



Codicil Form (To add to an existing Will)

If you already have a Will and would like to amend it to include a legacy to the University of Nottingham, please complete this form. The form must be signed in the presence of two witnesses who must not be related to you or to any person or beneficiary mentioned in your Will. We recommend that the witnesses are not members of staff of the university.

Once you have completed this form, you will need to send it to the solicitors who hold your Will, or store it with (but not stapled, clipped or pinned to) your Will. We would also be grateful if you are able to return a copy of the Codicil to the university for our records. Thank you for your support.

I (full name) _____

Of (address) _____

Declare this to be a Codicil to my Will dated (date in words) _____

Which is lodged with (address of Solicitor/Bank/Other) _____

In addition to any legacies given in my said Will I give the University of Nottingham,
Nottingham, NG7 2RD (Exempt Charity Number X15294)

The sum of (in figures and in words) £ _____

OR a _____ % share of my residuary estate*

**If you wish to leave the University of Nottingham a share of your estate, please contact a solicitor for the best way to do this.*

To be used for (please tick)

☐ The University of Nottingham's general purposes

☐ The benefit of (name of department, subject or project): _____

I declare that the receipt of the Registrar or other authorised officer of the University of Nottingham shall be good and sufficient discharge to my Executors.

Signed by the above named _____ Date _____

Witnessed by the following persons who have signed their names in the presence of each other and of the person named above:

Name _____ Name _____

Occupation _____ Occupation _____

Address _____ Address _____

Signed _____ Signed _____

Date _____ Date _____

Suggested Wording (For your Will or Codicil)

Here are some brief guidance notes on the types of bequest along with some suggested legal wording for each. We strongly recommend that you seek professional advice from a qualified legal or financial practitioner before completing the process.

Residuary gift

A gift of all or a percentage or share of your estate after allowing for expenses, pecuniary and specific bequests. The advantage of a residuary bequest is that it maintains its real value in relative terms, regardless of inflation.

Residuary gift wording

“I give to the University of Nottingham all (or a percentage or share) of my residuary estate to be applied to the general purposes (or your preferred area) of the said University and I declare that the receipt of the Registrar or other authorised officer for the time being of the University shall be good and sufficient discharge to my Executors.”

Pecuniary gift

A gift of a fixed sum of money. Please be aware that because of inflation the value of the gift may reduce over time, which may require the Will to be updated at a later date.

Pecuniary gift wording

“I give to the University of Nottingham the sum of (in figures and in words) free from all taxes and duties, to be applied to the general purposes (or your preferred area) of the said University and I declare that the receipt of the Registrar or other authorised officer for the time being of the University shall be good and sufficient discharge to my Executors.”

Thank you for including the University of Nottingham in your Will.

