



Willwriting Academy Limited

Trinity Point -New Road – Halesowen – B63 3HY

Telephone: 08456 444261 Email: courses@willwriting-academy.org.uk

Company limited by guarantee.

Company Registration: 6795501

ESTATE ADMINISTRATION COURSE

Kilworth House Hotel, Lutterworth Road, North Kilworth, LE17 6JE

Tuesday 11 and Wednesday 12 May 2010

This comprehensive 2-DAY Course will be presented by

MICHAEL ANVONER

Solicitor specialising in Wills and Probate work

There is an increasing need for a reliable, efficient and reasonably priced Estate Administration Service. This Course is designed to help Willwriters meet this demand.

- Learn how to deal with estate administration with qualified guidance
- Improve your Will-writing skills by improving your understanding of Probate procedure
- Expand your practice and earnings potential



- Dealing with a Bereaved Client
- Taking Instructions
- The Need for a Grant of Probate
- Obtaining a Grant with Power of Attorney
- Duties & Powers of Personal Representatives
- Beneficiaries & Their Entitlements
- Valuations
- HMRC Accounts
- Obtaining Information on Assets & Liabilities
- Transferable Nil Rate Band
- Inheritance Tax & Payment
- Oaths
- Post Grant Matters
- Lost Title Documents
- Estate Accounts
- Paying Liabilities & Legacies
- Distributing the Residue
- Deed of Variation

Price: Full/Student Members £325

Non-members - £425

for the 2 day course inclusive of

Course Notes, Lunch and Refreshments

Overnight accommodation, breakfast & evening meal **not** included in fee

Bed & breakfast at Kilworth House Hotel can be booked through IPW @ £110.00 pp per night

Numbers are strictly limited. 11 hours CPD awarded. **Please note delegates must have at least 12 months Willwriting experience**

I enclose a cheque for..... payable to 'Willwriting Academy Ltd'. Please send to:
Willwriting Academy Ltd, Trinity Point, New Road, Halesowen B63 3HY
or book and pay with your credit/debit card online at www.willwriting-academy.org.uk or call 08456 442042

Please reserve place(s) @ £325.00/£425.00 on the Estate Admin Course Tues & Wed 11/12 May 2010

Name Trading Name

Address

..... Postcode Tel: Email:

Cheque for £ enclosed. Special dietary requirements

Willwriting Academy Ltd Cancellation Policy:

For bookings cancelled more than 14 days before, a full refund less £25.00 administration fee will be given. No refunds will otherwise be made.