

## CASH ISA TRANSFER AUTHORITY FORM

### Information about the investor (to be completed by the ISA investor)

Title: .....

First name(s): .....

Surname: .....

Date of birth: .....

National Insurance number: .....

Permanent home address: .....

HBS Account Number (if known):

Postcode: .....

Contact Tel. No. (inc. area code): .....

### Information about the ISA to be transferred (to be completed by the ISA investor)

Name of existing ISA provider: .....

Address of existing ISA provider: .....

Sort Code:       Account number:

Roll number (if applicable):

**Please note** The terms and conditions of some ISA products do not allow only part of an ISA to be transferred. Your existing provider may need you to give them specific information before the transfer can go ahead. Please check with your existing ISA provider if you are not sure about this.

1. Do you want to transfer all or part of this cash ISA? ☐ All ☐ Part

2. Have you subscribed to this cash ISA in the current tax year? ☐ Yes ☐ No

3. If you have answered YES to Q2, please confirm the amount you have subscribed this year £

4. If you answered YES to Q2 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.**

5. If you are asking to transfer part of your ISA, please say how much of your cash ISA you want to transfer: £

Or, if you only want to transfer your subscriptions from the current tax year please tick here ☐

## Transfer Authority (to be completed by the ISA investor)

I authorise my existing ISA provider to transfer the ISA (account number above) to Harpenden Building Society.  
I authorise my existing ISA provider to provide Harpenden 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 provider to either:

1. Wait for the full notice period to end or wait until the maturity date (whichever is relevant) before going ahead with this transfer. ☐

**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: .....

## Transfer Acceptance (to be completed by new ISA provider)

We 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.
- We must receive the transfer proceeds no later than: .....
- Where the customer has shown above that they want to transfer subscriptions from the current tax year, these must not be more than £.....

For the purposes of the transfer of the ISA wrapper under the ISA regulations, the date shown below will be the transfer date.

Date: .....

Head Office, Mardall House,  
9-11 Vaughan Road,  
Harpenden, Hertfordshire,  
AL5 4HU

## Office use only

Date received	CIN	Customer verified	Date completed	Staff initial