

## Guidance for Executors

### How can I be sure the gift is meant for CrossReach?

If you are acting as an Executor, you will know a gift in a Will is for us if it contains some or all of the following information:

- 'CrossReach', the 'Board of Social Responsibility', 'Church of Scotland Social Care Council', 'Eventide Homes' or other variation of our name or social care purpose appears in the Will.
- CrossReach shares its registered charity number SC011353 with the Church of Scotland. This number should appear in the Will.
- Our current or a previous Central Office address appears in the Will, or the address of one of our services.
- If you are still unsure you should consider whether there was a history of long-term support for CrossReach by the person who made the Will.

### How do I pay in a legacy cheque?

Please make cheques payable to 'CrossReach', mark for the attention of the Legacy Team and send to **CrossReach, Charis House, 47 Milton Road East, Edinburgh EH15 2SR**. If you'd prefer to make a payment by means other than cheque, please get in touch with us on 0131 454 4374.

When you send a legacy cheque, we'd be really grateful if you could also include:

- The full name and title of the deceased
- Their last address – this will also allow us to prevent any future mailings as we know this can be distressing at a difficult time
- The date of death
- The Executor's name and contact details
- A copy of the Will
- Any information about the reason for the legacy.

**Please note:** your details as Executor will not be added to any mailing lists as a result of contacting us about a legacy.

