



Filling Guide – Basic Will Templates – EN

(Simple Will – No Guardianship & Simple Will – With Guardianship)

Table of Contents

<i>Filling Guide – Basic Will Templates – EN</i>	1
1. Simple Will – No Guardianship	2
Step-by-Step Instructions	2
2. Simple Will – With Guardianship	3
Step-by-Step Instructions	3
3. Common Terms Explained	5
4. Tips for Choosing Executors and Guardians	5
5. Final Steps After Completing Your Will	5

1. Simple Will – No Guardianship

Step-by-Step Instructions

1. **Testator Details [Your Full Name] and [Your Full Address]**

Fill in your full legal name and current residential address in the UK.

2. **Revocation**

This section revokes all previously made wills and codicils. No changes are required.

3. **Appointment of Executors and Trustees**

Insert the details of the person you trust to manage your estate after your death:

- [Executor Full Name]
- [Executor Address]

Also add a substitute executor in case the primary one cannot act:

- [Alternative Executor Name]
- [Alternative Address]

4. **Gifts of Personal Effects**

Name the person(s) you wish to inherit your personal belongings (such as jewellery, vehicles, sentimental items):

- [Name(s)]

5. **Specific Gifts (if any) (Optional)**

List any specific items or monetary amounts you wish to leave, identifying the beneficiary clearly.

Example:

- “£5,000 to my niece, Anna Smith”
- “My watch to John Doe”

If no specific gifts, you can delete this section.

6. **Residuary Estate**

Specify who should inherit the remainder of your estate after debts, expenses, and gifts have been distributed:

- [Residual Beneficiary Name(s)]

If any named beneficiary dies before you, their children inherit their share per stirpes (equally divided among their descendants).

7. **STEP Provisions**

The administration of your estate is governed by the STEP Standard Provisions (Third Edition, 2023). No changes needed.

8. **Funeral Wishes** *(Optional)*

State your wishes regarding burial or cremation and the type of funeral (religious or non-religious).

Example:

- [buried/cremated]
- [religious/non-religious]

If you do not wish to specify funeral preferences, you can delete this clause.

9. **Signing the Will**

Sign your will in the presence of two adult witnesses, who must sign immediately after you, in your presence and in each other's presence.

Witnesses must:

- Be over 18 years old
- Not be beneficiaries or married to beneficiaries
- Not be family members

2. Simple Will – With Guardianship

Step-by-Step Instructions

1. **Testator Details [Your Full Name] and [Your Full Address]**

Enter your full legal name and your full UK address.

2. **Revocation**

This section revokes all previous wills. No changes required.

3. **Freedom to Amend**

Acknowledges that you can change or cancel this will at any time while alive. No edits needed.

4. **Appointment of Executors and Trustees**

Appoint your primary executor and a substitute:

- [Executor Full Name]
- [Executor Address]
- [Alternative Executor Name]
- [Alternative Address]

5. **Appointment of Guardians** *(If you have children under 18)*

Designate a guardian to take care of your minor children and an alternative guardian in case the first choice cannot act:

- [Guardian Full Name]
- [Guardian Address]
- [Alternative Guardian Name]
- [Alternative Guardian Address]

6. **Gifts of Personal Effects**

List who should inherit your personal belongings:

- [Name(s)]

7. **Specific Gifts (if any)** *(Optional)*

Mention specific monetary gifts or property and to whom they should go.

Example:

- “£5,000 to my niece, Anna Smith”
- “My piano to John Doe”

If not applicable, delete this clause.

8. **Residuary Estate**

Indicate who inherits the remainder of your estate:

- [Residual Beneficiary Name(s)]

If a named beneficiary predeceases you, their children inherit per stirpes.

9. **STEP Provisions**

The STEP Standard Provisions (Third Edition, 2023) apply automatically.

10. **Funeral Wishes** *(Optional)*

Express whether you wish to be buried or cremated and the type of ceremony you prefer:

- [buried/cremated]
- [religious/non-religious]

This section is optional and non-binding for your executors.

11. **Signing the Will**

Sign in the presence of two adult witnesses who must both be physically present during signing.

Witnesses must:

- Be over 18
- Not benefit from the will
- Not be married to anyone benefitting from the will

3. Common Terms Explained

- **Testator:** The person making the will
 - **Executor:** The person responsible for administering your estate
 - **Guardian:** The person responsible for caring for your children if under 18
 - **Beneficiary:** The person who receives assets from your estate
 - **Witness:** An independent adult who observes your signature
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4. Tips for Choosing Executors and Guardians

- Choose trustworthy, responsible individuals
 - Always name an alternative
 - Guardians should share your parenting values
 - Executors should be organized and preferably younger
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5. Final Steps After Completing Your Will

1. Replace all [example text] with your actual personal details.
2. Delete any sections that do not apply (e.g., Specific Gifts if unused).
3. Keep the structure and numbering unchanged.
4. Print the completed document and sign it in front of two witnesses.
5. Store the original signed will safely and inform your executor.