

Do I need a solicitor?

We strongly advise using one, first and foremost because a solicitor will make sure your will is watertight. If you'd like to include a gift to Midlands Air Ambulance Charity in your will, you'll find suggested wording on our website (<https://midlandsairambulance/gift-in-a-will>). Just take them with you when you see your solicitor or you can use our free will writing service.

What do I have to leave?

Make a list of everything you own and everything you owe to give you a good idea of the value of your estate.

Whom would I like to include in my will?

Make a list of the people, pets, charities and organisations you would like to leave a gift to in your will.

Update your will to reflect major life changes

If you have married, become a civil partner, divorced or had children or grandchildren since making your will, you may need to make a new one. You may also need to change your will to take account of changes in your finances.

Keep it safe

Leave your original will document in a place where it will be secure and easily found, for example, with your solicitor. Keep a copy yourself and make sure your executors know where it is.

Choosing an Executor

What is an executor?

An executor is an appointed person(s) that has the legal authority and responsibility to administer your estate and will ensure your finances and possessions are distributed in accordance with your wishes stated in your Will.

Who can be an executor?

The person making the Will can appoint up to four executors. An executor can be a relative, friend, loved one or your solicitor. It is important to note you can act as an executor even if you stand to inherit something from the Will. A witness to the Will can also be an executor, but a witness cannot be a beneficiary of the Will.

What does an executor do?

An executor has the legal authority to administer your estate in line with the law and is responsible for everything they do, or fail to do, in respect of the estate.

Executors need to:

- Collect all assets and money due to the deceased person's estate (including property)
- Pay any outstanding taxes and debts (out of the estate)
- Distribute the estate to the people who are entitled to it under the terms of the Will
- Make sure all the property owned by the deceased person is safe and secure, as soon as possible after the death.

Executors can only claim reasonable expenses from the estate for this work. Solicitors can help you with your role as an executor. It is also good practice for an executor to notify beneficiaries as soon as possible. This will enable us to amend our records and ensure that future mailings are not sent out to the deceased. We know that such things can be distressing.

