



**Moorfields
Eye Charity**

Guidance for executors

Letting us know we've been named in a will

We understand that administering an estate of a loved one can be difficult, but we're here to help.

Helpful information

For a step-by-step guide to the process of administering an estate, please go to www.gov.uk/when-someone-dies

Gifts to Moorfields Eye Charity

Moorfields Eye Charity is authorised to accept donations and bequests on behalf of Moorfields Eye Hospital, The Special Trustees of Moorfields Eye Hospital and Moorfields Eye Hospital Development Fund. This is because as at 31 December 2015, The Special Trustees of Moorfields Eye Hospital merged with Moorfields Eye Charity under a Charity Commission Scheme and a Department of Health Direction. Special Trustees is now a charity linked to Moorfields Eye Charity.

If any of Moorfields Eye Charity or the other bodies named above are due to receive a gift from an estate you're administering, please contact our Director of finance and resources, who will be able to help and advise you. You can call us on **020 7566 2636** or **email gordon.burns1@nhs.net**

Information we need

If any of Moorfields Eye Charity (or (The Special Trustees of) Moorfields Eye Hospital or Moorfields Eye Hospital Development Fund) are named in a will you're administering, it would be helpful if you could send a copy of the will or will clause which refers to us.



Moorfields Eye Charity

How to pay a legacy gift to us

Online

It is possible to make a legacy payment online and we would ask that you please contact us if you wish to do so.

We will need details of the estate, and what the payment represents, so that we can formally acknowledge receipt. We will also need the reference number from any correspondence you have received from us.

Please call or email us if you wish to make an online payment on **0207 566 2636** or email: gordon.burns1@nhs.net or you can let us know by post:

Finance Team
Moorfields Eye Charity
162 City Road
London
EC1V 2PD

By cheque

We also accept payments by cheque made payable to Moorfields Eye Charity. Please include a covering letter with your cheque, with details of the estate and what the payment represents. Please also include the reference number quoted on any correspondence you have received from us.

Please send the cheque to the following address:

Finance Team
Moorfields Eye Charity
162 City Road
London
EC1V 2PD
Legacy Unit

By bank transfer

If you would prefer to pay by bank transfer, again we will need details of the estate and what the payment represents. Please also have to hand



Moorfields Eye Charity

the reference number quoted on any communication you have received from us. If you wish to pay by bank transfer, please contact us and we can advise you of the best way to proceed.

However you choose to make payment, it is really important that we provide you with the relevant acknowledgement, so please kindly have to hand the details relating to the estate set out above.

Other helpful information

When acting as an executor of an estate, you may come across the following:

Schedule of assets and liabilities:

Usually prepared by the executor at the start of the estate administration and lists the deceased person's possessions and finances along with any debts or responsibilities they had.

Estate accounts:

Prepared by the executor at the end of the estate administration. It shows the total of all funds received and paid out during the administration of the estate.

If you need any further information or would like to speak to someone about being an executor, please contact the finance team on **0207 566 2636** or email [**gordon.burns1@nhs.net**](mailto:gordon.burns1@nhs.net)