Writing a Codicil

If you have already made a will, you can add a beneficiary to it by means of a codicil. If you have any questions about writing a codicil you should seek advice from your solicitor.

The sample wording below can be used should you wish to make a pecuniary or residuary gift to MCS. For a reversionary or specific legacy, please discuss how best to word your bequest with your solicitor.

Ensure that you sign your codicil in the presence of two independent witnesses.

The following people cannot witness your codicil:

- Your executor
- Your executor’s spouse
- A beneficiary of your will
- A beneficiary’s spouse

The codicil should be kept in a safe place together with your will.

Sample wording

I (full name)  _____________________________________________________________________________________________________
of (full address)___________________________________________________________________________________________________
___________________________________________________________________________________ Postcode _____________________
declare this to be the (1st, 2nd, 3rd, other) _______________________________
codicil to my will dated and made (date) _______________________________

I give Magdalen College School (registered charity number 295785) of Cowley Place, Oxford OX4 1DZ, the whole
or [_________%] of my residuary estate OR the sum of £___________ to support where need is greatest. I direct that
the receipt of the Bursar or another authorised officer of the charity shall be a full and sufficient discharge to my
personal representative.’

In all other respects I confirm my said will. In witness whereof I have hereunto set my hand this _________ (day) of
_________ (month) ___________ (year)

This is the 1st, 2nd, 3rd, other ____________ codicil to my will:

Testator’s signature ______________________________________________________________________________________________

First witness
Signature _______________________________________________________________________________________________________
Full name _______________________________________________________________________________________________________
Address _________________________________________________________________________________________________________
Occupation ______________________________________________________________________________________________________

Second witness
Signature _______________________________________________________________________________________________________
Full name _______________________________________________________________________________________________________
Address _________________________________________________________________________________________________________
Occupation ____________________________________________________________