

A GUIDE TO DOCUMENT STORAGE

Morecambe Bay Wills and Estates

Proud to be recognised at the **British Wills & Probate Awards**:

Practitioner of the Year “One to Watch” (National) - Winner 2023

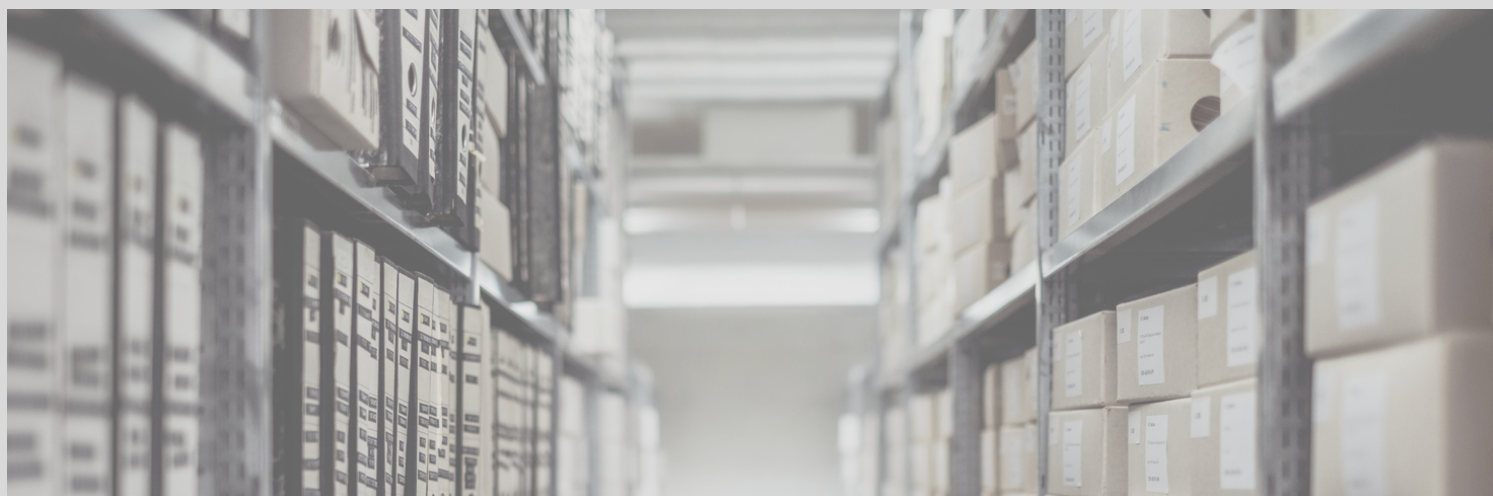
Customer Service Champions (National) - Highly Commended 2023

Will Writing Firm of the Year (Regional) - Winner 2021, Highly Commended 2022, Finalists 2023

Will Writing Sole Practitioner of the Year (National) - Winner 2021



Prepared by Nicola Combe



WHERE SHOULD I STORE MY DOCUMENTS?

Now you've made your Will, or Lasting Powers of Attorney, have you thought about how important these documents are?

What happens if they are lost in a house move? Destroyed in a fire? Stolen in a burglary? Or even deliberately destroyed by someone who doesn't like the contents!

That could have serious consequences. The wrong people could inherit. You would have extra costs to replace them. And there can be serious delays for your family if they don't have the right documents to hand when they are needed.

Your Will, Lasting Powers of Attorney, and other important documents such as property deeds, can be stored in the **National Will Archive**. This service is provided by the Society of Will Writers, for a small annual charge.

Not only are your documents kept safe from fire, flood and theft, your Will is also registered free of charge on the [National Will Register](#), meaning it can be easily found in the future.



HOW DOES IT WORK?

The National Will Archive have been storing Wills, Powers of Attorney and other legal documents for customers for over 15 years. They hold several hundred thousand documents in their specialist storage facility in Lincoln.

All documents received are checked and scanned, then stored securely both in the Cloud and in physical form.

You will receive a unique Certificate of Safe Custody and Retrieval Cards for your executors to use in the future.

All our Wills are also registered with The National Will Register, an extra service at no extra cost to you. They currently hold the location of over 10 million Wills, making it easier to find them when they are needed.

WHAT OUR CLIENTS SAY:

You made it so simple and easy for me.

I have my Will stored and on the Register now, so if anything ever happens, I know it is safe and it can be found ...

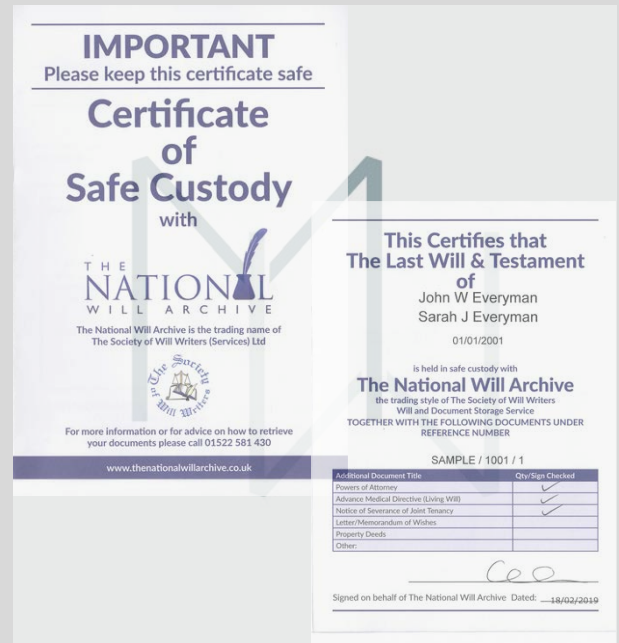
HOW MUCH DOES IT COST?

The annual cost of storage is £25.

You can store as many documents as you like or add more documents for free.

You can get copies, or retrieve documents, for a small postage charge,

Remember that Morecambe Bay Wills provide you this service in association with the National Will Archive.



HOW CAN WE HELP?

We believe in making this service simple for you. So we do all the hard work!

Once your Will and/or LPA is signed, we scan it and email you a copy for your reference.

We then send it, along with any other documents you would like to store, securely to the National Will Archive. They will scan and store your documents and register your Will on Certainty.

We will send you a "Certificate of Safe Custody", along with two "Custody ID Retrieval Cards". We suggest you keep one and give one to your executor. We also send you a form to store any additional documents.

You can pay via annual Direct Debit or we invoice you each year.