LPA, IHT400 & COP WORKFLOWS

FormEvo.co.uk

Evolutionary Legal Forms

If your firm uses Lasting Powers of Attorney, Inheritance Tax or Court of Protection forms, and you are not using workflow software, FormEvo can help you save time and improve risk management.

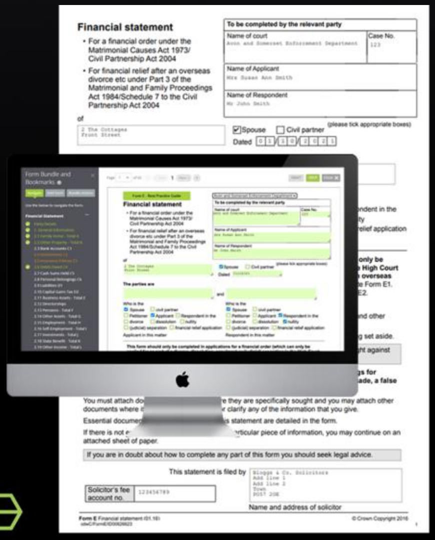
Specific workflow bundles such as the IHT400 LPA's and COP workflows can be used to save significant time and reduce the opportunity for errors across form bundles. All forms and schedules that are related to each other are linked through auto population. This helps busy probate or private client lawyers to accurately, and easily, complete these complex forms using automated calculations.

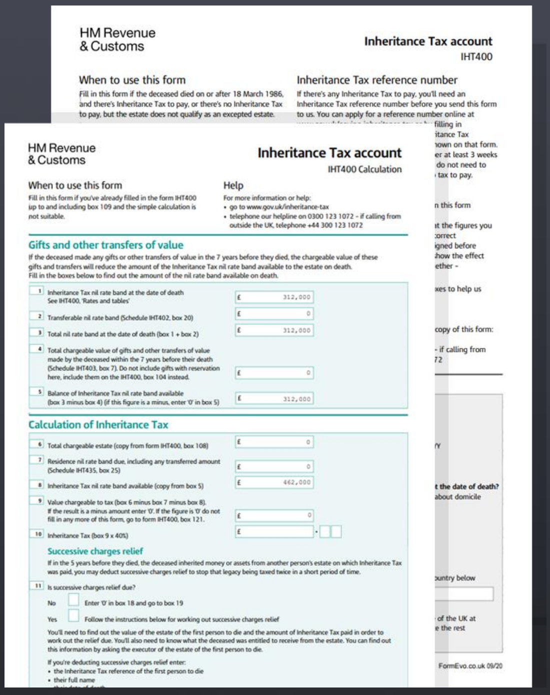
FormEvo can be integrated with many Case Management and Document management Systems and even your 'Searches' Provider. Data-Mapping is much easier than traditional on-prem' applications through the use of Common Field Naming conventions.

"FormEvo workflows provides risk management at every stage of the process – for example, when ensuring benefactor capacity. That means focusing on the clients and their circumstances, not just the forms."

KEY FEATURES AND BENEFITS

- Work on multiple forms and schedules simultaneously
- Print all linked forms and schedules in one batch
- Set up templates for common matters to improve practice competences
- Add or remove relevant schedules for matters whilst brought forward figures auto update - delivering a smooth process
- Use a linked navigation panel to save the time it takes to find all the forms and schedules for each matter
- Automated calculations of asset values, and complex inheritance tax-due figures, provide greater accuracy and time savings for the system user
- Locked totals prevent users accidentally overtyping - but they can unlock these fields if required





HM Revenue & Customs

Inheritance Tax account

IHT400

When to use this form

Fill in this form if the deceased died on or after 18 March 1986, and there's Inheritance Tax to pay, or there's no Inheritance Tax to pay, but the estate does not qualify as an excepted estate.

Inheritance Tax reference number

If there's any Inheritance Tax to pay, you'll need an Inheritance Tax reference number before you send this form to us. You can apply for a reference number online at

HM Revenue & Customs

Inheritance Tax account

IHT400 Calculation

When to use this form

Fill in this form if you've already filled in the form IHT400 up to and including box 109 and the simple calculation is not suitable.

Help

For more information or help:
- go to www.gov.uk/inheritance-tax
- telephone our helpline on 0300 123 1072 - if calling from outside the UK, telephone +44 300 123 1072

Gifts and other transfers of value

If the deceased made any gifts or other transfers of value in the 7 years before they died, the chargeable value of these gifts and transfers will reduce the amount of the Inheritance Tax nil rate band available to the estate on death. Fill in the boxes below to find out the amount of the nil rate band available on death.

1	Inheritance Tax nil rate band at the date of death See IHT400, 'Rates and tables'	£ 312,000
2	Transferable nil rate band (Schedule IHT402, box 20)	£ 0
3	Total nil rate band at the date of death (box 1 + box 2)	£ 312,000
4	Total chargeable value of gifts and other transfers of value made by the deceased within the 7 years before their death (Schedule IHT403, box 7). Do not include gifts with reservation here, include them on the IHT400, box 104 instead.	£ 0
5	Balance of Inheritance Tax nil rate band available (box 3 minus box 4) (if this figure is a minus, enter '0' in box 5)	£ 312,000

Calculation of Inheritance Tax

6	Total chargeable estate (copy from form IHT400, box 108)	£ 0
7	Residence nil rate band due, including any transferred amount (Schedule IHT435, box 25)	£ 0
8	Inheritance Tax nil rate band available (copy from box 5)	£ 462,000
9	Value chargeable to tax (box 6 minus box 7 minus box 8). If the result is a minus amount enter '0'. If the figure is '0' do not fill in any more of this form, go to form IHT400, box 121.	£ 0
10	Inheritance Tax (box 9 x 40%)	£

Successive charges relief

If in the 5 years before they died, the deceased inherited money or assets from another person's estate on which Inheritance Tax was paid, you may deduct successive charges relief to stop that legacy being taxed twice in a short period of time.

11 Is successive charges relief due?

No Enter '0' in box 18 and go to box 19

Yes Follow the instructions below for working out successive charges relief

You'll need to find out the value of the estate of the first person to die and the amount of Inheritance Tax paid in order to work out the relief due. You'll also need to know what the deceased was entitled to receive from the estate. You can find out this information by asking the executor of the estate of the first person to die.

If you're deducting successive charges relief enter:
- the Inheritance Tax reference of the first person to die
- their full name

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IHT400

This workflow comprises all forms related to a full HM Inheritance Tax account which is commonly known as the IHT400 forms. This allows the forms and schedules to be selected individually and linked as one file, simplifying the production of a full account for HM Revenue and Customs. This also includes IHTC Scottish forms too.

The IHT400 Workflow can be fully integrated within the cloud forms catalogue without any software installation required.

LPAs

LPAs are a source of extra, profitable work for law firms. Capacity checking, multiple clients, multiple LPAs and alternatives for each file: A lot of time is spent form-filling and repeating information. FormEvo takes care of all of that.

"Automatic population of supplemental forms following initial data entry, and accompanying calculations, enables accurate and quick completion of forms"

Office of the Public Guardian

Lasting Power of Attorney

LP1F
LP1H

What this form is for:

Lasting Power of Attorney forms **LP1F** for Property and Financial Affairs and **LP1H** for Health and Welfare can be either partly or completely populated by using this Workflow form. Complete the sections below and click **Create LPA Bundle** above.

Continuation forms LPC1 - LPC4 have been appended to the LP1F/LP1H forms and will populate any data filled from this LPA-Workflow.

If there are **People to Notify LP3,** simply click on the **Add LP3** button within this workflow once it has been completed.

Limitations

This form can be used for up to a **maximum of 6 Attorneys, 4 Replacement Attorneys 5 People to be told.**

Bookmarks

Use the left side bookmark panel to navigate through each section. As you complete a section the bookmark will change from **white** to **orange** indicating the section is active.

Optionally, you can also tick the red box at the end of each section to indicate the section has been completed which will change the bookmark from orange to **green**.

The bookmarks colours and links are designed to make the navigation easier and to help visually show what stage the LP1 is at.

A **covering letter** addressed to the OPG has also been included within your bundle for your convenience. Once your workflow has been completed, click below if you wish to use it.

Guidance

Do not leave sections blank. If a section is not relevant, use **Cross Out button.**

Information entered on this workflow form will be copied to selected bundled forms. This form is for '**Data Collection Only**' and not for printing and submitting.

Include this **LPA-WF** data entry form in your **Print Bundle** (for **internal use** only). If left unchecked, your printed bundle will contain summary pages, followed by your chosen LPA forms and all continuation pages used.

LP1 summary pages containing all party details are available at the end of this workflow. If you only want to print these pages, click **Print Form** in the Bookmark panel.

Typical Scenario

If you are creating an LPA bundle for both a Husband and Wife where the Husband is the Donor and the Wife is Attorney 1 and all other Parties are the same or similar, to save time you can switch Donor and Attorney 1.

- Fill the whole LPA for 'Husband' as Donor
- Navigate to Donor section and click **'Make Copy - LPA-WF'.** This will create a copy of your LPA-WF form with -1 added to the saved file name.
- In the new LPA bundle, navigate to Donor section and click **'Swap Donor/Attorney**

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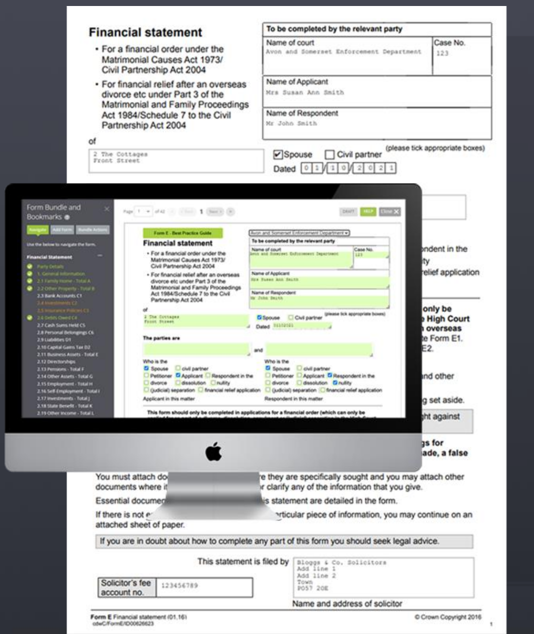
If you'd like to know more, contact us at enquiries@formevo.co.uk or call our Sales Director Paul on 07340 902835



COP WORKFLOWS

By eliminating the repetitious entry of case information into C0P forms, you will save hours of time with this creative workflow approach.

Filling out the pertinent case information only has to be done once, and the CoP forms will automatically get the information.

> "Some forms are combined into bundles where we can auto populate data across multiple forms and set up auto calculations that can take out up to 80% of the time to complete as non-bundled forms"

The CoP workflow will pre-populate names and addresses of all parties across 14 different forms. This will allow for up to:

- 4 Applicants/Proposed Deputies
- 4 Attorneys
- 4 People to notify
- 2 Witnesses
- 2 Trustees
- 1 Donor
- The person whom the application relates

The data entry form has 'Copy' buttons for copying names, addresses, telephone numbers etc, avoiding the re-keying of the same data speeding up the data entry process.

You have the option to add forms to the bundle either as you need them or select them all at once before you begin. Individual forms can be shared with clients for them to view only, or view and actual edit.

With the COP workflow, you can:

- Easily create a separate COP4 For every Applicant including both witnesses,
- Create a separate COP15PADep . Suggested Texts are also available which can be used when shared and completed by a client to copy back into the form if instructed by their legal rep

Other benefits include being able to set Reminder/Deadline buttons when a notified date has been confirmed, add bookmarks for easy navigation and completed Section check boxes are available for keeping track on where each form is at in terms of completion.

If you'd like to know more, contact us at enquiries@formevo.co.uk or call our Sales Director Paul on 07340 902835

Legal Tech Buyers Guide
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