

Account number:

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Transfer ID:

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Cash ISA transfer Authority Form

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 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/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 Services, PO Box 228, Leeds, LS1 9LN.

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

Account number

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Please quote the Society account number you wish to transfer funds into. If you haven't opened the account yet, please send a completed ISA Application along with this transfer form

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname					
Forename(s)					
Date of Birth	DD/MM/YYYY				
Permanent Residential Address					
Postcode					

Occupation																					
Nationality																					
Home Tel																					
Daytime Tel																					
Mobile Tel																					
Email																					
National Insurance (NI) Number	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				

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 number	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																					Sort code	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						
Roll number (if applicable)	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																												

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 instruction 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? All Part
2. If you are asking to transfer part of your ISA, please say how much of your cash ISA you want to transfer: £

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Or if you **only** want to transfer your subscriptions from the current tax year, tick here.
3. Have you subscribed to this cash ISA in the current tax year? If yes, please quote amount subscribed in current tax year £

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 No
4. If you answered 'Yes' to Q3 and are transferring part of your ISA, do you want to include the subscription from the current tax year? Yes No N/A

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

Use of Personal Information

Where your existing cash ISA provider is a participant in the Electronic Cash ISA Transfer Scheme, your cash ISA will be transferred electronically which will reduce the amount of time it will take for your funds to reach us. To do this, the Society will be required to disclose your personal information to BACS Payment Schemes Limited (Company No. 4961302) and by signing this form, you agree to the Society using your personal data in this way. For further 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 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;

Maturity date

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, 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.

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.