

## Updating your Will or Living Trust with a Codicil

*If you already have a Will or Living Trust, and wish to make a bequest to Northeast Animal Shelter, this can be done using a "Codicil." A Codicil need not change the terms of your current Will or Living Trust; it can simply add a new instruction.*

*When writing a Codicil, there are a few simple rules:*

- Don't try to change or add anything to your current Will by crossing out or writing in new instructions, as any handwritten changes will not be valid.*
- A Codicil should be used for relatively minor changes.*
- You will need to sign and date the document and have it witnessed by two people just like your Will.*
- Keep the Codicil with, but not attached to, your current Will, in a safe place.*
- Send a copy of the Will and Codicil to your Executor or other trusted friend, with a note indicating where the original is held.*
- Tell any charities named in your Will and Codicil about your bequest.*

*On the next page is an example of a Codicil.*

# Codicil

This is the first\* Codicil to my (Will\*\* or Living Trust) dated \_\_\_\_\_.

I give, devise, and bequeath the sum of \$\_\_\_\_\_

**[or]** the following described property

\_\_\_\_\_

\_\_\_\_\_

**[or]** \_\_\_\_\_% of my estate

**[or]** the residue of my estate

to Northeast Animal Shelter, Inc., 347 Highland Avenue, Salem, MA 01970, tax ID number 51-0183474. In all other respects I confirm my said (Will\*\* or Living Trust) and any existing Codicils thereto.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Witnessed By: \_\_\_\_\_

Witness' Signature & Address

Witnessed By: \_\_\_\_\_

Witness' Signature & Address

\* Please indicate what number this Codicil is.

\*\* Insert either "Will" or "Living Trust."

*Note – this is an example only. Please consult with your attorney.*