# Codicil Guidelines

THE GRAMMAR SCHOOL
AT LEEDS

**If you are simply adding a gift in favour of The Grammar School at Leeds to an existing will, this can be done by using a codicil. A codicil adding a gift does not change the terms of your current Will but adds a new instruction.**

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.

- When you have completed the details on the codicil form, you need to sign and date it in the presence of two witnesses, who should then sign and date it themselves, where indicated, in your presence.

- You should keep the original copy of the codicil with, but not attached to, the original copy of your Will. You may like to give a copy of your Will and any codicils to your executor.

- To ensure that the codicil ties in properly with your Will, we recommend that you see your solicitor.

The Grammar School at Leeds
Charity Number 1048304
The Grammar School at Leeds, Alwoodley Gates,
Harrogate Road, Leeds LS17 8GS

The Grammar School at Leeds

# Codicil Form

Please complete this form and then sign and date it in front of two witnesses. Your witnesses should not stand to benefit themselves or be married to anyone who stands to benefit from your Will or this Codicil and they must both sign the form when you do. Also, to be sure that it ties in properly with your Will, we would recommend that you see your solicitor. Once completed this Codicil must be kept with your Will.

THE GRAMMAR SCHOOL AT LEEDS

You fill in this section

I (your full name) _____

of (your full address, including postcode) _____

_____ _____

declare this to be the (first, second or appropriate number) _____

Codicil to the Will I made on the date (in words) _____

1. I give free of tax the sum of (amount in figures and words) £ _____

to The Grammar School at Leeds, Alwoodley Gates, Harrogate Road, Leeds LS17 8GS registered charity number 1048304 for its general charitable purposes absolutely.

2. I give free of tax the following objects or articles (describe the objects)

_____

_____

_____

(free of the expense of delivery) to The Grammar School at Leeds, Alwoodley Gates, Harrogate Road, Leeds LS17 8GS registered charity number 1048304 for its general charitable purposes absolutely.

3. In all other respects I confirm my said Will.

Signed_____Date _____

Your witnesses should fill in this section

We confirm that this Codicil was signed by the above named in our joint presence and then by us in his/hers

1st Witness sign: _____ 2nd Witness sign: _____

Address _____Address _____

Postcode _____ Postcode _____

Occupation _____Occupation _____

Witness print name Witness print name

_____ _____