



Leeds Building Society

Stocks and Shares to 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 Stocks and Shares ISA to Leeds Building Society please follow these steps:

- Step 1:** Check what ID you need to provide. Please refer to the General Conditions, Important Information section for details.
- Step 2:** Complete this Stocks and Shares to Cash ISA Transfer Authority Form and a Cash ISA Application Form (if required, i.e. you are a new customer to the Society and/or 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:

Leeds Building Society, Customer Support, 26 Sovereign Street, Leeds, West Yorkshire, LS1 4BJ.

When we receive your completed form(s), we will contact your existing ISA provider 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	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="text"/> Other	Occupation	<input type="text"/>
Surname	<input type="text"/>	Nationality	<input type="text"/>
Forename(s)	<input type="text"/>	Home Tel	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Daytime Tel	<input type="text"/>
Permanent Residential Address	<input type="text"/>	Email	<input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	National Insurance (NI) Number	<input type="text"/>
	Postcode	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 Stocks and Shares ISA you want to transfer

Name of existing ISA provider	<input type="text"/>
Address of existing ISA provider	<input type="text"/>
	Postcode
ISA Account number / Reference	<input type="text"/>

PLEASE NOTE

As well as being subject to the terms and conditions of the cash ISA receiving the transfer proceeds, the transfer will be undertaken subject to the terms and conditions applying to your Stocks and Shares ISA. For example:

- Leeds Building Society only accepts **FULL** Stocks and Shares ISA transfers. Partial transfers are **NOT** permitted. This will result in all investments currently held being sold. The sale proceeds, together with any uninvested cash currently held in the existing ISA, will be transferred to Leeds Building Society in its entirety.
- Your existing ISA provider may need you to give them specific instruction 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 and Shares ISA provider before completing this form.

Q1 Have you subscribed to this Stocks and Shares ISA in the current tax year? Yes No

Q2 What is the balance to be transferred? £

Transfer authority

I authorise my existing ISA provider as specified above to sell investments and transfer the ISA in cash (account number above) to Leeds Building Society. I authorise my existing ISA provider to provide Leeds Building Society with any information, written or non-written, concerning the Stocks and Shares ISA and to accept any instructions from them relating to the Stocks and Shares ISA being transferred.

Where I must give notice to close the existing Stocks and Shares ISA, or the existing Stocks and Shares ISA contains an investment which is designed and intended to be held for full term and has yet to reach redemption, I instruct my existing ISA provider to either: (tick the appropriate box)

1. wait for the full notice period to end or wait until redemption (whichever is relevant) before going ahead with this transfer;
- Maturity date
- OR**
2. depending on the terms and conditions, carry out the transfer as soon as possible - I accept any consequential loss of income, capital or charges that may be applied.

Signed:

Date: **DD/MM/YYYY**

Use of Personal Information

For information with regards to how the Society will use your personal data, please refer to our Privacy Policy at www.leedsbuildingsociety.co.uk/security/use-of-personal-information or contact us and we can provide you with a copy. To keep this Policy up to date, we may need to change it from time to time.

Transfer acceptance

We, Leeds Building Society, 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.
- We must receive all the transfer proceeds no later than 60 days from the date on this form.

Please note we do not accept residual income payments.

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.

Leeds Building Society, Customer Support, 26 Sovereign Street, Leeds, West Yorkshire, LS1 4BJ.
