

# Codicil Factsheet

A brief overview and key factors that will help you when creating your Codicil form

If you have already written your Will but would now like to remember Grove Cottage, Bishop's Stortford Mencap, you can use a Codicil form that acts as an additional document to modify your Will. This can save the hassle of re-writing a Will to include new wishes or beneficiaries.

Executing a Codicil form is an easy way of donating a fixed amount or specific item to Grove Cottage under your Will.

Leaving a percentage of your estate rather than a specific gift can be more complex and so, if you wish to do that, it is strongly recommended that you redo your Will rather than use a Codicil form.

If you are considering executing a Codicil it is important to get the document properly signed and witnessed to ensure the document passes probate.

Key factors to remember:

- Check the Codicil with your solicitor or legal advisor
- Witnesses must be 18 years plus and of sound mind
- You have to sign the Codicil with both witnesses present and able to see you sign and each other
- Both witnesses then have to sign the document
- The witnesses do not have to be the same witnesses used to sign your original Will
- Witnesses cannot benefit or be married to or in a civil partnership with anyone benefiting from your Will
- Do not attach your Codicil to your Will as any marks on your Will can invalidate it

The Codicil should then be passed on to the person holding your Will and safely filed with it. Again, please note the document should not be attached or clipped to the Will, as any marks might render your Will invalid.

We strongly recommend that you run the Codicil past your solicitor to make sure this ties in properly with your Will. In addition, it would be a good idea to discuss your decisions with your next of kin and notify them that you are leaving a gift to a charity.

It would also be helpful to notify us that you are going to remember us in your Will so we can keep you updated from time to time on our work and how your gift will make a difference. Should you have any further questions we would be more than happy to help, simply contact us on [fundraising@mencapgrovecottage.org](mailto:fundraising@mencapgrovecottage.org)

If you have already made your decision and want to get started, please find the Codicil form on our website: <https://www.mencapgrovecottage.org/> and search for Codicil. Or you can contact us on 01279 651908 or [natalie.p@mencapgrovecottage.org](mailto:natalie.p@mencapgrovecottage.org) for more information.