

To transfer your existing Cash ISA to Scottish Building Society, please complete this form and hand/send it to your local office. If you do not already have an ISA with Scottish Building 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 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"/>

- Q1** Do you want to close your existing Cash ISA and transfer the entire balance to Scottish Building Society?  
*Please note that the terms and conditions of some ISAs do not allow partial transfers. Please check with your existing provider if you are not sure about this.* Yes  No
- Q2** Have you subscribed to your existing Cash ISA in the current tax year? Yes  No
- Q3** If you have answered YES to Q2 and are transferring part of your ISA, do you want the transfer to include your subscriptions from the current tax year? Yes  No
- Q4** If you are transferring part of your Cash ISA, please say how much you wish to transfer:
- OR** Tick here  if you only want to transfer your subscriptions for the current year.

## C: Transfer Authority

I authorise my existing ISA provider (named above) to transfer my Cash ISA to Scottish Building Society. I also authorise my existing ISA provider to provide Scottish Building Society with any information about my Cash ISA and to accept any instructions from them relating to the Cash ISA being transferred.

Where I must give notice to close or to transfer part of the Cash ISA, or it contains a fixed-term deposit that has not yet reached its 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 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)

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 £20,000 and the customer has already paid in £2,500, the amount should be £17,500.*
- 2) *The date of transfer is the date the form is accepted and authorised by the Society and sent to the existing ISA provider.*