



Financial Planners Ltd

What I own and where I keep it



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/](https://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

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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/BR 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 (such as donor wishes)?

Other things to attach

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

Signed

Dated



This checklist is provided for your personal use to help you keep an organised record of your assets and important information. It is not a legal document and does not replace a will, lasting power of attorney, or any other formal arrangement. Please note that this checklist is intended as a general guide only and may not cover all aspects of your personal or financial circumstances. You are responsible for ensuring the information you record is accurate, complete, up to date, and stored securely. Please do not send this completed checklist to us unless specifically requested, as it may contain sensitive personal data. You should also tell your trusted representatives where this document is kept. This checklist does not constitute financial, legal, or tax advice. If you require advice about estate planning, incapacity, or the management of your affairs, please speak with a qualified professional.



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