

PERSONAL ASSETS LOG OF _____

AS AT _____ 20____

Leave this with a copy of your Will and any other personal papers to help your family trace the information required when you die. This document includes physical and digital assets. You should ideally update it annually or whenever your circumstances change. Add pages as needed.

PERSONAL DETAILS

Date and place of birth

Maiden name

Occupation

National Insurance No

Tax District/Ref No

Next of kin

Telephone No

My original Will is lodged with.

of

Telephone No

Date of Will

Date(s) of any Codicil(s)

Name of Executor (1)

Address

Telephone No

Name of Executor (2)

Address

Telephone No

My letter of wishes is stored

BIRTH, MARRIAGE, ADOPTION ETC., CERTIFICATES can be found-

FUNERAL/BURIAL ARRANGEMENTS

You may like to leave details of your plans and wishes for your funeral/burial arrangements

I wish my body to be buried/ cremated

Name of preferred Funeral Directors

Telephone No

I have prepaid my funeral and the reference is

Any other specific funeral requests

ARRANGEMENTS FOR ANY PETS

DETAILS OF ASSETS AND LIABILITIES

Property

Deeds held by

Mortgage Details –

Name of Bank/Building Soc

Account No

Any other property

Bank/Building Society Accounts, give bank held, account no, sort code

Shares/National Savings

Insurance Policies/Pension/Life Assurance/Death in Service Benefits

Original Policy Documents/Share Certificates/bonds etc. are kept

Credit Card(s)

Loans (other debts)

UTILITIES

Gas is supplied by

Electric is supplied by

Water is supplied by

Telephone is supplied by

Internet is supplied by

Council Tax

District Council

Reference No

House insurance – contents provided by

Policy No

House insurance – buildings provided by

Policy No

Valuations of contents can be found

Any other information

DIGITAL ASSETS

As more people open accounts on line it is important to be aware of your digital assets. These can include:-

- Financial Assets – e.g. bank accounts or shareholdings
 - Social Media e.g. Facebook, Twitter
 - Email Accounts
 - Multimedia Downloads e.g. iTunes
 - Government Departments – eg HMRC
 - Online auction sites – eg eBay, Gumtree
 - Personal Medical Records
 - Blogs
 - Domain names and Websites
 - Cloud Storage
-

We would suggest you make a list of these. You may want to **SECURELY** store the account details and passwords in a way that someone nominated can access them after your death or if you become mentally incapable. It is important to regularly update your asset list. You can store it in hardcopy or there are various online sites which allow you to do so, e.g. Cirrus Legacy, Legacy Locker and Edeneo.

Some entities offer the option of appointing a third party to have the authority to access your account if you have not used it for a certain period of time e.g. Google's 'inactive account manager'.

You may wish to keep a hardcopy of essential information and accounts e.g. key statements and emails.

Why is this important?

Some organisations terms and conditions allow them to deduct funds from your inactive account or wipe data held within it if not used for a certain period of time

- e.g.
- 888 Poker will charge dormant accounts 10% per month
 - Ladbrokes will charge dormant accounts 5% per month
 - Paypal close accounts and transfer the balance to Luxembourg holding account
 - Dropbox and Flickr may delete all your files after 90 days