

How to change an existing Will

the trust charity

making everyone matter

The Charity of Sandwell and West Birmingham
Hospitals NHS Trust

How to change an existing Will

Every gift to Sandwell and West Birmingham Hospitals NHS Trust Charities, whether it is £10 or £50,000, will make a vital difference to the future of healthcare. Thank you for considering adding a gift to us in your Will.

To add a gift to Sandwell and West Birmingham Hospitals NHS Trust Charities to your existing Will, you need to fill in 'Codicil'. This is a supplement to your original Will that can make changes, amends and allow additions.

Alternatively you can make a new Will entirely.

You will find below advice on completing a Codicil plus the form for you to fill in on the next page if you decide to take this action forward.

We recommend that you consult a solicitor prior to completing the Codicil, especially if the change you are making is a large one. By informing a Solicitor of your wishes, it may avoid legal disputes later and ensure your wishes are carried out as you intended.

If you do not have your own Solicitor and would like more legal advice about Legacies and creating Codicil's you can contact the Law Society on 0207 242 1222 or visit their website at www.lawsociety.org.uk

Instructions for completing your Codicil

Please take time to read the instructions below to ensure your Codicil, once completed, is valid.

- If you have more than one Will please make sure that this Codicil is relatable to the most recently dated version of your Will
- If this is not your first Codicil, please outline which number this is
- You must have the form signed by 2 witnesses who are not family members or beneficiaries of your Will. The Executor of your Will would not count as a witness either
- You can keep the contents of the Codicil anonymous from your Witnesses, it is your choice to show them its contents
- The witnesses must witness you signing the Codicil and then they must sign and complete all fields. All fields must be completed in order to ensure the Codicil's validity
- All of you must be present when each person signs
- It is important that you keep the completed Codicil form in a safe place and do not use paperclips, staples or any other item to attach it to another document. This may mark the paperwork and cause issues at a later date
- Make sure the Executor of the of your Will has a copy of tis Codicil and that you have noted to them where the original Will is held.
- The original Will and Codicil must be kept together but not attached to each other and all those in receipt of your original Will must have a copy of Codicil



I (Full Name)

Of (Address)

Postcode

Declare this to be a: First Second Third Codicil to my Will, dated and made on the:

Day/Month/year

(date of original Will)

I give (Please tick one):

The following specific item(s), namely:

The sum of £:

to Sandwell and West Birmingham Hospitals NHS Trust Charities (Registered Charity Number: 1056127) of Lyndon, West Bromwich, B71 4HJ for its general charitable purposes, and I direct that the receipt(s) of the duly authorised officer of Sandwell and West Birmingham Hospitals NHS Trust Charities shall be sufficient discharge of my Executor/Trustees.

In all other respects, I confirm my Will and any other Codicils thereto.

Signature: _____ Date:

Signed by the aforementioned in our presence and witnessed by us in the presence of him/her and of each other.

Witness 1

Name

Address

Postcode:

Occupation

Signature

Date

Witness 2

Name

Address

Postcode :

Occupation

Signature

Date