



Nottingham Trent
University

Codicil Form including guidance and suggested wording for writing your Will

Version:
Date: May 2022

1. Legacy donations

If you already have a Will and would like to amend it to include a legacy to Nottingham Trent University, please complete the form below.

The form must be signed in the presence of two witnesses who must not be related to you or to any person or beneficiary mentioned in your Will.

We recommend that the witnesses are not members of staff of the University. Once you have completed this form, you will need to send it to the solicitors who hold your Will, or store it with (but not stapled, clipped, or pinned to) your Will.

We would also be grateful if you are able to return a copy of the Codicil to the University, along with your declaration of intent, for our records

Thank you for your support.

I (full name)

Of (address)

Declare this to be a Codicil to my Will dated (date in words)

Which is lodged with (address of Solicitor / Bank / Other)

.....

.....

.....

.....

In addition to any legacies given in my said Will, I give Nottingham Trent University, 50 Shakespeare St, Nottingham, NG1 4FQ

The sum of (in figures and in words) £.....

OR a% share of my residuary estate*

*If you wish to leave Nottingham Trent University a share of your estate, please contact a solicitor for the best way to do this.

To be used for (please tick ☐)

☐ Nottingham Trent University general purposes

The benefit of (name of department)

☐ The Student Success Endowment (student opportunities)

☐ Nottingham Law School's Legal Advice Centre

☐ The John van Geest Cancer Research Centre

☐ Alzheimer's, Dementia and Parkinson's research

I declare that the receipt of the Chief Operating Officer and Registrar or other authorised officer of Nottingham Trent University shall be good and sufficient discharge to my Executors.

Signed by the above named

.....

Date

.....

Witnessed by the following persons who have signed their names in the presence of each other and of the person named above:

Witness 1:

Name

Occupation

Address

.....

.....

Signed

Date

Witness 2:

Name

Occupation

Address

Signed

Date

2. Guidance

Here are some brief guidance notes on the types of bequest along with some suggested legal wording for each. We strongly recommend that you seek professional advice from a qualified legal or financial practitioner before completing the process.

2.1 Residuary gift

A gift of all or a percentage or share of your estate after allowing for expenses, pecuniary and specific bequests. The advantage of a residuary bequest is that it maintains its real value in relative terms, regardless of inflation.

2.2 Residuary gift wording

"I give to Nottingham Trent University all (or a percentage or share) of my residuary estate to be applied to the general purposes (or your preferred area) of the said University and I declare that the receipt of the Chief Operating Officer and Registrar or other authorised officer for the time being of the University shall be good and sufficient discharge to my Executors."

2.3 Pecuniary gift

A gift of a fixed sum of money. Please be aware that because of inflation the value of the gift may reduce over time, which may require the Will to be updated at a later date.

2.4 Pecuniary gift wording

"I give to Nottingham Trent University the sum of (in figures and in words) free from all taxes and duties, to be applied to the general purposes (or your preferred area) of the said University and I declare that the receipt of the Chief Operating Officer and Registrar or other authorised officer for the time being of the University shall be good and sufficient discharge to my Executors."

Thank you for including Nottingham Trent University in your Will.