

# Leaving a Legacy to Scotland's Wildlife

Last year around 10% of the money secured to help the Trust protect Scotland's wildlife came from gifts in Wills. This helped finance our wildlife reserve maintenance, contributed to Saving Scotland's Red Squirrels, and enabled us to invest in the development of major partnership projects such as the Coigach-Assynt Living Landscape and the Cumbernauld Living Landscape.

## How will my gift be used?

The Scottish Wildlife Trust benefits most from gifts that are left with no restriction, allowing us to use the money where it is needed most when it becomes available. Nevertheless, we would welcome the opportunity to discuss your wildlife interests, which will be taken into consideration alongside current conservation priorities at the time your gift is received.

We do however appreciate that some prefer to restrict how their gift should be used. If this is the case, we would recommend that you contact us in the first instance to discuss how appropriate your restriction might be (given the timescales involved with gifts in Wills). In such instances, you might also consider including a reference in your Will on how you would prefer your gift to be used if we cannot comply with your original intentions. This will help ensure your wishes are honoured and that Scotland's wildlife will benefit from your generosity as planned.

## How to leave a gift in your Will

Every gift in every Will, no matter how large or small, really does make a difference to the future of Scotland's wildlife.

By having a valid and up to date Will in place, you can ensure that your nearest and dearest are provided for, as well as helping charitable causes that are close to your heart.

Remembering the Scottish Wildlife Trust in your Will is really simple. There are a number of options when it comes to making your Will, but **we always recommend seeking professional help** to ensure your Will is valid. This will give you peace of mind that your wishes will be carried out the way you intended.

### Making a new Will

The first step in making a new Will is to decide who will do this for you. The Scottish Wildlife Trust cannot recommend a particular solicitor or Will writer but the following may help you choose the right one for you.

- **Using a solicitor:** You can find a solicitor in your local area through the Law Society of Scotland
- **Using a Will writer:** Professional Will writers are another option, but they are currently less regulated than solicitors. It is important to check that they belong to a professional body and follow a code of conduct. The Institute of Professional Will writers are just one of the bodies that might be able to help.
- **Using a bank:** Many high street banks now offer a Will writing service for their customers. Please contact your local branch for further information.

## The contents of a Will

Once you've chosen who will draw up your new Will, you may be able to save time and money by considering a few things before making a start. These include:

- Who should inherit your property, money, shares and other assets and possessions
- Who should be responsible for looking after your estate (the executors)
- Special arrangements for your funeral
- Any charitable donations you would like to make

Please see the attached 'Jargon Buster' which you may find helpful in considering the type of Gift you would like to leave.

## Updating an existing Will

It is important to review your Will regularly to ensure it reflects your current wishes. Generally you should review your Will every five years or every time a 'life-event' happens. For example when:

- You marry
- You have a child or grandchild
- There is a death in your family
- There is a change in your financial circumstances
- There are major changes in the types or rates of taxation
- You are going to live abroad
- You are moving to shared accommodation
- You separate or divorce from your spouse or partner
- A change in the health of either you or your partner

Updating your Will is a simple task and small changes or additions can be made easily using a Codicil. This is an instruction that amends, rather than replaces, your existing Will (see attached template).

## Charity details

We recommend you seek professional help to make any changes and ensure it is legally binding.

To ensure efficient administration of your Will, your solicitor or Will writer will need the following information:

**Registered name:** Scottish Wildlife Trust  
**Registered Office:** Harbourside House, 110 Commercial Street, Edinburgh, EH6 6NF  
**Charity number:** SCO05792

# Legacy Jargon Buster

There are several different types of gift you can leave in your Will to support the Scottish Wildlife Trust. These are summarised below.

## Residual legacy

Once any outstanding debts have been paid, and all your specific gifts have been made, the amount which is left over is the “residue” of your estate. You may choose to leave this residue (or a percentage of it) to a named beneficiary or charity. Residuary legacies keep up with inflation and can help your gift go further. As the value of your estate increases, so does your legacy.

## Pecuniary legacy

This is when you leave a specific sum of money to a person, organisation or charity. Please remember that inflation may impact on the value of this legacy.

## Specific legacy

This is when you choose to leave a specific item such as antiques, jewellery, shares, an area of land, or even your home. If you are considering leaving an area of land to be managed by the Scottish Wildlife Trust, we would first recommend getting in touch with us to discuss your wishes and ensure we will be able to comply with them.

## Reversionary or Life Interests

A reversionary gift allows you to provide for your family first, and later on benefit charities of your choosing. It involves you leaving assets to a chosen beneficiary to use during their lifetime, with the whole - or a portion - reverting to the Scottish Wildlife Trust (or other named beneficiary) on their death. These bequests are also sometimes referred to as “delayed” legacies, because the charity does not have an immediate entitlement to them.

## Contingent Gift

This is a gift that depends on a defined event, e.g. the charity will receive the gift only if the other beneficiaries die before the person who made the Will.

## Codicil

If you already have a Will and wish to add a gift to a person, organisation or charity, this can be done using a Codicil. A Codicil need not change the terms of your current Will, it can simply add a new instruction.

## Estate

Your estate refers to the value of all of your possessions (including property and money) that will be left once any outstanding debts have been paid.

## Executors

Your executors ensure that all your wishes in your Will are carried out after your death. You can choose one or more people to act as your executors including your solicitors, bank or a beneficiary in your Will.

Anyone aged 18 or above can be an executor of your Will. There's no rule against people named in your Will being your executors. In fact a lot of people choose their spouse or civil partner, or one of their children, to be an executor but that doesn't mean they have to write them out of the Will.

It's a good idea to choose two executors in case one of them dies before you do. For example, you might choose one family member and one professional, like a solicitor or an accountant.

This also means you can get someone with specialist knowledge involved, which can be very helpful.

# Codicil Form: Accompanying Notes

The following page is a template codicil form which can be used to add a gift to the Scottish Wildlife Trust to your Will.

A codicil is a document designed for minor amendments to your Will e.g. adding a new gift. If you wish to make any more involved changes to your Will you should consult a solicitor to ascertain whether a re-write of the main document is required.

- Do not try to change or add anything to your current Will by crossing out or writing in new instructions – as any changes will not be valid.
- If you have made more than one Will, it is important to ensure that this codicil relates to your most recent Will. It is also important, to avoid confusion, to identify clearly whether this is the first codicil to your Will, second, third and so on.
- You will need to sign and date the Codicil document and have it witnessed by two people (just like your Will).
- Keep the Codicil with - but not attached to - your current Will, in a safe place.
- Send (or give) a copy of the Will and Codicil (in a sealed envelope, if you prefer) to your Executor or other trusted friend, with a note indicating where the original is held.
- Please do consult with your solicitor or advisor before completing the form. We particularly recommend seeking professional advice if your Will already has a codicil(s). We also advise you to seek legal advice if you are making substantial changes to your Will, for example leaving a residual gift (see Jargon Buster).

# Codicil Form



I [name]:

Of [address]:

declare this to be a (first/second\*) codicil to my Will, dated

In addition to any legacies given in my said Will, I give to the Scottish Wildlife Trust of Harbourside House, 110 Commercial Street, Edinburgh, EH6 6NF (Registered charity no. SC005792)

The sum of £.....

Or a specific item .....

Or a  % share of my estate\*

to be used for its general purposes and I declare that the receipt of the Treasurer or duly authorised officer shall be a full and sufficient discharge. In all other respects I confirm my said Will and any other existing codicils thereto.

Signed: .....

Signed Date

Signed by the above named in our presence and witnessed by us in the presence of him/her\* and each other.

### Witnessed by:

Signature .....

Signature .....

Name .....

Name .....

Address .....

Address .....

.....

.....

Occupation .....

Occupation .....

Date

Date

\*please complete as required and cross out those options not required

# Legacy Pledge Form

If you are considering leaving a gift to the Scottish Wildlife Trust in your Will, or have already done so, and are happy to let us know about it, please complete the form below. This will enable us to thank you properly and ensure that we are able to accommodate and respect any specific wishes you may have.

We fully appreciate that your Will is a very personal matter and that some people would prefer not to disclose details. Please be assured that such notification is by no means legally binding, and we would not expect you to divulge any financial details. Any information you provide will be treated with respect and in the utmost confidence.

I/we have remembered the Scottish Wildlife Trust in my/our Will

I/we would like the opportunity to talk with you about the best way to help Scottish wildlife through my/our Will. Please contact me.

<b>Title:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Email (optional):</b>	
<b>If you are a member of the Scottish Wildlife Trust:</b>	
<b>Membership No. (optional)</b>	

We are interested to learn why you are intending to leave a gift to the Scottish Wildlife Trust in your Will.

If you are happy to tell us, please do so here.

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## What to do now

Please complete the form below and return to us at:

Freepost RSTC-UEBT-AZKR

Kate Smith

Scottish Wildlife Trust

Harbourside House, 110 Commercial Street, EDINBURGH EH6 6NF

## Please accept our warmest thanks

In recognition of your personal pledge you will be invited to meet your fellow supporters at an annual series of events, receptions and talks with the opportunity to meet with various members of staff and develop a more personal relationship with the Trust.

It would be helpful if you could indicate your preference with regards to such events:

- I would like to receive invites to events
- I would like to receive invites to local events only
- I would not like to receive invites to events

On behalf of the Scottish Wildlife Trust, thank you.