

CODICILS

If you have already made a Will, but would like to add a gift to WGS, you can do this by using this codicil form.

A codicil is a document that allows you to add a simple instruction to your existing Will without having to draw up a new one.

The following are some guidelines for completing a codicil:

- Changes made to a Will by crossing out existing instructions or writing in new ones will not be valid. If you wish to make major changes, it will be best to consult your solicitor and have the Will re-written.
- If you wish to make a gift of all of the residue of your estate, or a percentage share of the residue of your estate, it would be better to rewrite your Will. Adding a gift of all or part of the residue of an estate by way of a codicil, may imply that all or part of the gift currently in the existing Will is revoked.

- If you already have more than one Will make sure that this codicil refers to the latest Will - also clearly identify which codicil this will be, first, second, third, etc.
- When you have completed the details on the codicil form, you need to sign and date it in the presence of two independent witnesses, who should then sign and date it themselves, where indicated, in your presence. Your codicil cannot be witnessed by a beneficiary of your Will or codicil, or their spouse or civil partner.
- You should keep the original copy of the codicil with, but not attached to, the original copy of your Will. You should keep a copy of the codicil with any copies of your Will held by your solicitor or by other individuals, such as your executor.

**We would always suggest consulting your legal advisor or solicitor when making changes to your Will.*

WITHINGTON GIRLS' SCHOOL CODICIL FORM

I, _____

< Insert your full name

of _____

< Insert your full address

declare this to be the _____ codicil that I make to my Will,

< Insert first, second, third etc

which is dated the _____ day of _____ in the year _____

< Insert **the date of your existing Will** in words. Eg The **first** day of **January** in the year **two thousand and twenty three**

In addition to provisions in my said Will, I give to the WGS Trust, 100 Wellington Rd, Fallowfield, Manchester M14 6BL, Registered Charity Number 505207,

< Insert here the details of your gift. This could be:

- a. The amount of money (written in words)
- b. The percentage of the residue of your estate (before the deduction of inheritance tax, if any is payable)
- c. A description of the item(s) you would like to donate

What would you like your gift to support? Please tick as appropriate.

It is my wish that the WGS Trust determines where the funds shall be used to support the area of greatest need.

It is my wish that the funds shall be used to support:

< Insert here the area you would like to support (e.g. The Marjorie Hulme Bursary Fund). Please contact us if you would like to discuss options or if you would like us to suggest a form of words that reflect your wishes.

If at my death this area is fully funded, or if it is no longer an area in which the School is involved, I wish that my gift is used to support activities that are as close as possible to my original intentions at the discretion of the WGS Trust.

I declare that the receipt of an authorised official shall be full and sufficient discharge for my executors.

In all other respects, I confirm my Will.

Signed: _____

Date: / /

Place of signing: _____

Signed by the above in our presence and witnessed by:

Witness 1:
Name: _____
Address: _____

Occupation: _____
Signature: _____
Date: _____

Witness 2:
Name: _____
Address: _____

Occupation: _____
Signature: _____
Date: _____