

# Using a codicil to revise your Will

**Everybody's circumstances change over time and so it is sensible to review your Will regularly and check that it still reflects your wishes. Many people revisit their Will every 5 years or whenever a 'life cycle event' occurs such as the birth of a grandchild.**

If you find that you need to make changes to your Will, you should seek advice from a solicitor. It won't cost much to make simple changes but if changes are not made correctly, your Will could become invalid.

If you simply want to add a gift into your Will without the cost of consulting a solicitor, you can do that by using a codicil form. A codicil is a legal document which enables you to amend your existing Will.

The codicil form over the page lets you to add a gift to your local church easily and quickly if you have already written your Will.

All you need to do is to complete the codicil form and sign and date it in front of 2 witnesses (who must not be a beneficiary or the spouse of a beneficiary). The witnesses should then each sign the codicil in your presence and in the presence of each other. Once completed, the codicil should be kept with your original Will.

Codicils work best for adding a cash gift to your Will. You could use the codicil form to add a gift of a proportion or % of your estate, but be careful that the gifts already in your Will and the additional gift in your codicil do not add up to more than 100%! If in doubt, you should seek advice from a solicitor.

# Codicil

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I, \_\_\_\_\_ (name) of  
\_\_\_\_\_ (address)

declare this to be the \_\_\_\_\_ (1st/2nd/3rd etc) Codicil to my Will dated  
\_\_\_\_\_ (date). I give: \_\_\_\_\_ % of my residuary estate

OR a gift of £ \_\_\_\_\_ ( \_\_\_\_\_ )

[choose one of these options and delete the other. If choosing the latter option,  
insert amount in numbers then, in the brackets, in words] free of all taxes to the  
Parochial Church Council of the parish of \_\_\_\_\_ in  
the diocese of \_\_\_\_\_ for its general purposes  
and I declare that the receipt of an officer of the Parochial Church Council shall be a  
sufficient discharge to my executors and trustees. In all other respects I confirm my  
Will and any previous codicils thereto. In witness whereof I have hereunto set my  
hand on this the

\_\_\_\_\_ (date)

Signature \_\_\_\_\_ (your signature)

This codicil was signed by the above named person in our joint presence, and then  
by us in his/hers.

Signature \_\_\_\_\_ (witness signature 1)

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ (witness signature 2)

Name \_\_\_\_\_

Address \_\_\_\_\_