

Your Guide to Amending your Will

Codicil Form



Once completed, this Codicil form should be sent to your solicitor or the person who is looking after your Will.

Registered charity in England and Wales (1081009) and in Scotland (SC038109)



A Codicil

A Codicil can be used to amend your existing Will if you only wish to make a straightforward change such as making an additional cash gift to the Royal Air Force Benevolent Fund.

However, to avoid the risk of inconsistencies between the original Will and Codicil, it is advisable to check with your solicitor before signing it that this Codicil will fit with your existing arrangements. If more extensive changes are required, or if it has been some time since you reviewed your Will, we strongly recommend that you consult a solicitor.

What do I need to do?

1. Complete the form (but do not sign it until both your witnesses are present)
2. Ask two adults (of sound mind) to be witnesses. No-one who is your executor or a beneficiary in your Will or any Codicil (or anyone married to, or in a civil partnership with, a beneficiary or executor) should be a witness
3. Sign the Codicil in ink, using your normal signature, in the presence of both your witnesses
4. Ask both your witnesses to sign and complete their section of the Codicil (in ink) in the presence of you and each other
5. If you need to draft a new Will, or wish to make a substantial changes to your existing Will, including leaving a share of the residue of your estate to the Royal Air Force Benevolent Fund, we strongly recommend that you contact your solicitor
6. Send your completed Codicil to your solicitor or the person who is looking after your Will

Codicil Form

Please complete as required, in BLOCK CAPITALS, and send to your solicitor.

I (Full name) _____
Of (Address) _____

Declare this to be a (first / second / third) Codicil to my Will dated ____ / ____ / ____
and Codicils dated ____ / ____ / ____ and ____ / ____ / ____

Please see guidance 'A Codicil'

In addition to any legacies given in my said Will I give to The Royal Air Force Benevolent Fund, of 67 Portland Place, London W1B 1AR. Registered charity in England and Wales (1081009) and in Scotland (SC038109)

☐ the sum of £ _____
☐ (a specific item) _____
for its general purposes.

I declare that the receipts(s) of the Finance Director or the other proper officer shall be a full and sufficient discharge to my executors. In all other respects I confirm my said Will and any other Codicils thereto.

Signed _____

Signed by the above named testator/testatrix this £ _____ day of _____
in our presence and then by us in his/hers.

WITNESS ONE:

Signature _____

Name _____

Address _____

Postcode _____

Occupation _____

WITNESS TWO:

Signature _____

Name _____

Address _____

Postcode _____

Occupation _____

Please tear along this dotted line