

## How to leave a gift in your will

The Library is grateful for all gifts, of all sizes, and we are honoured that you are considering including a gift to the Library in your will.

Including a gift in your will is an important decision, which is why we encourage you to speak with your loved ones about your intentions.

If you decide to include a gift in your will, this short guide will explain what needs to be done to make your wishes clear.

Making a will can seem daunting, but it doesn't have to be. This step-by-step process will help you along the way.

### Step 1: Speak to your family and loved ones

This is a personal decision for you to make, but we recommend letting your loved ones know that you are planning to leave the National Library of Australia a gift in your will.

### Step 2: Decide what kind of gift to leave

There are four main ways to make a gift in your will to the Library.

#### 1. A residual bequest

You can make a gift of the residue (or remainder), or a percentage of the residue, of your estate once specific gifts and expenses have been taken care of.

#### 2. A percentage of your estate

You can leave a percentage of your estate to the Library. The amount you gift will be contingent upon the value of your estate.

#### 3. A specified amount

You can make a specific bequest by simply stating the dollar amount in your will that you wish to leave to the Library.

#### 4. An asset

You may wish to make a gift of a specific asset, for example real estate, shares or bonds.

If you wish to donate items to the Library's collection, or have a specific use for your gift in mind, please contact us so that we can confirm whether we can accept the item(s) and/or terms of the gift.

### Step 3: Choose your executor

You should select between one and four people who will be able to ensure your wishes are carried out. You can choose your bank, solicitor, friends or relatives. The Library cannot act as an executor for your estate. For further advice you can speak with your solicitor or get in touch with your local public trustee.

#### **Step 4: Get the help of a professional**

Your will is an important legal document, and a solicitor or public trustee can help you ensure that your paperwork is in order and presented in the right way. The cost of seeing a solicitor varies depending on who you see, however it is a small price to pay for the reassurance that your wishes will be carried out.

We have some suggested wording that we can send you or you can download at [nla.gov.au/support-us/make-a-gift-by-will](http://nla.gov.au/support-us/make-a-gift-by-will)

#### **Step 5: Making your will**

Your will must be in writing (handwritten, printed or typed) and include specific wording. It must be signed and dated on every page. Your signature must be witnessed by two people who are not named as beneficiaries of your estate. They both need to sign their own name on every page of your will. Your solicitor will be able to assist you with this.

#### **Step 6: Keep your will in a safe place**

Store your will in a safe place and let your executor know where it's stored. You can lodge it with a bank in a 'safe custody' envelope or with a solicitor. You may want to send a copy to major beneficiaries, family members and your executor. Be sure to keep a copy for yourself.

That's it!

Thank you for your support of the National Library.

If you have any further questions, please contact Celia Rideaux, Assistant Director of Philanthropy, on 02 6262 1640 or at [crideaux@nla.gov.au](mailto:crideaux@nla.gov.au) for a confidential discussion at any time.