



# Probate & Estate Administration - we're here to help

**Losing a loved one can be one of the most stressful and emotional times of your life. It therefore seems unfair that during this time you may have the additional responsibilities of overseeing the legal and financial aspects of the deceased's estate.**

You can undertake this process yourself. However, at **Bronsens Probate Services Limited** we can take this extra burden away from you.

We were one of the first accountancy firms in Oxfordshire, to be licensed to carry out probate work, following a major change in the law which previously only allowed solicitors or banks to carry out this work. We are authorised by the Institute of Chartered Accountants in England and Wales to carry out the reserved legal activity of non-contentious probate in England and Wales.

We are fully qualified and experienced to handle the probate and estate administration process for you, as well as giving you guidance on trusts, estate planning, inheritance tax planning, executorships, financial planning etc.

## What is probate?

**Probate and estate administration is the financial and legal process which takes place after someone has died. The purpose is to make sure all relevant taxes are collected, money owing to creditors is paid, debts owed to the deceased are collected and the remaining assets from the estate are distributed to the relevant beneficiaries.**

It can be a very complex procedure and with this in mind **Bronsens Probate Services Limited** have created "A Guide to Probate" and also "A Glossary of Probate and Estate Administration Terms" to help explain what's involved and the terminology that is used.

## An existing client? A lot of the work's done!

If the deceased was a client of ours you can be assured that we knew a lot about their financial circumstances. Our relationship may have involved: preparing annual accounts and/or completing tax returns; meeting up on a regular basis to discuss business and financial affairs; and developing an understanding of their background and family. This is all vital information when going through the probate process.

Furthermore, we can simplify the process as we are likely to have the details of their finances, assets and business dealings. This can save you lots of time and money when it comes to preparing the necessary paperwork for the Probate Office and HMRC.

## Not an existing client?

We are happy to work with the deceased's existing accountancy firm, if they are not licensed to provide probate services, to extract the necessary financial and legal information required. Probate and estate administration is largely an accounting and taxation exercise, which of course is what we do all the time.

## Tax specialists, helping to keep your tax liability to a minimum

As Chartered Certified Accountants and qualified tax advisors you can be confident that we have the specialist knowledge required to handle the deceased's tax affairs.

Not only can we steer you through the path of income tax, inheritance tax and capital taxes, our experience may also help you and the beneficiaries to minimise the amount of tax that needs to be paid from the estate.

As well as calculating the taxable liabilities of the estate, we can also work with you and any of the beneficiaries to set in place plans to minimise their future tax burdens.

## A confidential, personal service

Last, and by no means least, you can be assured of a discreet and compassionate service. We fully appreciate how difficult this time is for you, your family and your loved ones, so we take as much of the administrative burden away from you as possible.

## Applying for probate

The probate process can be very time consuming and involves complicated legislation and financial information, which can be very daunting if you're not used to dealing with such matters. The process involves the following:

### 1 Finding the will:

- Going through the deceased's paperwork, or requesting a copy from their solicitor or bank, or;
- If there isn't a will, identifying the next of kin who can take on the role of administering the estate.

### 2 Applying for the grant of representation:

- Completing the probate application form, or making an on-line application
- Filling in the inheritance tax forms for Her Majesty's Revenue and Customs (HMRC) including giving valuations of all the deceased's assets and calculating how much tax there may be to pay.
- Submitting the above forms and relevant fees to the Probate Office.
- Signing a legal statement that all the information provided is correct to the best of your knowledge, that you are entitled to take out the grant and that you will administer the estate in accordance with the law.

### 3 Administering the estate:

- Sending copies of the grant of representation to the deceased's bank and other asset holders.
- Advertising for creditors to come forward with any outstanding debts the deceased owed them.
- Liquidating the assets to provide funds to pay debts, taxes and the beneficiaries of the estate.

### 4 Preparing estate accounts:

- Drawing up financial accounts which show all the transactions coming into and going out of the deceased's estate.
- Distributing the assets to the beneficiaries as highlighted in the will, or as deemed by law if there isn't a will.

However, don't worry, we can carry out some or all of these actions on your behalf and take the stress out of what is already a distressing time.

## Competitive pricing

Traditionally, banks and solicitors have charged a percentage of the value of the estate to carry out any probate work. In some cases this has been as high as four per cent for even the most simple of estates to administer. Also, in some cases, the time it takes them to gather all the necessary financial and tax related information can prolong the process.

At **Bronsens Probate Services Limited** our understanding of financial documents, particularly when it comes to calculating inheritance tax, income tax and capital taxes, means that we can carry out the procedure quickly and succinctly. This is especially relevant where the deceased was a client of ours. This means we spend less time gathering all the relevant information, therefore keeping the costs to a minimum.

Example of fees		£ + VAT
Excepted estate	Apply for grant of probate, no IHT payable.	1,000 - 3,000
Standard estate	Apply for grant of probate, IHT payable.	3,000 - 8,000
Complex estate*	Apply for grant of probate, IHT payable.	8,000 +

\* complex estate are broadly ones where the estate is large, has multiple estate assets/foreign aspects/business assets.

### In summary

By using us, we aim to:

- Complete the probate process as quickly and as smoothly as possible.
- Keep the amount of tax payable to a minimum.
- Keep the costs of administering the estate as low as possible.
- Maximise the amount of money available to the beneficiaries.

Get in touch For a free probate consultation, please contact us:



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