



UNIVERSITY OF
BIRMINGHAM



Remember
Birmingham

Adding a codicil to your will

If you have a simple will, the easiest way of adding a gift to the University of Birmingham is to use a codicil. A codicil is a document that amends, rather than replaces, your will. If you have revised your will in the past you must ensure that the codicil relates to your most recent will. You can have more than one codicil to your will, but it is important that your intentions remain clear to those reading your will and codicils.

When adding a new percentage gift, make sure that all percentages included in both your will and codicil(s) add up to 100% in total.

A codicil:

- Must be signed by two witnesses
- Must **not** have witnesses who are a beneficiary in your codicil or who are the spouse of a beneficiary
- Must state the witnesses' full names and addresses
- Must be kept with your will, but not attached to it

We always recommend that you seek professional advice when writing a will or codicil. This information is correct at time of publication, April 2014.

If you would like further information about including a gift to the University in your will please contact our Legacy Officer on +44 (0) 121 414 7957 or at

legacies@contacts.bham.ac.uk.

An example codicil

I[Name]
of.....
.....Postcode.....[Address]
declare this to be a [first/second] codicil to my will dated.....

In addition to any other legacies given in my will I give [x% of my Residuary Estate OR the sum of £x] to the University of Birmingham of Edgbaston Birmingham B15 2TT for its general purposes as an educational charity, AND I REQUEST that the funds be used for [student support/medical research/ department].

I DIRECT that the receipt of the University's Director of Finance or other proper officer shall be a full and sufficient discharge for the said legacy.

IN ALL other respects I confirm the will and any other codicils to it.

Signed:

Witnessed by

Signature:

Name:

Address:

Signature:

Name:

Address:

Occupation:

Date:

Occupation:

Date: