USING A CODICIL TO ADD A BENEFICIARY TO YOUR WILL.

A Codicil is a straight-forward legal document which allows you to make changes to your existing Will, such as adding a gift to Railway Children, without writing an entirely new Will.

To add a beneficiary to your Will, you need to complete a Codicil. We suggest that you use the form on the next page to instruct your solicitor of this change, he / she will ensure that the wording and process is correct and the codicil is legally valid.

While this guide aims to cover everything you need to know about amending your Will, a Codicil is a legal document. Therefore if you wish to change your Will to add a legacy to Railway Children we would strongly recommend you consult a solicitor to ensure this is done legally and correctly.

STEP ONE
Sign your name first in the presence of two witnesses. Ask them to write their name, address, occupation and then sign and date the codicil. You must be present while each of you sign the codicil.

STEP TWO
Date the reverse of the codicil form.

STEP THREE
Keep the codicil in a safe place and do not attach it to any other documents.

STEP FOUR
Send or give a copy of your Will and codicil to your executor(s). Let them know where the originals are held. It is important that the original Will and codicil are kept together (but not attached) and that anyone with a copy of your Will also has a copy of the codicil.

RAILWAY
children
Fighting for street children

CODICIL

I (name) _____

of (address) _____

_____ Postcode _____

Declare this to be a ☐ First / ☐ Second / ☐ Third / _____

Codicil to my last Will, dated and made on _____ / _____ / _____

I give To Railway Children, a charity (registered charity number 1058991) of First
Floor, 1 The Commons, Sandbach, Cheshire CW11 1EG

☐ The sum of £_____ (for gifts of a specific sum of money)

☐ The whole of _____% of my residuary estate after deduction of debts,
funeral, estamentary and administration expenses and after effect has been given to
any legacies contained in my Will or any Codicil to it (for gifts of the whole /
share of residuary estate).

☐ The following specific item(s), namely _____

For general charity purposes and I declare that the receipt of the treasurer or other
proper officer for the time being shall be a sufficient discharge to my executors.

Signed _____ Date _____ / _____ / _____

WITNESS #1

Name _____ Occupation _____

Address _____

_____

Signed _____ Date _____ / _____ / _____

WITNESS #2

Name _____ Occupation _____

Address _____

_____

Signed _____ Date _____ / _____ / _____