



A Legacy Message from NJA Patron – Sir Michael Parkinson

Nation Jazz Archive Patron Sir Michael Parkinson is keen to make NJA supporters aware of how important leaving a gift to the NJA in their Will can be.

The Trustees, the Patrons and the Archive staff and volunteers are making considerable efforts to raise the additional funds required but your help would be invaluable. Whether you are making a new Will or updating an existing one, leaving the Archive a gift in your Will is an ideal way for you to be part of the Story of British Jazz.

Leave the National Jazz Archive a gift in your Will

Leaving a gift in your Will to the **National Jazz Archive** will enable the **Story of British Jazz** to be told for years to come. A Will is a uniquely personal document, and will give you peace of mind knowing that your final wishes will be carried out. It will ensure that those you love are provided for and but is also an opportunity for you to help those causes you have supported during your lifetime – like the **National Jazz Archive** and British jazz – your jazz.

For more details on leaving a gift in your Will to the **National Jazz Archive** please continuing reading the following document. It has been vetted by qualified legal advice providers. However, you should make no further decision until you've discussed your intentions with your own legal adviser.

Play your part in the Story of British Jazz

The Legacy of great British Jazz Musicians

Humphrey Lyttelton, Johnny Dankworth, Ted Heath, Tubby Hayes and Ronnie Scott became known both to the jazz enthusiast and the public at large. They and many more wonderful musicians made an amazing contribution to the **Story of British Jazz**.

They also all left an incredible legacy both for the benefit of the young musicians who followed them and those of us who have continued to enjoy the joyful results of their musicianship.

Now, the National Jazz Archive (NJA) can provide you, the jazz lover, with the opportunity to add to that legacy and enable you to play your part in the great **Story of British Jazz**.

In 2011, the importance of the past work of the NJA was recognised by the Heritage Lottery Fund with an award enabling the **Story of British Jazz** to be available to a much wider audience. The latest NJA Newsletter has all the latest details of the project. However, the Archive will need to raise a sizeable sum in additional funding to realise the **Story of British Jazz** project and to keep it running when the three-year Heritage Lottery Fund investment period comes to an end.

Telling the Story of British Jazz

The National Jazz Archive contains the UK's finest collection of written, printed and visual material on jazz in the UK from the 1920s up to the present day. This material will provide the means of telling the **Story of British Jazz** which will inspire and entertain future jazz lovers like you. Here is just a small part of what your support will enable the NJA to achieve:

- Conserving, cataloguing and digitising important sections of the collection
- Developing an active web site where a wide selection of the Archive may be accessed by researchers, writers, journalists, students and the general public
- Employment of highly skilled staff able to manage and develop the Archive to professional standards

How to create your own Legacy and be part of the Story of British Jazz

As the Trustees of the NJA look to the future, the aim is to ensure that the Archive is managed to professional standards and that the collection is accessible to a greater number of people. These aims can only be achieved through the generosity of those that give their support, financially and in kind, to aid the sustainability of the National Jazz Archive.

The Trustees, the Patrons and the Archive staff and volunteers are making considerable efforts to raise the funds required but your help would be invaluable.

Leave the National Jazz Archive a gift in your Will

Leaving a gift in your Will to the National Jazz Archive will enable the **Story of British Jazz** to be told for years to come. A Will is a uniquely personal document, and will give you peace of mind knowing that your final wishes will be carried out. It will ensure that those you love are provided for and but is also an opportunity for you to help those causes you have supported during your lifetime – like the **National Jazz Archive** and **British jazz**.

Many people underestimate the importance of making a Will mistakenly thinking they do not have enough money or possessions to make a Will worthwhile. In fact, making a Will and keeping it up to date is the only way to ensure that whatever you have – no matter how much or how little – is divided up according to your wishes.

Advice about making or changing your Will

Why should I make a Will?

- A Will is a legal document that states who you want your money and possessions to go to when you die
- An up to date Will is the only way to be sure your loved ones and causes you care about will get the gifts you intend for them
- Many people think they do not have enough money to make a Will worthwhile. However, it is surprising how the value of your home, possessions and savings can add up
- A Will is a legally binding document. Always consult a solicitor or a member of the Professional Will Writers

How to make your Will

The simplest way of writing a valid Will is to use a solicitor/Will writer to do it for you. It is usually not expensive to make a Will. Your Will is a legal document, probably the most important document you will ever sign. A solicitor/Will writer is the best person to write your Will for you.

In short, if you make a Will you will have the peace of mind in knowing that you have provided for the people for whom you really care.

Decide who is in charge - Making a Will enables you to decide who should administer your estate, rather than the law making this decision for you.

Care for children - If you have young children, it is important to appoint a guardian to care for them and your partner (if you have one).

Remember the people and causes you care about - By making a Will you can provide for your loved ones, and can make gifts to charities that matter to you (such as **The National Jazz Archive**) – a wonderful legacy to leave behind.

Save money - A professionally prepared Will allows you to take advantage of schemes which may save inheritance tax, protect assets, and avoid the unnecessary expense which can arise from a poorly drafted home made Will.

Choose a Solicitor/Will writer - It is important for you to go to a Solicitor/Will writer to get sound, reliable and professional advice. Your wishes, and any practical or tax implications that there may be, can then be properly dealt with. You might find a solicitor by contacting one of the following:

- Law Society www.lawsociety.org.uk
- Waterlow Legal www.waterlowlegal.com
- Will Aid www.willaid.org.uk

How to prepare for a meeting with your solicitor/Will writer

It makes good sense to prepare in advance for a meeting with your solicitor/Will writer and the main issues to consider are:

What am I worth? - When deciding what provisions to include in your Will, it is very useful to make a list of your assets, their estimated value and whether they are in your sole name or held jointly with someone else. You should also detail what debts you have, such as a mortgage, loan or any outstanding credit card balances.

Who should I provide for? - Decide which individuals and charities you wish to benefit. **The National Jazz Archive**, for example, relies heavily on bequests made in Wills and gifts to charity are exempt from Inheritance Tax. Consider who may be financially dependent upon you; and equally who might reasonably expect to be provided for in your Will such as your partner, spouse, former spouse who you are financially maintaining or children. It is useful if you make a list to take with you to the meeting recording beneficiaries' full names, addresses and their relationship to you (if any). You should also record if any are under the age of 18.

If you own or have an interest in a property, where are the deeds? - To give proper advice, or to enable certain provisions of your Will to take effect, your solicitor/Will writer may need to check the deeds to your property. If you have them at home, take them with you to the meeting or advise the solicitor/Will writer where they are held. If there is a mortgage on the property, then your lender will have them. Your solicitor/Will writer will obtain them from your lender, if necessary.

Do you hold assets/ property abroad? - Tell your solicitor/Will writer about any foreign assets and make sure that you take a copy of any foreign Will to the meeting. It would also help if you provide the name and address of your foreign lawyer.

Have you made a Will before? - If you have made a Will before, take a copy of your last Will to the meeting. If only minor alterations are required, it may be possible to deal with these by preparing a codicil which supplements or alters the Will.

How long will the meeting take? - This will depend upon your particular situation and requirements, and whether there are Inheritance Tax issues to consider. Most meetings will last at least 30 minutes, although they often take an hour or so.

Appoint an Executor - Every Will needs an Executor – someone appointed by you to ensure all your wishes are carried out. Often it is safer to appoint two Executors just in case one is unable to act for you and you should do so where persons under 18 years of age might benefit from your Will.

Witnesses - Once your Will has been prepared it MUST be signed by you in front of two independent witnesses at the same time. All three of you must be present and together when you sign your Will and when they sign as witnesses. A witness must be over 18 years of age and must not be a beneficiary (i.e. someone to whom you are giving benefit under the Will) or the spouse of a beneficiary. The witnesses need to know that it is a Will but not the contents of the Will.

Often, your Solicitor/Will writer can provide the necessary witnesses and will be willing to act as your Executors. Keep your Will safe. Once you have written your Will it can be registered at the central Will register. Tell your executors where the original Will is kept. Your solicitor will often offer to keep the original Will with a copy for you to keep at home.

Update your Will

Check your Will regularly to ensure you take account of changing circumstances. Changes like marriage, civil partnership, moving house, selling items, receiving an inheritance, separation, divorce, death of a spouse, remarriage and new children in the family may affect your Will and the legacy you leave. Taxation changes may also affect your Will.

Alterations to your Will can be made by writing a codicil, a separate document that is signed, witnessed and dated in the same way as the original Will. Again it is best to consult your Solicitor/Will writer in order to ensure that any changes are legal and accurate.

Wills containing legacies should be reviewed regularly in the light of changing circumstances and not least to account for inflation and increases or decreases in the value of your assets.

Warning: Never alter or write on a will as this can invalidate it.

Types of legacies

Your Solicitor/Will writer will be able to tell you about the various types of legacy but the most common are:

A Pecuniary Bequest / a Cash or Specific Legacy - In a Cash legacy you leave a gift of a specified sum of money to one or more beneficiaries. A Specific legacy is a gift of a specified item such as a house, work of art or jewellery.

A Residuary Bequest - The residue of your estate is what is left after all legacies have been paid or transferred to your beneficiaries and payment made of all debts, costs and taxes due from your estate. A gift of the residue is called a Residual Bequest and can be divided into specified proportions so that one or more individuals or concerns can benefit.

Examples of suitable wording within your Will

A Pecuniary Bequest / a Cash Legacy

"I **GIVE** the sum of (e.g.) **TWO THOUSAND POUNDS** (£2,000.00) absolutely to **NATIONAL JAZZ ARCHIVE** of Loughton Central Library Traps Hill Loughton IG10 1HD".

A Pecuniary Bequest / a Specific Legacy

"I **DIRECT** that my (*specific item - e.g. Records/CD Collection*) shall be given to the **NATIONAL JAZZ ARCHIVE** of Loughton Central Library Traps Hill Loughton IG10 1HD with specific permission to sell the Collection with the funds raised to be used for the benefit of the Archive and the receipt of the treasurer or other proper officer for the time being of National Jazz Archive shall be a sufficient discharge to my executors".

A Residuary Bequest

"I **GIVE** all the residue of my real and personal estate after payment of funeral and testamentary expenses and debts to **NATIONAL JAZZ ARCHIVE** of Loughton Central Library Traps Hill Loughton IG10 1HD absolutely and the receipt of the treasurer or other proper officer for the time being of National Jazz Archive shall be a sufficient discharge to my executors"

Charities and Inheritance Tax

Charities such as **The National Jazz Archive** can be recipients of residual bequests and cash legacies. Naturally, the interests of family and close friends will be your main priority when you are making your Will. However, when you have provided for them, it is worth considering whether or not to include a legacy to charity.

In your case, there may be tax advantages to be gained by leaving money to a charity. Any money you leave to your spouse or to charity is not subject to inheritance tax. So by leaving a gift to a charity such as **The National Jazz Archive** not only will you be helping the charity but you could also substantially reduce the amount of tax payable on your estate. Inheritance tax is deducted from your estate when your Will is proved. The amount is dependent on the value of your estate and the government sets the current limit. Please discuss this with your Solicitor who will be able to advise you on this matter.

Making a gift in your Will to the National Jazz Archive.....a final chorus

A gift in your Will can help to make sure that our work continues for years to come.

It's easy to make a gift in your Will to **The National Jazz Archive**. You can include us as a beneficiary when drawing up a new Will. If you have already made your Will, but you want to alter it to include a legacy to **The National Jazz Archive**, then your solicitor/Will writer may suggest a codicil or advise a rewriting of your Will. The information you need to give to your solicitor/Will writer to include a bequest is our full name

The National Jazz Archive

The option available when leaving a legacy to **The National Jazz Archive**:

By Residuary Bequest – Bequeath the residue from your estate after all other bequests, costs and debts have been deducted.

By Pecuniary Bequest - a Cash Legacy/a Specific Legacy - Leave a specific sum or the gift of specified items

By a Percentage of Your Estate – Specify a gift of a percentage of the value of your residuary estate. For example, a bequest of 5% of an estate valued at £20,000 would provide a gift of £1,000.

Thank you on behalf of all future jazz lovers

We do hope that you have found this information helpful. If you have any queries about making a gift in your Will to **The National Jazz Archive** or if you would like to know more about our work or to visit the Archive, then please contact on 020 8502 4701, write to the address below or email enquiries@nationaljazzarchive.org.uk

You might also like to visit our website at www.nationaljazzarchive.org.uk where you will find more information about our work and gifts in Wills.

The National Jazz Archive

Loughton Library

Traps Hill

Loughton

Essex IG10 1HD

020 8502 4701

www.nationaljazzarchive.org.uk

Registered Charity No: 327894

Disclaimer:

The National Jazz Archive, its Trustees, Officers and Employees each disclaim such or any liability which does or might arise as a consequence of and inaccurate or misleading statements made in these notes. While every care has been taken to ensure that they are correct, the statements made are for explanatory and guidance purposes only. On every occasion it is strongly recommended that you seek professional advice before finally making your Will or any Codicil to it.

You should not take or refrain from action based upon this article alone. Each individual is unique, and bespoke advice should always be taken from a solicitor/Will writer specialising in Wills, Trusts and Inheritance Tax.

