

EWELL CASTLE SCHOOL CODICIL FORM

Please complete this form and sign and date it in front of two witnesses. Your witnesses should not stand to benefit themselves or be married to anyone who stands to benefit from your Will, or this Codicil and they must both sign the form when you do. Also, to be sure that it ties in properly with your Will, we would recommend that you see your solicitor. Once completed, this Codicil must be kept with your Will.

To be completed by you [use block capitals]

I (your full name) _____

Of (your full address including postcode) _____

declare this to be the (first, second, or appropriate number) _____

Codicil to the Will I made on the date (in words) _____

1. I give, free of tax, the sum of (amount in figures and words) £ _____
/ all the residue of my estate / a ____% share of the residue of my estate (select as appropriate) to Ewell Castle School, Church Street, Ewell, Surrey, KT17 2AW, registered charity number 312079, for its bursary programme and general charitable purposes absolutely.
2. I give, free of tax, the following objects or articles (describe the objects)

_____ (free of the expense delivery) to Ewell Castle School, Church Street, Ewell, Surrey, KT17 2AW, registered charity number 312079, for its bursary programme and general charitable purposes absolutely.
3. I wish that donations, in lieu of flowers at my funeral, be given to Ewell Castle School, Church Street, Ewell, Surrey, KT17 2AW, registered charity number 312079, for its bursary programme and general charitable purposes absolutely.
4. In all other respects I confirm my said Will.

Signed _____ Date _____

To be completed by your witness [use block capitals]

We confirm that this Codicil was signed by the above named in our joint presence and then by us in his/hers/theirs:

1st Witness signature _____ 2nd Witness signature _____

Address _____ Address _____

Address _____ Address _____

Postcode _____ Postcode _____

Occupation _____ Occupation _____

Print name _____ Print name _____

Date _____ Date _____

CODICIL GUIDELINES

If you are simply adding a gift in favour of Ewell Castle School to an existing Will, this can be done by using a codicil. A codicil adding a gift does not change the terms of your current Will but adds a new instruction.

Unless the change you are making is very straight-forward we recommend that you consult your solicitor and consider having your Will redrafted. Even in the most straightforward cases, consulting your solicitor is advised.

The following are some guidelines for completing a codicil:

- Changes made to a Will by crossing out existing instructions or writing in new ones will not be valid. If you wish to make major changes, it will be best to consult your solicitor and have the Will re-written.
- If you wish to make a gift of all of the residue of your estate or a percentage share of the residue of an estate, it would be better to rewrite your Will. Adding a gift of all or part of the residue of an estate by way of a codicil may imply that all or part of the gift currently in the existing Will is revoked.
- If you already have more than one Will make sure that this codicil refers to the latest Will – also clearly identify which codicil this will be, first, second, third etc.
- When you have completed the details on the codicil form, you need to sign and date it in the presence of two witnesses, who should then sign and date it themselves, where indicated.
- You should keep the original copy of the codicil with, but not attached to, the original copy of your Will. You should give a copy of your Will and any codicils to your executor.

To ensure that the codicil ties in properly with your Will, we recommend that you see your solicitor.

If you would like to discuss making a gift for a specific aspect of Ewell Castle School's work, please contact Carol Hernandez at the Alumni and Development Office oldewellians@ewellcastle.co.uk
Tel + (0) 208 393 1413 Ewell Castle School, Church Street, Ewell, Surrey, KT17 2AW