Assets Questionnaire for Probate Preparation

The death of a loved one is a very difficult time for a family. Unfortunately, matters are often made significantly harder for a grieving family due to difficulties finding details of the deceased's assets and financial products, which makes administering the estate unnecessarily complex. Friend & Grant hope that this form will help the families of those who completed it and periodically updated it before their passing. We are able to provide advice on probate, estate administration, and methods of reducing Inheritance Tax. If you would like advice on any of these matters, or would like us to keep a copy of this form and your will safe for you, then please contact Jan Friend on 01634 731 390 or jan@friendandgrant.co.uk

Friend & Grant Ltd were one of the first accountancy firms in Medway to be licensed to carry out probate work. As specialists in all aspects of taxation, accounts preparation and estate planning, we are well placed to take care of your probate and estate administration work. We are also able to help with your long-term estate planning, including succession planning and business exit strategies, in order to minimise Inheritance Tax and ensure your wealth is distributed as desired, with as little as possible going to the Taxman.

Full Name: Dob:

National Insurance number:

Unique Taxpayer Reference (for Tax Returns):

Marital Status (circle / highlight): Married Civil Partnership Single Divorced

Have you been pre-deceased by a spouse or civil partner? (circle / highlight): Yes No

Nationality/Resident/Ordinarily Resident/Domicile:

Do you have a will? (circle / highlight): Yes No Latest will date:

Where can a copy of your most up-to-date will be found?

Do you have or have you ever had any: children, step-children, adopted children, fostered children, or a child that you were appointed the guardian of? (circle / highlight): Yes No

If yes, then please provide details below or attach supplementary pages:

Please give details below of any tax years in the last 7 years where you distributed gifts over the value of £3,000 e.g. £2,000 given to my son and £2,000 given to my daughter in the 2011/12 tax year (6 April 2011 – 5 April 2012).

Please list details below or attach supplementary pages:

Gift Description	Value (£)	Recipient	Date or Tax Year

If you own your own home, then please provide details below:

Date Acquired	Share of property owned	If joint owned: joint tenants/tenants in common/unsure?	Address	Approximate Value (£)

If this property has not been your primary residence for any period since it was acquired, then please provide details below:

If you have downsized your main home since 8 July 2015, then please provide details below of your former home:

Date Acquired	Acquisition Cost (£)	Share owned	Address	Date Sold	Disposal Proceeds (£)

Do you own or jointly own a share of any other houses, land, or buildings?

If yes, then please provide details below or attach supplementary pages (please specify if any of the below are agricultural):

Type of property	Share of property owned	If joint owned: joint tenants/ tenants in common/unsure?	Address	Approximate Value (£)

Please provide details below (or attach supplementary pages) on any bank and building society accounts, including cash ISAs:

Name of Bank/Building Society/Institution /Investment	Account Name	Account No/ Reference/ Maturity Date	Approximate value (£)	Proportion owned e.g. 50%

Please provide details below (or attach supplementary pages) on any National Savings accounts, Premium Bonds, or other NS&I bonds:

Name of Investment / Account	Maturity Date / Not applicable	Account No./ Bond No./ Reference/ Certificate No.	Approximate value (£)	Proportion owned e.g. 50%

Please provide details below (or attach supplementary pages) on any pensions or retirement annuities that you have paid into or are receiving funds from (excluding UK state pension):

Institution Name	Personal Pension/ Employers Scheme/ Retirement Annuity	Scheme / Contract number	Approximate value / total contributions to date (specify) (£)

Have you taken measures to pay for costs arising from your death e.g. a pre-paid funeral plan? If so then please provide details below:

If you are employed, then please provide details below of any death in service benefit schemes that you are currently enrolled in:

Employer	Benefit Provider	Scheme type	Reference	Payable on death (£)

Please provide details below or attach supplementary pages on any life assurance, annuities, or other products payable after death below:

Insurance Company	Product Type	Policy Number	Est. policy value / amount payable (£)

Please provide details below or attach supplementary pages on any stocks, shares, stocks and shares ISAs, control holdings of any listed shares, unit trust holdings, or gilt-edged securities / government securities e.g. war stock:

Investment Description	Listed/Unlisted	Amount of holding	Approximate value (£)	Purchase Date(s) and cost(s)

Do you own any business interests, business assets, or have you ever been a partner in a partnership? If so, please provide details below or attach supplementary pages:

Are you entitled to receive any distributions from an estate of someone who has died that you have not yet received? If so, please provide details below:

Name of deceased	Date of death	Relationship to you	Anticipated distributions from the estate (£)

Do you have any right to benefit from any assets held in trust? If so, please provide details such as relevant contact information below (or attach supplementary pages):

Have you created a trust or estate? If so, please provide details below:

Do you own any foreign assets or financial products? If so, please provide details below (or on supplementary pages). E.g. institution name, product type / a description of the asset, proportion owned, any reference numbers, the amount of the holding, the approximate value (specify currency), date(s) of purchase, cost(s) of acquisition, or contact details.

Do you have any debts, such as: mortgages, money that was spent on your behalf that has not been repaid, loans, or outstanding tax liabilities? If so, please provide details below:

Debt type	Lender details / relationship to you / contact details	Amount of the loan (£)	Repayment deadline/ loan term /est. repayment date	Location of evidence to support loan's existence

Please provide details below on any debts that are owed to you:

Debt type	Details of loan recipient / relationship to you / contact details	Amount of the loan (£)	Repayment deadline/ loan term /est. repayment date	Location of evidence to support loan's existence

Are you the guarantor for a debt? (circle / highlight): Yes No

If so, then please provide details below (or attach supplementary pages) on any debts you have guaranteed on the behalf of another. E.g. the type of debt, the details of the loan recipient including relationship to you and contact details, lender details, the amount guaranteed, the repayment terms of the loan, and the location of any evidence to support that you have guaranteed this loan.

If any assets are listed separately on your household insurance policy (e.g. items with a value over £1,000.00, such as jewellery, vehicles, art, or antiques) then please provide details of these items and the cost insured below. Feel free to include below details of any other assets of importance that have not been listed so far in this form, such as a car or boat:

Please give the total value of all other assets not listed so far on this form e.g. joint household goods.
£

Please provide details below on any financial products not listed so far on this form e.g. details of a foreign investment broker, online foreign exchange trading account, cryptocurrency (such as Bitcoin).

Please provide details relevant to the administration of the estate below:

Including anything not covered above or included in your latest will. E.g. the locations of paperwork relating to your financial products or contact details for financial institutions you are involved with. **Do not include passwords to your financial accounts but do make sure they are accessible to your next of kin.**

This form represents a snapshot in time of your financial affairs. If there are substantial changes after the form is passed to your advisor, such as any significant gifts, donations, account closures, asset disposals etc. please either update the form and make sure the new form is dated or provide details on a separate document which should also be dated.

Please do not use this form to attempt to specify updates that you desire to your will, as doing so could cause unnecessary complications with administering your estate. Instead, please contact your solicitor if your latest will does not reflect your current wishes.

To the best of my knowledge and belief, the information on this form is a full and current summary of all assets and liabilities relevant to my estate. In the event of my death, I wish for the probate for my estate to be dealt with by:

Signed: _________________________ Date: _________________________

Friend & Grant Ltd are able to provide advice on probate, estate administration, and methods of reducing Inheritance Tax.

If you would like us to keep a copy of this form and your will safe for you, or if you would like advice on probate, estate administration, or methods of reducing Inheritance Tax, then please contact Mrs Jan Friend on 01634 731 390 or jan@friendandgrant.co.uk. Also, please get in touch to notify Friend & Grant regarding any material adjustments to the information listed on this form.

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