Introducing our
Estate Planning & Probate Services

It's what we
bring together
that sets us apart

Contents

Welcome

We're delighted to have this opportunity to introduce our Estate Planning and Probate services to you. We'll give you an insight into what we do, how and why we do it, and share the values that are important to us which we always seek to uphold.

We'll demonstrate how we can support you with the legal and administrative issues that require due care and attention when someone dies. But above all, we'll show you what it feels like to be a Bishop Fleming client and why we'd like to work with you.

As experts, with many years' experience in tax and financial matters, we understand the complexities that can impact an estate and can therefore proactively identify solutions that best suit you.

Whatever your circumstances might be, we very much hope that we can develop a relationship and be of assistance to you.

After all, it is a relationship which binds us together, and which sets us apart.

Olivia.

Olivia Down
Senior Tax Manager

Our business: at a glance

Depth of talent
With 42 Partners and over 500 people, we've got the capacity and expertise to meet your needs.

Continued growth
With a turnover of £36.8m, the firm saw organic growth of 12% over the last 12 months.

12,000+ Clients
including 2,500 new clients in the last 12 months.

Leaders in our field
No.1 firm in the UK to the Academy sector.

Exceptional! client service
We have an above average industry net promoter score based on client feedback on our service delivery.

Award winning
We're ranked 5th in the Mid-Tier Power Index from Accountancy Age and have won multiple awards.

Employer of choice
We are certified and recognised as a Great Place to Work in 2023.

Responsible Business
We're committed to having a positive impact on our communities, environment and people and are proud members of BITC.

National focus, international reach
Through our membership of Kreston Global, we have access to an international network of independent accounting firms.

8 UK offices
Bath | Bristol | Cheltenham | Exeter
Plymouth | Torquay | Truro | Worcester

Our service and sector expertise
We deliver services across a wide range of services and sectors

- External Audit
- Internal Audit
- Statutory Accounts
- Company Secretarial
- VAT Compliance and Advisory
- Management Information
- Digital Services
- Agriculture
- Automotive
- Charities and not-for-profit
- Education
- Energy, renewables and natural resources
- Financial services
- Payroll
- Stamp Duty Land Tax
- International Tax
- R&D
- Employer Solutions
- Corporate Tax Compliance
- Personal Tax Compliance
- Food and Drink
- Healthcare
- Hospitality and Leisure
- Housing Associations
- Manufacturing
- Private Client
- Trusts and Probate
- Independent Financial Advice
- Business sale and Valuation
- Strategy and Forecasting
- Acquisition and Due Diligence
- Funding Advisory
- Restructuring
- Professional Services
- Public Sector
- Real Estate and Construction
- Retail and Consumer
- Technology, media and telecoms
- Transport and Logistics

"Bishop Fleming guided us through the challenges of winding up a parental estate with infinite patience, relentless efficiency and great humour. They not only gave us peace of mind but actually made the whole process surprisingly enjoyable! Their communications were always reliably clear and comprehensive, giving us well-placed optimism that even the more tortuous fiddly bits would reach a conclusion. "

Christine Counsell and Helen Clark

How we can help

Probate is the process of administrating the estate of a person who has died and ensuring its assets are distributed to those who will inherit, after paying any debts and liabilities. Bishop Fleming's specialist probate team has the necessary knowledge and experience to handle all stages of probate and estate administration.

Taxation

We will complete all relevant inheritance tax forms and send them to HMRC. This will involve identifying and valuing the assets of the deceased to ascertain whether any Inheritance Tax is payable.

The estate of the individual may also owe other taxes, such as Income Tax or Capital Gains Tax. We will establish what needs to be paid and negotiate with HMRC on your behalf.

Throughout the process we will also consider if any tax saving opportunities exist.

Administration

We will make the formal application for probate online.

As well as dealing with all of the tax issues, we can also remove the stress of administrating the estate. This can include gathering in property, bank accounts, share certificates, insurance policies and any business assets as well as contacting other organisations.

We will determine what bills need to be paid, including utility bills, credit cards and loans. We can also assist with collecting in and selling assets and investments, claiming death benefits and arranging for property to be sold.

Passing on the inheritance

Once all the tax and administrative issues have been dealt with, we will arrange for the estate to be passed on to the named beneficiaries in accordance with the Will or, where there is no Will, in accordance with the laws of intestacy.

Planning for the future

Our team of experienced advisors, many of whom may already be known to you, will provide you with timely professional advice. We will navigate through any potential obstacles on the way to obtaining Grant of Probate.

Practical and helpful advice

When someone dies it is an emotional and overwhelming time for the family. You may feel unable to deal with the legal and administrative issues that require due care and attention.

Matters to think about will include:

- Registering the death
- Making funeral arrangements
- Completing government forms
- Applying for Grant of Probate

As this is a stressful time you, like many others charged with administrating the estate, may choose to hand everything over to an experienced and professional team who can deal with all the necessary matters in an efficient and compassionate manner, in accordance with the law. This can have many benefits but, most importantly, it will leave you free to deal with more personal matters.

Background knowledge and peace of mind

For our existing clients we will already have an in depth knowledge of their financial affairs.

We may have already discussed issues such as estate and tax planning as well as trust management with them and their families. Dealing with probate on death is, therefore, a natural extension to the service we were providing. As we already have to hand much of the relevant paperwork, time and money can be saved in the probate process, meaning more of the estate can be passed to the beneficiaries much sooner.

We develop close working relationships with our clients. This means we will have grown to understand both their financial affairs and their personal wishes, meaning we can be trusted to help our clients and their families make the appropriate decisions with confidence. We will help the family to see a clear way forward and work with them to achieve their loved ones particular objectives.

A flexible approach

You may prefer us to deal with everything on your behalf or simply certain aspects; we can manage as much or as little of the process as you would like us to. We are also able to deal with any unexpected complications that may arise.

The work involved in administrating the estate will depend on the complexity of the situation, the terms of the Will and whether any Inheritance Tax is due.

When there is no Will

When someone has died without leaving a Will (intestate), or where a Will is no longer valid, we can provide advice and guidance on the steps you need to take.

Keeping you informed

Together, we will agree how you wish to be contacted and will seek to regularly keep you informed of progress. Our team members work closely with each other to ensure a smooth communication path.

You are in safe hands

All accountants accredited to undertake probate work are required to comply with the Probate Regulations to ensure the firm and authorised employees provide a high quality service and comply with the ICAEW's (Institute of Chartered Accountants in England and Wales) code of ethics. We also abide by the ICAEW's best practice guide to price and service transparency.

Details of our probate accreditation can be viewed at www.icaew.com/probate under reference number C003088558.

Some members of our team are also members of STEP (The Society of Trust and Estate Practitioners).

Transparent fees & competitiveness

We understand that you have an obligation to your co-executors and beneficiaries to find the most cost-effective route to achieve Grant of Probate.

We keep a close eye on other service providers in the region and are confident that we are able to offer a competitively priced service based on time spent. We will provide you with an estimate before commencement of any work to enable you to make an informed choice.

Delivering exceptional client service is at the heart of everything we do.

Meet our team

Alex Robins
Tax Partner

T: 01179 100259
E: arobins@bishopfleming.co.uk

Alex advises an extensive portfolio of privately-owned businesses guiding them through the opportunities and pitfalls that can affect their business and private lives. He creatively finds solutions to tax issues that fit his clients plans and is able to convey technical issues in clear and easy to understand explanations.

Alex is proud to forge long term relationships, especially with families where there is a requirement for consistent advice across generations. To assist with this, Alex is qualified to provide Estate Planning and Probate services and ensure that client wishes are enacted.

Alison Oliver
Tax Partner

T: 01872 247085
E: aoliver@bishopfleming.co.uk

Being a Chartered Tax Advisor (CTA), as well as a Chartered Accountant (FCA), Alison works as part of the tax specialist team advising on private client matters such as inheritance tax.

Alison obtained the ICAEW probate qualification shortly after it was launched and was instrumental in the firm becoming licenced to undertake probate work enabling it to provide a 'cradle to grave' holistic approach to supporting clients. Alison shares her wealth of experience with other experts of the Bishop Fleming team, combining technical expertise with practical, commercial and accounting experience to identify and implement solutions.

Olivia Down
Senior Tax Manager

T: 01392 448859
E: odown@bishopfleming.co.uk

Olivia specialises in inheritance tax and succession planning, family investment companies, trusts and estates. She is passionate about helping her clients effectively manage and plan their tax affairs and has a wealth of knowledge of over 20 years advising individuals and owner managed businesses in protecting their wealth and minimising their tax exposure. She has also implemented and designed an extensive number of share option plans for a wide variety of businesses.

With a diverse portfolio, Olivia considers building long term relationships with her clients to be one of her key strengths meaning she fully understands their specific requirements and can provide creative solutions to technical problems. Being part of both the Wealth Management and Estate Planning and Probate teams, Olivia strives to be the trusted advisor to her clients individuals.

Meet our team

Rebecca Hawkins
Tax Manager

T: 01392 448847
E: rbrooking@bishopfleming.co.uk

Deb Haynes
Tax Manager

T: 01179 100235
E: dhaynes@bishopfleming.co.uk

Alice Green
Tax Executive

T: 01392 448856
E: ahudson@bishopfleming.co.uk

Peter Fussell
Tax Associate

T: 01174 503042
E: pfussell@bishopfleming.co.uk

Lisa Perry
Probate Cashier

T: 01392 448825
E: lperry@bishopfleming.co.uk

"Thank you very much for your excellent guidance over the recent Probate application – I have absolutely nothing I can add to "a first rate service with timely receipt of the Probate lodged."

Frank Bristow

Bishop Fleming

Audit · Accountancy · Tax · Advisory

To find out how we can help you or your business, contact us:

T: 03333 21 9000
E: advice@bishopfleming.co.uk
W: bishopfleming.co.uk

ICAEW CHARTERED ACCOUNTANTS

KRESTON GLOBAL