SuccessionKeeper
Wealth & Legacy Manager

FREE CHECKLIST

Pension and policy record

One place to note every pension and life policy you hold, so the person who deals with your affairs knows exactly who to contact. It takes about 30 minutes.

None

There is no central UK register of pensions or life insurance policies

6 April 2027

From this date most unused pensions count towards the estate for Inheritance Tax

6 months

Inheritance Tax is due six months after the end of the month of death

How to fill it in

- Fill in one row for each pension and each policy. Three fields: who it is with, what type it is, and the details.
- The grey prompts above each details column show what to write. The first row is an example.
- Old statements, payslips and bank statements will jog your memory.
- Tell your executor where you keep this record, and review it once a year and after any job change.

Never write down

- Passwords or PINs
- Online account logins
- Full bank account numbers

Your executor needs to know who to contact, not how to log in.

What counts as a pension or policy?

Current and old workplace pensions, personal pensions, SIPPs, drawdown, annuities, overseas pensions, term and whole-of-life cover, mortgage protection, over-50s plans, funeral plans, death-in-service cover from your employer, and business cover such as relevant life or key person insurance.

SECTION 1

Your pensions

Include every pot, even small ones from short jobs. Your State Pension does not need a row.

Provider or scheme	Type	Details
NAME • Scheme or provider name, as on your statements	CHOOSE ONE • Workplace pension (current job) • Workplace pension (old job) • Personal pension • SIPP • Drawdown • Annuity • Overseas pension • Other	INCLUDE • Employer it relates to, and years paid in • Expression of wish done? Date, and who is named • Online portal (web address) • Member or policy number • Where the paperwork is • Contact phone or email
Example: *Example Pensions Trust*	*Workplace pension (old job)*	*Example Retail Ltd, 2009 to 2015. Member number EP123456. Expression of wish done 2023, names Sam. Annual statements in the blue folder. examplepensions.co.uk. 0300 000 0002.*

Tips

- **Lost track of one?** The free GOV.UK Pension Tracing Service gives contact details for old workplace schemes.
- **Expression of wish:** this form tells pension trustees who you would like to receive your pension. Check it names the right people, especially after divorce or a new partner.
- **Unmarried?** From April 2027 a pension left to a partner you are not married to or in a civil partnership with does not get the spouse exemption from Inheritance Tax.

SECTION 2

Life insurance and other cover

Include cover through your employer and your business, and any old policies you still pay for or that are paid up.

Insurer or employer	Type of cover	Details
NAME • Insurer, or your employer for death-in-service cover	CHOOSE ONE • Term life insurance • Whole of life • Mortgage protection • Over-50s plan • Funeral plan • Death in service (employer) • Critical illness • Relevant life or key person (business) • Other	INCLUDE • Policy number • Amount of cover, roughly • Adviser or broker • Contact phone or email • Personal, employer or business • Written in trust? Who are the trustees? • Where the paperwork is
Example: *Example Life plc*	*Term life insurance*	*Policy EL987654. Personal. About £250,000 until 2040. Written in trust; trustees Sam and Alex. Arranged by Example Advisers. Policy documents in the blue folder. 0800 000 0003.*

Tips

- **Death-in-service cover** is often several times your salary. Add a row for it, with the employer as the insurer, and check the expression of wish form with HR.
- **Policies in trust** are usually paid to the trustees without waiting for probate. Make sure your trustees know they are trustees and where the trust deed is kept.

SECTION 3

Key contacts and next steps

Role	Name, firm, and phone or email
Executor	
Financial adviser	
Solicitor (holds the will?)	
Accountant	
Employer HR or pensions team	
Policy trustees	

Your checklist

- [ ] Every pension listed
- [ ] Every life policy listed, including work and business cover
- [ ] Expression of wish forms checked
- [ ] Trustees told about policies in trust
- [ ] Executor knows where this record is
- [ ] Next review date: _____

Where this record lives

Paper copy kept at: _____

Digital copy kept at: _____

Last updated: _____

Bank accounts, savings, ISAs, Premium Bonds, shares, crypto and property are covered in our free Financial record checklist, at successionkeeper.com/financial-record-checklist.

Want this kept up to date for you?

A paper or spreadsheet record goes out of date the day you open a new account, and nobody receives it unless they know where to look. SuccessionKeeper is a private financial record of your accounts, pensions, policies and property. It never connects to your bank or asks for passwords. Regular check-ins keep it current, and if you stop responding, a controlled-release process sends a structured summary to the people you name.

Start your free 14-day trial at successionkeeper.com. No card needed.

This checklist is general information for UK readers, not financial, legal or tax advice. SuccessionKeeper records where your accounts are held. It does not trace or recover accounts, move money or give advice.