

# How To Include Us In Your Will

We understand that Wills are incredibly personal decisions to make, but they can also be surprisingly quick and straight-forward to organise. We have created this guide to walk you through the process.

## If you don't have a Will

In order to set up a Will, and leave a gift to HNCf to support the vital work we do, follow these three simple steps:

- First make a list of everything you own, including property and investments. You must decide who to name as executors - these are the people who will make sure that your wishes are carried out.
- Decide who to include in your Will. For many people loved ones will usually come first and you might also like to leave a gift to a charity. When considering HNCf, some people will opt to leave a percentage of their estate to us.
- Use a solicitor to write your Will to ensure that all the legalities are covered. We have included further information below on how to find a solicitor.

## If you already have a Will

In order to add HNCf as a beneficiary, speak with your solicitor about updating your Will, or complete a codicil and store it with your Will.

## How to word a gift in your Will

If you are thinking about writing or updating your Will, all you will need to do is get in touch with your solicitor and provide them with the wording below. This can be as quick as five minutes and can be done over the phone or by email.

**Residuary gifts (a percentage of your estate):** A residuary gift is a gift of a part of the balance of your estate, after any other specific bequests have been made to family or friends and after all liabilities have been settled.

If you would like to leave a residuary gift to us please use this wording:

*I give a \_\_\_% share of the residue of my estate to the Head & Neck Cancer Foundation (Reg. Charity 1160602), for its general charitable purpose and I declare that the receipt of the Chief Executive or other proper officer shall be sufficient discharge for the same.*

**Pecuniary gifts (a specific amount or items):** A pecuniary gift is a gift of specific items, or a specific amount of money.

If you would like to leave a pecuniary gift, please use this wording:

*I give to the Head & Neck Cancer Foundation (Reg. Charity 1160602) the sum of £\_\_\_ for its general charitable purpose and I declare that the receipt of the Chief Executive or other proper officer shall be sufficient discharge for the same.*

## Finding a solicitor

The Law Society provides a free service to help you find a solicitor specialising in Wills and probate. You can visit their website [www.lawsociety.org.uk](http://www.lawsociety.org.uk), call 020 7320 5650 or email [findasolicitor@lawsociety.org.uk](mailto:findasolicitor@lawsociety.org.uk).

If you click on the 'Find a Solicitor' link on their website you can then search by your location.