



Royal  
Osteoporosis  
Society

Better bone health for everybody

# YOUR STEP-BY-STEP GUIDE TO MAKING A WILL

Helping the next  
generation stand tall



**MAKE A  
LASTING  
DIFFERENCE**

# Making a will for the first time

On your first appointment with your solicitor you will need to take a number of details with you.

**What you own** – We have attached a simple checklist on the right to assist you with collecting this information.

**Who to include in your will** – Who do you want to leave your assets to? How do you want to divide your property between your loved ones, friends and charities?

**Family and other beneficiaries** – Details of your family and status. Are you divorced or has your civil partnership been dissolved? Have you remarried or entered into a new civil partnership? Or are you living with someone without being married to them or being their civil partner? Do you have any children or any other dependants? If you give your solicitor relevant details, they can tell you about any legal pitfalls.

**Guardians** – If you have any children who may still be under 18 when you die, you may need to name someone as their legal guardian.

**Other wishes** – Do you have any particular wishes for your funeral? Do you want to be buried or cremated? Are there any other instructions?

**Executors of your will** – You must also name the people you want to appoint as ‘executors’ of your will – the people who carry out the administration of your will after your death.

**Signing the will** – Once the will has been drawn up it is not effective until it has been signed. There are several rules affecting the signature process which, if not followed correctly, will make your will invalid. Your solicitor will ensure that your will is signed and witnessed correctly.

## What I own: Assets

| Item   | Value |
|--|-------|
| House value                                  |       |
| Car(s)                                       |       |
| Jewellery, furniture & household possessions |       |
| Bank account(s)                              |       |
| Building society account(s)                  |       |
| ISAs/savings certificates/premium bonds      |       |
| Life insurance, stocks and shares            |       |
| Other  |       |
| <b>Total</b>                                 |       |

## What I owe: Liabilities

| Item                 | Value |
|----------------------|-------|
| Outstanding mortgage |       |
| Overdrafts           |       |
| Credit card balance  |       |
| Bank loans           |       |
| Other debts          |       |
| <b>Total</b>         |       |

## Who to include in your will?

Use these example tables to make a list of all those you wish to remember in your will, and what you want to leave them. This could be a financial figure, a percentage of your estate, or a specific item.

|          |                   |
|----------|-------------------|
| Name:    | Amount:           |
| Address: | % Share:          |
|          | Specific item(s): |

|          |                   |
|----------|-------------------|
| Name:    | Amount:           |
| Address: | % Share:          |
|          | Specific item(s): |

|   |                   |
|---|-------------------|
| Name: <b>Royal Osteoporosis Society</b><br>Registered charity no. 1102712 in England and Wales, no. SC039755 in Scotland, no. (pending) in Guernsey and no. (pending) in Isle of Man. | Amount:           |
| Address:<br><br>Manor Farm, Skinners Hill,<br>Camerton, Bath BA2 0PJ  | % Share:          |
|   | Specific item(s): |

## Executors and Guardians

**Executors:** people you appoint to carry out the instructions in your will. These could be friends or family members, or a professional such as your solicitor. Ideally, they will be familiar with your financial matters. Make sure you ask your executors whether they are happy to take on this duty as there are long-term responsibilities involved, particularly if you include a trust in your will. It is advisable to appoint at least two, but you can have up to four.

|                   |                   |
|-------------------|-------------------|
| Executor name:    | Executor name:    |
| Executor address: | Executor address: |
| Executor name:    | Executor name:    |
| Executor address: | Executor address: |

**Guardians:** people you appoint to look after your children, in the event that you and the children's other parent both die before they are 18 (16 in Scotland). We recommend discussing your wishes with the people you wish to appoint first.

|                   |                   |
|-------------------|-------------------|
| Guardian name:    | Guardian name:    |
| Guardian address: | Guardian address: |
| Guardian name:    | Guardian name:    |
| Guardian address: | Guardian address: |

# Glossary

**Beneficiaries:** Those who would benefit from a gift in your will.

**Bequest:** A gift in your will.

**Estate:** The sum total of what you own, including your assets and liabilities.

**Executors:** The individual(s) you appoint to ensure your wishes are carried out.

**Guardians:** The individual(s) you appoint to look after your children, in the event of your death.

**Inheritance Tax:** The Inheritance Tax threshold is currently £325,000 and is set at 40%. If you're liable for Inheritance Tax, it is possible to reduce it from 40% to 36% by leaving 10% or more of your net estate to charity. For more information visit: [gov.uk/inheritance-tax](https://gov.uk/inheritance-tax)

**Probate:** The legal process to establish whether your will is valid.

**Pecuniary gift:** A gift of a specific sum of your choosing.

**Residuary gift:** A share of an estate once all debts, expenses and specified gifts to friends and family have been paid. It is normally expressed as a percentage.

**Specific gift:** A gift of a particular item of your choosing.

**Testator:** The person making the will – you.

## Finding a solicitor

We recommend using a solicitor to draft or update your will. Paying a professional is well worth it to make sure it is done properly. This will minimise the potential dispute over your estate and helps to ensure your wishes are honoured properly.

To find a solicitor who can help you with making your will, visit the Law Society's website and use the quick search option.



[Solicitors.lawsociety.org.uk](https://solicitors.lawsociety.org.uk)



020 7320 5650

Choosing a law firm that is a member of the Law Society's **Will and Inheritance Quality Scheme** means that your solicitor will meet the high standards for wills and probate services set by the Law Society. You will also be using a specialist.

**The Royal Osteoporosis Society is the only UK-wide charity dedicated to achieving a future without osteoporosis.**

For more information on how to leave a gift to the Royal Osteoporosis Society in your will, please get in touch.



**Call us: 01761 473 261**



**Email us: [legacies@theros.org.uk](mailto:legacies@theros.org.uk)**



**Visit us: [theros.org.uk/mywill](https://theros.org.uk/mywill)**



**General enquiries: 01761 471 771**

President: HRH The Duchess of Cornwall. Formerly known as the National Osteoporosis Society. Royal Osteoporosis Society is a registered charity no. 1102712 in England and Wales, no. SC039755 in Scotland, no. (pending) in Guernsey and no. (pending) in Isle of Man. Registered as a company limited by guarantee in England and Wales no. 4995013, and no. (pending) in Isle of Man. Registered address: Camerton, Bath BA2 0PJ.

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