

Cash ISA transfer Authority Form

FOR OFFICE USE ONLY

Account number:

Transfer ID:

Please complete this form in black ink, in **BLOCK CAPITALS** and sign.

To transfer your Cash ISA to Leeds Building Society please follow these steps:

Step 1: Check what ID you need to provide. Please refer to the General Investment Conditions, Important Information section for details.

Step 2: Complete this Cash ISA Transfer Authority Form and a Cash ISA Application Form (if required, i.e. you are a new customer to the Society and are opening a new Cash ISA to transfer funds into or you have not subscribed to your existing Cash ISA with the Society in the current tax year).

Step 3: Take all required documents to your local branch or send to:
Customer Services, Leeds Building Society, FREEPOST LS465, 105 Albion Street, Leeds LS1 5YY.

When we receive your completed form(s), we will contact your existing ISA manager to arrange the transfer of your funds. Once we receive your funds, we will credit your Leeds Building Society Cash ISA and write to tell you that the transfer has been completed.

Your Details

Title

MrMrsMissMsOther

Surname

Forename(s)

Date of Birth

DD/MM/YYYY

Permanent Residential Address

Postcode

Nationality

Home Tel

Daytime Tel

Email

Do you have a National Insurance (NI) Number?YesNo

If 'Yes' please enter NI number here:

You should be able to find your NI number on a payslip, form P45 or P60, a letter from the HM Revenue & Customs, a letter from the DWP, or pension order book.

Information about the ISA you want to transfer

Name of existing ISA manager

Account numberSort code

Roll number (if applicable)

PLEASE NOTE
The terms and conditions of some ISA products do not allow only part of an ISA to be transferred. Your existing manager may need you to give them specific information before the transfer can go ahead. Please check with your existing ISA manager if you are not sure about this.

1. Do you want to transfer all or part of this cash ISA?

AllPart

2. Have you subscribed to this cash ISA in the current tax year?

YesNo

3. If you answered 'Yes' to Q2 and are transferring part of your ISA, do you want to include the subscription from the current tax year?

YesNoN/A

Please note that the amount in your account representing current tax year subscriptions can only be transferred in whole and not in part.

4. If you are asking to transfer part of your ISA, please say how much of your cash ISA you want to transfer:

£

Or if you **only** want to transfer your subscriptions from the current tax year, tick here.

Transfer authority

I authorise my existing ISA manager to transfer the ISA (account number above) to Leeds Building Society. I authorise my existing ISA manager to provide Leeds Building Society with any information about the cash ISA and to accept any instructions from them relating to the cash ISA being transferred.

Where I must give notice to close or transfer part of the existing cash ISA, or the existing cash ISA contains a fixed-term deposit that has not reached its maturity date, I instruct my existing ISA manager to either: (tick the appropriate box)

1. wait for the full notice period to end or wait until the maturity date (whichever is relevant) before going ahead with this transfer;

OR

2. depending on the terms and conditions, carry out the transfer as soon as possible - I will accept any consequential loss of interest or charges which may be applied.

Signed:

Date: DD/MM/YYYY

Transfer acceptance

We are willing to accept this ISA transfer in line with the customer's instructions above, as long as the following conditions are met.

- The transfer proceeds are made up of cash deposits only.
- Where the customer has shown above that they want to transfer subscriptions from the current tax year, these must not be more than the current ISA subscription limit.

For the purposes of the transfer of the ISA wrapper under the ISA regulations, the transfer date shall be the date we receive the funds.