



A guide to helping you get your ducks in a row

A record of my important
information and final wishes

About Weldmar Hospicecare



Weldmar Hospicecare is a Dorset charity providing specialist end of life care for adults with a life limiting illness, and support for their loved ones. Our compassionate approach supports patients and their families in the community, at home, and in our hospice. All of our care is provided free.

We have a dedicated team of nurses, doctors, therapists, social workers and counsellors, supported by volunteers, but around 20% of our funds are provided by the NHS – we need to raise £26,000 per day, with the support of the local community, in order to continue our services.

Our aim is to ensure all adults needing end of life care in Dorset have access to excellent services, delivered when they are needed, meeting individual needs of patients and their loved ones.

You can find out more about our services and how to support us at weldmarhospicecare.org

About this booklet

We all try to keep things simple, but over our lifetime we collect lots of paperwork which can get stored in all sorts of places.

We recognise the extra stress caused to families when important documents or contact details are hard to find. This is not something any of us would want for our loved ones, so our advice is to get your affairs in order now to prevent this happening. This handy book allows you to record important information about your life, your possessions, your affairs and your final wishes, and is for you to keep.

When you have filled it in, we think it's important to tell someone you have created this helpful record. We always encourage people to talk about the future and to share your plans. Hopefully this booklet will help to make that a little bit easier.

How to use this booklet

We have separated this booklet into helpful sections to keep all your information in a clear and easily accessible order.

About you

This is where you record details about you, your family and friends, and even your pets.

Your contacts

Many of us are supported by a healthcare professional in some form. This section is where you can record details of these people, as well as if you have a food delivery, are a member of a club, or are a volunteer.

Key documents

From your birth certificate to your Will, or your television licence to your bus pass, recording where these important documents are kept is helpful when getting your affairs in order.

Possessions and property

Here you can record details of things you own which are important in value or sentiment.

Finances

From insurance policies to utility suppliers, there are many bills we pay each year. This is where you can record these important details.

Final wishes

There will come a time when your family will need to decide how best to celebrate your life, so this section allows you to let them know what you would like. As we mentioned earlier, we would encourage you to talk about the future, and we hope this booklet will help you do that.

About you

Your details

Title			
Forename(s)			
Last name			
Date of birth			
Address			
		Postcode	
Telephone			
Mobile			
Email			

Your spouse, partner, civil partner or next of kin

Title			
Forename(s)			
Last name			
Relationship			
Date of birth			
Address			
		Postcode	
Telephone			
Mobile			
Email			

Are you taking any medicines?

☐ No ☐ Yes (if yes complete the table below)

Your medical or health conditions that might be important for people to know

Details of any illness or drug therapy that might affect emergency treatment:

Do you suffer from allergies or any allergic reaction to medication?

☐ No ☐ Yes (if yes please list them here)

Do you have a pacemaker or similar appliance fitted?

☐ No ☐ Yes (if yes please list them here)

Now that Organ donation is an opt out system, have you discussed this with your family?

☐ No ☐ Yes (if so, where is it kept?) [organdonation.nhs.uk](https://www.organdonation.nhs.uk)

Your children, parents or other close family

Contact 1

Relationship			
Title			
Forename(s)			
Last name			
Date of birth			
Address			
		Postcode	
Country			
Telephone			
Mobile			
Email			

Contact 2

Relationship			
Title			
Forename(s)			
Last name			
Date of birth			
Address			
		Postcode	
Country			
Telephone			
Mobile			
Email			

Contact 3

Relationship			
Title			
Forename(s)			
Last name			
Date of birth			
Address			
		Postcode	
Country			
Telephone			
Mobile			
Email			

Contact 4

Relationship			
Title			
Forename(s)			
Last name			
Date of birth			
Address			
		Postcode	
Country			
Telephone			
Mobile			
Email			

Your close friends

Friend 1

Title			
Forename(s)			
Last name			
Date of birth			
Address			
		Postcode	
Country			
Telephone			
Mobile			
Email			

Friend 2

Title			
Forename(s)			
Last name			
Date of birth			
Address			
		Postcode	
Country			
Telephone			
Mobile			
Email			

Your pets

Pet 1

Name	
Type/breed	
Date of birth	
Male/female	
Chip no. <i>(if chipped)</i>	
Special needs	
Name of vet	
Telephone	
Location of vaccinations record	
Insurance Company	
Policy and telephone number	

Your wishes in case of emergency

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Pet 2

Name	
Type/breed	
Date of birth	
Male/female	
Chip no. <i>(if chipped)</i>	
Special needs	
Name of vet	
Telephone	
Location of vaccinations record	
Insurance Company	
Policy and telephone number	

Your wishes in case of emergency

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Your contacts

You probably have a great many contacts who form part of your life. These may include people like your doctor, your spiritual leader or a club secretary. It can be extremely helpful to have details of all these people recorded in one place.

As well as individuals, there'll be a range of contacts (e.g. local shops and services) you could record here. Also, if you are employed, or undertake voluntary work, these might be useful to record, as would memberships of clubs and organisations that you belong to.

There is also a section for you to list numbers for the local police or emergency numbers for your utilities. We hope having these compiled in one place will be useful to you.

Key health contacts

(e.g. doctor, pharmacist, optician, local hospital, dentist, district nurse etc.)

Contact 1

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 2

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 3

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Work contacts

(e.g. employment colleague, business partner, employee, main work contact, voluntary contact)

Contact 1

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 2

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 3

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 4

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Home contacts

(e.g. cleaner, home help, meals on wheels, local authority care manager)

Contact 1

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 2

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 3

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 4

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Local traders

(e.g. milkman, newsagent, gardener, taxis, shops where accounts held)

Contact 1

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 2

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 3

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 4

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Organisation contacts

(e.g. clubs, retirement association, services club, memberships, unions)

Contact 1

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 2

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 3

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 4

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Others

(e.g. accountant, solicitor, spiritual leader)

Contact 1

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 2

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 3

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Contact 4

Relationship			
Name			
Address			
		Postcode	
Telephone			
Email			

Key documents

As you go through life, you collect many legal documents, such as birth, marriage or civil partnership certificates, deeds, and a Will. In this section, you can record the existence and whereabouts of these documents.

Knowing where these can be found is essential for your family or executor in the future if they need to manage your affairs.

Document

Location*

Birth certificate	
Marriage/civil p'ship certificate	
Deeds to your property	
Passport	
Driving licence	
Television licence	
National Insurance card	
NHS card	
Bus pass or travel card	
Other	

**e.g. filing drawer, solicitor, bank*

A funeral plan allows you to make provisions towards your funeral in advance. If you have a funeral plan or life insurance, it is important that its existence is known.

Do you have a funeral plan or life insurance?

Company name	
Telephone	
Where documents are kept	

Do you have a Will, Power of Attorney, or Living Will?

	Location*	Executor(s)*
Will		
Power of Attorney		
Living Will		

**Executor(s)/attorney/nominated person as named in the appropriate document.*

A Will is an important document that ensures those you care about are provided for after your death

Writing a Will allows you to decide what happens to your assets and possessions when you die. Without a valid Will, a person's estate is said to be 'intestate' and can mean that the specific wishes you may have for your family or loved ones may not be carried out. We recommend that you use an experienced solicitor to draft your Will or make amendments to an existing Will.

- **A Lasting Power of Attorney (LPA)** allows you to appoint a trusted person(s) to act on your behalf if you are unable to make certain decisions yourself. There are two different types of LPA – Health & Welfare and Property & Financial Affairs.
- **Living Wills, advance decisions, advance statements or advance directives.** All these documents state your wishes should you become unable to make or express your own decisions, giving the people involved in your care the confidence to take decisions based on what you want to happen.

What about Inheritance Tax?

If your estate is over a certain value your beneficiaries will need to pay Inheritance Tax; 40% will be taken from the portion of your estate that is over the threshold. Gifts to charities are exempt from Inheritance tax and the value of your estate is calculated after the value of gifts like these are deducted. For more information, please visit www.gov.uk/inheritance-tax.

Gifts to Weldmar Hospicecare and other charities

We know that your first priority when making your Will is to provide for your loved ones, but leaving a gift or legacy in your Will to Weldmar Hospicecare is a wonderful way to help ensure our care is there for families in Dorset who experience life limiting illness and need our specialist services in the future.

Gifts in Wills fund the care of one in every three people that we support.

Thanks to Weldmar Hospicecare, you can arrange to have your Will written for free. We can send you an information pack with useful information about writing your Will, which you can request at weldmarhospicecare.org/wills, emailing wills@weld-hospice.org.uk or by calling us on **01305 261800**.

Possessions and property

Everybody has possessions and it can be extremely useful to maintain a record of what they are, where they are located and where key documents relating to them are kept. This booklet is the ideal place for noting this down.

This might include information about property, vehicles and significant possessions.

Property that you own

Address			
(if different to the details given earlier)			
	Postcode		
Country			
Telephone			

Are you the freehold owner or leaseholder?

☐ Freehold owner ☐ Leaseholder

If freehold owner, do you have an equity release or mortgage on the property?

☐ No ☐ Yes

If so, provide details: If leaseholder, who is your landlord?

Name	
Telephone	

Do you have a tenant? ☐ No ☐ Yes

Tenant telephone	
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Here you can record details of cars, motorcycles, caravans, mobility scooters, etc.

Vehicle 1

Name of keeper of vehicle	
Make and model	
Registration number	
Location of documents relating to the vehicle	
Where serviced	
Warranty details	
Garaging or parking permit details	

Vehicle 2

Name of keeper of vehicle	
Make and model	
Registration number	
Location of documents relating to the vehicle	
Where serviced	
Warranty details	
Garaging or parking permit details	

Significant possessions

It may be worthwhile noting your significant possessions here. This often brings peace of mind, because if someone else must manage your affairs, they may not be fully informed and important items could be lost.

Significant possessions might include antiques, furniture, ceramics, glass, jewellery, rugs, paintings, watches, clocks, books.

Items of sentimental value might include letters/cards, photographs, photograph albums, costume jewellery, items from your childhood or from your children and family memorabilia.

Finances

This is where you can put all your financial information together in one place. It will allow you to keep track of your different financial arrangements and help your family or trusted person to look after your affairs should the need arise.

Please remember not to record PIN numbers or key security information of any sort.

Here you can list the various financial accounts you have. This might include current accounts, savings accounts, mortgage accounts, ISAs or National Savings.

Organisation 1

Name			
Name(s) in which account held			
Type			
Telephone			
Cheque book or passbook	☐ No	☐ Yes	
Debit card	☐ No	☐ Yes	
Credit card	☐ No	☐ Yes	

Organisation 2

Name			
Name(s) in which account held			
Type			
Telephone			
Cheque book or passbook	☐ No	☐ Yes	
Debit card	☐ No	☐ Yes	
Credit card	☐ No	☐ Yes	

Organisation 3

Name			
Name(s) in which account held			
Type			
Telephone			
Cheque book or passbook	☐ No	☐ Yes	
Debit card	☐ No	☐ Yes	
Credit card	☐ No	☐ Yes	

You may have pensions (e.g. state or work), shares, PEPs, Premium Bonds or endowment policies. You can record who they are with here.

Organisation 1

Name	
Type	
Telephone	

Organisation 2

Name	
Type	
Telephone	

Organisation 3

Name	
Type	
Telephone	

Credit and store cards (do not list card numbers)

	Issuer	Telephone
Card 1		
Card 2		
Card 3		

Notes of other regular payments

(e.g. standing orders, direct debits, membership fees, charity donations)

	Organisation	Telephone
1		
2		
3		
4		

Where do you keep documents relating to all these affairs?

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The next section also allows you to note details of the different insurance policies that cover your life arrangements, as well as the essential accounts you hold with different utility companies.

Utility and key suppliers and accounts

	Supplier	Account No.
Water		
Sewerage		
Gas		
Electricity		
Telephone		
Mobile phone		
Internet/broadband		
Cable/satellite TV		
Council Tax		
Landlord/rent		

HM Revenue and Customs office

Location	
Telephone	

State benefit contact

Location	
Telephone	
Benefits claimed	

Insurance policies

	Organisation	Telephone
Home contents		
Document location		
Renewal date		
Building		
Document location		
Renewal date		
Motor		
Document location		
Renewal date		
Motor breakdown		
Document location		
Renewal date		
Life		
Document location		
Renewal date		
Travel		
Document location		
Renewal date		
Health/long term care		
Document location		
Renewal date		
Other (e.g. warranties)		

Final wishes

This section is the ideal place for you to include your thoughts and wishes for the time when others will have to administer your affairs.

It will undoubtedly be a difficult time for your loved ones but made so much easier if they know what your preferences are.

Your funeral wishes

Most of us try to avoid thinking about our own death and organising your own funeral may not be something you wish to think about. It may be helpful to consider what type of funeral you would like, where you would like it to be held, who you would like to be there, any readings and poems you'd like to be read (and by whom) and any particular music you'd like to be played. Above all, this section is the perfect opportunity to let loved ones know your wishes.

First choose and note which statement below applies to you:

- ☐ I am describing my funeral wishes in this booklet (overleaf)
- ☐ I have already thought about my funeral arrangements (below)

They are stored (*give location*)

e.g. held in my funeral plan or written in my Will (note that Wills are not always read before the funeral).

Now go through the steps on the next page, answering or ticking where you can. If you are not sure, don't worry. Just complete what you can. Any guidance you can give will help your loved ones. If you have no preference, simply say so.

Medical science

If you have arranged to donate your body to medical science, please note here who needs to be notified of your death to make the necessary arrangements:

Name

Telephone

Service

Would you like a funeral service?

☐ No ☐ Yes

or a brief committal at the graveside or crematorium

☐ No ☐ Yes

If yes, in which religion/spiritual belief/philosophy?

If yes, where would you like it to be held?

Do you have a strong preference which funeral director is used?

☐ No ☐ Yes

If so, please supply name and telephone number

I would want to be

☐ Buried ☐ Cremated

Burial

☐ I have ☐ I have not arranged for a burial plot

If you have, please give details, e.g. existing plot/pre-purchased plot, who owns the plot and where the documents are kept.

If not, where would you like to be buried, e.g. religious location/cemetery/woodland or green site/other? Please give details.

Cremation

- ☐ I do not mind where I am cremated
- ☐ I would prefer to be cremated at

I would like my ashes to be

- ☐ Scattered ☐ Buried ☐ Interred ☐ Kept

Please indicate where, e.g. a special place, crematorium burial plot, religious location, family grave, crematorium garden of remembrance, an urn or I would like to allow my family to decide.

I would like my coffin to be

- ☐ Traditional (wood)
- ☐ Modern (e.g. wicker/cardboard/decorated)

I would like my body to rest

e.g. at the funeral home, at home, in the family home or at the church the night before the service.

I would prefer my body to be embalmed if possible

- ☐ No ☐ Yes

I would prefer my body to be dressed in

☐ I do ☐ I do not have a preference about what route is taken to the service/crematorium/cemetery.

My preferred route is

I would like my funeral to be conducted by:

Name

Telephone

I would like the following at my funeral

e.g. music, songs sung or played.

Readings e.g. poems, eulogy, religious words.

Prayers.

Announcement

I would like the announcement of my death to be made in

☐ Local press ☐ National press

I would wish the notice to go into the following publications. Name of newspaper(s):

Family and friends

I would like the following family members and friends to be asked if they would take part in the funeral, e.g. as a coffin bearer or a reader:

Name
Telephone
What I'd like them to do

Name
Telephone
What I'd like them to do

Flowers or donations

☐ I would ☐ I would not like flowers at my funeral. If yes, do you have a preference on what type?

I would prefer donations to go to the following charities. Name of charities:

Wishes after the funeral service

Memorial

☐ I would like a memorial stone of the following type and with the following words:

☐ I would prefer another type of commemoration e.g. bench, tree planted, donation to charity.

Special request

I wish my pet(s) to be cared for after my death in the following manner

Other wishes

e.g. requests, cultural or religious requirements and customs

☐ I have ☐ I have not made some financial provision for these arrangements and wishes. If you have, give details:

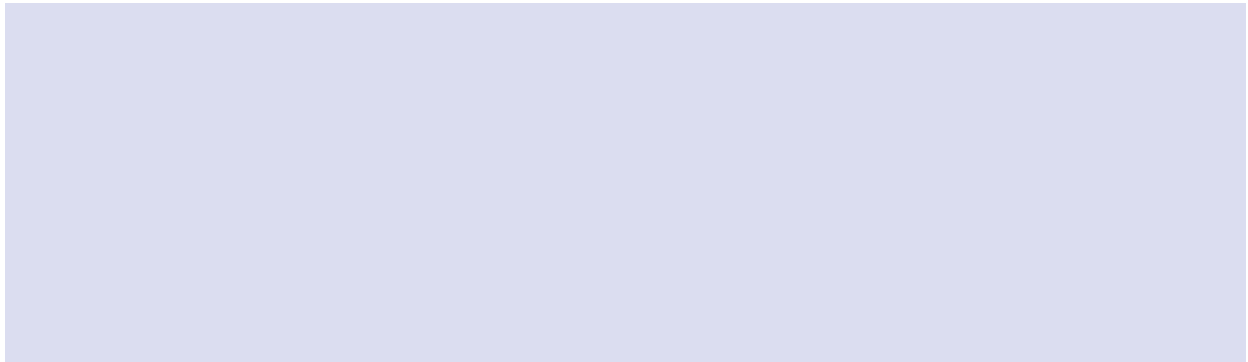
Leaving a message

You might want to consider leaving a message to your loved ones. Many of us leave things unsaid with those we care about the most and so often people say, “I wish I’d asked him or her...”, “I wish we’d talked about...”, or “I wish I’d told them...”

There may well be topics you’ve never discussed or information that you might want to pass on to your loved ones and talking to them face to face could be difficult or might not be the best way to handle it. Instead, writing a letter could be the simplest solution. It might well include information about your family or it could just be the perfect occasion to tell them how much they have meant to you.

Another method for anyone accustomed to making recordings or using a mobile phone is to create a digital film containing your message. That would provide those that you loved with a record that they would treasure forever.

My message is to be found





Inpatient Unit

Telephone: 01305 215300
Herringston Road
Dorchester
Dorset DT1 2SL

Weldmar Offices

Telephone: 01305 269898
Bridport Road
Poundbury
Dorset DT1 3SD



Regulated by



weldmarhospicecare.org

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