**THORNTON JONES SOLICITOR**

Thank you for arranging an appointment to meet with us through the Police Federation.

We are an award-winning law firm based in Wakefield, Garforth, Ossett, Mapplewell, and Sherburn in Elmet. Lynsey Bashforth has recently joined our practice. Lynsey has worked with the police for many years. We are completely independent from the Police Federation. We purely offer a free advice clinic at their premises. We do not pay any referral fee to them. We are authorised and regulated by The Solicitors Regulation Authority under our authority number 815236

***URGENT MATTERS:***

***You have made your appointment with us through the Police Federation. The clinic dates are released and filled on a monthly basis and you choose to wait to see us on the clinic date. Urgent reasons to not wait to draft your will: If you have an existing will that you are not happy with, it may urgently need to be amended and revoked, if you are ill you may need to act urgently, if you are in the process of a divorce that has not been finalised, etc. This list is not exhaustive but just an example of scenarios that could be considered as urgent. If you have booked in to a clinic appointment it has been booked on the basis that you have detailed that there is no urgent reason for your appointment, if you need guidance on what is considered urgent then please call 01924 290029 and discuss directly with the Solicitors.***

**Why do you need a Will?**

Whether you are single, a couple, married/civil partnership, divorced, separated, have children (or not), have inheritance tax issues (or not) wish to protect assets (or not), you need a Will to ensure that your wishes are carried out upon death.

Everybody is an individual with their own financial circumstances and family set up. You need to ensure that you have a Will in place to ensure that what you want to happen upon death is carried out. This may be the distribution of assets, or the appointment of guardians for young children.

It is vitally important that the advice you seek is proper advice. Solicitors are regulated and have to work to high quality standards to ensure that they can continue their practice. You must ensure that the professional you use is a specialist in Private Client work and Will drafting.

**What is the process?**

You have arranged your appointment to meet with Lynsey Bashforth through the Police Federation. She is a Solicitor, Senior Associate at Thornton Jones, and former director of Bashforth-Young Solicitor. You will be seen on the agreed date that you have set up with the team at the federation offices (please refer to our detail above about urgent matters)

After your initial appointment for your Will, you will be sent our client care documents that you will be asked to sign and return together with payment if appropriate. Once returned we will draft your Will/Wills based upon the instructions provided and advice given. Draft documentation will be sent to you to check the content and provide any amendments, if necessary. Once you are content with the Wil/Wills as drafted, a further appointment will be required to sign your Will/Wills. Once signed and witnessed appropriately, the Wil/Wills becomes effective and will be stored at Thornton Jones Solicitors until you require it to update etc.

**What will you need to bring with you to your appointment?**

* Proof of Identity – Photo ID (current passport/driving license) and 2 x utility bills (gas, electricity, water, council tax, etc) or bank statements
* Assets/Liabilities – We require a general idea as to the assets within your estate, along with the value of such assets and a general idea of what you wish to achieve through your Will, although we will guide you through this.

Assets include but are not limited to:

- Property

- Pensions

- Death in Service

- Cash savings

- Cars

- Life policies, etc.

Liabilities include but are not limited to:

- Mortgages

- Credit Cards

- Loans, etc.

* Full names and addresses of your Trustees and Executors, along with beneficiaries.
* If instructing as a couple, please ensure that you both attend at the appointment. Circumstances, family set ups and instructions are not always straight forward and it is beneficial to meet with both of you at the same time for discussions in this regard.

A basic Will is free to individuals who make contact with us through the Police Federation. After discussion of your personal circumstances, it may be that your circumstances are not straightforward and therefore charges will be made.

**What constitutes a Basic Will?**

* Assets under the value of £325,000.
* If a married couple leaving all to one another failing that children outright no trusts
* Or if single person leaving all to one person no trusts

If your situation differs from the above ie. going through a divorce/ being on a second marriage/ protecting assets, co-habiting, wanting to implement trusts into the will, assets over £325,000 in value then the will, would NOT constitute basic.

This list is not exhaustive as to what would make your will more complex, so if you have any questions, please contact us prior to the appointment if you are concerned about costs.

**IF A CHARGE IS MADE IT WILL BE WITH A DISCOUNT OF 20% FROM OUR ORIDNARY CHARGES** Any charges will be detailed to you at your appointment, invoiced at the point that we send our client care letter to you. You will therefore have to agree to the charges at the appointment. When we send our client care letter we will ask for a the payment and we hold this on our client account until the draft Will/Wills are drafted and sent to you.