



USING A CODICIL TO MAKE CHANGES

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 simply want to add a gift into your Will, you can do that by using a codicil form. A codicil is a legal document which enables you to amend your existing Will.

We recommend that you seek the guidance of a solicitor when you make your Will or codicil, so that your intentions can be fully carried out. It won't cost much to make simple changes but if changes are not made correctly, your Will could become invalid.

The codicil form on the next page lets you add a gift to The Shrine of Our Lady of Walsingham 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 independent witnesses who must:

- be over 18
- not be a direct family member
- not be a beneficiary or the spouse/civil partner of a beneficiary
- not be an executor or the spouse/civil partner of an executor

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, but not attached e.g. do not staple etc.

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%!

Though leaving a gift in your Will is essentially a private matter, we would be grateful to know – in confidence – your current intentions. You can do this by completing a Pledge Form and returning it to us.



CODICIL FORM

I (Full name) _____ of (Full Address) _____
_____ declare this to be the

(first, second, etc.) _____ codicil to my last Will, dated and made the (date) _____

day of (month) _____ 20 (year). I give free of tax to Walsingham College Trust

Association Ltd, 2 Common Place, Walsingham NR22 6EE (Registered Charity Number: No. 215863).

☐ The sum of £ _____ (_____ - *amount in words*) **OR**

☐ the whole residue of my estate **OR**

☐ _____ % of the residue of my estate absolutely for the advancement of Walsingham College Trust
Association Ltd **OR**

☐ (short description of property given) _____

I direct that the receipt of the person appearing to my trustees to be the proper officer for the time being of
Walsingham College Trust Association Ltd shall be a full discharge to my trustees who shall not thereafter be
concerned as to the application of this gift. In all other respects I confirm my said will.

As witness my hand this (date) _____ day of (month) _____ (year) 20 _____

Signed by the testator as a _____ (first, second, etc.) codicil to the will in our presence.

Signature: (testator)

Please note that your witnesses must be over 18 and can not be an executor or beneficiaries in your Will or be married to anyone who is an executor or beneficiary of your Will. You must sign the will in front of both witnesses who must both then sign the form in front of you and each other. Your witnesses should then fill in their name and address).

This Codicil was signed by the above person in our presence and then by us in theirs.

First Witness Second Witness

Address Address

Postcode Postcode

Occupation Occupation

Date (in words) Date (in words)

Signature: Signature: