Adding to your existing will

If you have already made a will, you can add a beneficiary to it by means of a codicil. The example wording below can be used by you or your solicitor to amend your existing will.

To make a gift to a college, please contact their Development Office, or the address below, to confirm the college’s correct title.

An example codicil

I:  

of  

[Name]  

Postcode  

[Address]

declare this to be a (first/second) codicil to my Will dated

In addition to any legacies given in my Will I give to The Chancellor Masters and Scholars of the University of Oxford the sum of £__________(or % share of my residuary estate/specific item) to be used for ____________ and I declare that the receipt of the Registrar or other duly authorised officer shall be a full and sufficient discharge to my Executors. In all other respects I confirm my Will and any other codicils to it.

Signed  

Date

Witnessed by:  (Two witnesses are needed in England, Wales and Northern Ireland; one witness in Scotland.)

1. Signature   2. Signature

Name   Name

Address   Address

Occupation   Occupation

Date   Date

LEGACIES OFFICER

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