

ARE YOU RESPONSIBLE FOR DEALING WITH A DECEASED PERSON'S ESTATE?

Have you been appointed as an Executor in their Will?

If they didn't leave a Will, are you the closest family?



ESTATE ADMINISTRATION

Administering a person's estate carries much responsibility and it is important that you have a full understanding of your role. In many cases you will be required to obtain a Grant of Probate or Letters of Administration but even if a Grant is not required, you should still ensure that all matters are attended to correctly and efficiently.

Each estate is unique but typically, the procedure involves:

- *Assuming immediate responsibility for the security of all assets*
- *Establishing the value of the gross and net estate to HMRC standards*
- *Preparing the Inheritance Tax account and, where applicable, paying the Inheritance Tax due*
- *Preparing the application for the Grant*
- *Collect in / transfer the assets and discharge the liabilities*
- *Finalise the Income Tax affairs up to the date of death and for the administration period*
- *Identify any problems or potential claims*
- *Preparation of estate accounts*
- *Distribution of the estate in accordance with the Will or Intestacy provisions where there is no Will*
- *Set up any Trusts that arise under the Will and report them to HMRC. Make appropriate investments for Trust property having regard to Trustees' duties to beneficiaries*

We offer a **flexible approach** in our dealings with you as an Executor. You may choose to instruct us to complete the entire process or ask us to advise and assist on specific areas only.

We are completely **transparent and up-front about our costs**. We will discuss these with you at the outset and you can be confident that there will never be any 'hidden extras'. We treat all our clients fairly and do not base our costs on the value of the estate.

At a time of bereavement, **your peace of mind is never more important**. By engaging Pickering & Butters you will have access to **fully up to date, expert advice** and the **benefit of years of experience** within our specialist Probate team.



There can be consequences for you personally if an Estate is not administered properly.

Why not consult one of our experienced Probate lawyers for a no obligation appointment.

We are here to help.



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