

Here's a clear, practical checklist designed to help older adults think through and discuss who should have access to their financial matters after they die—whether you have close family/friends or not

Is it time for a cuppa and a chat?

Before You Start

- Choose a calm, private time and place
- Avoid stressful or emotional moments
- Plan a gentle, practical way to introduce the topic
- Choose someone you think might be able to help you take action on the topic; this person does not have to be the person responsible for taking care of everything after your death, but someone who you think you can talk to about it

Starting the Conversation

- Begin with a neutral reason (e.g. getting organised)
- Emphasise peace of mind, not death
- Ask permission to talk about it
- Respect their response if they hesitate, they just might not be the right person to help you with this.

Identifying Key People:

- Decide if there is someone you trust to handle your financial affairs after death
- Consider:
 - o Family members (children, spouse, siblings)
 - o Trusted friends
 - o Professionals (solicitor, accountant)
- Is there a backup person in case your first choice cannot act?
- If you have no close family or friends, consider:
 - o A professional executor (e.g. solicitor or bank)
 - o A public trustee service
 - o A charity you trust

Consider creating and/or updating your will so that it:

- Clearly state who inherits your assets
- Include:
 - o Bank accounts
 - o Property
 - o Investments
 - o Personal belongings



Appoint an Executor (Will)

- Name your executor in your will
- Ensure they:
 - o Are willing to take on the role
 - o Understand your wishes
- Provide them with contact details for:
 - o Your solicitor
 - o Financial institutions

List All Financial Accounts and Assets

- Make a master list of:
 - o Bank/building society accounts
 - o Pension schemes
 - o Investments and shares
 - o Insurance policies
 - o Debts and liabilities
- Include account numbers and provider names
- Store this list securely and tell your executor where to find it



Record Access Information (Securely)

- Document how to access accounts:
 - o Online banking details (NOT passwords in plain writing—use a secure method)
 - o Location of important documents
- Consider:
 - o A password manager
 - o A sealed document stored with your will

Store Documents Safely

- Keep important documents in a secure place:
 - o Fireproof box at home
 - o Solicitor's office
 - o Bank safe deposit box
- Ensure your executor knows how to access them

More helpful websites at: www.opaal.org.uk/campaigns/