

*Belle*  
FINANCIAL SERVICES

What I own and  
where I keep it

**octopus** investments  
A brighter way



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

**Also see**

[gov.uk/lasting-power-attorney-duties](http://gov.uk/lasting-power-attorney-duties)

[gov.uk/wills-probate-inheritance](http://gov.uk/wills-probate-inheritance)

[citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died/](http://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**

Investment bond/UT (state name of platform if any)	Investment info	Plan no./Account no.	Single/Joint
ISA/LISA/etc. (state name of platform if any)	Investment info	Plan no./Account no.	Single/Joint
Savings & life assurance plans	Investment info	Plan no./Account no.	Single/Joint
Shares (state if on a platform)	Investment info	Plan no./Account no.	Single/Joint

### 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

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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 the last seven years**

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<b>Date</b>	<b>Amount and/or asset</b>	<b>Recipient</b>	<b>Documentation</b> 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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**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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**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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Miscellaneous information e.g. organisations/clubs/charities

Name	Membership no.	Contact information

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Other contacts e.g. utilities

(attach a current list of standing orders and direct debits from each bank account)

Name	Account reference	Contact information

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Additional information e.g. where items listed in this document are stored

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Funeral arrangements

What type of service would you like?

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Cremation Yes/No

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If you plan on cremation would you like your ashes interred or scattered?

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Burial Yes/No

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Location of cemetery or crematorium

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Location for any church or funeral service

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Any other funeral arrangements or 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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