

To transfer your existing Stocks & Shares ISA to a Cash ISA with Scottish Building Society, please complete this form and hand/send it to your local office. If you do not already have an ISA with the Society, please also complete a new account application form.

Please complete sections A, B & C and remember to sign and date this form. If you do not sign it, we will be unable to contact your current ISA provider to arrange the transfer. We will complete section D and send this form to your ISA provider.

A: Information about you (the ISA investor)

Title	<input type="text"/>	Email Address	<input type="text"/>
Forename(s)	<input type="text"/>	Home Phone No	<input type="text"/>
Surname	<input type="text"/>	Daytime/Mobile No	<input type="text"/>
Permanent Residential Address	<input type="text"/>	Date of Birth	<input type="text"/>
Postcode	<input type="text"/>	Do you have an NI Number? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		If yes, enter here	<input type="text"/>
		Preferred contact method: Letter <input type="checkbox"/> Email <input type="checkbox"/>	
		Phone: Home <input type="checkbox"/> Daytime/Mobile <input type="checkbox"/>	

B: Information about the Stocks & Shares ISA you want to transfer

Name of existing ISA provider	<input type="text"/>
Address of existing ISA provider	<input type="text"/>
Account No of ISA to be transferred	<input type="text"/>
Sort code and/or roll number (if applicable)	<input type="text"/>

Please note that this transfer is subject to the terms and conditions of the Cash ISA receiving the transfer proceeds and also subject the terms and conditions applying to your Stocks & Shares ISA. For example:

- Some Stocks & Shares ISA products do not allow only part of the ISA to be transferred, or may place conditions on how such a transfer is undertaken – eg when deciding which investments are sold to facilitate the transfer.
- Your existing ISA provider may need you to give them specific information before the transfer can go ahead.
- There may be outstanding fees to pay before the transfer goes ahead.

If you are not sure what conditions apply, please check with your existing Stocks & Shares ISA provider before completing this form.

Q1 Do you want to close your existing Stocks & Shares ISA and transfer the balance to Scottish Building Society?
If you answer YES to this question this will result in all investments currently held being sold. The sale proceeds, together with any uninvested cash currently held in the ISA, will be transferred to Scottish Building Society in its entirety. Yes No

Q2 Have you subscribed to your Stocks & Shares ISA in the current tax year? Yes No

If you answered YES to Q1, please go directly to Section C (Transfer Authority) overleaf. If you answered NO to Q1, please answer the remaining questions in this section as necessary.

Partial Transfers

Q3 If you have answered YES to Q2 and are transferring part of your ISA, do you want the transfer to include the subscriptions from the current tax year? Yes No

This will involve selling any investments made using the subscriptions made during the current tax year

Q4 Please choose **ONE** of the following options:

If you only want to transfer your subscriptions for the current tax year, please tick here

OR If you only want to transfer your subscriptions from previous tax years, please tick here

OR If you only want to transfer **SOME** of your subscriptions from previous tax years (as well as current year subscriptions if you answered YES to Q3), please tick here

You will also need to provide sale instructions by answering Q5 below.

Q5 Stocks, Shares and/or Funds that you wish to sell

Please check that your selection is permitted by your existing Stocks & Shares ISA provider before you submit the form. Please note that you may be contacted by your existing ISA provider to agree what to sell.

Please use the table below to give instructions to your existing Stocks & Shares ISA provider as to what specific value and/or tax year(s) should be transferred and/or what investments should be sold to make up the amount to be transferred to your Cash ISA with Scottish Building Society. If necessary, please list all the investments that you hold with your existing ISA provider that you wish to sell so that the proceeds can be transferred. Alternatively, you can provide this information by supplying a separate list or by annotating a valuation statement from your provider.

Description of investment	Investment Indicator (eg ISIN, SEDOL) if known	Number or value of Stocks, Shares or Units (or state ALL to sell entire holding)

Q6 Uninvested Cash to be transferred

Please say how much of your uninvested cash balance from your Stocks & Shares ISA you want to include in your transfer

£

OR IF you want to transfer all of your uninvested cash balance, please tick here

C: Transfer Authority

I authorise my existing ISA provider (named above) to sell investments and to transfer the value of my ISA in cash to Scottish Building Society.

I also authorise my existing ISA provider to provide Scottish Building Society with any information about my Stocks & Shares ISA and to accept any instructions from them relating to the ISA being transferred.

Where I must give notice to close or to transfer part of the Stocks & Shares ISA, or it contains an investment which is designed and intended to be held for full term and has yet to reached its redemption or maturity date, I instruct my existing ISA provider to *please tick one box as appropriate*

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

OR if the terms and conditions permit, carry out the transfer as soon as possible. I will accept any loss of interest and/or charges which might apply as a result.

SIGNATURE

DATE

D: Transfer Acceptance (to be completed on behalf of Scottish Building Society)

I confirm that Scottish Building Society is willing to accept this ISA transfer in accordance with the customer's instructions, provided that the transfer proceeds are made up of cash deposits only.

Where the customer has stated that they want to transfer subscriptions made in the current tax year, these must not be more than (see note 1)

£

We do not accept residual income payments. Any such payments must be paid directly to the customer.

For the purposes of the transfer of the ISA wrapper under the ISA Regulations, the date of the transfer will be (see note 2)

Signed on behalf of Scottish Building Society

SIGNATURE

DATE

BRANCH ADDRESS

Notes

- 1) If a customer has already paid any subscriptions into their Scottish Building Society Cash ISA during the current tax year, this box should state how much of the overall subscription limit is left unused. For example, where the overall subscription limit is £15,240 and the customer has already paid in £2,000, the amount should be £13,240.
- 2) The date of transfer is the date the form is accepted and authorised by the Society and sent to the existing ISA provider.