

Strictly Private and Confidential

## ***New Hampton Law*** *Solicitors*

### **Setting Up Your Will**

This is an important document which will help New Hampton Law prepare your will. This Will Questionnaire might seem lengthy but many sections will not be relevant to most people and can be completed quickly.

This Will Questionnaire is designed to get basic facts which our specialists can then use to prepare the first draft of your Will. This Will Questionnaire is designed to be easy to follow, but if you have any difficulty at all in answering the questions please let us know and we can give you some help and advice in completing the form. Our contact details are towards the back of this Will Questionnaire.

The Will Questionnaire is appropriate for you if you:

- Are domiciled in England and Wales
- Are over 18 years of age
- Are able to read, write and see
- Understand the nature and purpose of making a will

<b>For Office Use Only</b>	
REF:	Receipt No:
TOW:	Storage Ref:
TGF:	Will Posted:
TFR:	Other:

## **Guidance Notes To Help You Save Time**

Please bear in mind the following points:

- We suggest that you read through the Will Questionnaire first before completing it
- Two partners can complete a single Will Questionnaire. We have found that this is appropriate for the majority of clients
- If you and your partner have complicated financial affairs (for example because of previous marriages and so on) it is usually easier if you each fill in a separate Will Questionnaire. It is perfectly acceptable for a couple (whether married or not) to have separate wills
- If you require another copy of this Will Questionnaire you can take a copy from our website at [www.newhamptonlaw.com](http://www.newhamptonlaw.com)
- If you are completing this Will Questionnaire by hand, please write in dark ink using capitals or tick boxes where appropriate
- Delete or put “N/A” where questions are not applicable
- If you require further space for any of your answers please continue in the Additional Information section towards the back of the document, indicating the section to which the information relates
- It is also worthwhile considering the following points before completing this Will Questionnaire:
  - (a) What has prompted you to make a will now?
  - (b) What has put you off making a will in the past?
  - (c) What are your main objectives/concerns in making a will?

We have found that thinking about these questions help clients focus their thoughts when completing this Will Questionnaire

## WILL QUESTIONNAIRE

Have you enclosed some form of identification with this Will Questionnaire (e.g. driving licence and recent utility bill, or passport and recent utility bill)?

Yes       No

If you have ticked “No” above there is no problem. We can get some identification from you at a later date. Black and white photocopies of these documents are acceptable.

Please indicate which type of will you would like:

I would like advice on which type of will to put in place

If you are not sure what type of will would be most suitable for you having read this preliminary section, please tick this box above and complete the rest of this document. We will contact you shortly and help you decide.

Single will

A single will is the most simple of wills. A single will appoints people you trust to ensure your wishes are carried out after you die (called executors), appoints people to look after any children you may have (called guardians), names those who will benefit from what you leave (called beneficiaries) and details personal wishes for your funeral. All the assets that you leave behind (less debts and costs) together are known as your estate.

Mirror wills with spouse/partner

A mirror will is when a couple make almost identical wills. These will be two separate wills with very similar contents.

Discretionary trust will

There are many different types of trust, but two key ones are:

- Nil rate band trust (useful for single people with assets above £312,000)
- Property protected trust (useful for people wanting to safeguard against a Local Authority taking possession of their primary residence to pay for nursing care home costs. We have a worked example of the benefits of a property protected trust set out in Appendix 1).

**(1) YOUR PERSONAL DETAILS**

	<b>You</b>	<b>Spouse</b> <input type="checkbox"/> <b>Partner</b> <input type="checkbox"/>
Title	Mr/Mrs/Miss/Ms/Other	Mr/Mrs/Miss/Ms/Other
Forename(s)		
Surname		
Home Address		
Home Telephone No		
Mobile Telephone No		
Email address		
Date of Birth		
Country of Residence		
Occupation		

**(2) MARITAL STATUS**

- Single
- Married
- Married but separated
- Civil partnership
- Cohabiting
- Divorced
- Widowed

Note, if you ticked “Widowed”, please indicate if your spouse utilised their tax allowance on death:

- Yes
- No
- Not sure

Planning to marry or form a civil partnership in the near future

Please note here any other information relevant to your status (e.g. more than one previous marriage):

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### (3) EXECUTORS

Your executors are the people you choose to administer your estate in accordance with the provisions of your will. You may wish to appoint New Hampton Law as sole executor because we have considerable experience in dealing in this capacity. Unless you are appointing New Hampton Law as a sole executor, it is advisable to appoint at least two executors (although you can appoint up to four executors). Any executor you choose must be over 18 years of age. Please check with any person you wish to appoint executor that they are happy to act in this capacity – being an executor is a big responsibility and will require a real commitment.

I would like to appoint the following as my executors:

- New Hampton Law as the sole executor
- New Hampton Law jointly with my spouse/partner
- My spouse/partner or if they are unable to act, then in their place:
  - New Hampton Law
  - Others (please give details below)
- Others to act jointly (please give details below)

Executor 1		
Forename(s)		
Surname		
Home Address		
Telephone No/s		
Relationship	To you	To your spouse or partner

<b>Executor 2</b>		
Forename(s)		
Surname		
Home Address		
Telephone No/s		
Relationship	To you	To your spouse or partner

<b>Executor 3</b>		
Forename(s)		
Surname		
Home Address		
Telephone No/s		
Relationship	To you	To your spouse or partner

<b>Executor 4</b>		
Forename(s)		
Surname		
Home Address		
Telephone No/s		
Relationship	To you	To your spouse or partner

**(4) DETAILS OF YOUR CHILDREN**

Not applicable (tick here if you have no children, otherwise fill in the details below)

<b>Child 1</b>		
Full Name		
Address		
Date of Birth		
Age		
Relationship	To you: <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child	To your spouse, or partner: <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child

<b>Child 2</b>		
Full Name		
Address		
Date of Birth		
Age		
Relationship	To you <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child	To your spouse or partner <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child

<b>Child 3</b>		
Full Name		
Address		
Date of Birth		
Age		
Relationship	To you: <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child	To your spouse or partner: <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child

<b>Child 4</b>		
Name		
Address		
Date of Birth		
Age		
Relationship	To you: <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child	To your spouse or partner: <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child

<b>Child 5</b>		
Name		
Address		
Date of Birth		
Age		
Relationship	To you <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child	To your spouse or partner <input type="checkbox"/> Your natural child <input type="checkbox"/> Adopted <input type="checkbox"/> Step child

If you have more than five children, please include details in the Additional Information section towards the back of this form.

Are there any other persons not mentioned above who might consider themselves dependent upon you?

- Yes
- No

If you ticked "Yes" above, please give details:

**(5) YOUR ASSETS – ASSETS OWNED SOLELY BY YOU**

	<b>Value of your interest</b> ( <i>estimates of values are acceptable</i> )
Main Residence	<i>(Put details of your main residence here if you own your main residence <u>alone</u>, rather than as a joint tenant or tenant in common)</i>
Other Property	
Land	
Car	
Bank Accounts	
Pensions	
Investments (e.g. shares)	
Insurance Policies/ Death in service benefits	
Business Assets	
Agricultural assets	
Foreign Assets	
Other (e.g personal assets)	

**Less**

Outstanding mortgage	
Other (loan/finance/credit?)	

Estimated Value of Estate	
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**(6) YOUR ASSETS – ASSETS OWNED JOINTLY WITH YOUR SPOUSE OR PARTNER (OR ONLY BY YOUR SPOUSE OR PARTNER)**

	<b>Value of your interest</b> <i>(estimates of values are acceptable)</i>	<b>Value of your spouse, or partner's interest</b>	<b>Value of the interest in your joint names</b>
Main Residence <i>(State whether joint tenant or tenant in common)</i>			
Other property			
Land			
Car			
Bank Accounts			
Pensions			
Investments (e.g. shares)			
Insurance Policies/ Death in service benefits			
Business Assets			
Agricultural assets			
Foreign Assets			
Other (e.g personal assets)			

**Less**

Outstanding mortgage			
Other (loan/finance/credit?)			

Estimated Value of Estate			
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**(7) YOUR ASSETS – ASSETS OWNED JOINTLY WITH SOMEONE OTHER THAN YOUR SPOUSE OR PARTNER**

If you own assets jointly with somebody other than your spouse or partner please give details below.

	<b>Value of your interest</b> <i>(estimates of values are acceptable)</i>	<b>Value of other person's interest</b>	<b>Value of the interest in your joint names</b>
Main Residence <i>(State whether joint tenant or tenant in common)</i>			
Other property			
Land			
Car			
Bank Accounts			
Pensions			
Investments (e.g. shares)			
Insurance Policies/ Death in service benefits			
Business Assets			
Agricultural assets			
Foreign Assets			
Other			

**Less**

Outstanding mortgage			
Other (loan/finance/credit?)			

Estimated Value of Estate			
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**(8) YOUR ASSETS – ASSETS IN FORM OF BENEFICIARY UNDER A TRUST**

If you are a beneficiary under an existing trust, please give details below.

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**(9) GIFTS**

You may wish to give gifts of specific assets (such as cars, furniture or property) or gifts of cash to specific persons. These are known as legacies.

If your estate is worth over £312,000 your estate may be liable to inheritance tax. It is therefore important to consider whether you would like these gifts to be subject to tax or whether you would like them to be tax free, in which case the tax will be paid out of the remainder of the your estate (known as the “residue”). If you need any help in understanding this please do give us a call.

<b>Legacy 1</b>		
Full Name/ Organisation/Charity Receiving Gift		
Address		
Relationship	To you	To your spouse or partner
Full description of gift		
Amount of legacy (currency e.g. £ or €)		

- Gift shall be made free of tax
- Gift shall be made subject to tax

A gift to a child cannot take effect until the child is 18 (unless you put such gift into a trust). If you are leaving a legacy to a child, at what age would you like he or she to receive it?

- 18 years old
- 21 years old
- Other age – please state: .....

Such gift will be made subject to the following condition:

- The gift should be made on my death
- The gift should be made on the death of my spouse/partner
- The gift should be made after both my spouse/partner and I have both died

If you are leaving this legacy to a person you have appointed as an executor, trustee or guardian, is this gift conditional on acceptance of such person’s appointment?

- Yes
- No
- Not relevant

Legacy 2		
Full Name/ Organisation/Charity Receiving Gift		
Address		
Relationship	To you	To your spouse or partner
Full description of gift		
Amount of legacy (currency e.g. £ or €)		

- Gift shall be made free of tax
- Gift shall be made subject to tax

A gift to a child cannot take effect until the child is 18 (unless you put such gift into a trust). If you are leaving a legacy to a child, at what age would you like he or she to receive it?

- 18 years old
- 21 years old
- Other age – please state: .....

Such gift will be made subject to the following condition:

- The gift should be made on my death
- The gift should be made on the death of my spouse or partner
- The gift should be made after both my spouse or partner and I have both died

If you are leaving this legacy to a person you have appointed as an executor, trustee or guardian, is this gift conditional on acceptance of such person's appointment?

- Yes    No    Not relevant

Legacy 3		
Full name/ Organisation/Charity Receiving Gift		
Address		
Relationship	To you	To your spouse or partner
Full description of gift		
Amount of legacy (currency e.g. £ or €)		

- Gift shall be made free of tax
- Gift shall be made subject to tax

A gift to a child cannot take effect until the child is 18 (unless you put such gift into a trust). If you are leaving a legacy to a child, at what age would you like he or she to receive it?

- 18 years old
- 21 years old
- Other age – please state: .....

Such gift will be made subject to the following condition:

- The gift should be made on my death
- The gift should be made on the death of my spouse or partner
- The gift should be made after both my spouse or partner and I have both died

If you are leaving this legacy to a person you have appointed as an executor, trustee or guardian, is this gift conditional on acceptance of such person's appointment?

- Yes    No    Not relevant

**(10) RESIDUE**

The residue is the remainder of your estate after any legacies have been given or paid and after the payment of your debts, funeral and testamentary expenses.

Note that you can leave everything to your spouse or partner, but if they do not survive you by 30 days your Estate can pass to your children (or grandchildren) unless you have named beneficiaries below.

Please consider the options below.

- I would like to leave the residue of my estate to my spouse/partner but if he or she dies before me then to my children listed above in equal shares.
- I would like to leave the residue of my estate to my spouse/partner but if he or she dies before me then to the person(s)/organisations/charities listed below.
- I would like to leave the residue of my estate to the person(s)/organisations/charities listed below.

<b>Beneficiary 1</b>		
Full Name/ Organisation/ Charity etc. Receiving Residue		
Address		
Relationship	To you	To your spouse or partner

Percentage of your residue going to this beneficiary:

%
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<b>Beneficiary 2</b>		
Full Name/ Organisation/ Charity etc. Receiving Residue		
Address		
Relationship	To you	To your spouse or partner

Percentage of your residue going to this beneficiary:

%
---

<b>Beneficiary 3</b>		
Full Name/ Organisation/ Charity etc. Receiving Residue		
Address		
Relationship	To you	To your spouse or partner

Percentage of your residue going to this beneficiary:

%
---

**Please remember your combined percentages must add up to 100%.**

At what age would you like young beneficiaries to inherit?

18 years old       21 years old       25 years old

If any of my stated beneficiaries were to die before me, then I would like the share of the residue of my estate that such person would have taken to pass to that persons' children in equal shares.

**(11) LONGSTOP BENEFICIARIES**

Please give details of who your estate should pass to if all the beneficiaries you set out in sections 9 and 10 die before you or within a short time of your death. (Please note, some clients feel that this is unlikely to happen and therefore leave this section blank).

Full Name/ Organisation/ Charity etc. Receiving Benefit		
Address		
Relationship	To you	To your spouse/ partner

Percentage of your residue going to this beneficiary:

%
---

Full Name/ Organisation/ Charity etc. Receiving Benefit		
Address		
Relationship	To you	To your spouse/civil partner or partner

Percentage of your residue going to this beneficiary:

%
---

**Please remember your combined percentages must add up to 100%.**

**(12) EXCLUSIONS**

There may be people who do not receive anything from your estate who later make a claim on your estate (e.g. parents/children/ex-partner). Please give details of anyone you wish to deliberately exclude from your will even if you think such person may have a claim on your estate. Bear in mind that anyone who is dependent on you may still have a valid claim on your estate even if you do exclude them here:

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**(13) GUARDIANS**

Usually the surviving natural parent will look after your children in the event of your death.

However, if you have children under the age of 18, you may wish to appoint a person(s) to look after your children in the event that **both** you and your spouse/partner die. You may wish to appoint substitute guardians in case the guardians you have appointed initially die or are unable to act.

It is worthwhile speaking to your proposed guardians to check that they are happy to act in this capacity before you list them here. Becoming a guardian is a very big commitment that should only be undertaken after consideration.

<b>First Choice of Guardian(s)</b>		
Full name(s)		
Home Address		
Telephone No/s		
Relationship	To you	To your spouse or partner

Second Choice of Guardian(s)		
Full name(s)		
Home Address		
Telephone No/s		
Relationship	To you	To your spouse or partner

**(14) FUNERAL INSTRUCTIONS**

You may wish to include instructions regarding your funeral in your will. Please be aware that such instructions have no legal effect but it would be hoped that your executors would carry out your wishes. Therefore please ensure that you inform your executors, family and friends of those wishes.

**You**

**Your Spouse/Partner**

- |                  |                              |                             |                  |                              |                             |
|------------------|------------------------------|-----------------------------|------------------|------------------------------|-----------------------------|
| Burial           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Burial           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cremation        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cremation        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Organ Donation   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Organ Donation   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Medical Research | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Medical Research | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Specific request relating to your funeral	Specific requests relating to your funeral

**(15) MISCELLANEOUS**

If your affairs are complicated by any of the following you should bring this to our attention:

<b>1.</b>	<b>Do you already have a will?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If you answered "Yes" please give details:</i>		
<b>2.</b>	<b>Do you have any overseas assets?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If you answered "Yes" please give details:</i>		
<b>3.</b>	<b>Do you have any entitlement to death in service benefits or pension benefits on death?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If you answered "Yes" please give details:</i>		
<b>4.</b>	<b>Are you or your spouse non-domiciled in the UK?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If you answered "Yes" please give details:</i>		
<b>5.</b>	<b>Do you wish to know about Lasting Power of Attorney (LPA) forms? These can be enormously beneficial to you and your family if you become ill. If you are suffering from any long-term illnesses right now it is well worth looking into a LPA.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6.</b>	<b>Have you made any lifetime gifts within the last 7 years (You can ignore Christmas and Birthday gifts and exclude gifts to your spouse)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If you answered "Yes" please give details:</i>		
<b>7.</b>	<b>Many clients require assistance in planning their financial affairs. This may involve updating or creating life insurance products or pensions, or doing some basic inheritance tax planning. Would you like an Independent Financial Adviser to contact you (on a no obligation basis) to discuss such matters? An initial consultation will be free of charge.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**(16) ADMINISTRATIVE MATTERS**

Your will should be updated on a regular basis (for example, as your financial situation changes, birth of new child, or the death of a beneficiary etc.). New Hampton Law can update your will for you as and when you need it updated (up to once a year, every year) if you have your original will written with us.

Further, it is imperative that a copy of your will exists in full and final form even if your own copy is lost, damaged or destroyed. We can store a copy of your will permanently.

- Yes, I would like New Hampton Law to store a copy of my will safely for me (at a cost of £15.00 per will per annum)

OR

- Yes, I would like New Hampton Law to prepare an update to my will as and when I require it (at a cost of £15.00 per will per annum)

You could also take advantage of our unique “Will Lifelong Care Service”. You will not only enjoy all the benefits of our safer storage service, but also have the ability to rewrite your will at any time in the future (up to once a year, every year). The Will Lifelong Care Service should be a serious option for all. You can only see so far ahead when making a will and circumstances do change.

OR

- Yes, I would like the Will Lifelong Care Service. New Hampton Law will provide me with an update to my will when I require it, **and also** store my will safely (at a cost of £25.00 per will per annum)

If you have ticked “Yes” to any of the above options, please go on to complete the Standing Order Mandate which can be found in Appendix 2 to this Will Questionnaire.

**(17) ADDITIONAL INFORMATION**

Please make a note here of anything not covered already that you think New Hampton Law should be aware of in preparing your will (or add further details relating to previous sections if you did not have space above to do so):

When you have finished please sign and date this Will Questionnaire

*Your name in block letters:*

*Your spouse/partner's name in block letters:  
(if relevant)*

.....

.....

*Signed:* .....

*Signed:* .....

*Dated:*

*Dated:*

## **CONTACT DETAILS**

Please return your completed Will Questionnaire to:

**NEW HAMPTON LAW  
SIX THREE OFFICES,  
63 GREAT HAMPTON STREET,  
HOCKLEY,  
BIRMINGHAM,  
B18 6EL  
Tel. 0121 551 9777  
Fax. 0121 523 9444**

**[www.newhamptonlaw.com](http://www.newhamptonlaw.com)**

## APPENDIX 1 COSTS

Type of Will	Cost
Single Will	£95.00 plus VAT
Mirror Will	£150.00 plus VAT
Trust Will <i>(see explanation below)</i>	From £750.00 plus VAT

**There are many different types of trust will. We explain the value of a property trust will below, but we will of course advise you on the type of will that is most relevant to your circumstances.**

### **How Many People are Losing Their Family Homes to Local Authorities?**

Anecdotal evidence suggests that anything between 40,000 and 70,000 family homes are sold each year to cover the owner's care fees. Parents are seeing nest eggs built up as intended inheritances for their children being lost to them once in care.

With advance planning this need not be the case. There are ways to protect the family home for the next generation.

### **I Thought The Local Authority Paid For My Care In My Old Age?**

Those who cannot afford to pay privately for care must look to the Local Authority for funding or assistance with funding. Unfortunately, the local authority assesses both income and capital resources of an individual when they decide what funding will be available to them.

If you have assets (which will include your home):

- above £21,500, no contribution will be made by the Local Authority towards your care,
- below £13,000 a full contribution will be made by the Local Authority towards your care,
- between £13,000 and £21,500 there is a partial contribution made by the Local Authority towards your care.

The home is disregarded in assessing your assets under certain circumstances:

- during the first 12 weeks of care;
- during temporary or respite care;
- if it is occupied by a husband, wife or unmarried partner;
- if it is occupied by a close relative over the age of 60 (or under the age of 16); or
- if it is occupied by a relative under the age of 60 who is disabled.

If you do not fall into one of these categories, the Local Authority can sell your home to pay for your care.

### **Why Is A Property Trust Will So Valuable?**

Nobody wants to lose their home to a Local Authority – especially when they have been careful to save during their lives. The solution is to ensure that the home is not personally owned by you if and when you have to go into care. The Local Authority's financial assessment can then legitimately and properly be completed on the basis that the home is not a capital resource of the resident. This is done by putting the home into a trust, so that the trustees are the owners.

The benefit of a trust is that you can still stay in your property after you have created the trust. The former owner has a guaranteed right of residence in the property for the remainder of his or her life. The trustees (usually the children) cannot evict the former owner in any circumstances. The trust is equally applicable to married couples as to single owners.

Another significant benefit of this set-up is that the home will no longer be subject to probate on death. The home can be sold or transferred by the trustees immediately after death with no probate formalities at all.

### **Can You Give Me An Example Of What Would Happen To My Estate Without A Trust Will In Place?**

Mr & Mrs A own their 3 bedroom semi detached property worth approx £150,000.00. They have 2 grown up children 22 & 27 years old. Mr & Mrs A are both in their 50's and in good health. They have a will but it is only a basic will which allows for the straight transfer of their assets to each other upon first death and to their children upon second death.

With a basic will all of Mr A's assets will be transferred to Mrs A upon his death and vice versa should Mrs A die first. This means that if the surviving spouse (Mr A or Mrs A) were to require full time care and have to be put into a residential care home then under the Care in the Community Act 1990 their capital (money) and their assets (house) would be considered in lieu of payment for the care they are receiving. As such, the local authority can force the sale of the family home to pay for care costs.

### **So Would A Carefully Planned Trust Help Me Avoid Losing My Home?**

Mr & Mrs A create a will with the provision of a Property Protective Trust within their will. This will split Mr & Mrs A's respective estates into a set percentage shareholding (usually 50% each). This means that Mr & Mrs A can each dispose of their 50% independently if need be. What usually happens is, upon first death, the estate of first person to die is split between the surviving spouse and children (who would be appointed as trustees & substitute executors) within the will.

By creating this kind of trust in your will you are almost certain to avoid the blight of having the Local Authority take control of your property in order to finance your care. It is an impossibility to sell a property that is partly owned by 'another' without their consent. In this example the property will be partly owned by the trustees (children).

So you can see that by planning ahead, Mr & Mrs A save their family home (and nearly £130,000).

**APPENDIX 2  
STANDING ORDER MANDATE**

<b>STANDING ORDER MANDATE</b>			
TO THE MANAGER: .....BANK PLC			
ADDRESS OF BANK: ..... ..... .....POSTCODE:.....			
PLEASE MAKE THE ANNUAL PAYMENT DETAILED BELOW AND DEBIT MY/OUR ACCOUNT UNTIL FURTHER NOTICE IN WRITING			
NAME OF ACCOUNT TO BE DEBITED: .....			
ACCOUNT NUMBER:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
SORT CODE:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
SIGNATURE/S: .....			
DATE OF COMPLETING THIS STANDING ORDER MANDATE: .....			
PAYMENT OF: ANNUAL PAYMENT OF £15.00 (FIFTEEN POUNDS) or ANNUAL PAYMENT OF £25.00 (TWENTY FIVE POUNDS) (Delete as appropriate)			
FIRST PAYMENT TO BE MADE ON:  DATE: ..... (NHL will complete this section when a date is agreed with you)			
PLEASE PAY: LLOYDS TSB BANK PLC, PO BOX 1000, BIRMINGHAM, BX1 1LT			
FOR THE CREDIT OF:	NEW HAMPTON LAW	SORT CODE:	30-93-66
		ACCOUNT NO:	1054098
WITH REFERENCE: ..... (NHL will complete this section)			