

Leaving the MS Therapy Centre a Gift in your Will



Leaving a legacy in your will is a special way of ensuring the MS Therapy Centre Beds & Northants will be here to continue changing the lives of those living with MS, their families and friends, when they need us most in the future.

The therapies and support given at the Centre come at a cost each year, and with no funding being received from the government, we rely greatly upon the generosity and support of our members, the local community and our supporters.

So, if the time is right for you to make your will, by leaving the MS Therapy Centre a legacy, you will be helping us to continue providing essential support to people living with MS for years to come. Every gift has an impact and whatever you choose to give could make a real difference.

Your legacy will cost you nothing today, but will make a world of difference to those needing our services in the future.

Making a will does not have to be complicated or expensive, it ensures your family and loved ones are cared for in the way you intend, and it gives you the chance to leave money to a cause close to your heart.

To discuss leaving a gift in your Will or for more information please call 01234 325781 or email manager@mscentrebedsandnorthants.com.

Note: *We recommend that you seek the guidance of a solicitor when you make your will or add a Codicil, so you can be sure your wishes can be carried out.*

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Reg. Charity No. 802510

How to Leave a Gift in your Will

A gift in your will is the ultimate 'thank you' gift. Many charities rely on legacies in order to survive. Thank you for considering a legacy to the MS Therapy Centre in your will, which could have a huge impact on the next generation.

IF YOU DO NOT HAVE A WILL

We would recommend that you speak to a qualified professional such as a solicitor to create one. If you do not have your own solicitor, you could ask family or friends for a recommendation or search online for a local solicitor.

It is usually a straightforward and relatively inexpensive process.

Steps to consider

1. Value your estate:

List your assets and debts & taxes.

Assets that typically make up an estate include:

- your home and any other property you own
- savings in banks and any national savings such as premium bonds
- vehicles
- insurance, such as life assurance or an endowment policy
- pension funds that include a lump sum payment on death
- investments such as stocks and shares or investment trusts
- jewellery, furniture, art, antiques and other personal belongings

Debts may include:

- a mortgage
- a credit card balance
- a bank overdraft
- loans
- equity release
- any costs your estate may need to pay out

Get your assets valued regularly because the value of them can change over time.

2. Consider the following:

- Executor: who you want to be in charge of distributing your estate; the executor should, of course, be someone you trust.
- Guardian: the person you choose to take care of any underage children and their property in the event of the deaths of both parents, as well as an alternative choice should that person be unable to take on the responsibility.
- Pet care: who you want to take care of your pet, as well as any funds you would like to set aside for your pet's care.

3. Decide how you want to divide your estate:

- Beneficiaries - the people you want to receive your assets and what you want to happen if any of your beneficiaries should die before you.
- Specific gifts: whether you wish to give any specific gifts to particular people and where the residue of the estate is to go (any property or money left over after paying funeral and administrative expenses, legacies and taxes).
- You may decide to leave a donation to a charity. If so, make sure you include the charity's full name, address and registered charity number. Incorrect information may mean your chosen charity doesn't receive the gift.

4. Writing the Will

Although we would recommend that you speak to a qualified professional such as a solicitor, there are other options available in recent years, like online wills which are often quick and easy to create or using will templates or forms.

Charities might offer free will-drafting services to encourage will making and charitable legacies (although there's no obligation).

Some banks offer will-writing services and advice about estate planning. Contact your local branch to find out more; be aware some banks may charge high fees for this service.

No matter which method you choose, you will be well prepared because you have already considered many of the issues you will need to address.

5. Sign and store your will:

You must sign your will in the presence of independent witnesses for it to be valid. You can store your will with a solicitor, keep it safely stored at home or with the Probate Service. You can find your local Probate Service through GOV.UK.

You must let your executors know where your will is kept in order to make probating the will easier.

If you store your will in a location that requires a combination, password or key for entry, be sure to share that information with someone you trust, such as your spouse, your adult children, or your attorney.

5. Keep your will up to date

Revisit the will at least once a year to make sure it still reflects your wishes. Also review it any time that there is a change in your family situation such as a marriage, a divorce, the birth of a child, grandchild or similar.

LEGACIES

There are three main types of legacies:

1. Residuary Legacy:

This type of gift is a share or the residue of what remains in your estate after debts, legacies and provisions for family and friends and administration expenses have been paid. This can prove extremely valuable to the Beds & Northants MS Therapy Centre.

A suitable clause for inclusion in your will might be:

“I give The Beds & Northants MS Therapy Centre, registered charity number 802510, of Bradbury House, 155 Barkers Lane, Bedford. MK41 9RX, (enter your percentage) ____ per cent of my residuary estate. I express the wish (but without imposing any binding obligation) that such estate be used for the benefit of The Beds & Northants MS Therapy Centre. The receipt of a Duly Authorised Officer of the Centre shall be a good discharge to my trustees for the gift.”

2. Cash Legacy:

Cash donations are always welcome. However, as cash donations tend to decrease in value over time, you can avoid this by index linking your gift.

A suitable clause for inclusion in your will might be:

“I give to The Beds & Northants MS Therapy Centre, registered charity number 802510, of Bradbury House, 155 Barkers Lane, Bedford MK41 9RX, the sum of (insert your amount in figures and words) _____. I express the wish (but without imposing any binding obligation) that such estate be used for the general purposes of The Beds & Northants MS Therapy Centre. The receipt of a Duly Authorised Officer of the Centre shall be a good discharge to my trustees for the gift.”

In order to index link your cash gift, you may wish to include the following wording:

“The legacy referred to in clause ____ shall be index-linked, so that the actual amount given shall be the figure which bears the same proportion to the sum stated as the index figure in the Index of Retail Prices (the "Index") for the month in which my death occurs bears to the index figure in the Index for the month in which this will is executed.”

3. Specific Legacy:

Specific items such as property, shares, jewellery, a piece of art or furniture can be gifted.

A suitable clause for inclusion in your will might be:

“I give to The Beds & Northants MS Therapy Centre, registered charity number 802510, of Bradbury House, 155 Barkers Lane, Bedford, MK41 9RX, my (short description of property given) _____. I express the wish (but without imposing any binding obligation) that such estate be used for the benefit of The Beds & Northants MS Therapy Centre. The receipt of a Duly Authorised Officer of the Centre shall be a good discharge to my trustees for the gift.”

IF YOU ALREADY HAVE A WILL

If you wish to include a legacy to the MS Therapy Centre in a pre-existing will, there may not be any need to re-write it. You can add a Codicil (scroll down for the Codicil form), which is a written amendment to someone's will. It should be signed, dated and witnessed with the same legal formalities as a will.

You can ask your solicitor to add a codicil to your will by completing the Codicil form and taking it to your solicitor. The solicitor will add the Codicil to your existing will or, amend and reprint the will if it is stored electronically. There may be a small charge for this service.

Please scroll down for a codicil form.

To discuss leaving a legacy in your will or for more information please call 01234 325781 or email manager@mscentrebedsandnorthants.com.

The information we have provided is for general guidance on legacies and is not legal advice. We recommend that you seek the guidance of a will adviser or solicitor when you make your will or add a codicil, so you can be sure your wishes can be carried out.

Codicil Form



I (your full name) _____

of (your full address, including postcode) _____

Hereby declare this to be the (first, second or appropriate number) _____

codicil to my will which bears the date (existing will date, in words) _____

New provision:

I would like to add a Codicil to my existing will to include the following bequest to The Beds & Northants MS Therapy Centre, 155 Barkers Lane, Bedford, MK41 9RX registered charity number 802510, for its general charitable purposes absolutely (please (✓) as appropriate):

I leave the sum of (amount in figures and words) _____

I leave all the residue of my estate of a _____% share of the residue of my estate (without the deduction of Inheritance Tax).

I leave the following objects or articles (please describe these) _____

_____, free of the expense of delivery.

I leave donations in lieu of flowers at the funeral.

I confirm that the other aspects covered in my will and any other Codicils are correct.

Your signature: _____ **Date (in words):** _____

Signed by Testator/Testatrix: in the presence of us both present at the same time who at the Testator's/Testatrix's request in his/her presence and in the presence of each other have hereunto subscribed our names as witnesses.

Signature of Testator/Testatrix: _____ Date: _____

Witnessed by:

Witness 1

Name: _____

Address: _____

Occupation: _____

Signature: _____

Witness 2

Name: _____

Address: _____

Occupation: _____

Signature: _____