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**Making or amending your will (sample wording)**

Thank you for considering leaving a gift to your church in your will. If you would like to read some case studies of how gifts in wills have been used by other churches please click [here](https://www.churchofengland.org/our-faith/church-legacy). A gift can be an expression of your gratitude and thanksgiving towards God, and can help keep your local church alive, and help transform its future. Click to access the Legacy Booklet [here](https://www.churchofengland.org/sites/default/files/2021-04/gifts-of-faith-hope-and-love.compressed.pdf).

Your chosen church is grateful that you are considering leaving a gift in your will to the PCC. Do read the parish gift in wills policy and promise alongside this wording which will assure you that any gift you leave will be used carefully and wisely to maintain the church community. You can also contact the named person in your parish if you would like to discuss your gift further. You can access a free online will through Farewill through your parish contact.

Leaving a percentage share of your estate rather than a fixed cash amount means that the gift keeps up with inflation, meaning that you won’t need to revise your will so regularly, to check that the amounts are in line with what you intended to give. Example wording for both percentage and cash amounts are given below:

**Will Wording**

***To leave a share of your estate***

*“I give \_\_\_\_\_\_% of my residuary estate free of all taxes to the Parochial Church Council of the ecclesiastical parish of                  (registered charity number if applicable)\_\_\_\_\_ in the Diocese of\_\_\_\_\_\_ for its general purposes, and I declare that the receipt of an officer of the Parochial Church Council shall be a sufficient discharge to my executors and trustees.”*

***To leave a fixed sum of money***

*“I give the sum of £\_\_\_\_\_\_ (pounds only) free of all taxes to the Parochial Church Council of the ecclesiastical parish of\_\_\_\_\_ (registered charity number if applicable) \_\_\_\_\_\_ in the Diocese of\_\_\_\_\_\_ for its general purposes, and I declare that the receipt of an officer of the Parochial Church Council shall be a sufficient discharge to my executors and trustees****.”***

**To add an addendum or codicil to your will**

Everybody’s circumstances change over time and so it is sensible to review your Will regularly and check that it still reflects your wishes. Many people revisit their Will every 5 years or whenever a ‘life cycle event’ occurs such as the birth of a grandchild.

If you find that you need to make changes to your Will, you should seek advice from a solicitor. It won’t cost much to make simple changes but if changes are not made correctly, your Will could become invalid. If you simply want to add a gift into your Will without the cost of consulting a solicitor, you can do that by using a codicil form. A codicil is a legal document which enables you to amend your existing Will.

All you need to do is to complete the codicil form and sign and date it in front of 2 witnesses (who must not be a beneficiary or the spouse of a beneficiary). The witnesses should then each sign the codicil in your presence and in the presence of each other. Once completed, the codicil should be kept with your original Will.

Codicils work best for adding a cash gift to your Will. You could use the codicil form to add a gift of a proportion or % of your estate but be careful that the gifts already in your Will and the additional gift in your codicil do not add up to more than 100%! If in doubt, you should seek advice from a solicitor.

***Codicil/Addendum***

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)*

*of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)*

*declare this to be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1st/2nd/3rd etc) Codicil to my Will*

*dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date). I give: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % of my*

*residuary estate OR a gift of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*

*[choose one of these options and delete the other. If choosing the latter option, insert amount in numbers then, in the brackets, in words] free of all taxes to the Parochial Church*

*Council of the parish of in the Diocese of St Edmundsbury & Ipswich for its general purposes and I declare that the receipt of an officer of the Parochial Church Council shall be a sufficient discharge to my executors and trustees. In all other respects I confirm my Will and any previous codicils thereto. In witness whereof I*

*have hereunto set my hand on this the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)*

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your signature)*

*This codicil was signed by the above-named person in our joint presence, and then by us in his/hers.*

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (witness signature 1)*

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (witness signature 2)*

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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