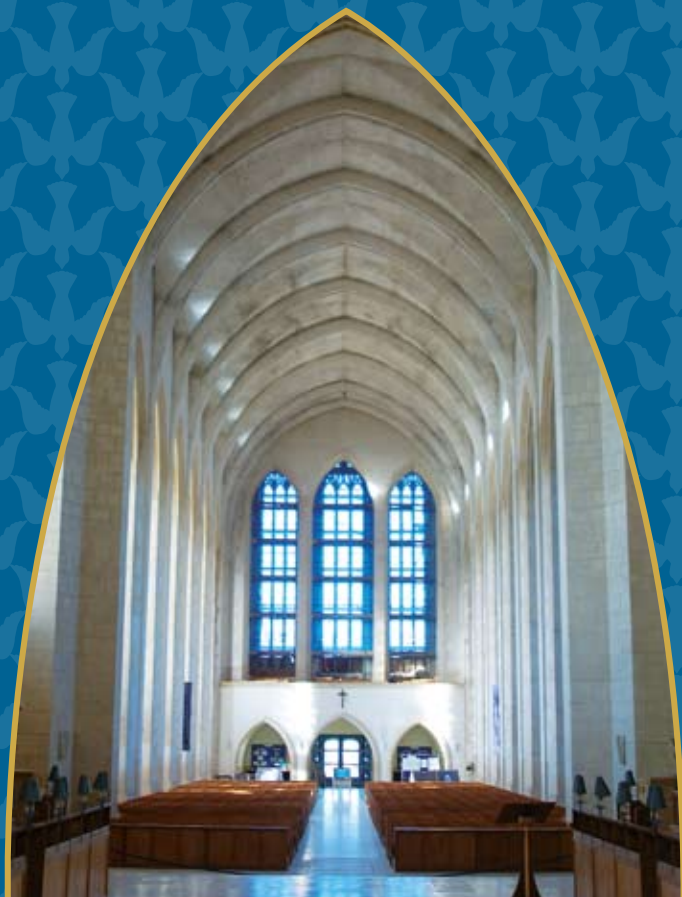




GUILDFORD
CATHEDRAL

FAITH in the FUTURE

A Will making guide



GUILDFORD CATHEDRAL

WELCOME / WORSHIP / INSPIRATION / ENGAGEMENT

Making a real difference to GUILDFORD CATHEDRAL

We are the People's Cathedral: built with thanks to the personal generosity of 200,000 brick givers. We are proud that we charge no entry fee and open our doors 365 days a year.

We need your help to meet the costs of providing a warm welcome to more than 100,000 visitors each year. With this we will be able to sustain first-class choral music, deliver inspiring learning and community activities for people of all ages.

A gift in your Will is one of the most valuable and lasting ways you can carry on the story of the People's Cathedral.

www.guildford-cathedral.org
www.churchlegacy.org.uk

Why make a Will?

Making a Will helps to ensure your money, property and possessions are distributed in line with your wishes. Without a Will you cannot be sure that your wishes are followed. It could also cause problems for loved ones and can be costly for your family to resolve. Making a Will is your opportunity to leave gifts to people and organisations that are important to you.

Leaving a gift to a UK registered charity could have tax advantages. A gift while you are alive can be gift-aided and may allow you to claim back income tax if you are a higher rate tax payer. A gift in your Will is usually free of Inheritance Tax. This guide has more information about Inheritance Tax and leaving gifts in your Will to charity. Your professional advisor will also be able to give you more advice.

How to make a Will

It is easy and relatively inexpensive to make or amend a Will and we recommend that you seek professional advice from a solicitor. By appointing a professional advisor you can make sure your Will is drafted correctly and meets your individual requirements. Guildford Cathedral's legal advisors are Charles Russell Speechlys and they would be more than willing to help you if you do not already have your own solicitor. However, there are many solicitors who are experienced in drafting a Will and we are happy to help you find one nearby to you.

What to consider when making a Will

Before seeing an advisor, it is worth thinking about:

- **The value of your estate**

Broadly speaking, this is the total value of your assets minus your liabilities (and in some circumstances may include the value of your pension scheme). Consider and note down the value of your assets (such as your house, personal possessions and any money/savings) and any liabilities (such as your mortgage).

- **Who you want to benefit from your Will**

Give some thought to how you'd like to divide your estate between your family and friends, including passing on specific personal possessions. If you want to leave a gift to charity you should make sure all your loved ones are properly provided for in your Will first.

- **Who do you want to be your executor(s)**

An executor is someone who is responsible for carrying out your wishes under your Will. You can choose anyone for this role and although most people choose friends and family, your professional advisor could take on this role, too.

Things to think about once you have executed your Will:

- **Keeping it safe**

Your Will should be kept in a safe place, such as in a safe deposit box at a bank, or with your solicitors.

- **Briefing your executors**

It is essential to tell your executors about their role and where to find your Will.

- **Keeping it up-to-date**

Your circumstances are bound to change in the future, so it is worth reviewing your Will every few years to make sure that it is up-to-date.

How to make changes to an existing Will

If you already have a Will you can easily add a gift to Guildford Cathedral. You can ask your solicitor to draw up a codicil – this is a simple legal document which amends your existing Will. The Codicil should be kept with your Will, though you must not attach it physically to your Will (e.g. with a paperclip). These changes can be relatively easy and inexpensive to prepare and so we would recommend you speak to your solicitor in the first instance.

A word about Inheritance Tax

When you are writing your Will it's worth thinking about Inheritance Tax and how it might affect your family.

Broadly speaking, every individual has an amount they can leave without paying Inheritance Tax – known as the *nil rate band*. In the 2016/17 tax year, this is £325,000 (so £650,000 between spouses). Anything left above this amount is usually subject to a 40% Inheritance Tax charge.

Illustration one:

Mr. Jones is single and his estate is worth £625,000. Currently, Mr. Jones has a nil rate band of £325,000 and he decides to leave a gift of £12,000 to Guildford Cathedral. This gift is free of Inheritance Tax, leaving £288,000 of Mr Jones' estate chargeable to Inheritance Tax at 40% (a tax bill of £115,200). This means Guildford Cathedral will receive £12,000 and Mr Jones leaves a net estate for distribution to his beneficiaries of £497,800.

The good news is that a gift in your Will made to a UK registered charity should be free of Inheritance Tax. In other words, it comes off the total value of the estate before Inheritance Tax is calculated. Furthermore, if the gift is 10% or more of your estate (taking into account certain deductions), the Inheritance Tax rate is reduced to 36%.

Illustration two:

Mr. Jones is single and his estate is worth £625,000. Mr. Jones still has a nil rate band of £325,000 and decides to leave a gift of 10% of his estate less exemptions (here, £300,000) to Guildford Cathedral – namely £30,000 – so that his estate qualifies for the reduced rate of Inheritance Tax of 36%. This gift is free of Inheritance Tax, leaving £270,000 of Mr Jones' estate chargeable to Inheritance Tax (a tax bill of £97,200). This means Guildford Cathedral will receive £30,000 and Mr Jones leaves a net estate for distribution to his beneficiaries of £497,800.

You will see from the second example that Mr Jones has managed to give Guildford Cathedral an additional £18,000 without impacting on the amount that his other beneficiaries receive, simply by using the Inheritance Tax legislation to his advantage.

Inheritance Tax is a complex issue, so please speak to your solicitor or accountant for detailed advice. The above illustrations are shown for guidance purposes only.

Leaving a gift to Guildford Cathedral

Leaving a gift in your Will to charity is a big decision. If you have any questions please get in touch - our contact details are on page 11.

If you do wish to help us in this way you will need to provide your professional advisor with the following details: Guildford Cathedral, the Cathedral Church of The Holy Spirit, Stag Hill, Guildford Surrey GU2 7UP. The Cathedral is classified as an ecclesiastical corporation established for charitable purposes and it is helpful to include our HMRC exempt charity number of XN6988 in the wording used to leave a gift to the Cathedral in your Will.

If you choose to leave a gift in your Will to the Cathedral, letting us know is immensely helpful because:

- It helps us plan for our future.
- It gives us the chance to say thank you properly, by sending you an annual update as well as an invitation to our annual special supporter event.
- We would love to hear why you are leaving a gift in your Will to Guildford Cathedral and why it is so special to you.

Or, if you wish, you can request no further contact from us on this subject – we will fully respect your privacy. We'd be grateful if you would let us know your plans by using the form on page 11.

Different types of Gifts in Wills

Many of the gifts the Cathedral receives are for general charitable purposes. These are classed as unrestricted gifts and are the most helpful to the Cathedral as they allow us to use the funds where they're needed most.

However, if you prefer, you may indicate that you would like your gift to be used to further a certain area of Cathedral life. We would ask that gifts are not restricted to a project - we hope that it will be a long time before we receive the gift and there is a chance that we may have raised the funds to complete the project.

There are three main ways to leave a gift to a charity:

- Leave a specific amount of money – which is a *Pecuniary Legacy*.
- Leave a specific item (such as a property, jewellery, furniture or art) – this is a *Specific Legacy*. However, you must own the item gifted at your death for your wishes to take effect.
- Leave a share of your estate after all necessary deductions (including Pecuniary and Specific Legacies, debts and estate expenses) – this is known as a *Residuary Legacy*.

Our pledge:

- We respect that giving is very personal and an entirely voluntary decision. We will treat the information you choose to provide in the strictest confidence.
- You can be confident that any gift you leave will be used wisely and effectively. The Dean and Chapter will ensure that gifts are used appropriately and where the need is greatest, to help safeguard the Cathedral for current and future generations.

Gifts in Wills - glossary

Beneficiary - a person or organisation (e.g. a charity) that will receive a gift in your Will.

Residuary Legacy - a gift of the residue of your estate. Briefly, this is the value of your assets after any outstanding debts, taxes, expenses and Pecuniary or Specific Legacies are paid.

Pecuniary Legacy - this is a gift to a Beneficiary of a fixed/specified amount of money.

Specific Legacy - this is a specific item left to a Beneficiary in a Will (such as property, jewellery, furniture or art).

Codicil - a legal document that is used to make changes to a Will that has already been executed.

Estate - this is the total value of your assets (e.g. property, personal possessions and money/savings) less any outstanding debts or liabilities (e.g. mortgages or loans).

Executors - these are the people appointed by you to ensure that your final wishes under your Will are carried out. These can be professionals, friends or family members.

Inheritance Tax - this is a tax paid on the estate of someone who has died.

Intestate - this is the term used to describe someone who dies without leaving a valid Will.

Legacy or Bequest - another word used to describe a gift left in your Will.

Grant of Representation (or Grant of Probate) - a legal document that the executors of your Will usually need to obtain before they can legally deal with your estate.

Testator - is a name given to the person who has executed the Will.

LETTING US KNOW

Thank you for considering supporting Guildford Cathedral with a gift in your Will.

If you would like to let us know that you intend to leave a gift to Guildford Cathedral please complete this form and return it to: Fundraising Team, Guildford Cathedral, Stag Hill, Guildford, Surrey GU2 7UP.

Please tick all the appropriate boxes:

- I am considering leaving a gift to Guildford Cathedral in my Will
- I have left a gift to Guildford Cathedral in my Will
- I have left a gift to Guildford Cathedral in my Will to the sum of
£..... or%

This intention is not legally binding and does not commit you to leaving a gift in your Will.

Your details

Name

Address

Telephone

Email

How your information will be used

All information given will be held and used with care and in accordance with the Data Protection Act 1998.

How to get in touch

If you want to discuss leaving a gift in your Will or find out more about how your gift could help the Cathedral, selected members of Chapter, as well as the Fundraising Team, are available to talk with you. You can call or contact us at: 01483 547 878 and fundraising@guildford-cathedral.org

I would like to speak to someone about leaving a gift in my Will to Guildford Cathedral. Please contact me to discuss.

