CITADEL
Financial Solutions

WHAT I OWN & WHERE I KEEP IT

This checklist is to help deal with your affairs should you lose mental capacity or die.

Also see

gov.uk / enduring-power-attorney-duties

gov.uk / wills-probate-inheritance

citizensadvice.org.uk / family / death-and-wills / dealing-with-the-financial-affairs-of-someone-who-has-died /

Your name	
Address	
NI no.	**Date of birth**
Tax reference	

Spouse / partner name	
Address	
NI no.	**Date of birth**
Tax reference	

Name of financial adviser / firm	Citadel Financial Solutions		
Address	74 Oaklea Honiton Devon EX14 1XH		
Contact no.	01404 549832	**Email address**	info@citadelfs.co.uk

Name of solicitor firm / contact	
Address	
Contact no.	Email address

Name of accountant firm / contact	
Address	
Contact no.	Email address

Where is my will held	Dated
Executor 1	
Executor 2	

Other information such as medical research bequests, deeds, trusts, safe box access, computer codes.

Power of attorney

Made by	Name & address of attorneys	Registered Yes / No

Bank accounts (Single & Joint)

Bank name / address	Sort code	Account no.	Single or Joint

Credit cards

Name of credit card company	Account no.

Loans

Company	Account no.

My assets

Investment bond / UT (state name of platform if any)	**Investment info**	**Plan no. / Account no.**	**Single / Joint**

ISA / LISA / etc. (state name of platform if any)	**Investment info**	**Plan no. / Account no.**	**Single / Joint**

Savings & life assurance plans	**Investment info**	**Plan no. / Account no.**	**Single / Joint**

Shares (state if on a platform)	**Investment info**	**Plan no. / Account no.**	**Single / Joint**

My assets (continued)

Other assets e.g. national savings	Investment info	Plan no. / Account no.	Single / Joint

My inheritance tax (IHT) exempt assets

Name	Type of shares e.g. EIS / BPR company shares	Date purchased or date business established	Date became IHT exempt	Date it might pay out (back in estate for inheritance tax purposes)

Trust that I am a beneficiary of & details of any inheritances received:

Name of donor & your relationship to donor	Title of trust if applicable	Date gift or trust established	Do you have a copy of the trust deed?	Extent of interest in gift or trust e.g. outright gift of cash, right to income etc.

Notes

My Pension

Provider (plus name of any platform)	**Latest plan value £**	**Plan no.**	**Is it paying you an income? Yes / No**

Notes

My main residence

Address

Approximate value £	**Ownership Single / Joint**
Outstanding loan information	

Holiday home

Address

Approximate value £	**Ownership Single / Joint**
Outstanding loan information	

Investment properties

Address

Approximate value £	**Ownership Single / Joint**

Outstanding loan information

Tenanted Yes / No

Rent information & name of any agent

Notes: e.g. where are deeds, tenancy agreements

Gifts made in my lifetime

Date	**Amount and / or asset**	**Recipient**	**Documentation** e.g. trust deed, letter

Beneficiary contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Miscellaneous information e.g. organisations / clubs

Name	Membership no.	Contact information

Other contacts e.g. utilities

(attach a current list of standing orders & direct debits from each bank account)

Name	Account reference	Contact information

Additional information e.g. where items listed in this document are stored

Funeral arrangements

Cremation Yes / No

If you plan on cremation would you like your ashes interred or scattered

Burial Yes / No

Location of cemetery or crematorium

Location for any church or funeral service

The service

Music at entry

Hymn 1

Hymn 2

Hymn 3

Readings

Any special tributes & by whom

Music at exit

Any other wishes?

Other things to attach

✔ will

✔ power of attorney

✔ copy of any certificates

✔ latest valuations

✔ record of gifts

Signed	Dated

CITADEL
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We pride ourselves on the long-term partnerships and tailored support we provide to our Corporate clients.

74 Oaklea, Honiton, Devon EX14 1XH

Telephone (01404) 549832 | Email info@citadelfs.co.uk

www.citadelfs.co.uk

The guidance or information contained within this brochure and our website is subject to UK regulatory regime and is therefore aimed at consumers in the UK. The Financial Conduct Authority does not regulate Inheritance Tax and Estate Planning, Wills, Trusts, Business Finance, National Savings and some forms of Individual Savings Accounts.

The benefits to the treatment of tax will depend on your individual circumstances and may be subject to change in the future.

The future value of investments can fall as well as rise and future growth is not guaranteed.

Citadel Financial Solutions Ltd is authorised and regulated by the Financial Conduct Authority, FCA Number 1024155

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Certified B Corporation

Financial Vulnerability Charter