

Amending your existing will

If you have already made your will and would now like to include a gift to the Royal Academy of Arts, you can do so by completing 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 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 your existing will as this may invalidate it.

We encourage those who choose to support the Royal Academy in their will to direct their gift to the Royal Academy Trust, a registered charity with Charity Number 1067270. The Royal Academy Trust was established with the sole purpose of supporting the Royal Academy of Arts, and gifts to the Royal Academy Trust help fund all areas of our work.

What do I need to do?

- 01 Complete the codicil form but don't sign it until both of your witnesses are present.
- 02 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.
- 03 Sign the codicil in ink, using your normal signature, in the presence of both your witnesses.
- 04 Ask both your witnesses to sign and complete their section of the codicil in the presence of you and each other.
- 05 Send your completed codicil to your solicitor or the person who is looking after your will.

Important information

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 part of the residue of your estate, then you will almost certainly need a new will in order to avoid confusion. A gift of the entire residue may be very significant and we recommend that independent legal advice is sought to avoid confusion or a challenge to the codicil.

If you are adding a gift of a specific item be as specific as possible. 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.

If you would like to discuss your gift in more detail, find out more about our work, or if you would like to let us know that you have chosen to remember the Royal Academy in your will please contact the Legacy Manager:

Emma Warren-Thomas
020 7300 5677
emma.warren-thomas@
royalacademy.org.uk

Legacy Manager
Royal Academy of Arts
FREEPOST 33 WD1057
Burlington House
Piccadilly
London W1E 6YZ

Thank you for choosing to include a gift to the Royal Academy Trust in your will. As an independent charity our work is only able to continue thanks to the generosity of supporters like you. Your gift, no matter what size, will make a real difference and help to protect the future of the Royal Academy of Arts. We are extremely grateful to you for supporting our work in this special way.

Codicil to an existing will

Please complete as required,
in BLOCK CAPITALS, and tick
the relevant boxes

I [full name]

Of [address]

Declare this to be a: first second third codicil to my will dated:

Please see guidance opposite

In addition to any legacies given in my said will I give to the Royal Academy Trust of Burlington House, Piccadilly, London, W1J 0BD (Charity Number 1067270), for its general purposes;

Please tick as appropriate

The sum of £ _____ The residue of my estate

A specific item: _____

and 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

Witness Two

Signature

Signature

Name

Name

Address

Address

Occupation

Occupation
