

# A guide to making your Will

## How to include a gift

**This guide is full of useful information about making or amending your Will and how to include a gift to The Brain Tumour Charity.**

This guide is not a substitute for seeking professional advice but will help you to clarify your wishes in preparation for your visit to a solicitor or Will writer.

*You don't have to leave a large gift; just 1% of your estate after your loved ones have been looked after will help make a difference to the future.*

## Types of gifts you can leave in your Will:

### Our promise to you

#### Friends and family first

We know that you care for the future of your loved ones will always come first. But if you are able to leave a donation after this, however small or big, to The Brain Tumour Charity, you can help us continue the fight against brain tumours in the future.

#### It's up to you

The decision whether or not to leave a donation in your Will is 100% yours and you can make it whenever you like. And you can, of course, change your mind at anytime. We know and respect that your Will is a personal matter. You don't need to tell us how much you are leaving to us, or even that you are planning to leave anything to us at all. But of course, we would love to hear from you if you want to.

#### Trusted and safe

We will look after any donation, whatever size, you decide to give us at anytime to ensure it is spent where it will have the greatest impact on something you really care about. For every pound we raise, 80p goes directly into our charitable work, funding world-class research, providing expert support and information to those affected and raising awareness. Where possible we will keep you updated with how your gift will help in the fight to find a cure for brain tumours.

### Types of gifts

There are different types of gifts you can leave to The Brain Tumour Charity in your Will:

- **A percentage of your estate**

You can choose to leave a percentage share, or possibly all, of what is left in your estate once all other payments have been made and loved ones cared for. A percentage share will not lose value over time, so is the most valuable way to give to us through your Will whilst ensuring your loved ones are provided for.

- **A fixed amount of money**

You may prefer to leave us a fixed amount of money. It is worth knowing that the effects of inflation could mean that the true value of this gift could become less than you intended, unless you review your Will regularly, or link it with inflation.

- **A specific item**

This is a gift of a specific item, such as a personal possession, land, artwork, building or shares.

*I don't have a Will yet:  
I am planning to  
rewrite my Will:*

*Suggested wording to  
take to your solicitor  
when writing your Will  
according to the type  
of gift you would like  
to include:*

*Two things to include,  
no matter which gift  
you choose:*

## *If you don't have a Will yet or are planning to rewrite your Will*

If you are planning to write a Will for the first time, or maybe you're looking to update your Will because of a change in circumstances, you can easily include a gift to The Brain Tumour Charity by using the suggested wording to include within your Will.

There are different types of gifts you can leave to The Brain Tumour Charity and below is the suggested wording which you can give to your solicitor or professional Will writer to include into your Will. Here are three of the main types of gifts which can be left:

### **A percentage of your estate**

I give all or ..... % share of the residue of my real and personal estate which I can dispose of by Will in any manner I think proper to The Brain Tumour Charity (Registered Charity No. 1150054 (England and Wales) SC045081 (Scotland) of Hartshead House, Victoria Road, Farnborough, Hampshire, GU14 7PA to be applied for its general purposes and I direct that the receipt of the Honorary Treasurer or the proper officer for the time being of The Brain Tumour Charity shall be a complete discharge to my executors.

### **Fixed amount of money**

I give the sum of £ ..... [insert amount in numbers and in words] pounds to The Brain Tumour Charity (Registered Charity No. 1150054 (England and Wales) SC045081 (Scotland) of Hartshead House, Victoria Road, Farnborough, GU14 7PA to be applied for its general purposes and I direct that the receipt of the Honorary Treasurer or other proper officer for the time being of The Brain Tumour Charity shall be a complete discharge to my executors.

### **Specific item**

I give ..... [insert description of the item] to The Brain Tumour Charity (Registered Charity No. 1150054 (England and Wales) SC045081 (Scotland) of Hartshead House, 61 – 65 Victoria Road, Farnborough, GU14 7PA to be applied for its general purposes and I direct that the receipt of the Honorary Treasurer or other proper officer for the time being of The Brain Tumour Charity shall be a complete discharge to my executors.

## *Important information*

Please ensure that any legacy to us includes our full name 'The Brain Tumour Charity', and 'Registered Charity Number 1150054 (England and Wales) SC045081 (Scotland)', together with the correct registered address: 'The Brain Tumour Charity, Hartshead House, 61-65 Victoria Road, Farnborough, GU14 7PA' in whatever gift you choose.

Charities can sometimes go through mergers or change their names and it's important that the following clause is also included in your Will:

**'If at my death any charity named as a beneficiary in this Will or any Codicil hereto has changed its name or amalgamated with or transferred its assets to another body then my Executors shall give effect to any gift as if it had been made to the body in its changed name or to the body which results from such amalgamation or to which the transfer has been made.'**

## *I want to add a gift to my Will without rewriting it:*

## *Can I add a gift to my existing Will?*

If you already have a Will you can still help those affected by brain tumours by adding a Codicil to amend your existing Will to include a gift to The Brain Tumour Charity.

Creating a new Will is the best way to avoid any errors or disputes if you are looking to modify your existing Will but if you decide to update your Will using a Codicil, here are a few basic rules:

- If you have made more than one Will, it is important to ensure that this Codicil relates to your most recent Will.
- Keep the Codicil alongside your Will in a safe place. It is advised that you should not staple or clip anything to your Will. If it has staple marks or indentations from clips, a court will need to be satisfied that your Will did not have a Codicil attached which has since been removed. This could delay the grant of probate.
- The Codicil must be signed in the presence of two adult witnesses who are **not** your family, married to your family or set to benefit from your Will.
- Send or give a copy of the Will and Codicil (in a sealed envelope, if you prefer) to your executor or a trusted friend. Indicate with a note where the originals are held. It is important that the original Will and Codicil are kept together and that those who have a copy of your Will also have a copy of the Codicil, to help prevent confusion at a later date.

## *Where to find a Codicil:*

## *Codicil*

You can ask your solicitor to draft a Codicil or you can request a free copy of our Codicil from Charlotte Bradford: [legacy@thebraintumourcharity.org](mailto:legacy@thebraintumourcharity.org)  
Your Codicil should be signed by you in the presence of two adult witnesses and stored alongside your Will.

## *How to find a professional:*

## *Finding a solicitor or professional Will writer*

If you can't find a local solicitor or Professional Will writer, please get in touch with us and we can point you in the right direction or you can contact the Law Society who will help you find a professional in your area:

<b>England and Wales</b>	<b>Scotland</b>	<b>Isle of Man</b>
<a href="http://www.lawsociety.org.uk">www.lawsociety.org.uk</a> 020 7242 1222	<a href="http://www.lawscot.org.uk">www.lawscot.org.uk</a> 0131 226 7411	<a href="http://www.iomlawsociety.co.im">www.iomlawsociety.co.im</a> 01624 662910
<b>Northern Ireland</b>	<b>Channel Islands</b>	
<a href="http://www.lawsoc-ni.org">www.lawsoc-ni.org</a>	<a href="http://www.jerseylawsociety.je">www.jerseylawsociety.je</a> 01534 601700	

## Frequently asked questions:

*Whatever you choose, we recommend that you seek the guidance of a solicitor or professional Will writer when you are writing your Will or Codicil, so that your intentions can be fully carried out.*

*The Brain Tumour Charity and its employees are not qualified to offer legal advice.*

## We're here to help

If you would like a copy of our Lasting Legacy booklet or have any questions about leaving a gift in your Will to The Brain Tumour Charity, please contact Charlotte Bradford:

[legacy@thebraintumourcharity.org](mailto:legacy@thebraintumourcharity.org)

01252 749996



## FAQs

### Do I need a Will?

Thousands of people die each year without leaving a Will and some people assume their spouse or registered civil partner will automatically inherit everything, but this is not always true. Gifts may then be left to unintended people and unintended tax may have to be paid. Making a Will and keeping it up to date is the only sure way that the people and causes you love are looked after in the way you intended.

### Who should write my Will?

There are a number of options when it comes to making your Will but it is strongly suggested that you ask a solicitor or a member of the Institute of Professional Will Writers (IPW) to write or amend your Will. After discussing your wishes, your solicitor or professional Will writer prepares a draft Will for you to consider. At that point you can make any changes or amendments.

Once you and the solicitor or Will-writer are happy with the Will, they will prepare the hard copy for you to sign which should be signed in the presence of two adult witnesses who are not your family, married to your family or set to benefit from the Will.

### I already have a Will. Do I need to update it?

It is a good idea to review your Will regularly to make sure that the details and clauses still reflect your wishes, especially if there has been a change in your personal circumstances such as marriage or divorce, a new arrival, moving home or a change in your financial circumstances.

### How much will it cost?

Some solicitors and professional Will writers will make simple Wills for as little as £70, while more complex Wills could cost £200 or more. Most solicitors will offer you an estimate for your Will without any commitment to buy their services. It's worth asking around to make sure you are getting value for money.

### Can I leave a gift in memory of a loved one or to a Supporter Group?

Yes, you can choose to leave a gift in your Will to an individual Supporter Group, so that the money can be used for the same charitable objectives in future. You can also leave a gift to The Brain Tumour Charity as a tribute to a loved one by expressing your legacy "as a tribute to..."

## Thank you for thinking about us

By leaving a gift in your Will to The Brain Tumour Charity, you could be part of the remarkable life-saving breakthroughs of the future. Recent gifts have enabled us to fund a five year research programme looking at entirely novel ways of treating glioblastoma, raise awareness of brain tumour symptoms in children through our award-winning HeadSmart campaign, and offer vital support and information to over 2,000 people in the last year. We couldn't do this without the help of people like you investing in the future.