

# A guide to making **your** Will



**A Will to fight cancer**  
**...a way to give beyond your lifetime**



# Message from the Chief Executive Officer, Cancer Council ACT

**There are few Canberrans who have not been touched by cancer. If it is not a member of your family, it is someone you know.**



Cancer remains the leading cause of death in Australia. Every year approximately 1,473 Canberrans are told the devastating news that they have cancer.

Cancer has no boundaries ... no one is spared, with 1 in 2 Australians being diagnosed with cancer before the age of 85.

Thanks to advances in early detection and treatment, more than half of all cancer patients will be successfully treated.

As the prospects of surviving cancer increase, the number of people living with cancer – and needing our care and support – will continue to increase.

The survival rate for the most common cancers has increased by more than 30 per cent in recent decades.

More than 66% of cancer patients will survive for more than five years after diagnosis.

Your Will is an opportunity to join us in making a difference. Making a bequest to Cancer Council ACT in your Will can help make a real difference to the lives of people facing cancer in our community.

This guide can assist you to prepare your Will. Whether your gift is large or small, it will play a critical part in helping us keep up the fight against this terrible disease.

Together we can make a real difference now and work towards that day that we all hope to see – the day where you and I, our children and grandchildren can live in a cancer free world.

A handwritten signature in black ink that reads "Joan Bartlett". The signature is written in a cursive, flowing style.

**Joan Bartlett**  
**Chief Executive Officer**  
**Cancer Council ACT**

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# Cancer Council ACT

**Cancer Council ACT (CFACT)**  
**is working in the ACT to**  
**reduce the incidence**  
**and impact of**  
**cancer.**

Since CFACT commenced its work in Canberra in 1969, it has invested in cancer research, support services and education programs.

CFACT is a non-government, not-for-profit community organisation that aims to promote a healthier community by reducing the incidence and impact of cancer in the ACT region.

CFACT depends on the generosity of the ACT and surrounding community to support our fundraising initiatives.

Making a bequest in your Will enables us to do later what perhaps we cannot do now. It is a way to give beyond your lifetime.

CFACT is a member of Cancer Council Australia and the Union for International Cancer Control (UICC).



## Why should I have a Will?

**Regardless of your age or circumstance, it is essential to have an up-to-date Will.**

This ensures your wishes will be accurately carried out after your death, and your assets distributed to the people and causes you care about. An up-to-date Will means your loved ones won't need to make difficult decisions about the distribution of your estate.

If you die without a Will, the distribution of your estate will be made according to law. Some of the people you care about may not be included.

Having an up-to-date Will gives you peace of mind, leaving no uncertainty about what will happen with your estate.

## Do I need professional advice to make a Will?

Using the services of a practising Solicitor or Trustee Company will ensure your Will is legally correct and your wishes followed accurately.



*“Having an up-to-date Will gives you peace of mind”*



## Five easy steps to making a Will

1. Calculate the value of your estate by totalling your assets (property, possessions and money and subtract your liabilities i.e. loans and mortgages). Use the enclosed checklist to help you.
2. Decide who should benefit from your Will. This may include family members, friends, and charitable organisations. Remember to seek your solicitor's opinion about whether you have adequately provided for anyone who is financially dependent on you.
3. Select a practising solicitor or trustee company to act as your professional advisor. This ensures your Will is legally correct and your wishes will be followed accurately.
4. Select an Executor for your Will as they ensure that your wishes are followed correctly. Solicitors, family members or friends can act as an Executor.
5. Keep your Will up to date as your circumstances change. If major changes are required it is best to write a new Will. For minor changes, a codicil (amendment) can be added.

# How will my bequest be used?

Your bequest will play a vital role in contributing towards life-saving cancer research, education and supportive care programs.

## Cancer Information Service

- Cancer Council 13 11 20 – a confidential information and support service for people affected by cancer, their family and friends and health professionals.
- Provides information on all aspects of cancer, access to free publications and referral to relevant services.

## Cancer Prevention and Early Detection Programs

### Smoking Cessation Service -

- Quit smoking courses and seminars.

### SunSmart Services -

- National SunSmart Schools and SunSmart Early Childhood Program.
- SunSmart workplace information sessions.
- Health promotion and information displays.



## Supportive Care Services

- Education programs and seminars.
- Cancer Connect – a volunteer peer support service.
- Wig Service - providing wigs and headwear at a subsidised cost.

## Research Program

- Funding to support researchers in the ACT investigating cancer related issues.
- Participation in and provision of data for research being undertaken by other organisations.
- Funding contribution through Cancer Council Australia to Cancer Australia's Priority-driven Collaborative Cancer Research Scheme.

*Bequests allow us to plan and commence long-term projects with the knowledge that these initiatives will receive continued financial support.*



### What information do I need to prepare my Will?

We have provided a checklist to assist in your Will preparation. Please put together the information for this checklist and take it with you when visiting your solicitor or trustee company.

Please note this is not a legally binding or official document. We recommend you seek legal advice when preparing or updating your Will.

# Your Will Checklist



**Pull out section**

# Will Checklist



## Personal Details

Full Name

Residential address

State

Postcode

Phone

Mobile

Occupation

Date of Birth

Marital status

Date of marriage

Copy of previous Will

Yes

No

## Next of Kin Details

Name

Address

State

Postcode

## Assets

### House

Address

State

Postcode

Owned solely or jointly  Yes  No Estimated value \$

### Bank Accounts

Branch/Bank

Sole or joint  Yes  No Estimated value \$

Branch/Bank

Sole or joint  Yes  No Estimated value \$

Branch/Bank

Sole or joint  Yes  No Estimated value \$

### Cars

Make and Model

Registered in whose name

Estimated value \$

Make and Model

Registered in whose name

Estimated value \$

**Shares/debentures**

Registered in whose name Estimated value \$

---

**Insurance Policies**

Company Policy Number

---

Beneficiary nominated

---

Company Policy Number

---

Beneficiary nominated

---

**Superannuation**

Company Policy Number

---

Beneficiary nominated

---

**Own business/partnership**

Name of business

---

Date of partnership agreement Estimated value of assets

---

**Private company**

Name Estimated value of assets

---

Shareholders

---

Directors

---

**Family Trust**

Name of trust Estimated value \$

---

Name of trustee

---

**Other assets**

Overseas assets Estimated value \$

---

Household contents Estimated value \$

---

Jewellery Estimated value \$

---

Other Estimated value \$

---

**Liabilities**

Mortgage Policy Number

---

Loans

---

Other debts

---

**Total value of assets** \$

---

**Total value of liabilities** \$

---

**Total value of estate  
(assets minus liabilities)** \$

---







## Residual estate

After the balance of your estate and payment of all testamentary expenses, how do you wish to distribute your estate? You can choose to distribute the residue amongst family, friends or charities. You could also choose to leave Cancer Council ACT either the total residual amount or a percentage of the residue. State any purpose for which you wish the gift to be used.

Percentage	Beneficiary	Address	Purpose
Eg. 50%	Cancer Council ACT	5 Richmond Avenue, Fairbairn ACT 2609	General purpose

## Other Financial Information




# How can I include Cancer Council ACT in my Will?

**After making your initial decisions about your estate you might consider leaving a bequest to us.**

Whether large or small, your bequest will help us to fund vital long-term cancer control projects that otherwise might not have been possible.

## **Types of bequests**

When making your Will, it is important to seek the advice of an expert such as a solicitor or trustee company. They will be able to provide advice about the different types of bequests available. Types of bequest include:

### **A specific dollar amount**

The exact dollar amount of your estate that you wish to leave to us.

### **Residue – whole**

After you have allocated specific bequests, the residue (remainder) of your estate will be left to us. The value of your gift will be not affected by inflation.

### **Residue – percentage**

After you have made specific bequests, a percentage of the residue (remainder) of your estate will be left to us. The value of your gift will not be affected by inflation.

# How to word your bequest

*If your circumstances have changed significantly it may be necessary to have your Will re-written. However, if the changes or additions are minor speak to your solicitor about a simple amendment (codicil) to your existing Will.*

Should you decide to include a bequest to us, we suggest you provide the following wording to your solicitor:

*“ I GIVE the (whole or residue or percentage) of my estate to Cancer Council ACT (ACN 113296601) for its general purposes and the receipt of the Treasurer or Secretary of Cancer Council ACT will be sufficient discharge to my Executors/Trustee.”*

OR

*“I GIVE the sum of (insert the actual amount in words and figures) to Cancer Council ACT (ACN 113296601) for its general purposes and the receipt of the Treasurer or Secretary of Cancer Council ACT will be sufficient discharge to my Executors/Trustee.”*

Leaving a bequest is a big decision, one that requires careful consideration. Cancer Council ACT cannot offer you legal advice, however we can assure you that your bequest will be used wisely.

Your gift will give us hope for a cancer free future

## What if I already have a Will?



You can still leave a bequest to us by adding a codicil. It is important to review your Will regularly to ensure it accurately reflects your wishes. Key events that may affect your Will include:

- Marriage
- Birth of children or grandchildren
- Change in financial circumstances
- Separation or divorce
- Death in the family

**Its important  
to review your  
Will regularly**

# Tell us about your bequest

**For any charity dependent on donations, planning for the future is important.**

Letting us know you have chosen to include us in your Will helps us to plan ahead. It also gives us the opportunity to honour and thank you for making a special gift to the Cancer Council ACT.

In recognition of your vital contribution you will receive invitations to special events and functions to hear from inspiring speakers and meet other contributors to the fight against cancer. Through our newsletter you will be kept informed about the ongoing work that Cancer Council ACT is carrying out across the Territory.

As a bequestor you will join a group of very special, like-minded people who have had the foresight and kindness to leave a gift to Cancer Council ACT in their Will.

**If you have left us a bequest in your Will, please do let us know**



## Please complete and return to Cancer Council ACT

- I have included a bequest to Cancer Council ACT in my Will.
- I plan to write or change my Will to leave a bequest to Cancer Council ACT.

### Need more information?

- I would like to know more about leaving a bequest to Cancer Council ACT.

Preferred method of contact (please tick):

- Home phone     Work phone     Mobile phone
- Email     Home visit

(All enquiries will be treated in the strictest confidence)

### Please return this form to:

Cancer Council ACT  
PO Box 143  
FYSHWICK ACT 2609  
Tel: (02) 6257 9999  
pledge@actcancer.org

### Contact Details

Title	First Name	
Surname		
Address		
Suburb	State	Postcode
Phone Home	Phone Work	
Mobile		
Email		

### Your privacy:

Cancer Council ACT strictly complies with the Privacy Act (1988) and the Australian Privacy Principles. The primary purpose of collecting your information is to communicate with you about donations, products, services, campaigns, causes and events and to enable you to assist us with volunteering, community fundraising, advocacy and other activities where we seek community assistance. Our Privacy Policy contains information about how to access or ask to correct personal information held about you by Cancer Council ACT and how to complain about a breach of the Australian Privacy Principles. For more information about our Privacy Policy please visit our website at [www.actcancer.org](http://www.actcancer.org) or contact us on 6257 9999.

# Glossary

**These are commonly used terms to help you prepare your Will:**

- Beneficiary:** A person or organisation that receives benefits under the terms of a Will.
- Bequest:** A gift of personal property, which may include cash or investments.
- Codicil:** An amendment to a Will.
- Executor:** The person named by the testator to carry out the provisions and wishes detailed by the testator in his/her Will.
- Estate:** The property and personal belongings which pass to others upon a person's death. The estate also includes the liabilities.
- Intestate:** When the deceased leaves no Will, or an invalid one, he or she is described as dying intestate.
- Probate:** Probate is the legal process that determines whether a Will is valid and enforceable.
- Residue:** After all debts, expenses, funeral costs, bequests and legacies have been paid the part that remains is called the residue.
- Testator:** The person who has written the Will.
- Will:** A legally binding document providing for the distribution and administration of a person's estate after death.



## Thank you

**Thank you for taking the time to consider Cancer Council ACT in your Will.  
We are honoured by the generosity and kindness of our bequestors.**



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**email: [pledge@actcancer.org](mailto:pledge@actcancer.org)**

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