



Codicil Form

Simple Steps

1. Complete and date the codicil form.
2. Sign your name in the presence of two adult witnesses. No beneficiary or executor of your Will (or any person in marriage or civil partnership with the beneficiary or executor) should be a witness.
3. Ask your witnesses to complete and sign the witness section. All must be present at this point.
4. You should then date the codicil opposite your signature where indicated.
5. Keep a copy of the codicil with all copies of your Will in a secure place, but do not attach the codicil to your Will, for example, with a paperclip as this can cause problems later.
6. Give a copy of your Will and codicil to an executor or close friend, with a note detailing the location of the original. It is important to ensure both the original Will and codicil remain together.

I (Full name):

Of (Address):

.....

.....Post Code:

Declare this to be the (insert no of codicil i.e. 1st, 2nd, 3rd etc) codicil to my Will dated:.....

I give to: ASSIST Sheffield, % Victoria Hall Methodist Church, Norfolk Street, Sheffield, S1 2JB. 0114 275 4960. leaveagift@assistsheffield.org.uk Charitable Incorporated Organisation 1154862.

The sum of £.....

The following specific item(s), namely

.....

.....

The following percentage (%) of the residue of my estate
(without the deduction of Inheritance Tax)

I declare that the receipt of the authorised officer of ASSIST Sheffield shall be a full and sufficient discharge of said legacy. In all respects I confirm my said Will and other codicils thereto.

Signed:

Date: (in words):

Signed by the above name(s) in our joint presence and then by us in his/hers.

1st Witness

Name:

Signature:

Address:

.....

..... Post Code:

2nd Witness

Name:

Signature:

Address:

.....

..... Post Code:

(Two witnesses are needed in England, Wales & Northern Ireland. Please note that witnesses cannot also be beneficiaries of the Will)

Contact us

ASSIST Sheffield, Victoria Hall Methodist Church, Norfolk Street, Sheffield, S1 2JB
0114 275 4960
leaveagift@assistsheffield.org.uk