

We are always touched when someone with a connection to Archway leaves us a gift in his or her Will.

Whether you have a Will already, or you're planning to write your first Will, it really isn't hard to do. It's best to visit a solicitor, to make sure your wishes for your family and any charities can't be misunderstood later on.

Here are the steps you are advised to take:

1. Consult a Solicitor

You may have a family solicitor you already use. If not, ask a relative or friend to recommend one.

If you are making your Will with your partner, you can make a 'reciprocal' Will if they are broadly the same.

Before you meet with the solicitor for Will making advice, it is a good idea to think about:

- What the main things are you own – like a house, shares, endowments, savings or life insurance policies – and roughly what they are worth.
- Who your executor(s) will be.
- What kind of gifts you want to leave the people and charities you care about – pecuniary or residuary legacies (see below).

2. Appoint Executors

The executors of your Will are the people who administer it when you are gone. They tell the beneficiaries about their gifts, and settle any debts you owe. They also deal with Her Majesty's Revenue and Customs (HMRC).

You need to be able to trust them and they need to be ready to take on this responsibility.

You can name a family member (including someone benefiting from your Will) or a friend. Alternatively you can use a professional such as an accountant or solicitor (who will normally require payment from your estate).

3. Leaving A Legacy

There are two ways you can leave a legacy to Archway:

- **Pecuniary gifts** are specified sums of money. If you would like a gift of money to keep its value over the years, it is a sensible idea to ask your solicitor to index-link it.
- **Residuary gifts** are made from whatever is left over once gifts of money and things have been distributed to your other beneficiaries. You can give the whole of the residue to a person or a charity such as Archway, or a portion of it.

REMEMBERING ARCHWAY IN YOUR WILL (continued)

4. Codicil

If you want to make a change or addition to an existing Will, you can usually do this easily with a *codicil*. But it is very important to use a solicitor to do this to make sure you aren't inadvertently upsetting any other arrangements in your Will.

You can download a [codicil form here](#).

5. Frequently Asked Questions (FAQs)

There are a number of common questions that you can find answered [here](#). Or please [contact us](#) for more details.

We'd like to share the story of one such legacy...

Kevin and Sid met at occupational therapy. When Sid invited Kevin round for a cup of tea, they found out they had a lot in common, and gradually a great friendship developed between them. They went places together and provided good company for each other.

Their friendship endured for over 35 years. Over time Sid became less mobile, but Kevin helped him to get out and about. He visited Sid daily, providing company and helping with practical tasks.

When Sid died, it was a huge personal loss for Kevin. Recognising his own need for companionship and friendship, he came to Archway. Kevin made new friends at Archway. The people there were easy to talk to and helped to bring him out of himself.

When Kevin learned that Sid had left him his Rolex watch, he knew what he wanted to do with it. He knew he would never wear it and he didn't want it to sit in a box on a shelf. He wanted to use it to help Archway to do for other people what they had done for him. He asked Archway's director Sheila if the charity could sell the watch to raise funds.

Thanks to Kevin's great generosity, his friend's bequest helped to bring companionship and support to people suffering loneliness: a fitting tribute to a lifelong friendship.



For more information on making a will or amending your current one to include
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