

A GUIDE TO MAKING AND UPDATING YOUR WILL

Here are some of the things to consider when preparing your Will.

Why do I need a Will?

A Will is one of the most important documents you'll ever write. With a Will in place, you decide what happens to your money and possessions, while protecting those you care about most. If you die without a valid Will, your estate is said to be 'intestate'. This can happen if...

- you don't have a Will
- you've cancelled your Will
- your Will is invalid – for example if it's not correctly signed or witnessed.

Having a professionally written, up-to-date Will is the only way to make sure the people and causes you love are looked after.

I already have a Will. Do I need to update it?

It is a good idea to review your Will to make sure it still reflects your wishes, especially if your personal circumstances have changed. Changes that affect your Will could include ...

- marriage, divorce or separation
- a new arrival or death in your family
- moving home or moving abroad
- a change in your financial circumstances.

We know from the Gospels that Jesus prioritised the needs of the poor. You can do that too through supporting Unlock's work.

At some time or another all of us have known how it feels to be excluded. No one deserves to be excluded from learning about God's love and from belonging in God's kingdom.

Unlock's work is about **Christian Mission**, urgently focussed on bringing God's Good News to those who have often been ignored as unimportant, here, on our own doorsteps, in our own UK cities. Traditional urban communities are one of the few places remaining in British culture where there is still a degree of respect for the Christian Faith, but those very communities have not had opportunities to explore that faith for themselves, because church style and language are inappropriate for their culture and just put people off. Unlock works to plug this gap, by providing urban communities with ways of exploring faith that are designed specifically for them, and meet their particular needs. With over 40 years of experience and expertise, we train, pay, and resource workers in city locations, we offer our insights and experience to others working in urban mission, we make resources available free of charge to anyone who wants to use them in their work of developing discipleship.

A gift to Unlock in your Will and help set people free to discover God's story for themselves in our UK cities.

Who should write my Will?

When it comes to writing your Will, we always recommend consulting a professional. Here are some options:

1. Using a solicitor

The cost of using a solicitor varies depending on how complicated your Will is and where you live. The solicitor should make the costs clear from the start. The Law Society can help you find a solicitor in your area. You can call them on 020 7242 1222 or visit www.lawsociety.org.uk. All calls from UK landlines are charged at national call rates.

2. Using a will-writer

Professional will-writers are currently less regulated than solicitors, so if you want to use one, check that they belong to a professional body like the Institute of Professional Will Writers. For more information or to find a member will-writer in your area please visit www.ipw.org.uk or call 0345 257 2570.

3. Using a DIY Will kit

This may seem like a cost-effective option, but it's very easy to make technical mistakes which could invalidate your Will and lead to costly and upsetting disputes in the future. If using this option, then make sure you have a solicitor check it through.

How do I choose my executors?

Executors are the people officially appointed by you to make sure the wishes expressed in your Will are followed. It's best to name at least two people to do this job in case one is unable to act for you. You can choose people you can trust; friends, family members or a solicitor. Naming someone as an executor doesn't stop them benefitting in your Will. For further information about choosing an executor visit <https://www.moneyadvice.service.org.uk/en/articles/choosing-your-executor>

I don't think I have anything to leave. How do I work out my assets?

This is a common misconception, but if you think about everything you own you may have more than you thought.

In legal terms, these belongings are known as your assets, and taken together, they form your estate. To get a realistic idea of your assets, remember to take away any debts or credit cards you have, as these will be deducted from your estate before the gifts in your Will are distributed.

You can use our handy Will planner on page 6 to work out the value of your estate.

You should never write on your Will, cross out names or figures, or attach anything to it – in some cases this could invalidate it.

<https://www.moneyadvice.service.org.uk/en/articles/writing-a-will-your-options>

Plan who to include in your will

Your Will is important, so take your time and think about who you would like to include: your family, friends, charities and causes.

The gifts generously left to us in Wills fund Unlock partnerships in places that we would not be able to reach without them. Thanks to our supporters, urban churches are reaching people in their communities they have never connected with before. We know that you will consider family and friends first, but by including a gift to Unlock too, you can help bring the transforming Good News of Christ to some of the toughest parts of the UK.

Where can I store my Will?

Your solicitor or will-writer may offer to keep your original Will safe as part of their service. Make sure you keep a copy in a safe place too, along with the information your executors will need about your property, your accounts and any investments and insurance policies you might have.

What about Inheritance Tax?

Your beneficiaries will only have to pay Inheritance Tax if your estate is over a certain value. If you do have to pay it, 40% will be deducted from the portion of your estate that's over the threshold. The threshold can change, so keep up-to-date with the current rules so your loved ones don't pay more Inheritance Tax than they need to. You can make gifts in the terms of your Will which can help to minimise your estate's Inheritance Tax liability. These include gifts between spouses and gifts to charities. You can find more information on Inheritance Tax on the HMRC website: www.hmrc.gov.uk/inheritancetax.

In April 2012, the government introduced a change to Inheritance Tax legislation meaning in some situations, anyone leaving 10% or more of their taxable estate to charity will qualify for a reduced rate of Inheritance Tax. For more information visit www.legacy10.com

If you have any questions or would like any advice about inheritance tax, please talk to your solicitor.

How would we use your gift?

Unlock works in partnership with small Christian groups in UK cities, (usually churches or groups of churches of any denomination), enabling them to develop creative, engaging and appropriate ways of sharing the Good News of Christ within the challenging communities where they are placed.

The work we do brings people on the fringes of the church and of faith into real encounters with powerful stories from the Bible. This transforms attitudes, behaviour, lives and even communities.

For more about the way we work and some stories of the personal and community impacts see: <http://www.unlock-urban.org.uk/documents/Fundraisingpresentation2014-generalpromotionalversion.pdf>

Because our work is Christian Mission the only funding available to us is from Christian Giving. We cannot access any government or secular funding. Our work is entirely funded by our supporters but there's always more we could be doing if we only had the funds. We work on the basis that those who can pay for

our services do so, so that we can then make them available free to those who can't pay. The places where our work is needed most are generally the places that can't pay!

Unlock's mission is to:-

- **Unlock real life stories of urban people**
- **Reveal Good News of the Down to Earth Christ**
- **Release life giving skills and confidence**

What kind of gifts can I give?

You can make several kinds of gifts in your Will:

- **A share of your estate.** After you've provided for your family and friends, you can leave a share, or the remainder, of your estate to us. This is called a '**residuary gift**'. This is less likely to be affected by inflation so is the most valuable way to give to us through your Will.
- **Cash gift.** This is when you leave an exact sum of money to us. It's known as a '**pecuniary gift**'.
- **A specific gift.** Over the years we've received everything from a stream to antique jewellery.
- **A gift in trust.** You can leave a gift for someone to use over a period of time. When the time has ended, the gift can be passed on to other recipients, such as a charity. This is also known as a '**life interest**'.
- **A conditional gift.** This is a gift that's made only if another event happens first. For example, your Will could state that a gift only applies if all other beneficiaries named in your Will die before you do.

Recommended wording if you want to leave a gift in your Will to Unlock

If you do decide to leave a gift to us, it's essential to include our full name, '**Unlock**', to make sure that your gift reaches us.

Here is some suggested wording for the different types of legacy gift you might want to consider:

1. Residuary bequest (a share of your estate)

I give [...] % of the residue of my real and personal estate to **Unlock (Registered Charity No. 313454) of Handsworth Parish Centre, Handsworth Road, Sheffield, S13 9BZ** and the receipt of the Honorary Treasurer or the proper officer for the time being of **Unlock** shall be a complete discharge to my executors.

2. Pecuniary bequest (a set sum)

I give the sum of [...in words] pounds (£... in figures) to **Unlock (Registered Charity No. 313454) of Handsworth Parish Centre, Handsworth Road, Sheffield, S13 9BZ** and the receipt of the Honorary Treasurer or the proper officer for the time being of **Unlock** shall be a complete discharge to my executors.

3. Specific legacy bequest (a named item)

I give to **Unlock (Registered Charity No. 313454) of Handsworth Parish Centre, Handsworth Road, Sheffield, S13 9BZ** absolutely, my [...name and description of item].

4. Reversionary legacies/life interest trusts

My trustees shall hold [...sum of money/property/investment portfolio] on trust for [...name(s) of beneficiary/beneficiaries] during their lifetime(s) and, following their death(s), hold the capital and income

for **Unlock (Registered Charity No. 313454) of Handsworth Parish Centre, Handsworth Road, Sheffield, S13 9BZ** and the receipt of the Honorary Treasurer or the proper officer for the time being of **Unlock** shall be a complete discharge to my trustees.

Thank you for considering a gift in your Will to **Unlock**.

If you would like your gift to go towards a specific type aspect of **Unlock's** work or to be used in your local area, please call us on 0114 2939060 (Tuesdays and Fridays only) to find out more.

100% GENEROSITY! Our life giving mission is entirely funded by our supporters.

Quotes about Unlock:

'You are specifically committed to a section of society that the church often neglects because it is perceived as not having the intellectual capacity to engage adequately with the Bible, which is often regarded in the church as a text for experts. That is, ***you reach out specifically to a marginalized group*** and in doing so, follow the example of Jesus. Of course, that is not unique. But you do so in the other ways outlined below.

- ***You have understood the importance of Scripture as narrative***, rather than an abstract text that communicates principles. You do not flatten out the extraordinarily rich range of literature in the Bible into a series of principles.
- You have also understood ***the importance of the narrative of people's lives*** and how our story interacts with God's story.
- You have understood how ***text can paralyze and intimidate people while images can release people*** into expressing themselves and thus becoming part of a learning community.
- You set out to ***set people free to discover God's story for themselves***, rather than creating dependence on Bible 'experts'.

Pauline Hogarth (Scripture Union International Bible Ministries Coordinator – now retired)

I've been using your "Experience The Bible" series with a small group of people who attend our free 'community meal' for people on low income.

Today has been the 4th week, and I just wanted to let you know how helpful I find the format and the introductory questions.

It really is an excellent resource, and I'm very grateful to you for compiling it, and making it available free through the internet.

The people who attend do not have a church background, so I spent some time looking for just the right material to use in this new group;

"Experience The Bible" has proved very quickly to be exactly the right material!

Praise God and thank you!

Major Paul McNally, Salvation Army, Halifax.

Leave a gift to Unlock in your Will and help set people free to discover God's story for themselves in our UK cities.

WILL PLANNER

A checklist to help you to prepare all the information needed to make your Will.

Name:

Address:

Your partner's name and address:

Children's full name and addresses:

Executors' full names and addresses:

Legal guardian(s) full names and addresses:

Funeral instructions:

Care of your pets:

Care of my dependent relative(s):

Other:

ASSETS

Home and any other property:	£
Car:	£
Furniture:	£
Household effects (e.g. antiques):	£
Items of particular value (e.g. jewellery):	£

FINANCIAL

Savings in banks and building societies:	£
Shares/Investments/Premium Bonds etc:	£
Insurance policies:	£
Pensions:	£
Other:	£
Less mortgage/loans/credit cards etc:	£

TOTAL ASSETS	£
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Glossary – useful terms for writing your Will

Conditional cash gift

1. Type of gift you can leave in your Will. For example money to a young person when they reach a certain age, or to a charity if your other beneficiaries die before you do.

Die intestate

1. Dying without having a valid Will.
2. Your wishes may be ignored.
3. The Government will take charge of your estate.

Executor

1. A person named in a Will who administers the estate of the person who has died.
2. Professional executors: a. solicitors b. banks/trust corporations c. will-writers.
3. Lay executors: a. friends b. family.

Inheritance Tax

1. Currently paid to the Government at a rate of 40% on any part of your estate over £325,000 for a single nil rate band and up to £650,000 for estates with the benefit of a transferable nil rate band (as of 2014).
2. Most gifts left to us are exempt from this tax because we're a charity.
3. Recent changes to the law could mean that giving to charity benefits an estate as a whole.

Legal Guardian(s)

1. Individual(s) with legal responsibility for another person's personal and financial interests.
2. Most commonly associated with a Power of Attorney.

Pecuniary gift

1. A cash gift left in your Will.
2. This is a gift of a specific amount of money. Remember, the value may change significantly over time because of inflation.

Probate process

1. An official process to prove if a Will is authentic and valid.
2. Gives the executor the legal right to distribute the Will according to the deceased's wishes.

Residuary gift

1. Type of gift left in your Will.
2. Is a percentage of your estate after all debts and taxes have been paid and includes property, investment and cash.
3. Less likely to be affected by inflation so is the most valuable way to provide for your family, friends and causes you care about.

Specific gift

1. Type of gift left in your Will.
2. A specific gift is a particular item or sum of money that you wish to leave to someone in your Will. It can be anything from jewellery to a car.

Trust fund

1. Type of gift left in your Will.
2. A gift to people or causes released at a specific date.

Will

1. A legal document that contains a person's final wishes.
2. Outlines what to do with the possessions of a deceased person, whether they are being left to family and friends or donated to a charity.
3. Also known as testament.

We're here to help.

If you have any questions about writing or updating a Will, or leaving a gift in your Will to Unlock please contact the Unlock National Office: Unlock, Handsworth Parish Centre, Handsworth Road, Sheffield, S13 9BZ. Tel: 0114 2939060 (Tuesdays and Fridays only or leave a message) or e-mail office@Unlock-urban.org.uk. We are not legacy experts but we will do our best to answer your queries or direct you to someone else who can do so.

Please consider a gift to Unlock in your Will which will help set people free to discover God's story for themselves in our UK cities.