



# Keep it, will it, flag it

## Making your money count

### It can be easy to lose touch with our financial affairs.

Simple omissions can result in situations where money that belongs to us, or that we may have intended for a loved one, lies forgotten in one or even several financial institutions.

**Keep it, will it, flag it** provides information that can help you keep your financial affairs completely up to date; accessible to the people you trust; and ready for every eventuality.

You may wish to think about, or might have already considered who your trusted person, or executor, would be...this is someone you would trust to handle your affairs in the event that you are no longer able to, or are no longer around.

## Keep it

### Safe

- **Life insurance policies**

Your life insurance policy is the link to a claim in the event of your death. Keep it safe but make sure it can be found by those handling your affairs who would need to notify the insurance company and put the claim in progress.

- **Savings plans/bonds/certificates**

Relevant savings documents should be kept safe, alongside the latest/current statements.

- **Bank/building society savings accounts**

Keep a note of the account details and if you have money in them, the amount you have in each one.

Don't forget any online accounts - make a note of what you have and where it is.

Keep up to date copies of pass books safe.

- **Pensions**

Pension pots in several different places? Don't lose touch with the funds you've saved hard for. Make a note of what you have and where it sits.

You may wish to make duplicate copies of important documents just in case they are lost or destroyed.

Duplicate copies could be kept by your solicitor and stored with your will, or by your trusted person.

### Up to date

For accounts/plans/policies that you may have lost touch with, you can contact the organisation concerned to make sure you don't have any 'forgotten' funds that belong to you.

Over time, financial organisations may be taken over, or change their name. You can search for organisations on [mylostaccount.org.uk](http://mylostaccount.org.uk)

If it's an unused account, you may wish to formally close it and remove any out of date documents that relate to it (this will make things less confusing for your trusted person/s who may one day need to manage your affairs).

# Will it

## Make a valid will and store it in a safe place

A will is a legal document which allows you to determine who you want to benefit from your property and possessions when you are gone.

Copies of your will can be stored with your solicitor.

Dying without a will (or dying 'intestate') can create a number of problems for family and loved ones left behind. Dying intestate also means that any wishes you may have intended will not be carried out.

## What makes a will valid?

You need to be aged 18 or over (in England, N Ireland and Wales, 16 in Scotland) and of sound mind.

In addition the will must be:

- in writing
- made voluntarily and not as a result of pressure from anyone else
- signed in the presence of two witnesses
- signed by the two witnesses in the presence of the person making the will
- Scottish wills must be signed on each page as well as the last.

It's a good idea to update your will every 5 years; or after any major changes in your life, such as having a child, or additional children, getting divorced, separated, or married.

If a professional draws up your will, they will generally hold the original and provide a copy.

# Flag it

## Change of address?

Make sure all the financial institutions you have any dealings with are kept up to date with your current address.

## Important documents hidden away?

Make sure your trusted person/s knows where you keep important documents so they can find them if required, including where your will is held.

If your trusted person/s does not know where to find your will, or that plans and policies exist, your good intentions may fall by the wayside.

## For further information on any of our products



Call us on  
**0800 085 0600\***



Email us at  
**mail@onefamily.com**



Visit us at  
**onefamily.com**

\*We might record your call to help improve our training and for security purposes. We hope you don't mind. Calls are only free from UK landlines. We'll be here from 9am to 7pm Monday to Friday and 9am to 1pm on a Saturday.