



**February 2017**

## **MAKING A BEQUEST TO AUCKLAND THEATRE COMPANY**

### **What is a bequest?**

A bequest is a provision in a Will to donate to a charitable cause. This enables the gifting of property, an insurance policy, cash or other assets from your estate to a designated organisation such as Auckland Theatre Company.

### **How do I set up a bequest?**

A bequest is established through writing a Will. Making a Will ensures that your estate is distributed according to your wishes.

### **What is involved with writing a Will?**

If you do not have a Will we recommend you see a solicitor or a Trust company. You will receive professional advice and can be sure that your wishes will be achieved. To find someone to help prepare your Will, you can refer to the Trustees, Executors & Attorneys section of the local Yellow Pages.

You will need to:

- Make a list of everyone you wish to see benefit from your Will, such as family, friends and charities. These are known as beneficiaries of your Will.
- Make a list of assets including stocks, shares, property, possessions, savings, investments and life insurance.
- Know what you would like each of the beneficiaries to receive.
- Decide who you will appoint as Executor of your Will.
- See a solicitor or a Trust company to have your Will drawn up.
- Keep a copy of your Will in a safe place.

If you have already made a Will, but would like to include a gift to Auckland Theatre Company in it, you can do so by asking your solicitor or Trust company to make a simple addition to your existing Will. This is called a Codicil.

## **Making a bequest to Auckland Theatre Company is simple**

A gift to Auckland Theatre Company is a gift that makes a difference and lives on in memory.

Ways you can help in your bequest include:

- Provide a percentage of your estate to Auckland Theatre Company.
- Gift the amount remaining once your estate has provided for loved ones.
- Leave a fixed amount of money to Auckland Theatre Company.
- Leave specified items or property to Auckland Theatre Company.
- Gift a life insurance policy to Auckland Theatre Company.

If you wish to tag your bequest for a specific purpose rather than for general Auckland Theatre Company purposes, we recommend discussing this with the Company before completing your Will. This will ensure your gift can be used in the way you intend.

## **How to write a bequest**

Below is suggested wording for a codicil or amendment that can be included in your Will and can easily be drawn up by your solicitor or Trust company.

*'I give and bequeath the sum of \$... (or) % of my estate (or)... the residue of my estate (or)...(description of property or assets) free of all charges to Auckland Theatre Company, to be used where most needed, and the official receipt of the Auckland Theatre Company as a registered charitable trust will be sufficient acknowledgement of having received this gift.'*

Then include a signature of the donor, lawyer and a witness for each.