



SIMPLER CARE PLAN

THE SIMPLER CARE PLAN HAS UNIQUE BENEFITS THAT WE BELIEVE ARE UNPARALLELED IN THE U.K. The Simpler Care Plan has unique benefits that we believe are unparalleled in the U.K.

This plan not only cares for your documents during your lifetime in a safe, secure, and fully insured facility, but also allows you the freedom to update your documents at any time and provides you with access to a fully qualified Estate Practitioner whenever you wish.

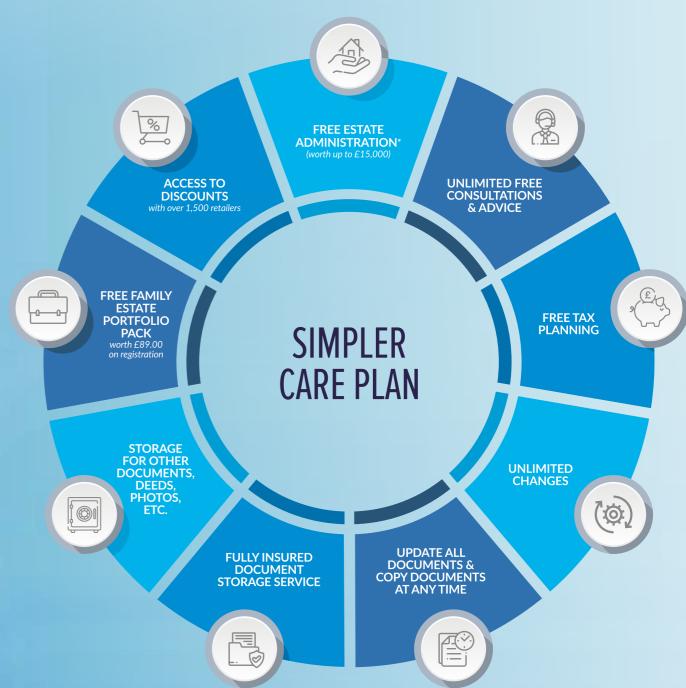
This plan, however, goes even further by not only keeping your documents updated and secure during your lifetime, but it will also look after your loved ones by providing free estate administration (Probate) when you pass on (worth up to £15,000); meaning your family don't have to take on the task of being executors. Those close to you, therefore, don't have to worry about, or deal with, complicated court and legal processes at a very difficult time as all of this will be provided to them, with zero administration fees*.

Yes - ZERO administration fees.

Upon registration, you will also receive our *Family Estate Portfolio* free of charge to keep a copy of your estate planning documents and any other valuable or important paperwork together.



WHAT IS INCLUDED IN MY SIMPLER CARE PLAN?



*Terms and conditions apply.



SIMPLER CARE PLAN: During My Lifetime

IT IS RECOMMENDED THAT YOU REVIEW YOUR DOCUMENTS EVERY THREE YEARS. IN ACTUAL FACT, OUR CLIENTS UPDATE THEIR WILLS, ON AVERAGE EVERY TWO YEARS AND THREE MONTHS.

Keeping my Will up to date

I've done it! For many people, taking out a Will and planning for what happens after they die is a really positive thing. Isn't it good just to think that you have done it, another box ticked? Your family will be provided for, according to your wishes, however, what happens next?

The thought of dying is unthinkable to many but it will happen to all of us and we all hope that it will be many years in the future. In the meantime we live our lives to the full but, as we cannot predict either our future or when we will die, how do we know that our plans and intentions for today will be the same tomorrow?

The sad fact is that, if your Will is out of date when you die, it could mean that family, friends, and charities can miss out, whilst someone could inherit that you no longer wish to. In some situations your Will may no longer be valid, or could fail, meaning that your estate will then be distributed in accordance with the rules of intestacy essentially ignoring any wishes you had made. Clearly this is undesirable!

It is therefore recommended that you review your documents every three years. In actual fact, our clients that choose to update their Wills, do so on average every two years and three months.

Reviewing your Will, however, is not always that easy. It is not an editable document and only an original Will that has been signed, dated, and witnessed correctly is legally valid. If it is defaced in any way, or altered, written on, or changed, could invalidate your document. Should a Will become invalid through such changes, then the only way to replace it and update it, is to go through a new consultation and produce an entirely new document. If you have paid hundreds of pounds for your previous document, because your Will contains Trusts for example, you would potentially end up paying these costs again. This is clearly not a cost-effective way to keep your legal documents up to date.

WITH THE SIMPLER CARE
PLAN YOU CAN UPDATE YOUR
DOCUMENTS AT ANY TIME
WITH NO FURTHER CHARGE.

OUR TAX PLANNING SERVICE IS ALSO INCLUDED. SHOULD YOU REQUIRE ANY FURTHER SERVICES, THESE WILL BE PROVIDED AT A DISCOUNT AND INCLUDED WITHIN THE SIMPLER CARE PLAN.

Is there a better way?

Yes. Our Simpler Care Plan specifically caters for this.

Simply put, by taking advantage of the *Simpler Care Plan* you can update your documents at any time with no further charge.

The Plan will allow you to speak to one of our qualified consultants to review your situation and your documents. You can make any changes necessary and update your estate planning in line with your new requirements.

Your new documents will then be professionally drafted and bound; and then sent to you along with any relevant copy documents.

Our tax planning service is also included, as and when necessary, to ensure the most effective use of any allowances your estate may be entitled to. We will also check your documents when they are returned to us and, if any have been signed or witnessed incorrectly, then replacement documents will be produced and sent to you, again with no further charge.

In addition, should you require any further services these will be provided at a discount and updates will then be included within our *Simpler Care Plan* so you can update them at any time in the future, with no further charge.

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SIMPLER CARE PLAN: During My Lifetime

YOU CAN ALSO USE OUR SECURE STORAGE FACILITY FOR THE SAFEKEEPING OF OTHER DOCUMENTS SUCH AS FAMILY PHOTOS, PROPERTY DEEDS, **INSURANCE POLICIES OR** OTHER IMPORTANT PAPERWORK, AT NO ADDITIONAL COST.

Looking after my Will

Congratulations. So, now your Will is up to date, but where are you going to keep it?

Over the years, we have visited and spoken to many thousands of clients and asked them that very question. Some are highly organised and put it in a safe or other secure place; and some are not quite so organised. We've heard of storage options ranging from being put in a cupboard to ending up in a shoe box in the loft. Regardless of where you keep your Will, how is your family going to know where it is when you pass on or, that it even exists? Sadly, many Wills are lost and all the hard work and effort that was put in to document your wishes goes to waste, as the estate will now be distributed according to the laws of intestacy in the absence of a valid Will.

Worse still, your Will could be destroyed. This may be by accident, as family members may not recognise the document or its importance; or maybe, just maybe, they do recognise it but don't like the content and so destroy it! It is an incredibly sad fact, but it does happen.

Is there any way to protect against this?

Yes. Our Simpler Care Plan looks after all of this for you. We have built a secure storage unit specifically designed for this purpose. This unit is highly secure, alarmed, temperature controlled and most importantly, fully insured so your document is kept safe and sound until it is needed. In the unlikely event that your document suffers a catastrophic loss whilst in our care, our insurance will ensure a copy is produced from our offsite secure servers. Where a client is unable to sign a replacement Will we can provide affidavit evidence to allow a Judge to authorise a copy to be used as the original Will. Planning for the worst and hoping for the best; all of this covered by our

You can also use our secure storage facility for the safekeeping of other documents such as family photos, property deeds, insurance policies or other important paperwork, at no additional cost. We will also produce copies of your documents for you to keep a record of them at home; plus we will provide your family and loved ones with details of how to contact us once you have passed on;

all of which can be kept in your Family Estate Portfolio pack. See a full summary of benefits on pages 16-19 of this booklet.





SIMPLER CARE PLAN: Once You've Gone

Once you have passed on, your estate will usually have to go through the estate administration process, including the court probate process, before it can be passed on to your family.

Sadly, over recent years, the word 'probate' has become a 'dirty' word with terrible stories of banks and law firms charging exorbitant fees to administer estates, leading many people to appoint family members or friends without fully realising what is involved and the responsibilities a lay executor has to take on.

Firstly, let us consider some of the main steps involved in estate administration.

- Locate the Will, register the death and obtain copies of the
- Undertake funeral arrangements.
- Secure deceased's property (where applicable).
- Produce a schedule of assets and liabilities. Obtain valuations and register the death with those holding assets.
- Establish the identity of beneficiaries under the terms of the
- Prepare the appropriate Inheritance Tax (IHT) form and submit to HMRC. Payment for any IHT due will need to be
- Submit all necessary documentation to the Probate Registry to obtain the grant.
- Issue statutory notices in the London Gazette and a local
- Collect together and realise the deceased's assets.
- Pay any outstanding debts according to the terms of the Will or statutory order.
- Pay any cash gifts and transfer any specific assets to the appropriate beneficiaries.
- Establish what makes up the residuary estate and discharge any final tax liahilities
- Prepare Estate Accounts to be approved by the residuary beneficiaries and executors.
- Distribute the residue of the estate according to the terms of

This is a simplistic overview. For a more comprehensive explanation of what is involved, please see pages 13-15, or for a detailed explanation see our Probate Overview brochure.

SIMPLER CARE PLAN: Once You've Gone

WHILE PEOPLE MAY HAVE THE BEST OF INTENTIONS WHEN THEY ACCEPT THE **ROLE OF BEING AN** EXECUTOR, WHEN THEY ACTUALLY TAKE ON THE TASK, MOST SEEK PROFESSIONAL HELP AND END UP DELEGATING SOME, IF NOT ALL, OF THE RESPONSIBILITY.

THIS IS OFTEN DONE ON FAR LESS FAVOURABLE TERMS THAN IF A PROFESSIONAL **EXECUTOR WAS APPOINTED** WITHIN THE WILL IN THE FIRST INSTANCE.

The time and obligations involved in the administration of an estate can be onerous and very complicated for an untrained individual. There is a significant level of responsibility and the penalties for failing to carry out executor duties correctly can be severe.

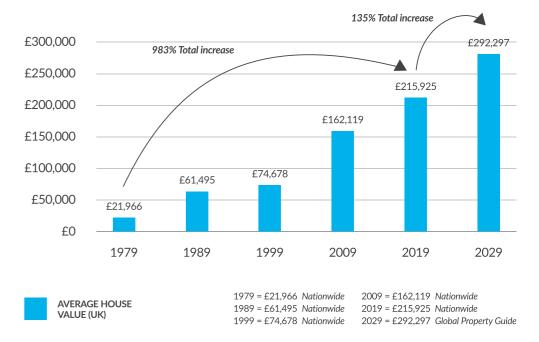
A lay executor has a personal liability to ensure the estate is correctly administered, debts are repaid, and beneficiaries inherit in accordance with the Will. Creditors can appear many months after death, demanding payment from an executors own funds if they haven't followed the correct process. The administration can also be very lengthy, typically taking between six and twelve months to complete; and sometimes even longer.

The simple fact is, that while people may have the best of intentions when they accept the role of being an executor, when they actually take on the task, most seek professional help and end up delegating some, if not all, of the responsibility. This is often done on far less favourable terms than if a professional executor was appointed within the Will in the first instance.

For example, our normal professional fees are calculated as 2.5% plus VAT of the gross estate valuation where we are not written into a Will as Executors but are subsequently asked to act. This fee is far higher than where we are written into a Will in the first place but many other professional companies will charge more or will charge an hourly rate in addition to a percentage fee and we have seen fees as high as between 4-6%. In addition to this, as time goes by, assets tend to increase in value.

At the end of 2019, according to the Nationwide Building Society, the average house price was £215,925 at 3% this would cost £6,477 to administer without including any other assets. By 2029 according to The Global Property Guide the average house price is expected to be £292,297 which would see the probate fee going from £6,477 to £8,768. This may seem a steep jump but according to the Nationwide Building Society properties have increased almost ten-fold in that last 40 years.

HISTORIC AND PREDICTED AVERAGE HOUSE VALUES



With the Simpler Care Plan however, this is all taken care of!

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SIMPLER CARE PLAN: Once You've Gone

WE HAVE DEALT WITH MANY **ESTATES OVER THE YEARS** AND HAVE MANY THOUSANDS OF SATISFIED CUSTOMERS. WE ARE IMMENSELY PROUD OF THE 5-STAR TRUST PILOT RATING THEY HAVE GIVEN US.

YOUR ESTATE PLANS, BOTH IN YOUR LIFETIME AND FOLLOWING YOUR DEATH, **COULD NOT BE IN BETTER** HANDS.



With our plan, the whole process of estate administration is now free of charge on estates with a gross value of up to £500,000*. This means that you no longer have to worry about selecting an executor as it is all taken care of. Those close to you do not need to worry or stress over your estate at an already emotionally trying and

Please note that some charges and disbursements are not included such as court fees and conveyancing costs but many of these occur regardless of who administers an estate (be that a lay executor or a professional one). These costs are payable from the estate, as administration expenses.

The process is very simple. Once we have been notified of your death, we will work to administer your estate as quickly as possible and distribute it exactly how you have documented it in your estate plan. We will also work with your beneficiaries, so they are well informed and are included in the process as much as possible.

We have dealt with many estates over the years and have many thousands of satisfied customers. We are immensely proud of the 5-star Trust Pilot rating they have given us. Your estate plans, both in your lifetime and following your death, could not be in better hands. All the likely steps of estate administration (probate) are described on pages 13-15, further on in this brochure. Please note that some estates will require a more extensive service, however, please be assured the Simpler Care Plan will be there to cover it.

Please see pages 18 & 19 for a full summary.

*Terms and conditions apply.



FAMILY ESTATE **PORTFOLIO**

When you register for a Simpler Care Plan you'll receive our Family Estate Portfolio (worth £89.00), absolutely FREE!

This unique pack allows you to keep all of your most valuable documents together, in a single, easily identifiable location, to assist your family once you have gone.

Not only that but we'll provide relevant booklets, guides on how to complete forms correctly and other useful information, relevant to your plan. We've carefully selected items that we believe will add value and assist when recording your Family Estate Portfolio. Read below to see the main items included in this pack.



This sturdy lockable case comes with a combination lock and is clearly emblazoned with our logo for easy identification. The strong construction, made with durable materials, will comfortably store your most important documents safely.

Notebook & Pen

This attractive A5 notebook and pen also allows you to write any further notes or memories that you may want to pass on. This stylish notebook with a hardback cover and lined paper is the perfect place to keep anything further that you may wish your family to know.

'What My Family Should Know' Estate Record Book

We are specialists in probate and we have many years' experience of dealing with estate administration. Even with our know-how on how to find details of all our clients financial backgrounds, things can still be missed.

This Estate Record book is designed so that you can inform your family of life assurance policies, bank accounts and pensions, along with other useful information, which could prevent your family from potentially missing out on thousands of pounds. It also allows you to document your 'digital life' so that your family can gain access to media accounts and even electronic devices, which may otherwise be rendered useless if they haven't got a valid password or personal identification number (PIN).















EXCLUSIVE SAVINGS & DISCOUNTS

ONCE YOU RECEIVE LOGIN
DETAILS YOU CAN ACCESS
DISCOUNTS TO HUNDREDS
OF LEADING UK RETAILERS.

SAVE MONEY AND RECEIVE DISCOUNTS ON EVERYDAY

PURCHASES FROM WELL

KNOWN RETAILERS.

A very exciting and exclusive benefit to our *Simpler Care Plan* members could literally save you hundreds of pounds per year on all sorts of services, even your weekly supermarket shop!

Through the use of our exclusive site at www.simplercarebenefits.co.uk you can get discounts on all these retailers and far more; in fact hundreds of retailers in total. With the savings calculator, simply enter your typical spending on everyday items such as food, transport, entertainment, clothing, etc. and see what you could save every year.

You can even nominate a retailer if it is not on the list and we can see if it can be added, so you can enjoy further benefits. This simple service can be used immediately once you receive your login details.







































CAFFĒ KERO























Please note that participating retailers can change at any time.

PROCESS TO FOLLOW BEFORE GRANT APPLICATION

The following illustrates the steps that need to be taken in estate administration by the chosen executors which would all be covered by the Simpler Care Plan.

CHECK THERE IS A VALID AND CORRECTLY ATTESTED WILL

This will involve reference to the Wills Act to ensure the Will complies with the strict requirements and may involve obtaining a statement from the witnesses to the Will in the form of an Affidavit.

ASCERTAIN BENEFICIARIES AND THE NATURE AND EXTENT OF THEIR GIFT

They may need to be located and a genealogist may be required to establish and locate all the beneficiaries, particularly in the case of intestacy. If there are insufficient assets within the estate to pay all the gifts (after the payment of debts) then there are strict rules to follow in relation to how gifts might fail or reduce.

ASCERTAIN THE EXTENT OF ESTATE ASSETS AND LIABILITIES

The value of assets must be at date of death and include interest accrued but not yet paid and valuers must be instructed to value in accordance with IHT guidelines (even if it is known IHT will not be payable). Allowable discounts must be applied to jointly held property and a calculation of income tax and capital gains tax to the date of death will be necessary.

HMRC will look closely at values where an estate is near the IHT nil rate band. Gifts made by the deceased in the last 7 years and assets subject to Gift with Reservation of Benefit rules will be included within the estate for Inheritance Tax purposes.

PROTECT THE ESTATE ASSETS

This will involve ensuring that any valuable assets, particularly a property, are insured throughout the administration period. An executor will be liable for the loss of any asset that is not adequately protected. Note that many insurance policies have rules about an empty property so check carefully with your provider to ensure this is covered.

INHERITANCE TAX RETURN TO HMRC

This is required in most cases unless the estate is very small. There are two types of return that might be required. In the majority of cases a limited return will be acceptable (IHT 205). This applies where the estate value is less than £325,000 or where the bulk of the estate is spouse or charity exempt and the gross estate does not exceed £1million.

In a larger estate, where IHT is due, a full return (IHT400) will be required along with any appropriate supplemental forms. A transferable nil rate band can also be claimed on second death where it has not previously been used up to £325,000 however HMRC will require evidence of the availability of the unused portion to transfer.

There are additional allowances and exemptions in relation to property passing to the descendants of the deceased (the residence nil rate band), charitable gifts and some business assets. These are all claimed as part of the IHT return. Any IHT due must be paid prior to the application for the Grant which can lead to funding problems for executors as the testator's assets will be frozen. (IHT is payable within 1 year of death, interest is chargeable after 6 months).

MAKE A PROBATE GRANT APPLICATION TO THE COURT

If applying for probate yourself without seeking specialist assistance there are two ways to apply for the Grant.

You can apply online at www.apply-for-probate.service.gov.uk however you must have the original Will and death certificate and the deceased must have lived in England or Wales. You must also have already completed the IHT return to report the estate's value. The Court fee of £215 is paid online. You will still need to send the original Will to the Court but ensure you keep a copy as they will retain the original Will. Do not remove staples or binding from the original.

You can apply by post by completing form PA1P or PA1A depending on whether there is a Will or not. You will need to pay the Court fee of £215 by sending a cheque or calling your district probate registry before sending the application. You will need to send the original Will and two copies along with the death certificate. Make sure you use a tracked postal service to send the original documents.

PUBLISH STATUTORY NOTICES

A notice must be placed in the London Gazette announcing the death to allow anyone that was owed money by the deceased to come forward. A notice also needs to be placed in the press local to where the deceased lived. They give notice to creditors and other people who may have an 'interest' in the estate that any claim must be received by a specific date (at least two months from the date of the notice). The notices cost approximately £200 though this will vary between regions. Once the notices have expired the executor may then distribute the estate in the knowledge that they will not be personally liable should claims or debts subsequently come to light. A claimant may still come forward after this time but, as long as they were not aware of the claim, the executor will not be personally liable for it.



PROCESS POST GRANT

The following illustrates the steps that need to be taken in estate administration by the chosen executors which would all be covered by the Simpler Care Plan.

OPEN AN EXECUTOR ACCOUNT TO HOLD THE ESTATE FUNDS

You will need to maintain accurate accounting records throughout the administration as this will help you prepare the estate accounts when the administration has been completed.

COLLECT IN ALL ASSETS

This includes money from bank accounts, proceeds from the sale of any assets or investments and any debts owed to deceased. Don't forget that the deceased may be due a refund from HMRC in respect of income tax paid during the tax year to the date of death.

PAY ANY DEBTS AND LIABILITIES

There is a strict order in which debts must be paid from an estate so care is required. Attention must also be paid to any directions within the Will in relation to any debts. If an estate is insolvent (doesn't have enough assets to pay all the debts) then it is important to advise creditors as some may be willing to write off a debt that is owed. Others may insist on payment even if they receive less than the original debt owed.

The method for calculating the reductions in payment must be followed as the executor could be personally liable for any mistakes they make.

COMPLETE AN INCOME TAX AND CGT RETURN FOR THE ADMINISTRATION PERIOD

Where a liability has arisen you must account to HMRC for all additional tax payable.

ADJUST IHT PAYABLE WHERE NECESSARY

The amount payable may have changed from the original calculation if assets have increased or decreased in value from the original valuation given on the IHT form submitted. This is very common where an estate property has been sold for a different price to that first anticipated.

You can use form IHT35 to claim relief when you sell 'qualifying investments', that were part of the deceased's estate at a loss within 12 months of the date of death. After the final account has been agreed you must obtain a Certificate of Clearance or closing letter from HMRC.

DISTRIBUTE LEGACIES IN ACCORDANCE WITH THE TERMS OF THE WILL

You will need to arrange for the physical or legal transfer of ownership of assets passing to beneficiaries which may include the conveyance of a property.

Don't forget to obtain valid receipts from the beneficiaries as evidence that the assets have been received by them. If the gift was given subject to IHT or the costs of distribution then don't forget to take this into account. The wording of the Will dictates this.

DISTRIBUTE THE RESIDUARY ESTATE

Again this includes the legal or physical transfer of assets to the beneficiaries. If there are a number of recipients, larger items may need to be sold to allow the estate to be divided. For smaller items you may need to consider the executors power of appropriation (transferring an item to a beneficiary in satisfaction of their inheritance) or, if a beneficiary does not want to receive their share, you may have to consider a Deed of Variation or Disclaimer to change the distribution of the estate.

As part of the distribution you may need to transfer assets to the trustees of any trusts contained within the Will. We always advise you seek our expert assistance if this is the case.

COMPLETE AND DISTRIBUTE R185'S TO BENEFICIARIES

Any transfer of an asset or income to a beneficiary during the administration period will trigger the need for a R185 (a return of the income tax paid by the estate provided to a beneficiary to enable them to complete their own tax return)

PREPARATION OF ESTATE ACCOUNTS

The estate accounts should include a full breakdown of capital assets and liabilities of the estate. They should also account for all income and expenditure during the administration period.

Details of distributions made to beneficiaries should be clearly shown so that the ultimate destination of all assets is clear. The executor should ensure they get approval of the accounts by the residuary beneficiaries in order to release them from any further personal liability.



SIMPLER CARE PLAN: During My Lifetime Summary of Benefits

Aftercare

- Unlimited consultations with estate planning experts
- Estate Planning tax advice
- Production of new documents and all postage
- Checking all documents once signed (validation)
- Copy documents, where appropriate
- Replacement documents if signatures are missing, incorrect or names misspelt
- Lifetime changes including beneficiaries removed or added, funeral wishes amended, etc.
- Exclusive savings and discounts on hundreds of leading UK retailers'

Storage

- Documents held at a secure location
- Temperature controlled environment
- Fully insured
- Protects against loss, damage, theft
- ► Storage for personal, valuable, items such as property deeds and photos
- Copy documents provided
- Certificate of storage provided
- Contact details for relatives or friends once you



SIMPLER CARE PLAN: Once You've Gone Summary of Benefits

Free Estate Administration (Probate)

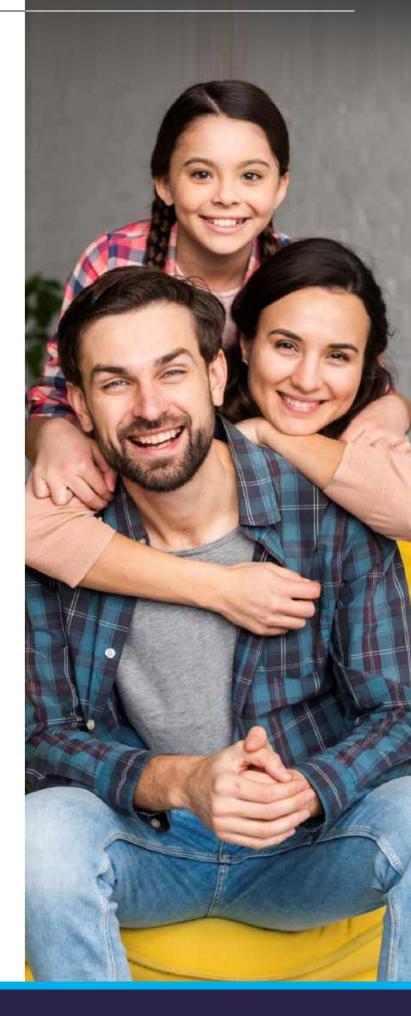
- Checking that there is a valid and correctly attested
- Assess whether any additional documentation will be required to confirm compliance with the Wills
- Securing the estate and arranging insurance for any property or items of value
- ▶ Register the death if this has not already been done
- Ascertaining the beneficiaries and the extent of their gift
- ► Ascertaining the extent of estate assets and liabilities; and writing to each institution to advise them of the death and obtaining date of death balances
- Ensuring any income, interest or dividends are paid to the estate throughout the administration period
- ▶ Obtaining information regarding the deceased's tax affairs including pensions, annuities, or other income
- Assess any benefits received by the deceased. ensure all funds are received and ascertain whether any overpayments are outstanding

- Checking details of any life policies to see whether they form part of the distributable estate
- ▶ Obtaining valuations for properties and other items of value within the estate
- ▶ Obtaining information about any debts or liabilities, arranging for interest to be frozen
- ▶ Obtaining final statements from utility providers and arranging any available council tax discount for the administration period
- Making an application to the Court for the Grant of Probate
- ► Collecting in all the assets
- Paying any debts and liabilities
- ▶ Distributing legacies in accordance with the terms of the Will
- ► Ascertaining and distributing the residuary estate obtaining receipts from beneficiaries

What is not covered in your plan?

- ▶ The administration of an estate worth in excess of £500,000. The difference will be charged at 1% of the gross value between £500,001 and the total value.
- Dealing with foreign assets, costs of these will be charged separately, dependant on the asset and location.
- Disbursements and some charges for example court fees. A comprehensive list of disbursements and charges that may be applicable is available on request. Please note these may vary from time to time.
- Any conveyancing work required to deal with property in the estate.
- ► The establishment of a trust where the Will requires one to be created.
- ► The ongoing management of any trust created by the Will.
- Any required Deed of variation.
- Any contentious matters or additional unforeseen costs associated with dealing with a contentious estate.
- Insolvent estates.
- An estate where there is no valid Will, or the Will does not appoint Fidelis Legal Services Ltd. to act as the Executor.
- ▶ An estate where there are disputes between beneficiaries.
- If, at the time of death, less than 5 years premiums have been paid, the difference between the amount paid and the total of 5 years premiums will be calculated and invoiced separately or levied against the estate.

See our full terms and conditions on our website.



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simplerlaw

WILL PLANNING • ESTATE PLANNING • FUNERAL PLANNING

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doing ordinary things extraordinarily well