

# Estate planning questionnaire

This is a guide to identifying the **current valuations** required for estate planning. It remains the individual independent professional adviser's responsibility to ensure that all relevant information regarding their clients' circumstances and potential inheritance tax liability is collected.

**You**

**Your partner**

Title (Mr, Mrs, Miss, other)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth (day, month, year)	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
Relationship	<input type="text"/>	

**1. Property**

	<b>You</b>	<b>Your partner</b>	<b>Joint</b>
Family home	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Mortgage	-£ <input type="text"/>	-£ <input type="text"/>	-£ <input type="text"/>
Holiday home(s) and investment property	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Country*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mortgage(s)	-£ <input type="text"/>	-£ <input type="text"/>	-£ <input type="text"/>
<b>Total</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

\*Tax regimes vary by jurisdiction. Please refer to the relevant tax legislation.

**2. Personal assets**

Household contents and other valuables	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Cars, caravans, boats	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>Total</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

### 3. Investments

	You	Your partner	Joint
Bank or building society accounts	£	£	£
National savings and investments	£	£	£
ISAs	£	£	
Quoted equities & gilts	£	£	£
Investment trusts, unit trusts & OEICs	£	£	£
Investment bonds & guaranteed income bonds	£	£	£
Life assurance policies (sum assured – not in trust)	£	£	£
Venture capital trusts	£	£	£
Other investments	£	£	£
<b>Total</b>	£	£	£

### 4. Business assets

Business property	£	£	£
Enterprise investment schemes (including SEIS)	£	£	£
AIM shares	£	£	£
Business property relief	-£	-£	-£
Agricultural property, land and standing timber	£	£	£
Agricultural property relief	-£	-£	-£
<b>Total</b>	£	£	£

### 5. Interests in trusts

Value of trust fund*	£	£
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### 6. Other liabilities (excluding mortgages)

Credit cards	£	£	
Others (e.g. loans)	£	£	£
<b>Total</b>	£	£	£

\*Applies to beneficiaries of absolute trusts, life tenants under certain will trusts and life tenants under interest in possession trusts dated before 22/03/06 only – enter proportion of trust fund that represents the proportion of income rights.

### Notes

# Estate planning solutions

## Domicile

**a.** Have you always lived in the UK?  
If 'No', please give details on page 5 of your country of birth, your father's nationality and where you have lived during your life.

Yes  No

Yes  No

## Assets

**a.** If a couple, is your home held as joint tenants or tenants in common (TIC)?

Joint  TIC

Joint  TIC

If TIC, please give the percentages and details on page 5.

**b.** If you have a mortgage, is this insured? If 'Yes', please give details on page 5.

Yes  No

Yes  No

**c.** Have you received an inheritance within the last 2 years? If 'Yes', please give details on page 5.

Yes  No

Yes  No

## Future expectations

**a.** Do you expect to receive any lump sums (for example inheritances, maturing life assurance policies) in the future? If 'Yes', please give details on page 5.

Yes  No

Yes  No

**b.** Do you expect to receive any tax-free cash from pension arrangements in the future? If 'Yes', please give details on page 5.

Yes  No

Yes  No

**c.** Do you expect to receive a lump sum in the future (for example from the sale of a business, a maturing policy)? If 'Yes', please give details on page 5 including the anticipated time scale.

Yes  No

Yes  No

**d.** Do you anticipate making any major expenditure on any venture in the future? If 'Yes', please give details on page 5 including the anticipated time scale.

Yes  No

Yes  No

**e.** Do you anticipate the need to release future equity from your home (for example home income plans)? If 'Yes', please give details on page 5 including the anticipated time scale.

Yes  No

Yes  No

**f.** Do you anticipate needing to fund care home fees in future? If 'Yes', please give details on page 5 including the anticipated time scale.

Yes  No

Yes  No

## Business assets

**a.** Have your business assets been owned for more than 2 years?

Yes  No

Yes  No

**b.** Are there any assets of the business not solely used for the purpose of trade?

Yes  No

Yes  No

If 'Yes', give the current estimated value of those assets on page 5.

**c.** Do you own any property or plant used exclusively by a business owned by you?

Yes  No

Yes  No

If 'Yes', give the current estimated value of those assets on page 5.

**d.** Do you have a controlling shareholding in a quoted company?

Yes  No

Yes  No

If 'Yes', give the current estimated value of those assets on page 5.

**e.** Do you have any key person or business assurance?

Yes  No

Yes  No

If 'Yes', please give details on page 5.

**f.** If you own or farm any agricultural property, have you owned it outright for 2 years, do you have a right to vacant possession within 12 months or is the property let on a tenancy beginning on or after 1st September 1995?

Yes  No

Yes  No

**Nil rate band**

**You**

**Your partner**

a. Have you been married or in a civil partnership and your spouse or civil partner died first? If 'Yes', please give their date of death in the box below

Yes  No

Yes  No

b. If 'Yes', did they leave everything for you? If 'No', please give full details below

Yes  No

Yes  No

**Gifts**

a. Have you made any gifts in the last 14 years of more than £250 per person per tax year?

Yes  No

Yes  No

If 'Yes', please give full details below

**Planning**

a. Have you made any estate planning provisions (that is through trusts), insurance policies and wills? If 'Yes', please give details below.

Yes  No

Yes  No

b. What total income do you need/wish to maintain for your retirement?

£

£

c. If you could be assured that an income stream would be maintained, would you be prepared to consider making gifts to mitigate IHT?

Yes  No

Yes  No

**Additional information**

For example: gifts made during the last seven years, gifts into trusts, your requirements, desired outcomes. You may find it easier to record your gifts on our gift record sheet (MKT535).

If required continue on an additional page(s).

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**Will(s)**

Please give details of the provisions of **each** of your will(s), including: where each will is located, any codicils, who will benefit from your estate(s) and if any inheritance tax nil rate band planning has taken place.

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**Executors**

Please give full details of the executor(s) of **any** will(s).

Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>
Mobile number	<input type="text"/>	<input type="text"/>
E-mail address	<input type="text"/>	<input type="text"/>

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**Other relevant information**

Please give details of any other relevant information, as regards your estate, your will(s), financial planning objectives or future intentions.

Signed

Dated  
(day, month, year)

Professional adviser's name

# Inheritance tax calculator

	You	Your partner
Title (Mr, Mrs, Miss, other)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>

This calculator does not include gifts made within the last seven years or the effect on your inheritance tax liability. If you are married or in a registered civil partnership, enter the total value of all joint assets. The inheritance tax payable assumes that the ownership of the joint assets will pass to the surviving spouse/civil partner.

## Current assets

Property total	<input type="text"/>	page 2, section 1
Personal assets total	<input type="text"/>	page 2, section 2
Investments total	<input type="text"/>	page 3, section 3
Business assets total	<input type="text"/>	page 3, section 4
Interests in trusts	<input type="text"/>	page 3, section 5
	<b>+</b>	
<b>Sub total</b>	<input type="text"/>	

## Liabilities and charitable gifts

Other liabilities	<input type="text"/>	page 3, section 6
Charitable gifts on death	<input type="text"/>	
	<b>-</b>	
<b>Value of your estate</b>	<input type="text"/>	

## Please note

To calculate your potential inheritance tax liability, deduct the total nil rate band available from the value of your estate and multiply by 40%\*

\* Use 36% instead if you are leaving more than 10% of your taxable estate to charity.

Value of your estate	<input type="text"/>
Nil rate band(s)	<input type="text"/>
	<b>-</b>
	<input type="text"/>
	<b>X</b>
	40%*

**This is your potential inheritance tax liability, unless you take action to reduce it\*\***

\*\* This figure is only intended as a guide to your potential inheritance tax liability and is subject to further in-depth analysis.

Date (day, month, year)	<input type="text"/>
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## Notes



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