



Will Guide and Instruction Form

Name:

Address:

Phone Number:

Email address:

Can a draft Will be emailed to you at this address? Y N

Have you made a Will before? Y N

If so, where is the original Will located?

Marital status: never married married widowed separated
 *legally separated *divorced co-habiting remarried

**Please bring a copy of your Separation Agreement or Divorce Order in with you*

Do you have children? Y N

EXECUTORS

Choose trustworthy age appropriate people as your Executors. While one is required for a valid Will, it is advisable to appoint two. Only one needs to act for the administration. There are no restrictions on who can be your Executor. It can be a family member who is also a beneficiary. The Executors do not need to be present when the Will is being signed.

If you are in a relationship, it is likely that you wish your spouse or partner to be your Executor and vice versa.

Do you want your spouse/partner to be your Executor? Y N

If this person pre-deceases you, then who do you wish to appoint as your Executor(s)?

Executor 1:

Name:

Address:

Relationship to you:

Executor 2:

Name:

Address:

Relationship to you:

Assets

Held

Property
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solely jointly

Where are the Deeds located?
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Bank account
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solely jointly

Credit union
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solely jointly

Nominated? Y N

If yes, what's the name of the nominee?
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Nominated accounts up to the value of €23,000 do not come within the scope of the Will. The excess over €23,000 will come into the estate and within the scope of a Will.

Life policy.....
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solely jointly

Nominated? Y N

Shares
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Pension
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Other
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Liabilities

Held

Mortgage
.....

solely jointly

Name of Bank
.....

Loans
.....

solely jointly

Fair Deal loan
.....

HOW DO YOU WANT TO DISTRIBUTE YOUR ESTATE?

Name	Relationship to you	Details of gift
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

If any of the above people die before you, do you want their children to inherit that gift equally? Y N

Signed:

Next Steps

1. Return this form to us. It can be completed online at www.maddenlaw.ie/make-a-will/no-children
2. Book an appointment to come in to review it and sign your Will.
3. Please bring:
 - Photo ID
 - Proof of address on a utility bill or bank statement
 - Separation agreement
 - Divorce order
 - Previous Will
 - Folio number or house Deeds

Previous Wills

When a new Will is validly signed, it cancels the previous Will. The prior will does not have to be destroyed. It is advisable to tell your Executor where you made your most recent Will. The original Will is stored in our office.

Tax Advice

Tax advice will be limited to the rates and tax-free thresholds currently in place. For more detailed tax advice, please contact a tax advisor. Details of a tax advisor can be provided, if required.

Cost

The fee is €300 per person. Each person makes a separate single Will. The total cost for a couple is €500.

If additional documents are required for example Deeds of Renunciation, letters from doctors or affidavits, these additional documents will incur an additional cost.

Payment is made when signing your Will at our office, by card, cash or cheque.