

Completing and executing the Codicil to the Will – Change of Executors

A Codicil is a short document which makes specific changes to a clause or clauses in the Will. This Codicil is intended to be used **only** to remove the Will Writing Company as Executor of your Will and replace them with an alternate Executor.

If you want to make wider changes to your Will, a codicil may not be appropriate and you may need to make a new Will. Leeds Building Society can provide you with alternative contact details should you need to make a new Will.

If you intend to use this Codicil then please note that it is assumed that you have a valid Will in place and that you do not already have a Codicil to that Will. This template Codicil is expressed to be the First Codicil to the Will. If you do have a Codicil already then you should consider making a completely new Will.

PLEASE ENSURE YOU READ CAREFULLY THE ERRORS, ALTERATIONS and ADDITIONS SECTION BELOW PRIOR TO SIGNING THE CODICIL.

Instructions to complete the Codicil document

1. We would recommend that you obtain the original of your Will and make a note of the date the Will was signed. Within your Will there will be a clause appointing the Will Writing Company as Executor. Make a note of the clause number and whether the appointment is a sole appointment of the Will Writing Company or a joint appointment with another party(ies).
2. Select the Codicil document which relates to whether or not it is a sole or joint appointment
3. Decide who you wish to appoint as the substitute Executor for the Will Writing Company. Make a note of their full name and address. If you would like to consider another professional Executor, such as another professional will writing company or solicitor, professional advice must be sought. Leeds Building Society can provide a contact where you can receive this advice.
4. Please enter your full name and address at the top of the document
5. Insert the date your Will was signed into the opening paragraph
6. Insert the clause number of the Executor appointment in the Will in Clause 1.1 of the Codicil
7. Insert the full name and address of the new substitute Executor in Clause 1.3 of the Codicil
8. Joint appointments only – restate the full name and address of the other Executor in your Will who will act as Executor with the new substitute Executor in clause 1.3 of the codicil
9. The Codicil states that you confirm the contents of the rest of your Will. This means that the rest of the Will requires no changes and you are happy with it. If this is not the case, please contact Leeds Building Society who can provide a contact to assist you with this.

Executing the Codicil

If you are unable to sign due to physical or mental capability or you are blind or partially sighted you will need to seek independent legal advice before completing the Codicil. Leeds Building Society can provide a contact where you can receive this advice.

There are very specific requirements in relation to signing the Codicil in order for it to be a valid document.

Firstly ensure that you have two independent witnesses with you before signing the document. These witnesses do not have to be the same people who witnessed the signing of the original Will. Yourself and your two witnesses must be present together when the signatures are made.

A witness should not be a beneficiary or potential beneficiary under the Will nor a spouse or civil partner of such a person

1. Follow the signing sequence (with normal signatures):
 - You, as the testator, signs on the dotted line below where it says “signed by”
 - witness one, signs under this, giving their printed name, full address and occupation
 - witness two in the same manner
- The Codicil should then be dated
- Absolutely nothing should be attached to the Codicil as this may invalidate it or cause problems with proving the document after death.

Errors, Alterations and Additions to the Codicil

Despite best intentions, errors can be made. Some, but only a few, can be overlooked. Generally, it is safer to obtain a fresh Codicil and sign the document again, if errors have been made.

Some examples of errors which would invalidate the Codicil:

- a mark or initials, rather than a complete signature,
- an incomplete signature
- signature of an assumed name
- signature on behalf of the testator:
- signature other than at the end of the Codicil

Please also do not make any changes to the document other than those needed and as outlined in the instructions otherwise it may invalidate the document.

Codicil retention

After the codicil is executed, it should be stored with the original Will in a safe place. **Do not attach the codicil(s) to the Will, as attaching anything to your Will document may invalidate it.**

It is advisable to let your executor(s) know that you have made a codicil, and tell them where it is stored.