

## Leaving a gift to charity in your Will

### Where do I start?

Writing a will can be a daunting process, however it need not be as complicated as it seems, a few simple steps can help to make the process easier.

- Firstly, write a list of everything you own and the value of each item, against anything that you owe and the value of this. Subtract the total amount that you owe from the total value of what you own and you will then have an idea of what you have to leave.
- Once you have done this you should write a list of the family, friends and charities that you would like to include as beneficiaries in your Will.
- If you have children you should also consider who you would like to ask to be their guardian.
- The final thing that you should consider before writing your Will is who you would like to act as the executors- these are the people who will ensure that your wishes are carried out.

### Including a charity in your Will

There are three main ways that you can leave a gift to charity in your Will: a share of your estate (residuary legacy), a specific sum (pecuniary legacy) or a specific item. By leaving a gift to Clatterbridge Centre for Oncology you can help us to dramatically improve services and facilities that we have available to our patients and their families.

### What to include?

If you choose to include Clatterbridge Centre for Oncology in your will please ask your solicitor to use the following paragraph with the completed information, this will ensure that your wishes are carried out in full.

“I give Clatterbridge Centre for Oncology Charitable Funds of Clatterbridge Centre for Oncology, Clatterbridge Road, Bebington, Wirral, CH63 4JY, Registered Charity Number 1051727...

*For a share of your estate:*

all/a share (please state fraction/percentage) of the residue of my estate

*For a specific sum:*

the specific sum of (amount in figures and in words)

*For a specific item:*

(enter a description of what you would like to give)

...to be used for its charitable purposes.”

### What else should I consider?

- It is advisable to use a solicitor who can help you with any legal questions you may have.
- Store your Will in a safe place and ensure that the people you appoint as executors know where it is.
- Review your Will on a regular basis, this will allow you to take into account any changes in your personal or financial situation.
- Your executors- make sure that you ask the permission of the people who you would like to act as executors of your Will.
- If you decide to leave a gift to Clatterbridge Centre for Oncology in your Will please consider contacting the Fundraising Team to inform us of your intentions.

## Glossary

Legal documents often contain a large amount of formal wording. The glossary below outlines some of the key phrases that are used in the preparation of a Will.

<b>Testator</b>	The person who makes the Will.
<b>Estate</b>	The property, including money, owned by the Deceased, after any debts and/or expenses connected with his or her death have been taken into account.
<b>Beneficiaries</b>	People or organisations who will benefit from a Will.
<b>Residuary Legacy</b>	A share (percentage) of the estate allocated in the Will by the testator.
<b>Pecuniary Legacy</b>	A gift of money (specific sum) stated in a Will.
<b>Contingent Legacy</b>	A gift that is dependent on an event that may, or may not happen.
<b>Executor</b>	Person(s) appointed by the testator in the Will to deal with the estate after his or her death.
<b>Guardian(s)</b>	The person(s) appointed by the testator to look after his or her children if there is no one else with a parental responsibility to do so.

If you would like any further information please do not hesitate to contact the Fundraising Team on 0151 482 7948.