

# A GUIDE TO .... ACTING AS AN EXECUTOR

Morecambe Bay Wills and Estates

Proud to be recognised at the **British Wills & Probate Awards**:

**Practitioner of the Year "One to Watch" (National) - Winner 2023**

**Customer Service Champions (National) - Highly Commended 2023**

**Will Writing Firm of the Year (Regional) - Winner 2021, Highly Commended 2022, Finalists 2023**

**Will Writing Sole Practitioner of the Year (National) - Winner 2021**



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MORECAMBE BAY  
WILLS & ESTATES



KENDAL WILLS



NORTH WALES WILLS



LANCASTER WILLS

## A SERIOUS BUSINESS WITH GREAT RESPONSIBILITY

You've been appointed as Executor in the Will of your loved one, or a friend or relative.

Do you really know everything you need to do? And appreciate the legal and financial responsibilities that come with the role?

Overleaf we explain the duties of an Executor in detail. So you can clearly see everything needed.

That way you can decide if you would like to use it as a checklist and do everything yourself. Or you can decide what assistance you might need from us or our trusted partners.

# YOUR ROLE AS AN EXECUTOR

Acting as an Executor on an estate can be a daunting task. You are legal responsible for distributing assets, paying debts and getting it right. And you are personally financially liable if you don't!

Many assume this can only be done by a solicitor but, for some estates, this job can be easy. For others, you may need help. We can offer you assistance - essentially in obtaining a "Grant of Probate", leaving you to do the other tasks.

Or we can refer you to our trusted partner, Zedra Trust Corporation, to do the whole job (or most of it) for you. Here are some of the activities you will need to consider. And how we, or our partner, can help

| Executor Duties                       | Executor Assistance Service from<br>Morecambe Bay Wills | Full Probate Service from your<br>solicitor or our trusted probate<br>partner |
|---------------------------------------|---|---|
| Register Death                        |   | ON REQUEST  |
| Obtain latest Will                    | ✓   | ✓   |
| Inform government agencies            |   | ✓   |
| Organise funeral                      |   | ON REQUEST  |
| Arrange property insurance            | ✓   | ✓   |
| Arrange property clearance            |   | ✓   |
| Inform all relevant 3rd parties       | ✓   | ✓   |
| Search for ALL Assets and Liabilities | ✓   | ✓   |
| Arrange valuations                    | ✓   | ✓   |
| Prepare Tax Forms                     | WE ASSIST YOU   | ✓   |
| Pay Inheritance Tax                   |   | ✓   |
| Prepare Probate Forms                 | WE ASSIST YOU   | ✓   |
| Apply for Probate                     | WE ASSIST YOU   | ✓   |
| Close accounts / withdraw funds       |   | ✓   |
| Sell assets                           |   | ✓   |
| Temporarily take care of monies paid  |   | ✓   |
| Pay debts and taxes                   |   | ✓   |
| Prepare estate accounts               | ✓   | ✓   |
| Keep beneficiaries informed           |   | ✓   |
| Register trusts with HMRC             | WE ASSIST YOU   | ✓   |
| Land Registry updates                 | WE ASSIST YOU OR REFER YOU                              | ✓   |
| Distribute assets                     |   | ✓   |
| Store paperwork                       | ✓   | ✓   |