DEATH & TAXES COURSE
PART TWO

LAW SKILLS

An introduction to Probate
2 day course – introductory

Aim

This course is aimed at people in law firms new to Probate who are changing discipline and those who would welcome a basic refresher if they have not dealt with the administration of estates for some years. It is designed to look at good practice and procedure as well as incorporating issues of law and tax. There will be opportunities to practice completing the main tax forms and preparing accounts.

Outcomes

Participants will:

- Be able to set up and manage a Probate file in accordance with Law Society requirements
- Have a series of checklists and questionnaires for use in the office
- Be able to prepare various Oaths
- Understand the impact of IHT on estates and how to complete relevant IHT forms
- Appreciate the income tax and capital gains tax requirements for PRs and how to comply appropriately
- Have an understanding of estate accounts and a method of preparation
- Know of the available software for use in the office

Agenda

1. Initial instructions, professional rules and file management
2. Action on death
3. Intestate succession
4. Collecting information
5. Action after interview
6. Oaths and other court documents
7. Other court procedures
8. Inheritance tax on death and the IHT forms
9. Preparing the probate papers
10. Problem assets and difficult beneficiaries
11. Settling debts and distributing the estate
12. Tax during the administration period
13. Estate accounts
14. Closing the file

Throughout use will be made of case studies and examples to enable participants to administer estates whether testate or intestate.

This two day course attracts 12 CPD hours
SRA CPD Provider reference no: BMP/LASK
ILEX: Quote Course code on ILEX log