

## City of London School: Will Wording Guide

*Information for your solicitor to include a gift to City of London School in your will or codicil*

**Your solicitor is often best placed to write a new will or make amendments to your existing will. We therefore recommend passing this information to your solicitor when drafting the wording for leaving a gift to CLS in your will.**

**The following information covers the main types of legacy gifts that are most commonly bequeathed to City of London School. If you or your solicitor require further specific information please contact the Development Team using the contact details at the bottom of this guide.**

### To ensure City as a beneficiary

- a) Please include the School's full name and address: **City of London School of 107 Queen Victoria Street, London EC4V 3AL**
- b) Please also be sure to include a declaration that the receipt of the Bursar or other appropriate officer shall be sufficient to discharge the executors of your estate.

### City of London School's Charitable Status

- a) City of London School does not have charitable status as it is a part of the Corporation of London. However, the School has an associated charity, which supports the School. Any legacy for the School should be made to this Charity. Its trustees are officers of the School including the Head and the Bursar.
- b) The City of London School Charitable Trust is a UK registered charity number 1020824.

### Specify the type of gift

#### **For a pecuniary legacy – a gift of a fixed sum of money:**

- a) Indicate the specific amount of your cash gift.
- b) Include the amount you would like to give in figures and in words.
- c) To ensure your gift of a fixed sum will not devalue over time, please request that your solicitor relate it to the index figure in the Retail Price Index or to another official index.

#### **For a residuary legacy – a gift of a proportion of your estate:**

- a) Indicate the specific percentage (%) of the residue of your estate (after testamentary expenses and debts) which you intend as a gift to City of London School.

#### **For specific gifts – a gift not in the form of money:**

- a) Provide a detailed description of the asset intended as a gift to City of London School (e.g. details of shares or a property).
- b) Indicate that if the asset bequeathed as a gift is sold during your lifetime, this gift shall take effect as a gift of the net proceeds of the sale.

If you have in mind a postponed **reversionary gift**, your solicitor will advise you on the information you need to include to ensure that the School will receive your gift after any lifetime benefits given to others.

### **Indicate the purpose of your gift**

- a) Indicate that your gift is intended for the general purposes of City of London School with full power to expend capital as well as income. Also specify that you are happy for City of London School to decide how to apply the funds.
- b) Indicate any preferred purpose as discussed with the School's Development Team.

### **Adding a gift to an existing will (Codicil)**

You will need to include the same information in a codicil as in a will (as described above).

A codicil is a simple document which is an addition or supplement to an existing will. If your will is already written and you want to add a gift to the School, you can do so by adding a simple codicil. This is a good way to add another gift in your existing will without redrafting the whole will.

Please seek the advice of your solicitor before entering into a codicil, and ensure any will or codicil you enter into is properly executed.

### **Legacy Team contact details**

If you or your solicitor need more specific information for writing a gift in your will to City of London School, please contact our Development Team:

Phone: 020 3680 6404  
Email: [development@cityoflondonschool.org.uk](mailto:development@cityoflondonschool.org.uk)  
Postal: Development and Alumni Relations Team  
City of London School  
107 Queen Victoria Street  
London EC4V 3AL