

# STOCKS & SHARES TO 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 stocks & shares ISA products do not allow only part of an ISA to be transferred, or may place conditions on how such a transfer is undertaken e.g. when deciding which investments are sold to facilitate the transfer. Your existing provider may need you to give them specific information before the transfer can go ahead. There may be outstanding fees to pay before the transfer goes ahead. Please check with your existing stocks & shares provider before completing this form.

1. Do you want to transfer all or part of this Stocks & Shares ISA?  All  Part

2. Have you subscribed to this Stocks & Shares 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 Stocks & Shares ISA you want to transfer: £

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

## Stocks, Shares and/or Funds that you wish to sell

Please check your selection is permitted by your existing stocks and shares ISA provider prior to submitting the form. Please note that you may not be contacted by your existing ISA provider to agree what to sell.

Please use the box below to give instructions to your current stocks and shares ISA provider with regards to what specific value or Tax Year(s) should be transferred and/or what investments should be realised to meet the transfer.

If needs, please list all investments that you hold with the above ISA provider that you wish to sell and transfer the proceeds to your new Cash ISA with Harpenden Building Society.

Description of Investment	Investment indicator e.g. ISIN, Sedol, Cuij etc. (if known)	Number or Value of Stocks, Shares, Units or specify 'All' to sell the entire holding

## Uninvested cash to be transferred

Please say how much of your uninvested cash balance in your stocks and shares ISA you want to transfer

£

Or, if you want to transfer all of your uninvested cash balance, please tick here

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

I authorise my existing ISA provider to sell investments and transfer the ISA in cash (account number above) to Harpenden Building Society. I authorise my existing ISA provider to provide Harpenden Building Society with any information about the stocks & shares ISA and to accept any instructions from them relating to the stocks & shares ISA being transferred.

Where I must give notice to close or transfer part of the existing stocks & shares ISA, or the existing stocks & shares ISA contains a fixed-term investment that has not yet reached redemption, 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 income, capital 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 60 days from the date below.
- Where the customer has shown above that they want to transfer subscriptions from the current tax year, these must not be more than the annual ISA allowance.

### Residual Income

We do not accept residual income payments. These funds should all be paid away to the customer.

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
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