# How to harness your Willpower.

A Will-writing worksheet to help plan your ideas before visiting your solicitor. This worksheet is not legally binding in any way.

#### There are three main ways that you can leave a gift in your Will:

- a share of your estate (residuary legacy)
- a specific sum (pecuniary legacy)
- a specific item

#### Remembering Oxfam

Legacy gifts are a vital source of funding for Oxfam's work to overcome poverty and suffering. If you choose to include Oxfam in your will, please ask your solicitor to use one of the following suggested texts:

For a share of your estate: I give all/a share of (please state fraction/percentage) of the residue of my estate absolutely to Oxfam of Oxfam House, John Smith Drive, Cowley, Oxford OX4 2JY, Registered Charity Number 202918, to be applied by Oxfam for its charitable purposes, and I further direct that the receipt of the Hon. Treasurer or any other proper officer of Oxfam for the time being shall be sufficient discharge to my executors.

For a specific sum: I give to Oxfam of Oxfam House, John Smith Drive, Cowley, Oxford OX4 2JY, Registered Charity Number 202918, absolutely, the sum (amount in figures, amount in words) to be applied by Oxfam for its charitable purposes, and I further direct that the receipt of the Hon. Treasurer or any other proper officer of Oxfam for the time being shall be sufficient discharge to my executors.

For a specific item: I give to Oxfam of Oxfam House, John Smith Drive, Cowley, Oxford OX4 2JY, Registered Charity Number 202918, absolutely, (write in here whatever you wish to give) to be applied by Oxfam for its charitable purposes, and I further direct that the receipt of the Hon. Treasurer or any other proper officer of Oxfam for the time being shall be sufficient discharge to my executors.

Oxfam has dedicated Legacy Advisers, who are available to visit you in the privacy of your own home to provide free information and advice on making a Will and leaving a legacy. This service is completely free and confidential, and without obligation to support Oxfam.

Our Legacy Advisers have been overseas with Oxfam, so they have seen first-hand how legacies left in Wills are benefiting poor communities.

To arrange to meet with your nearest Legacy Adviser, or for more information, please contact us on 0300 200 1331 or email legacy@oxfam.org.uk

Your Will is one of the most important legal documents you can make. But it needn't be complicated. Along with the right legal advice from your solicitor, this easy-to-follow worksheet will help you to make sure that your wishes are carried out.

### 1. Make a list of your assets

In the first table below, list everything you own, and give an approximate value for each item. In the second table, list everything you owe. When you're happy you've included everything, add up the values of each list.

ITEM	VALUE
House and any other property	
Bank Account(s)	
Building Society Account(s)	
Investments	
Stocks and shares	
Life insurance	
Premium Bonds	
Any money you are owed	
Business assets	
Cars, etc.	
Furniture/household possessions	
Other assets	
TOTAL A	

#### Then work out what you owe. This could include:

Outstanding mortgage	
Other loans	
Overdraft	
Credit card balance	
Other money owed	
TOTAL B	

Simply take TOTAL B from TOTAL A. The result is the net value of what you have to leave.

TOTAL A	
TOTAL B	
NET TOTAL VALUE OF YOUR ESTATE	

## 2. Make a list of the family, friends, and charities you'd like to benefit. Decide what you would like them to receive.

You need to decide what you would like to give each person – a percentage share, a specific sum of money, or a specific item from your estate.

NAME	ADDRESS	% SHARE	AMOUNT	SPECIFIC ITEM
OXFAM Registered Cha No. 202918	Oxfam House, John Smit rity Cowley, Oxford OX4 2JY	h Drive,		

Your executors – the people who will make it happen				
You can have up to four executors. These could be friends, family, or a professional such as your solicitor. Whoever you choose, make sure you ask their permission. Make a note of your executors below.				
EXECUTORS				
For parents: appointing guardians				
If you have children, this is probably one of your major motivations for writing a Will in the first place. Discuss your wishes with the people you wish to appoint to make sure they agree. Again, note down their names in the space below.				
GUARDIANS				
Choose a solicitor				
We recommend you use a solicitor to write your Will. If you don't already have one, Oxfam has teamed up with Flint Bishop Solicitors. As a supporter, they can provide you with a discounted Will either online or by phone. For more information, call 01332 340 211.  Alternatively, for a totally free Will provided by a solicitor, visit www.totallyfreewills.co.uk.				
SOLICITOR				
Keep your Will safe				
It's important that your Will is stored in a safe place – and that you let your executors know where it is. Your solicitor or bank can keep it for you. However, your bank may charge a small fee for this.				

Your personal and financial circumstances may change with time, so keep your Will up-to-date.

Review your Will on a regular basis

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### Glossary

Estate The property, including money, owned by the Deceased, after any debts and/or

expenses connected with his/her death have been taken into account.

Beneficiaries People or organisations – for example, a charity – who benefit from a Will.

Testator The person who makes the Will.

Executor(s) Person(s) appointed in a Will by the testator to deal with the estate after

his/her death.

Guardian(s) The person(s) appointed in a Will by the testator to look after his/her children,

if there is no one else with parental responsibility to do so.

Residuary Legacy A share of the estate (ie. a percentage) allocated in the Will by the testator.

Pecuniary Legacy A gift of money (ie. where the precise value is specifically indicated) stated

in a Will.

Contingent Legacy A gift that is dependent on an event that may or may not happen. For example,

if the testator outlives an intended beneficiary, a gift might pass instead to

a nominated charity.



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