

Codicil Form



Leighton Park
School

To add to an existing Will

This codicil form can be used if you already have a Will and would like to add a gift to Leighton Park Trust (Registered Charity No. 309144). A codicil is a supplement to an existing Will that makes some amendments but leaves the rest of the Will intact. It is important not to write any alterations on your existing Will as it could become invalid.

Simply complete the form with the instructions below. We recommend keeping any codicils with your Will, but do not staple or attach.

You may prefer to donate a percentage of your estate to Leighton Park Trust once other cash gifts, taxes and bills have been paid - this is called a residuary gift. This is another good way to support a cause that is important to you. However, this form is not suitable for a gift of this nature and you will need the advice of a solicitor.

We would also recommend that you seek the advice of a solicitor if you are:

- (a) making a number of significant or complex changes or
- (b) having any concerns about how to draft a Will or codicil.

Completing your codicil form:

1. Print off the form single-sided so that the back remains blank. Complete your personal details including information about any previous codicils and the date of your original Will
2. Decide whether you would like to leave a set sum of money and/or a specific item. You can also choose to index link your gift, please see the Notes section below
3. Sign and date the form in the presence of two independent witnesses as you would have done for your Will
4. After you have signed, ask your two witnesses to sign and complete their details on the form. Ensure you are present when your two witnesses sign the form.

Notes

- Your witnesses must be over 18 years old and should not be beneficiaries or an executor (administrators) of your Will or their spouses/civil partners. They need not be the same people that you asked to witness your original Will
- A cash gift can be linked to the index of retail prices, allowing the value of your gift to keep pace with inflation.

If you need any further information, please email Celia Blakeway-Phillips, Head of Development, Leighton Park School, Shinfield Road, Reading, RG2 7ED, or call 01189 879648 or email celiabp@leightonpark.com in strictest of confidence.

Codicil Form

I (full name) _____

Of (address) _____

Postcode _____

declare this to be a First Second Third codicil to my Will, dated and made on the day/month/year _____ (date of original Will)

I give

the sum of £ _____

the sum of money produced by dividing the sum of £ _____ by the index figure in the Index of Retail Prices ('the Index') for the month in which this codicil is executed and (having made allowance for any re-basing of the Index which may have happened in the meantime) multiplying it by the index figure in the Index for the month in which my death occurs.

the following specific item(s), namely

to **Leighton Park Trust** (Registered Charity No 309144) of Leighton Park School, Shinfield Road, Reading, RG2 7ED for its general charitable purposes, and I direct that the receipt of the Headmaster, or duly authorised officer, shall be a valid and appropriate form of discharge of my Executors/Trustees.

In all other respects, I confirm my Will and any other codicils thereto.

Signature _____ Date _____

Signed by the above named Testator as a codicil to his/her last Will in our joint presence and then by us in his/her presence.

Witness one:

Witness two:

Signature _____ Signature _____

Full name _____ Full name _____

Address _____ Address _____

Postcode _____ Postcode _____

Occupation _____ Occupation _____

Date _____ Date _____