



Leaving a gift in your Will

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**Thank you for thinking about leaving a
gift to Manchester Mind in your Will**

Why do we need your help?

Manchester Mind is a unique organisation providing advice, support and opportunities for people struggling to cope with difficult life issues. We're committed to providing free mental health services, so that local people in Manchester can regain the confidence and independence they need to move forward.

Manchester Mind engages 7,000 young people and adults every year, but mental health problems are on the rise. Depression is now the leading cause of illness in Europe, and our city has one of the highest percentages of vulnerable people living with poor mental health in the UK. In order to continue our work, now and in the future, we need your support...

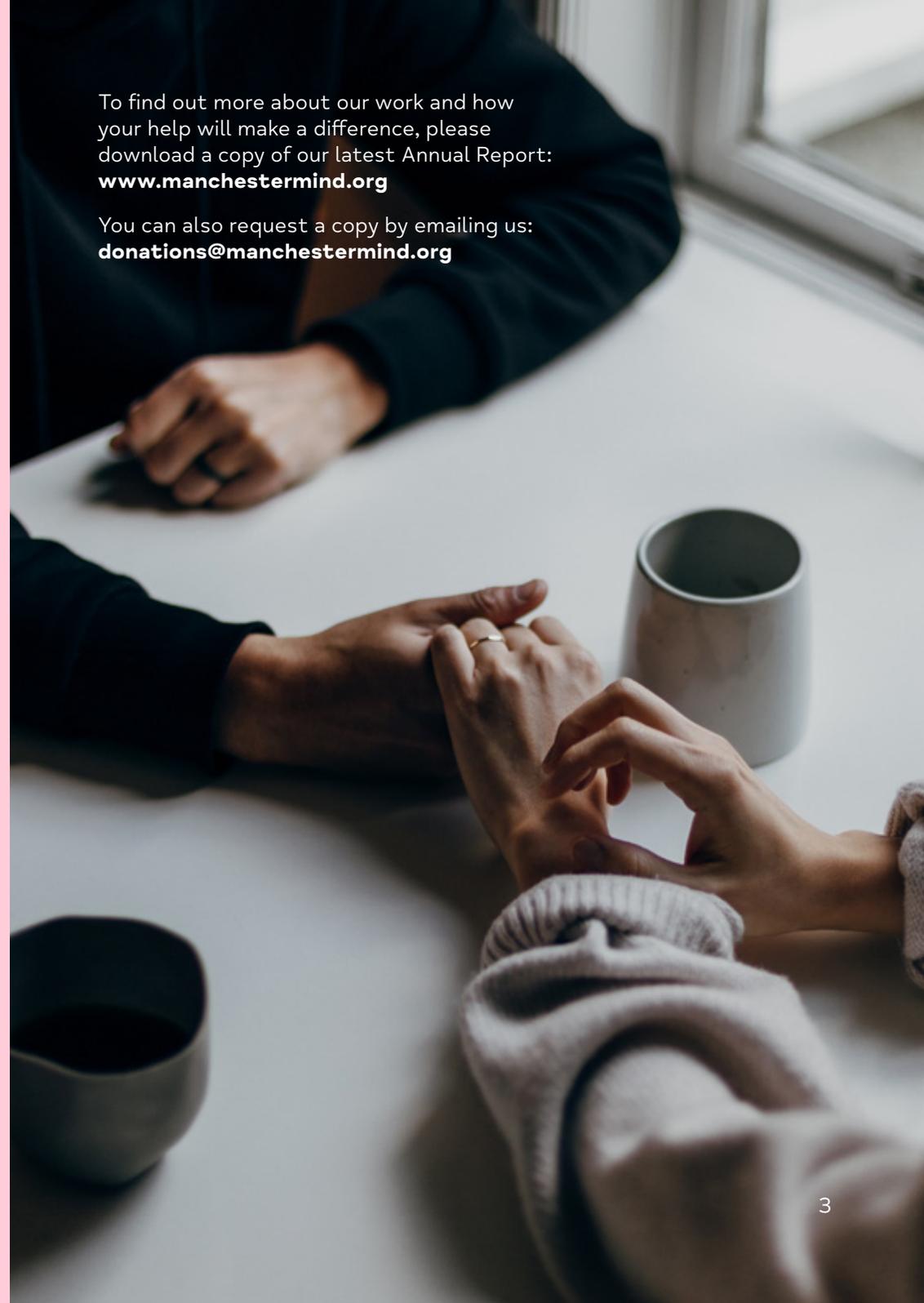
Manchester Mind raises all its own funds to keep services accessible to all. Leaving a gift for us in your Will is a positive way to ensure we continue to make a lasting impact across the city. Our work saves lives – we're there for people in crisis – and you can help sure we maintain our free services, now and in the future.

Any legacy, large or small, will help us create a city where everyone experiencing a mental health problem can get the support and respect they need and deserve.

Leaving a gift in your will

To find out more about our work and how your help will make a difference, please download a copy of our latest Annual Report: www.manchestermind.org

You can also request a copy by emailing us: donations@manchestermind.org

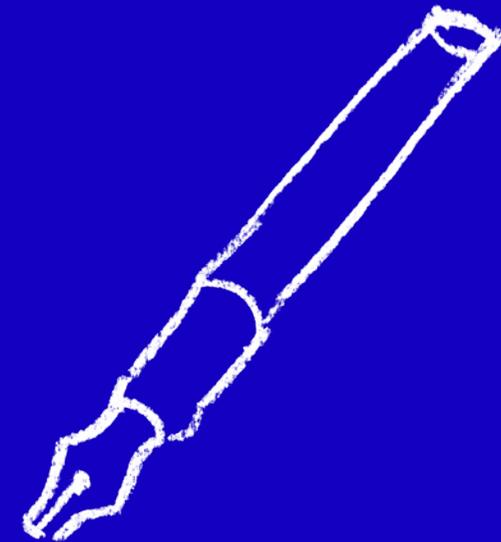


Why should I leave money to a charity in my Will?

We know that friends and family always come first, but by leaving a gift to Manchester Mind, you can create a living legacy for future generations who'll need our help.

By making a Will your assets will be distributed according to your wishes, including support for causes that were important to you during your lifetime. A "legacy" represents what mattered to us most, and we know support for local mental health services is important to you. If you leave money to a registered charity, such as Manchester Mind, we can receive your gift tax free – and it can also reduce inheritance tax bills for your loved ones.

By remembering Manchester Mind in your Will, you can help ensure we are always here for people who experience mental distress.



35%

of people would leave a gift to a charity in their Will once family and friends have been provided for but only 7% actually do.

How do I include Manchester Mind in my Will?

Whatever you are able to give after looking after family and friends will make an important difference to our charity.

Just leaving 1% of your estate will really help us in the future.

If you have not already written your Will...

- 1.** Make a list of everything you own; calculate the value of your estate, taking into account property, investments and any debts
- 2.** Decide on who you'll give to (family/friends/charity) and what you'll give. Many people choose a "residuary legacy" to Manchester Mind, as this gift always ensures that family are provided for first (see below)
- 3.** Appoint your executors. These individuals will be named in your Will and are responsible for making sure your instructions are carried out
- 4.** Visit a solicitor to have your Will drawn up
- 5.** Store your Will in a safe place and keep a copy. Most solicitors will also store a copy without any charge. Make sure a relative/close friend knows where the original is stored

When you visit a solicitor, they will create a Will that meets your wishes and needs. There are three different types of ways to leave a gift to Manchester Mind...

Residuary legacy (share of your estate):

remainder of the estate once gifts/ payments are made to family and friends. This type of gift is popular with our supporters because it remains proportional to the value of your estate by keeping pace with inflation. Our recommended wording:

“I give _____% of my residuary estate to Manchester Mind (registered charity number 1102058), Zion CHRC, 339 Stretford Road, Manchester, M15 4ZY, to be applied for its general purposes and I declare that the receipt of the finance director or appropriate officer shall be a complete discharge to my trustees.”

Pecuniary legacy (cash gift):

a fixed sum of money. Our recommended wording:

“I give £_____ to Manchester Mind (registered charity number 1102058), Zion CHRC, 339 Stretford Road, Manchester M15 4ZY, to be applied for its general purposes and I declare that the receipt of the finance director or appropriate officer shall be a complete discharge to my trustees.”

Specific legacy:

a particular named item, for example a piece of jewellery or property. Our recommended wording:

“I give _____ [insert name of object/ asset] to Manchester Mind (registered charity 1102058), Zion CHRC, 339 Stretford Road, Manchester M15 4ZY, to be applied for its general purposes and I declare that the receipt of the finance director or appropriate officer shall be a complete discharge to my trustees.”

As a safeguard, you may like to add...*“if this charity does not exist or cannot be traced, the money can be given to a charity supporting people with mental health issues”.*

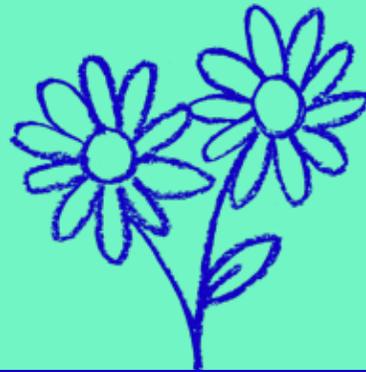
If you already have a Will...

You can update any Will by simply adding a 'codicil', which is a separate legal document altering or supplementing your existing Will.

You will need to **print out the form (page 9)** and take it along to your solicitor. Your solicitor will then be able to take the necessary measures to ensure the document becomes legal.

Whatever type of gift you'd like to leave to Manchester Mind in your Will, it will help us plan for the future if you inform us about your legacy. If you wish to do so, please complete and return the form on page 6, thank you.

Gifts in Wills are absolutely vital to our work. Without them, we would be unable to continue providing essential help to people in need – so please pass on this information pack to a friend, family member or colleague who might also want to support Manchester Mind.



Our promise to you...

Manchester Mind pledge to maintain the following “fundraising promise” when working with gifts left to us through your Will...

- ☞ We understand your family and loved ones come first
- ☞ We know it is a decision you will want to make in your own time. Your right to privacy will be respected and you will not be subjected to any form of undue pressure
- ☞ We respect your right to privacy and understand if you don't want to tell us about your decision, though we would like to have the opportunity to say thank you.
- ☞ We will communicate with honesty and comply with the law. We will answer any questions you have, and keep you up to date with our work in the way that suits you
- ☞ We will handle any gifts you leave sensitively and respectfully. Your gift will be used in a way that preserves the dignity of the beneficiary and for the greatest advantage of our charitable objectives
- ☞ We understand if you change your mind about leaving us a gift in your Will

Manchester Mind is registered with the Fundraising Regulator, an independent body maintaining the standards of UK charitable fundraising. We commit to fundraising in an open, honest, legal and respectful way. We are proud of our “fundraising promise” to aim to manage fundraising activities in an accountable and transparent manner, so you can give with confidence, now or in the future.



Reply form

Please complete the sections below to let Manchester Mind know your intentions and how we can keep in touch with you...

My Details

First name: _____

Surname: _____

Address: _____

Postcode: _____

Email: _____

Telephone: _____

Mobile: _____

Manchester Mind will treat your details as confidential.

Any information provided here is not legally binding.

If you need any information on making a Will or amending your current one to include Manchester Mind, please contact us: donations@manchestermind.org

Leaving a gift in your will

My intentions

- I have already included Manchester Mind in my Will
- I intend to include Manchester Mind in my Will
- I would like you to call me about including Manchester Mind in my Will

My bequest

- A pecuniary legacy (fixed sum of £_____) to Manchester Mind
- A residuary legacy to Manchester Mind
- A specific item (value of £_____ to Manchester Mind)

Other communications

- YES - I would like to receive a copy of Manchester Mind's Annual Report
- YES - please add my details to your mailing list to receive further news and updates
- NO – I do not wish to receive further information

If you would like to tell us why you chose to include Manchester Mind in your Will, or why you began supporting us to begin with, please use the space below:

Codicil Form

I _____ (Name)
Of _____
_____ (Address)

declare this to be a _____ (first/second/third/fourth: add as appropriate)

Codicil to my last Will dated the _____ (day) of _____ (month) in _____ (year)

MY WILL shall be construed and take effect as if it contained the following clause: *I give free of Inheritance tax to Manchester Mind, registered charity number 1102058, of Zion Community Health Resource Centre, 339 Stretford Road, Manchester, M15 4ZY.*

- a) Percent _____, _____ % (percentage in words and figures) of my residuary estate for the general purposes of Manchester Mind.
- b) The sum of _____ pounds, £ _____ (sum in words and figures) for the general purposes of Manchester Mind.

The receipt of the secretary or other officer for the time being of Manchester Mind shall be sufficient discharge to my Executors.

IN ALL other respects I confirm my Will

IN WITNESS whereof I have hereunto set my hand on this _____ (day) of two thousand and _____ (year)

SIGNED by the above named _____ (Full name)

As and for a _____ (first/second/third/fourth etc.) Codicil to the Will in our presence. And by us jointly attested and subscribed in his/her presence.

FIRST WITNESS

NAME

Address

Occupation _____

(Signature of witness)

SECOND WITNESS

NAME

Address

Occupation _____

(Signature of witness)



Supporting Manchester Mind: In Memory



Manchester Mind also welcomes “in memory” donations, so if you’d like to remember your loved one in this way, we would be grateful for your support:

Funeral Collections

By asking friends and family for charity donations instead of flowers, you can greatly help Manchester Mind to continue its work. Most funeral directors will collect cash donations at the service, handling the administration of these gifts and making sure they are passed to Manchester Mind. Please ask your funeral director to contact us (donations@manchestermind.org) to request paper charity envelopes. Alternatively, if you wish to personally gather donations at the service, you can make one donation online: www.justgiving.com/manchestermind

Tribute Event

You may wish to create your own special occasion to remember your loved one and raise funds to support our mental health services, or perhaps undertake a sponsored bike ride, swim, sky dive or run in memory of your loved one. Please let us know and we’ll be with you each step of the way: donations@manchestermind.org

Tribute Fund

If you would like to remember someone special by making an online donation or regular gift in their memory, perhaps consider an online tribute fund. This is an everlasting place to remember your loved one and celebrate their life. Family and friends can show their support by donating with a message of condolence. For more details please visit www.justgiving.com/discover/in-memory and then get in touch to advise us of your wishes: donations@manchestermind.org

List of Manchester Solicitors

If you do not have a solicitor, we would advise you to seek professional legal advice.

Please note: Manchester Mind does not endorse any of the following solicitors and provides this information for your reference only.

Bannister Preston, 180 Liverpool Road, Irlam, Manchester M44 6FE
0161 7750444

Clough Willis Solicitors, 2 Manchester Road, Bury BL9 0DT
0800 0830815

Colemans Ctts LTD, 100 Talbot Road Stretford, Manchester M16 0PG
0161 8762500

GLP Solicitors, 100 Crumpsall Lane, Manchester
0161 7955531

Irwin Mitchell, Bauhaus, Rossetti Place, 27 Quay Street, Manchester M3 4AW
0800 1694322

JMW Solicitors LLP, 1 Byrom Place, Manchester M3 3HG
0845 8726666

Linda Meyers, Phoenix House, 45 Cross Street, Manchester M2 4JF
0844 9846000

Lyons Wilson, Dickinson Chambers, 1 Central Street, Manchester M2 5WR
0161 8307777

Pannone Solicitors Manchester, 123 Deansgate, Manchester M3 2BU
0800 8404929

Quality Solicitors AST Hampsons, 337 Hollinwood Avenue, Manchester, M40 0JA
0845 0754088

Ralli Solicitors, Ralli Courts, West Riverside, Manchester, M3 5FT
0161 8326131

Robert Meaton & Co, Victoria Buildings, 1 Princess Street, Manchester M2 4DF
0845 6349955

Russell and Russell, 43 Market Street, Atherton Manchester M46 0GQ
01942 884469

Slater & Gordon, 1st Floor St James' House 7 Charlotte Street, Manchester M1 4DZ
0161 3833500

Stephensons LLP, City Wharf 30 New Bailey Street, Manchester M3 5ER
0333 3444772

Frequently Asked Questions (FAQ)

Can you help me write my Will?

Manchester Mind cannot help you write the Will, but there are qualified solicitors who will support you. Please contact the Law Society for a list (www.lawsociety.org.uk or 020 7242 1222) or see our list (page 11).

Who should I appoint as an executor of my Will?

You can appoint a friend or a professional. The work involved can take a substantial amount of time, so if asking a friend gain their agreement first. If you appoint a professional executor (solicitor, accountant, or even a bank) they can offer expert advice, but their fee will need to be paid though your estate.

How can I select a solicitor?

You can find local solicitors who specialise in Wills by contacting the Law Society at www.lawsociety.org.uk or 020 7242 1222 or refer to the list (page 11) of this information pack.

Should I put together a new Will?

If the only change you wish to make to an existing Will is to include a gift, you can amend it by preparing a “codicil” form (page 9). This needs to be both signed and witnessed with the same legal formalities as a Will. Consult a solicitor to ensure your codicil form is valid and legal.

When is a good time to make my Will?

The simple answer is now. Many people die without making a Will, which means family or friends left behind may face a difficult situation. By making a Will now, you can have the peace of mind that you have protected your estate and provided for your loved ones.

Why should I use a solicitor to write my Will?

Using a solicitor is the best way to make sure that your wishes are followed. Or if you want to search for a solicitor near you, the Law Society is a good place to start: www.lawsociety.org.uk; 020 7242 1222

Can a gift to charity help me pay less tax?

Technically, yes. Gifts to UK registered charities are exempt from Inheritance Tax. We would strongly recommend that you speak to a solicitor for advice on tax issues.

How Will Manchester Mind use my gift?

We will put your gift to good use wherever the need is greatest, supporting people experiencing mental health problems.

If I’ve left a gift to Manchester Mind in my Will, should I tell you?

Knowing who our generous supporters are gives us the opportunity to acknowledge the important decision you have made. It also helps us to plan for the future, so please complete the “reply form” on page 8.

What happens if I change my mind?

You’re under no obligation to leave a gift to Manchester Mind. You are free to change your mind at any time – just let us know so we can update our records.

Glossary

Will: a legal declaration by which a person names one or more persons to manage their estate and provides for the distribution of their property at death.

Estate: The property, including money, owned by the deceased, after any debts and/or expenses connected with their death have been taken into account.

Testator: The person who makes the Will.

Executor(s): Person(s) appointed in a Will by the testator to deal with the estate after his/her death.

Guardian(s): Person(s) appointed in a Will by the testator to look after his/her children, if there is no-one else with parental responsibility to do so.

Beneficiaries: People or organisations (for example, a charity) who benefit from a Will.

Residuary Legacy: A share of the estate (ie. a percentage) allocated in the Will by the testator.

Pecuniary Legacy: A gift of money (ie. where the precise value is specifically indicated) stated in a Will.

Contingent Legacy: A gift that is dependent on an event that may or may not happen. For example, if the testator outlives an intended beneficiary, a gift might pass instead to a nominated charity.

Codicil: A document that amends, rather than replaces, a previously executed Will. Amendments made by a codicil may add or revoke small provisions or completely change the majority or all of the gifts under the Will.

Leaving a gift in your will



Contact Us

If you have any questions, or need more information, please contact us...

Joanna Huddart

Manchester Mind
Zion Community Resource Centre (ZCRC)
339 Stretford Road
Manchester
M15 4ZY

donations@manchestermind.org
www.manchestermind.org

**Thank you for kindly considering
leaving a gift to Manchester Mind
in your Will.**

With your support we can ensure our free services are available to all residents in Manchester who are struggling with mental health issues.

 /ManchesterMind  @ManchesterMind  @manchester_mind

Registered Charity Number: 1102058 Registered Company Number: 4738057



mind Manchester