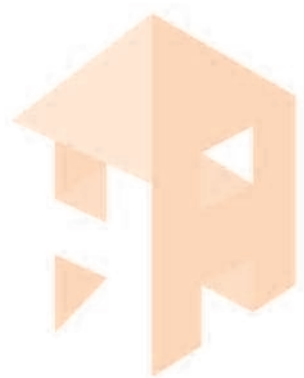


# Simply ISA

TAX FREE SAVINGS



*Let your  
cash ISA blossom*



# Simply ISA

At Harpenden we want to help you to make more of your savings and the Simply ISA does just that! It offers flexibility of savings within limits you can afford. All of the interest that you earn in your Simply ISA account will be tax free.

You can choose to have the interest paid to you or leave it to grow in the account where it will earn even more interest. Simply ISA does not satisfy the minimum standards for the deposit based ISA Stakeholder products. The Society is not a provider of Stocks and Shares ISA accounts.

## How does it work?

Simply ISA is a savings plan designed to operate within Government guidelines (and as such it is the Government which is responsible for the tax treatment of this product), which allows you to save without the deduction of income tax (at the applicable rate) on the interest. Simply ISA is a Cash ISA account which gives you the opportunity to invest in a cash deposit account with Harpenden Building Society.

For the tax year 2011/2012 every adult has an annual ISA investment allowance of £10,680. Up to £5,340 of that allowance can be saved in cash with one provider. The remainder of the £10,680 can be invested in stocks and shares with either the same or another provider. Therefore, those wanting to invest more than £6,000 and also save cash in an ISA will no longer be tied to one provider. For example: An investor saves £1,200 in a cash ISA at the beginning of the tax year. In the same tax year they could invest another £4,140 in the same cash ISA or up to £9,480 in a stocks & shares ISA with either the same or a different provider.

Please be aware that while under the age of 18 years the investor may only subscribe up to £5,340 into a Cash ISA.

allowed to invest in each tax year applies to the total of the deposits made, not the balance of the account.

If you decide not to save in any tax year you can resume later on, but please note that the maximum investments apply per tax year.

You have the option to make regular or lump sum investments when it suits you. Ideally, you could start each tax year with the maximum investment – this will bring you the greatest benefit – but you can start with an initial investment of £1 and add to it when you want to.

Once you have opened your Simply ISA account, you are also welcome to save by regular monthly instalments. Whichever way you choose, you will be saving the tax efficient way.

A passbook will give you a record of the transactions that you have carried out. Please present it every time you pay into your account or make a withdrawal.

## How is interest paid?

Your Simply ISA account will receive gross interest added annually to the account on 5th April at the variable Simply ISA rate. If you prefer, interest can be paid to another Society account or direct to an account you hold with another institution.

## Tax returns

You do not need to give details of your ISA on your Tax Return.

## How much can I save?

You only need £1 to open a Simply ISA account. The amount that you are



## Paying money in

Money can be added to your account, up to the annual limit, by any of the following methods:

- *Cash (up to £3,000 per day) or cheques can be paid in over the counter*
- *You can ask your bank to arrange a direct transfer once your account has been opened*
- *You may also pay cheques into your account by post*

Our Freepost address is:

**FREEPOST SB165, Harpenden Building Society,  
14 Station Road, Harpenden, Herts, AL5 4BR**

When making cheques payable to Harpenden Building Society you should also include the name of the person(s) into whose account the money is being paid (e.g. Harpenden Building Society – Account holder's name).

If you are paying cheques into your account they will take six working days to clear from the day after receipt. You will also earn interest from the day after receipt.

## Taking money out

It is simple with our ISA. At any time you can withdraw all, or part, of your savings without giving notice or paying a penalty. Also, no tax is deducted.

You can withdraw up to £250 in cash per day over the counter or a maximum of £10,000 by cheque per day.

If you would like a cheque for a larger amount, please let us know in advance as special arrangements may need to be made.

## Opening an account

Simply complete the attached Application and Declaration forms and return with your initial deposit.

## Identification

We are required by law to check the identity and address details of all account holders. To do this, we need to see one document from each of the two lists shown below, if you call in person at any of our branches or agencies. If you make a postal application we will need to see one document to confirm your name and two to confirm your address.

### TO CONFIRM YOUR NAME

- *Valid passport*
- *Valid UK photo-card driving licence, with counterpart slip*
- *Known employer's identity card with photograph*
- *Armed Forces identity card*
- *HM Revenue and Customs Notice of Coding (less than 12 months old)*
- *Evidence of entitlement to state or local authority funded benefit – housing benefit, council tax benefit – (less than 12 months old)*
- *National Insurance card*

### TO CONFIRM YOUR ADDRESS

- *Mortgage Statement (less than 12 months old)*
- *Utility Bill (less than 3 months old) – Mobile phone bills are not accepted*
- *Council Tax bill (less than 12 months old)*
- *Bank or credit card statement (less than 3 months old)*

If you cannot provide the requisite number of items from each list, please contact 01582 765411 for further guidance.

We will need to see the originals of the documents, except if they are sent to us by post. In this case we will accept a black and white, certified photocopy of the document you are providing to confirm your name. The certified copy must be clearly legible and must show the printed name, address and profession of a UK lawyer, banker, authorised financial intermediary, accountant, teacher, doctor or post master/sub-postmaster. The copy must be signed by the individual against the wording, "certified to be a true copy of the original document". Please note we do not accept photocopies of documents to confirm your address, we will need to see the originals.

# Application Form: Individual Savings Account

Where did you hear about Harpenden Building Society?

Title: Surname: First Names:  
(in full) Permanent residential address: Postcode: (must be entered) Telephone: Occupation: Date of Birth: 

Do you have a National Insurance Number: (tick one box)

Yes No If yes, you must enter it here: 

You should be able to find your National Insurance number on a pay slip form, P45 or P50, a letter from HM Revenue & Customs, a letter from the DSS or a pension order book.

- I am applying to subscribe to a Cash ISA for the Tax Year:  and each subsequent year until further notice
- I wish to invest:  (minimum £1)
- Interest will be compounded annually unless otherwise advised

**Interest Instructions:** I/We require interest to be: (please tick one)

1. Added to the account: 2. Paid into my/our bank: Account No.: at:  Bank PLC Address of bank:  Sort code: 

**IMPORTANT: PLEASE READ AND SIGN THE DECLARATION OVERLEAF** 

## For Office Use only

Branch/Agency: ID: Date Opened: Initials: Customer Number: Date Checked: Initials:

# Agreement to assign and investor declaration

## AGREEMENT TO ASSIGN

If you had a share account or a mortgage with the Society on 30th April, 2000 and have kept an account continuously since that date, the wording in paragraphs 1 to 3 below does not apply to you, however it must not be deleted. Please list your share and mortgage account number(s)

- By applying to open a share account on or after 1st May, 2000 I agree with the Society and the Charities Aid Foundation ("the CAF") that I will assign to the CAF [or to any charity(ies) nominated by it or by the Society under the provisions of a deed dated 28th April, 2000 between the Society and the CAF, in which case references to the CAF shall include references to any other charity(ies), but to no other person] the rights to any relevant conversion benefits [defined below]. This obligation will not apply to me if I fall within any class of persons which, as at today's date, the Society wishes to be excluded from such obligation. This agreement is irrevocable and authorizes the Society to transfer to the CAF any such benefits without further notice to me. I understand that neither the Society nor the CAF will release me from this agreement or vary its terms and I will continue to be bound by the above condition even if the Society decides at some time in the future [and announces any such decision by press release or otherwise] that it is no longer in the best interests of the Society to continue with the above assignment condition generally in respect of new members.
- (a) "Relevant conversion benefits" means any benefits to which I might become entitled as a shareholding member of the Society under the terms of any future transfer of the Society's business to a company [i.e. on a conversion or takeover] which is completed at any time within the five years immediately following the date on which my share account is opened [or, if applicable, the shorter period as set out in the list available from the Society's Secretary]. "Relevant conversion benefits" does not include the statutory right to have shares in the Society [including any balances on share accounts] converted into deposits with the company on a conversion or takeover.  
(b) If the Society merges with any other society, after the date of such merger the "Society" includes such other society.
- I authorise the Society to pass to the CAF such information relating to me and my accounts with the Society as the CAF may reasonably require in order to administer this agreement to assign and the relevant conversion benefits and for no other purpose. I consent to both the Society and the CAF holding and processing such information for such purposes.
- A list of the classes of persons which the Society currently wishes to be excluded from the obligation to assign or in respect of which a shorter period applies [which list may change from time to time but not with retrospective effect] is available on request from the Society's Secretary at its principal office.

## DATA PROTECTION

Information which you provide to the Harpenden Building Society or that is obtained by us through our dealings with you may be held on our computers and in other ways and used by us to administer your account, for statistical analysis, for debt collection and fraud prevention and to bring to your attention (by mail, telephone, email or otherwise) products or services of the Harpenden Building Society or other selected suppliers which may be of interest to you. With respect to your agreement to assign, to the Charities Aid Foundation or its successor(s) ("the CAF"), your rights to any relevant conversion benefits, we will pass on to the CAF such limited information relating to you and your account as may be necessary to fulfil your agreement to assign. Such information shall only be passed on to CAF in the event that the Harpenden Building Society is to transfer its business to a company (i.e. on a conversion or takeover).

## CONSENT

I have read the above section entitled Data Protection. By signing this form I consent to the uses and disclosures of information listed. If you do not wish your information to be used for marketing purposes, please tick this box.

## INVESTOR DECLARATION

I HEREBY APPLY FOR A HARPENDEN BUILDING SOCIETY 'SIMPLY ISA' (CASH ISA) AND DECLARE THAT:

- All subscriptions made, and to be made, belong to me.
- I am 16 years of age or over.
- I have not subscribed, and will not subscribe, more than £10,680 in total to a cash ISA and a stocks and shares ISA in the same tax year.
- I have not subscribed, and will not subscribe, more than £5,340 of the overall £10,680 total to a cash ISA.
- I have not subscribed, and will not subscribe, to another cash ISA in the same tax year that I subscribe to this cash ISA.
- I am resident and ordinarily resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings & Pensions) Act 2003 (Crown employees serving overseas) are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform Harpenden Building Society if I cease to be so resident and ordinarily resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties.

## I AUTHORISE HARPENDEN BUILDING SOCIETY

- To hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash.
- To make on my behalf any claims to relief from tax in respect of ISA investments.
- On my written request to transfer or pay to me, as the case may be, ISA investments, interest, dividends, rights or other proceeds in respect of such investments or any cash.
- I have read the information applicable to this investment provided by the Society and accept the terms thereof.
- I agree to be bound by the Rules of the Society and declare that the information provided on the Application Form is true to the best of my knowledge and belief.

Signature:

Date:

## Terms & Conditions

- 1 An ISA is subject to the terms and conditions of the taxes act and any regulations or subsequent amendments made thereunder. The account is also subject to the terms and conditions of the Society.
- 2 The account will open on receipt of completed application and declaration forms, initial deposit and, if necessary, the appropriate identification. Applications remain valid for subscriptions made in the next and consecutive years, provided at least one subscription is made in each tax year. If there is a 'break' in subscriptions for a whole tax year, the investor must make a fresh application before subscriptions can recommence. The minimum balance for a SIMPLY ISA account is £1. If the balance falls below that level the monies will either be transferred to another account with Harpenden Building Society in your sole name, or closed.
- 3 An ISA must be maintained in a sole name only. The applicant must be aged 16 or over and can only hold one cash ISA account in each tax year. The account may not be held on behalf of a person other than the account holder.
- 4 The tax year starts on the 6th April in one calendar year and finishes on the 5th April in the next calendar year.
- 5 Any rights in respect of your ISA may not be assigned and those rights may not be used as security for a loan.
- 6 Your ISA will receive interest at the appropriate ISA rate which may be varied. Interest is paid annually on the 5TH APRIL.
- 7 If you close your account in the first 14 days, you will be eligible to open an ISA with Harpenden Building Society, or another organisation, in the same tax year. The Society reserves the right to decline any application.
- 8 The Society will notify the investor if, by reason of any failure to satisfy the provisions of the ISA regulations, an ISA has, or will, become void. This means that the account ceases to qualify for tax exemptions and the Society will deduct tax at the applicable rate from all the interest arising on the account. All of the interest will be treated as a taxable income for the year in which an ISA closes and you will need to declare it to your tax office. The balance of the account will then be transferred to an Escalator account. The consequences of closure will be the same as early closure or transfer.
- 9 If 6th April falls on a Sunday or Bank Holiday you can start, or add, to your ISA account on the next working day.
- 10 In the event of your death, gross interest will be paid up to, and including, that date. The balance will then be paid into an Escalator account in the names of your personal representatives. Interest arising after the date of death will be subject to the deduction of income tax in the normal way.
- 11 On the instructions of the investor and within the time stipulated by the investor, an ISA or part of an ISA, shall be transferred to another ISA manager.
- 12 On the instructions of the investor and within the time stipulated by the investor, all or part of the investments held in the ISA and the proceeds arising from those investments shall be transferred or paid to the investor.
- 13 The Society may at its discretion change these terms and conditions, give notice of variation in such manner as it considers appropriate, and may vary its interest rate by general notice in branches. If you continue to operate after such notice of change, you will be taken to have accepted the change.

## Customer Services

If you have reason to complain about the service that you receive you should contact the Office Manager at your local branch either by telephone or in writing.

Full details of the complaints procedure can be found in the General Terms and Conditions for Retail Savings Accounts.

This product information should be read in conjunction with the separate Interest Rate Leaflets and General Terms and Conditions for Retail Savings Accounts

Harpenden Building Society is authorised for investments by Trustees and is a member of the Building Societies Association

## Head Office

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[www.harpendenbs.co.uk](http://www.harpendenbs.co.uk)