
HOW TO LEGALLY SIGN YOUR WILL WITH WITNESSES

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Step 1- Checking your Will

- Read through your Will carefully and check that it fully reflects your instructions and wishes.
- Make sure that you are happy you understand your Will and the effect it will have.
- The act of returning your signed Will to us, confirms that you have read, understood, and approved the terms of the Will.

Step 2- Finding two witnesses

The witnesses should be over 18 years old and an independent third parties– (not a family member or anyone mentioned in the Will). A neighbour or work colleague is ideal if they are not themselves mentioned in the Will as a beneficiary.

The witnesses' spouses or civil partners should not benefit from your Will in any way as they will lose their benefit if they act as one of your witnesses. While an executor can witness your Will, we do not recommend this.

- You and the two witnesses must all be together for the remaining steps.
- Please write using ink or ballpoint and not a pencil.
- Ink should be black, ideally.

Step 3- You sign the Will

Sign the Will where indicated using your normal signature.

You must sign your Will before your witnesses sign it.

Step 4- The witnesses both sign the Will

The witnesses will then both sign the Will where indicated using their normal signature. They should then state their full names, addresses and occupations where indicated.

Step 5- Date the Will

Write the date (both the day and month) where indicated above where you have signed your Will.

Step 6- Return the Will to us

Please return your Will to us for checking and storage. You can return this by popping this through our letterbox by hand or by secure post.

Avery Walters Solicitors
27 Harrogate Road
Chapel Allerton
Leeds LS7 3PD

Please do not:-

Attach anything to your Will with a staple, paperclip or otherwise.

Take your Will apart or damage it in any way by removing staples or corners or by writing on it, tearing it. Ideally, we would ask that this is not folded.

Once we have checked your Will we will store this free of charge for life in a fire proof cabinet and electronically. We will then send you a copy for your records with a reference number for storage and other useful literature.

If you have any questions whatsoever about signing your Will please contact us.

If you prefer, you can sign and have your Will witnessed in our offices.