

## How we can help

You can appoint Think Wills & Probate Ltd to carry out the administration of the estate on your behalf.

We can deal with all of the legal, tax and administrative processes for you, and provide you with the added reassurance that these important matters will be dealt with professionally and efficiently, with a sympathetic and impartial approach.

## Next Step

For further information or to arrange an appointment, call Eleanor Betts on 0121 663 0975 or 07717 862705

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wills & probate  
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- ✓ Wills
- ✓ Secure Will Storage
- ✓ Trusts
- ✓ Inheritance Tax
- ✓ Lasting Power of Attorney
- ✓ Advance Decisions
- ✓ Care Fee Concerns
- ✓ Funeral Plans
- ✓ Estate Administration
- ✓ Probate

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**PROBATE AND ESTATE**  
A N S A

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Dealing with someone's affairs when they die can be complicated, confusing and lengthy, often taking months to complete. This can be extremely distressing at an already emotional time. Whether you need some advice on what steps to take in dealing with the estate of a loved one, or you are looking for someone to carry out services on your behalf, we are here to help you.



### The role of the Executor

Being named as an Executor of a Will brings with it complicated and sometimes onerous duties when someone dies. It is important to get it right because the Executor is legally responsible for administering the estate. They are responsible for everything they do, or fail to do, in this regard.

This can be a very daunting prospect, especially once you come to realise that the role carries with it considerable administrative, legal, and tax responsibilities. There can be a great deal of emotional stress after the death of a loved one and dealing with all the necessary paperwork can be an additional strain.

The precise duties fall under the following three areas:

### Legal

- ✘ Applying to and attending at Court to apply for Grant of Representation. If there is a Will, this is known as the Grant of Probate. If there isn't a Will, then this is known as Letters of Administration.
- ✘ Identifying and dealing with any claims against the estate.

### Tax

- ✘ Completion and submission of Inheritance Tax returns and payment of any Inheritance Tax.
- ✘ Completion of any necessary Income and Capital Gains Tax returns and payment of any outstanding tax.

### Administration

- ✘ Notification and correspondence with all relevant organisations in order to gather all assets and pay all debts and charges on the estate.
- ✘ Search for unclaimed or missing assets.
- ✘ Prepare and distribute estate accounts to interested parties.
- ✘ Settling all debts and liabilities.
- ✘ Correctly distributing the residue of the estate to the beneficiaries.