



This guide has been created by Hewetts Solicitors to help clients and non-clients prepare for their own funeral and passing. It is not a replacement for a Will.

It is intended to document the wishes of the deceased, particularly those areas that fall outside the law and which cause families and friends a great deal of anguish at such a stressful time.

If you have any questions about wills and funeral planning, **please contact Tim Butcher by telephone on 0118 957 5337 or by email enquiries@hewetts.co.uk**

Let me tell you a story which will may help you understand how this guide came about...

A solicitor told me that he met the son of a recently deceased client to go through the Will.

The son handed over the death certificate and entered into discussions with the Solicitor about terms of his late father's Will, (as the son was the named executor.)

As the Solicitor explained the Will, the son asked what his father's funeral wishes were.

The Solicitor told him the Will read "I desire to be buried".

"Oh" replied the son, "we cremated my father yesterday".

Inventing Your Own Goodbye.

A Complete Guide to Organising Your Life for Your Passing. One of the greatest gifts you can give is peace of mind.

Peace of mind for your family that they have respected your final wishes.

At a time of high emotional distress the last thing that you would want to do is cause heartbreak, anguish and tears.

By completing this guide to your last wishes you will demonstrate your care and concern for your loved ones.

As well as celebrating your life how you would wish it to be remembered.

How to Organise Your Life for Your Final Goodbye.

This is a guide. It is meant to be used. One day.

When it's time, this guide will make it easier for others to deal with your affairs. It explains the type of funeral you want, how to tidy up your estate, and who gets your precious belongings that aren't in your Will.

There will almost inevitably be loose ends when you pass. And there will be complications.

By completing this guide those complications will be reduced and your executors and family will thank you for making their decisions so much easier.

The guide asks questions that you probably have never thought about. The answers you write down are a way of telling your family and executors what they should do when you pass away.

The time of your passing will be emotionally draining. Help your loved ones through it.

This guide Is Not A Substitute For A Properly Drafted Will.

A Will is about what happens to your finances, possessions and dependents. Who receives any part of your estate comes down to what's written in your Will.

It's vital that you have an up to date Will that takes your personal circumstances into account.

If you do not have an up to date Will or want someone to review your current Will then please contact us at Hewetts Solicitors.

What will happen if I don't make a Will?

Everything Is Distributed According To Laws Of The State When You Die "Intestate".

There are certain rules that dictate how your assets will be allocated.

This may not be the way that you would wish your money and possessions to be divided out.

It is hard to imagine the unnecessary confusion and distress caused when people die without making a Will and these circumstances are often an ideal breeding-ground for family disputes.

There's no better way of organizing your Will than getting a Solicitor that specialises in Wills to write it for you.

Solicitors are experts, keep up to date with changes in the law, are heavily regulated and insured.

Solicitors can help you choose your executors (or act as one of them). They will be knowledgeable about the whole process and will professionally and ethically guide you.

Once again I must say this guide does not replace a Will. Its aim is to ensure you answer questions that are relevant before you pass away. It will also raise any issues that might need further professional help from solicitors.

It's like a health check for your passing. If you pardon the irony.

How to complete this guide.

You don't have to fill in this entire guide if you don't want to. Ultimately the more you do complete the easier it will be for others.

It will be important to review what you do write in this guide from time to time. Your views may change. And it's wise to keep it in a safe place. Give a copy to your executors and to your next of kin.

How To Let People Know You Have Passed Away.

When you pass away one of the things that your executor has to do is let people know you have passed.

It's likely to be a very stressful time. Anything you can do to make it easy for others on the day of your death will help enormously.

If you are like me your address book probably isn't up to date. You may have contact details stored on a mobile phone, on your computer, and in email address books.

You may do a lot of communicating via Facebook or Instagram or LinkedIn. You may send out cards for Xmas, birthdays and anniversaries.

Someone trying to find all your contacts, friends and colleagues will have a terrible time doing it unless you make it easier for them.

You don't have to list every contact you have had over the last 30 years.

Create a communications "tree". Think of your contacts as the trunk. As long as you have a good 20 contacts forming the trunk they are likely to let the branches know of your passing. And the branches will let the leaves know. And so on.

The easiest thing to do is to get an address book and write down your 30 contacts. Include their name, email address, phone and mobile phone numbers.

Add on to your contacts your doctor, dentist, employer, Council tax, and you may want to add any membership organizations you belong to such as a health club, National Trust, AA etc.

Add any username/passwords to social network sites and email accounts you have. These can be closed or kept open for a while to make sure there is no outstanding communication that needs doing.

If you don't have an up to date address book please record the details of the people you want informed first of your passing.

Fill in the list below for your Executors;

In the event of my passing please contact the following;

Contact	Telephone	Mobile	Email	Done
Employer				

Doctor				
Solicitor				

Notes

What Arrangements Would You Like For Your Funeral?

Funeral arrangements are very personal. Maybe you want a carriage, four beautiful black horses and a church service. If you don't tell anyone they won't have a clue. And they won't be in a fit state to second guess anything.

The best person to arrange your wishes is you. You know how you want your funeral to be. What people should wear. What music you would like to be played.

If you don't let people know before your passing you can guarantee it will lead to something that does not reflect your life

Loved ones may disagree on what they think you wanted.

You can prevent all of this. It's possible to get the funeral you want which will free up the executors to do other things.

And you can even pay up front, allowing everything to be taken care of, (at today's prices).

Funeral services can be complicated or simple. Lavish or Spartan. Traditional service or civil funeral service.

Whilst there is a lot of choice one thing is certain.

Please remember that mourning your passing is an important part of saying goodbye for family and friends.

So if you do opt for a Civil Funeral service it may still be a good idea to have a memorial service as some point too.

One you have passed away the choices become more complicated unless you fill in the details in advance, because someone is being forced to make them on your behalf.

And they may feel under pressure to “give them a good send off”. Relieve them of this burden by writing your wishes down below.

And remember to write down things you specifically don't want!

These are the arrangements I would like for my funeral.

Question; would you like to leave your body to medical science for the study of anatomy?

- ☐ Yes
- ☐ No

Question; If Yes to the above, have you filled out a consent form and if so, is it kept with your Will?

- ☐ Yes
- ☐ No – (Please specify where is it kept)

Would you like a Traditional Funeral Service, a Civil Funeral Service (non-religious) or an alternative funeral e.g. burial in woodland or at sea?

Your Answer;

Question; Have you chosen which funeral services company you want to use? (Tick the answer).

- ☐ Yes
- ☐ No

If Yes please give details of the company and any reference number.

If No please say who from your family or friends should choose the company to organize your funeral service.

I would like..._____ to choose the arrangements. (Please ensure they are in your contacts list).

**If you have a pre-paid funeral plan where is the information kept?
(Receipt/confirmation/reference number)**

Unless you have pre-paid your funeral expenses the fees are likely to be paid from your estate.

Question; On a scale of 1 to 10 with 10 being the most expensive and 1 being the least expensive

How much do you want spent on your funeral?

Question; Do you want to be buried or cremated? (please tick)

- ☐ Buried
- ☐ Cremated

Question; How would you like your coffin to be carried? (please tick)

- ☐ In a hearse
- ☐ In a horse-drawn carriage
- ☐ By another means...

(specify)_____

- ☐ Don't really mind

For alternatives you can get ideas from

<http://www.funeralinspirations.co.uk/information/Funeral-Transport.html>

Question; Do you want your close family to be transported in limousines?

- ☐ Yes
- ☐ No

Question; Do you want your coffin to travel on a particular route?

Yes, (please specify)_____

Question; Have you bought a coffin already? Who is supplying it? (Give details).

Question; Do you want relatives to be view your remains?

☐ Yes

☐ No

Question; Do you want to exclude anyone from viewing your remains, if so, who?

Question; Do you want any mementoes/belongings placed in your coffin? (Some items are not allowed for natural burial sites and cremations – please check with your funeral company) Include any items of jewellery you wish to wear.

List the items
here; _____

Question; Are there any particular clothes you wish to be buried in?

If Yes, please
specify _____

Question; Is there a newspaper where you want your passing to be announced?

If yes, which
one/s _____ -

Do you want any particular flowers to be used at your funeral?

If yes which
ones _____

Question; Would you prefer mourners to donate to charity or send flowers?

☐ Send flowers

Donations to a charity, which

one/s _____

Question; Would you like a form of commemoration? For example a bench, a prize for your golf club or a tree?

If yes, please specify what and where

Question; Do you want your coffin to rest in your home the night before the funeral?

☐ Yes

☐ No

Question; Where do you want your funeral and/or memorial service to be held?

Question; Do you want a private service for close family and friends only?

☐ Yes

☐ No

Question; Is there someone in particular that you want to hold the service?

E.G. a certain priest or vicar or religious person?

Please specify _____ -

Question; Do you want anyone in particular to be the pallbearers? (Six or eight people).

Please name

them _____

Question; Is there anything you want on top of your coffin whilst the service takes place? For example, flowers, photo, memorabilia?

Please
specify_____

Question; Are there any poems, quotes or anecdotes you wish to be read at your funeral?

Please
Specify_____

What music or hymns would you like to be played at your funeral? It could be traditional, classical, or pop music.

It could be recorded, sung by a band or played by the organist if in a church.

Remember music sets the mood for the service. So consider how you want people to feel!

Write your list here;

Do you want mourners to be in traditional black clothing or would you prefer something more colourful?

Write your wishes here

Is there someone in particular you would like to carry out the eulogy?

If so, who is it?_____

Are there any things you want them to include? Anecdotes, people, achievements, memories?

If there are please write them
here_____

Order of service.

If you have a preference please write down the order of service.

Entrance music_____

Introduction_____

Reading 1 _____

Music_____

Reading 2 _____

Eulogy_____

Commendation_____

Exit music_____

Burial Ground

Do you wish to be buried in a church cemetery? In which one?

Do you wish to be buried in a woodland, or natural grave? If so where? For advice on this visit <http://www.nativewoodland.eu/>

Have you already bought a plot or is there one available?

What is the plot number?

Where is the documentation to prove this?

Do you wish to have a headstone?

☐ Yes

☐ No

What would you like to be on your headstone?

At the interment is there anything special you would like to happen?

Cremation

Is there are particular crematorium where you would like to be cremated?

If yes, which one? _____

What would you like to happen to your ashes? For example, scattered or kept in an urn?

Where would you like your ashes to be scattered?

Following the scattering of your ashes do you wish a ceremony to be held?

If yes, what would you like?

If you wish you can have a plaque placed at a crematorium or cemetery.

Which cemetery or crematorium would you like your plaque at?

What would you like to have on your plaque as an inscription?

After the funeral

Would you like your mourners to meet after the funeral?

If so, where?

Is there anything else that you would like to give your mourners as a remembrance? For example, a copy of a photo/book?

Is there a particular hotel/motel/guest house where out of town mourners should stay?

Medical Decisions

Are you an organ donor? Please tick.

Yes

No

If yes, where is your organ donor card kept?

Have you made a Power of Attorney?

If yes, where is it kept?

Your Will

Have you made a Will? Please circle.

Yes

No

If yes, is your Will held at your solicitors office?

Yes

No

If yes please give the details of your solicitor

Name_____

Firm's Name_____

Address_____

Phone _____

Email _____

If your Will is not with your solicitor's office where is it?

Please give the details of all your Executors. Give their name, address, and telephone numbers.

Executor 1

Executor 2

Executor 3

Executor 4

It is a good idea to let your Executors know where your Will is kept.

It is also a good idea to let your Executors know where this guide is kept once you have completed it.

Your Finances

Your Executors will have to apply for probate to the Probate Registry Office.

This means they will have to declare the sum of all your assets, money and possessions minus any debts you have. This includes property details and it means an estate agent will have to provide a valuation of your home/s.

As tax, mortgages, pensions, loans, life insurance, bank accounts, credit cards and a whole range of financial assets is complicated it is very useful to help your executors as much as possible in these matters.

Your executors will need all the original documentation so it makes sense to keep this in a file which can be easily found.

Where is this documentation to be found in your home?

List the property that you own wholly or jointly (including second homes)

Where are the deeds to these properties kept?

Here is a list of financial and general information that it may be helpful if you complete.

Finances	Details/Location of Documents	Useful Info	Done
Accountant			

Bank Account 1 (Branch only)
Bank Account 2 (Branch only)
Mortgage Provider
PEP's/ISA's
Bonds
Hire Purchase
Endowment
Credit Card 1
Credit Card 2
Endowment
Shares/Broker
National Insurance Number
Tax Office Reference
Outstanding Loans
Gas/ Electricity
Water Rates
Council Tax
Telephone
Mobile Telephone
Internet Provider
Satellite TV
Email Username
Club Membership
Store Cards
Home Building Insurance
Home Contents Insurance
Health Insurance Policy
Life Insurance Policy
Dental Care Policy
Paypal account
Pet Insurance
Vehicle Insurance
Car Log Book
Car HP Agreement
Passport
Driving Licence
Appliance Insurance
Receipts for High Value Items
Do you have items in storage?
Catalogue companies
Local Post Office
Landlord
Church/Religious Groups

<p>The Bereavement Register and Deceased Preference Service to remove the deceased's name from mailing lists and databases</p>	<p>http://www.the-bereavement-register.org.uk/</p> <p>http://www.deceasedpreferenceservice.co.uk/</p>
<p>Other</p>	

Remember that you may have online accounts such as PayPal, EBay which you might need to leave passwords and usernames for. (You have to keep these separate for security).

Goods and Chattels

Making sure that the people you want get the treasured items you want them to is a challenge if you don't write down your wishes.

All too often family members will bring up “promises” that may have been made but were never recorded.

Furniture that means nothing to one family member may be a precious item with great sentimental value to another.

Remember to include things like photo albums and videos.

The easiest solution is to write down who you want to get your possessions in as much detail as possible.

[illegible]

If your property is alarmed you might want to give your key holders the alarm code.

Who has been appointed to assist in emptying your home of its contents?

What should your executors do with your clothes?

What should your executors do with your furniture?

If you have a safe in your home you may want to give the code to your solicitor.

Are there any items in your household that don't belong to you?

Are you owed any money by anyone? If yes, then please say who and write down where proof can be found

Do you have and guarantees for things like the boiler, central heating, or any building work?

If so, where can they be found?

Children

Specialist advice from a solicitor is desirable to protect children.

If your children are under 18 your solicitor should advise you to appoint guardians.
Guardians should be made aware of how you wish your children to be raised.
Please write down the full names of your children and their dates of birth

Name	_____	D.O.B	_____
Name	_____	D.O.B	_____
Name	_____	D.O.B	_____
Name	_____	D.O.B	_____
Name	_____	D.O.B	_____

Please write down the names and contact details of Guardians.

Name _____

Address _____

Contact Numbers _____

Email _____

Are the Guardians relatives to the children? If so, what is their relationship?

Have you left any written instructions about the upbringing of your children?

If you have where are they?

If not, please write your preferences here;

Where can your children's birth certificates be found?

Do you want to mention anything about your children here that you have not put in your Will?

Your Pets

If you have pets you need to make sure that someone looks after them properly when you pass.

Pets are as individual as people so it is sensible to write down here as much information about their care as possible.

What is your pet's name, pedigree (if any) and date of birth?

Where is the documentation about your pet kept? (Is it in a marked folder?)

Is there someone in particular you want to look after your pet when you pass?

Is there someone you don't want to look after you pet?

Is there a special brand of pet food for your pet or dietary needs?

Does your pet have any medical needs?

Do you have the vaccination certificates for your pet? Where are they?

Does your pet have a regular vet? If so, what are their contact details?

Is your pet covered by any type of insurance? Please provider name and policy number.

Does your pet go to a regular kennel/cattery or does someone else look after it when required?

Please give details and contact information.

Is there any other information you would like include in this guide? Use this space to make sure your wishes are carried out.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Congratulations...

You have helped your executors with this guide. And you have made life much easier for your family...

You have had to think about a subject most people never even consider. But more than that, you have taken the time to really think about what is inevitable...your own passing.

There may be questions that you have now you have been through this process. It would be a good idea to write down these questions and ask a solicitor about them.

If you need further advice please feel free to call us on **0118 957 5337**.

Our contact details are on our website www.Hewetts.co.uk

In any case, your existing solicitor should hold a copy of this guide alongside your Will and you should make your executors aware of this guide's existence and where to find it.

Finally, please sign, print and date this guide below. Keep it in a folder or ring binder and ensure that your executor/s have a copy for their reference or know where your copy is kept.

Signed_____

Print Name_____

Date_____

Witnessed by_____

Signature of Witness_____

For any legal help from a solicitor please feel free to contact us;

Through the website www.Hewetts.co.uk or **telephone 0118 957 5337**

Email enquiries@Hewetts.co.uk

If you don't have a Will please, please get in touch with us. Or if you do have one but think it may not be up to date or incorrect please feel free to call.

Passing without a Will can be a terrible burden for families.

Whilst your last wishes can be fulfilled with this guide (and look at how many things you have never considered) imagine the problems of passing without any written and legally binding instructions.

Please speak to an experienced solicitor as soon as possible for help with your will.

We would be happy to help you at Hewetts Solicitors but even if you choose another firm, we are happy for you to use this guide along with your will. We know it helps families cope with what is a very difficult situation. And any help we can give, we are happy to do so.

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PS - Please consider sharing this guide with other people. It would help us spread the message if you could. The more people that use this guide the better. Thank you.