



**Bedfordshire
Cambridgeshire
Northamptonshire**

Guidance for Updating your will with a codicil

If you are simply adding a gift in favour of The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire to an existing will – this can be done using a codicil, which need not change the terms of your current will but simply add a new instruction.

- ▶ To complete the enclosed codicil form included in this pack:

Step 1 – Find two witnesses and please ensure that:

- The witnesses should be at least 18 years of age and should be people you believe could give reliable evidence about witnessing your codicil if asked in future (although this rarely happens);
- The witnesses should not benefit from your codicil so do not ask husbands, wives, civil partners or other family members, or employees or officials of The Trust to act as a witness; and
- The witnesses should not be executors or trustees mentioned in your will or earlier codicil.

Step 2 – You sign and date the codicil and please ensure that:

- You and the two witnesses all stay together whilst signing the codicil;
- You must all write using ink (including ballpoint), not pencil;
- You must sign the codicil before the witnesses sign it.

This is guidance only, please check with your Solicitor

Step 3 – The witnesses both sign and date the codicil and please ensure that:

- The witnesses both sign and date the codicil (where indicated) with their usual signatures; and
- The witnesses fill in their full names (in capital letters), addresses and occupations below their signatures.

Finally, please also remember...

- To keep the codicil with, but not attached to, your current will, in a safe place;
- To send, or give, a copy of the will and codicil (in a sealed envelope, if you prefer) to your Executor or other trusted friend, with a note indicating where the original is held;
- Not to change or add anything to your current will by crossing out or writing in new instructions as any changes will not be valid; and
- Not to attach anything to your codicil (for example, with a staple or paperclip) and not to damage your codicil in any way (for example tearing or hole-punching it).

Thank you for supporting The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire in this special way.