



Sheffield Hospitals
Charitable Trust
and related charities

Adding a Codicil to your Will

A codicil is an addition to your Will, a bit like a post-script at the end of a letter.

You can add a Codicil to your Will at any time. However, a Codicil should normally only be used for simple additions, such as making a cash gift to charity. For more complex changes, it is often better to have a new Will drawn up. If you are in any doubt, please take legal advice from your solicitor.

A few simple rules:

- Don't try to change or add anything to your current Will by crossing out or writing in new instructions, as any changes will not be valid
- You will need to sign and date the Codicil in the presence of two witnesses, who will then sign the form in your presence; witnesses must not be a beneficiary, nor a husband, wife or civil partner of a beneficiary
- The Codicil, and your original Will, should be kept together in a safe place; many solicitors will look after the documents for free
- Make sure that your Executor(s) have a copy of your original Will and any Codicils, and a note indicating where the originals are held

If you wish to leave a gift to Sheffield Hospitals Charitable Trust, you can use our codicil form. Simply fill in the relevant details, sign and date the form in the presence of two witnesses who then sign and date the form while all three of you are together. Ensure that the codicil is kept with your Will.

Thank you for helping to improve the quality of care in Sheffield Hospitals.