

## Changing your will To benefit The Royal Academy of Arts

If you have already made your will and would now like to include a gift to The Royal Academy of Arts, you can complete this codicil form. A codicil is a supplement to a will and allows you to amend your existing will without drawing up a new one.

We ask all those who choose to support the Royal Academy in their will to direct gifts to the Royal Academy Trust. The Royal Academy Trust is a Registered Charity and was established with the sole purpose of supporting the Royal Academy of Arts. Gifts to the Trust help to fund the whole of our work.

We recommend that you consult a solicitor about any substantial amendments to an existing will. If you are amending gifts of residue it may be better to have a new will drafted to avoid confusion. **Please do not write on or amend your existing will as this may invalidate it.**

### What do I need to do?

- 1.) Complete our codicil form (but don't sign it until both of 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 the presence of you and each other.
- 5.) Send your completed codicil to your solicitor or the person who is looking after your will.

### Please Note

- You and your witnesses should be together, in each other's presence, when you sign the codicil and the witnesses attest.
- Do not attach anything to your will (such as paper clips or pins) as this may cause difficulties in proving your will later on.
- If you wish to make a gift of a share of residue then almost certainly a new will is needed to avoid confusion. A gift of the entire residue may be very significant and we recommend independent legal advice to avoid confusion or a challenge to the codicil.
- If you are adding a gift of a specific item (such as a work of art) it is worth identifying what should happen if the specific item is sold, for instance by adding "or its sale proceeds."
- Banks and solicitors do not usually charge for storing a codicil with an existing will.

**For further information please contact:** Stacey Edgar, Legacy Manager, on 0207 300 5677 or [Stacey.edgar@royalacademy.org.uk](mailto:Stacey.edgar@royalacademy.org.uk)

## Codicil to an Existing Will

Please complete as required, in BLOCK CAPITALS, and cross out those options not applicable.

I [full name] \_\_\_\_\_

Of [address] \_\_\_\_\_

\_\_\_\_\_

Declare this to be a (first / second / third) codicil to my will dated \_\_\_\_\_

### Please see guidance overleaf

In addition to any legacies given in my said will I give to the Royal Academy Trust of Burlington House, Piccadilly, London, W1J 0BD (Registered Charity Number 1067270) *(please tick as appropriate)*

- The sum of £ \_\_\_\_\_
  - All of the residue of my estate
  - [A specific item] \_\_\_\_\_
- For its general purposes.

I declare that the receipt(s) of the Treasurer or other duly authorised 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 \_\_\_\_\_

Date \_\_\_\_\_

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

### Witness One

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_

Date \_\_\_\_\_

### Witness Two

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_

Date \_\_\_\_\_