

Executries

Testate (Deceased has left a will appointing an Executor)

Our Executry Service includes:

- Taking your instructions, carrying out required Anti-Money Laundering (AML) checks;
- Identifying the date of death value of the Estate's assets and liabilities including joint assets/joint liabilities and any substantial gifts made by the deceased person within seven years before death;
- Preparing application for Confirmation (being the Scottish equivalent of Probate) including any and all inheritance tax forms and paying any inheritance tax due;
- Obtaining Confirmation;
- Collection of all assets due to the Estate;
- Payment of all liabilities due by the Estate;
- Calculating or arranging for the calculation of the relevant tax due and preparing the documents to be submitted to HM Revenue and Customs for tax liability for the Estate;
- Preparing and accounting for all funds received and all payments made during the administration of the Estate;
- Distribution of the Net Estate to the Beneficiary/Beneficiaries in accordance with the deceased's will, considering any legal rights there may be and obtaining either waivers of rights or calculating the legal rights and making payment to any claimant.

Please note our service does not include Estate or Tax Planning for beneficiaries.

	Charge	V.A.T.	
Fee (Hourly Rate)*	£175	£35	£210
Outlays			
Registers of Scotland Will Recording Dues (including obtaining two Extracts)	£44	n/a	£44
Sheriff Court Fee for application for Confirmation			
Estate is less than £50,000	No fee payable to Sheriff Clerk		
Estate between £50,000 to £250,000	£266	n/a	£266
Estate over £250,000	£532	n/a	£532
Additional individual Certificates of Confirmation	£8 per certificate	n/a	£8 per certificate
Auditor of Court/Faculty Auditor Fee (half share payable by the Executry)**	Assessed by provider independent of Wm Skelton & Co		
Digital Archiving of File (per file)	£15	£3	£18

**Our Executry files will be submitted to the Auditor of Court or Faculty Auditor to independently assess all Executry fees which are fair and reasonable after consideration of all of the circumstances. The fee calculation will be based on: (a)The amount of time involved in all correspondence, telephone calls, meetings, perusal and preparation of documents at the rate of £175 per hour; (b)The level of responsibility involved which will be assessed on the value and complexity of the transaction, together with the level of skill or specialised knowledge applied; (c)Commissions for the number, value and type of monetary transaction in the Executry.*

*** The Auditor of Court or Faculty Auditor's fee for this assessment will be shared equally between our company and the estate.*

Intestate (Deceased has NOT left a will appointing an Executor)

Our Executry Service includes:

- Taking your instructions, carrying out required Anti-Money Laundering (AML) checks;
- Application to Sheriff Court for appointment of an Executor;
- Identifying the date of death value of the Estate's assets and liabilities including joint assets/joint liabilities and any substantial gifts made by the deceased person within seven years before death;
- Preparing application for Confirmation (being the Scottish equivalent of Probate) including any and all inheritance tax forms and paying any inheritance tax due;
- Preparing application for specialized insurance policy known as a Bond of Caution. This policy is a requirement of the Sheriff Court for application for Confirmation;
- Obtaining Confirmation;
- Collection of all assets due to the Estate;
- Payment of all liabilities due by the Estate;
- Calculating or arranging for the calculation of the relevant tax due and preparing the documents to be submitted to HM Revenue and Customs for tax liability for the Estate;
- Preparing and accounting for all funds received and all payments made during the administration of the Estate;
- Distribution of the Net Estate to the Beneficiary/Beneficiaries in accordance with Scots Law of Intestacy, considering any legal rights there may be and obtaining either waivers of rights or calculating the legal rights and making payment to any claimant.

Please note our service does not include Estate or Tax Planning for beneficiaries.

	Charge	V.A.T.	
Fee (Hourly Rate)	£175	£35	£210
Outlays			
Sheriff Court Fee to appoint Executor	£19	n/a	£19
Bond of Caution Premium	Quote based on value of the Estate for Confirmation and the risk involved as assessed by the insurance provider (will be provided for approval)		
Sheriff Court Fee for application for Confirmation			
Estate is less than £50,000	No fee payable to Sheriff Clerk		
Estate between £50,000 to £250,000	£266	n/a	£266
Estate over £250,000	£532	n/a	£532
Additional individual Certificates of Confirmation	£8 per certificate	n/a	£8 per certificate
Auditor of Court/Faculty Auditor Fee (half share payable by the Executry)**	Assessed by provider independent of Wm Skelton & Co		
Digital Archiving of File (per file)	£15	£3	£18

**Our Executry files will be submitted to the Auditor of Court or Faculty Auditor to independently assess all Executry fees which are fair and reasonable after consideration of all of the circumstances. The fee calculation will be based on: (a)The amount of time involved in all correspondence, telephone calls, meetings, perusal and preparation of documents at the rate of £175 per hour; (b)The level of responsibility involved which will be assessed on the value and complexity of the transaction, together with the level of skill or specialised knowledge applied; (c)Commissions for the number, value and type of monetary transaction in the Executry.*

*** The Auditor of Court or Faculty Auditor's fee for this assessment will be shared equally between our company and the estate.*