

# Cash ISA Transfer/Revalidation Form 2012/2013

Existing Skipton ISA Accounts - Only to be completed by individuals on their own behalf

**Important Notice:** Before completing this form please read carefully the terms and conditions relating to this account as we shall seek to rely on them. These are contained in the marketing literature and the Investment Account Terms and Conditions. In addition, please read the notes under the Customer Identification section overleaf. Please complete this form and then read and sign the Agreement to assign windfalls to charity and the Declarations overleaf. If you do not understand any point or require assistance in completing this form, please call Skipton Direct on 08458 501722\*.

## Section 1. Customer Details

Please complete all of this section. All information in this section is mandatory, we will not be able to process your transfer/application, resulting in your request being delayed.

Name

Mr/Mrs/Miss/Ms  Surname

First name  Any other initial(s)

Address - Please enter your full permanent address. Please note that we are unable to accept c/o addresses and P.O. Box numbers.

House/Flat number  House Name

Street

Town

County

Postcode

Date of birth (dd/mm/yyyy)

Do you have a National Insurance number? Yes  No

If Yes\*, you must enter it here

\*You will find your National Insurance number on a payslip, P60 form, notice of coding or tax return.

Email

Tel Numbers

Day

Evening

Mobile

Country of residency

Nationality

In order to have an ISA you must be a UK resident and ordinarily resident for tax purposes.

Place of birth

Town

Country

I apply to subscribe to a Cash ISA for the tax year 2012/2013 and each subsequent year until further notice.

Are you an existing customer? Yes  No  If yes, please state an existing account number

**Please complete the appropriate sections according to your request. You may not need to complete every section.**

## Section 2. Please complete if you are transferring ISA funds to Skipton from another provider

If you would like to transfer existing ISAs into your current Skipton ISA please provide us with the details here.

Current Skipton ISA account number

From Bank/Building Society name  ISA account number  Amount to Transfer £

From Bank/Building Society name  ISA account number  Amount to Transfer £

## Section 3. Please complete if you are merging your Skipton ISAs into one

Please state here the account numbers for the accounts you wish to merge.

ISA account number  ISA account number

Please also complete Section 4, if you require the new merged ISA to be changed to a new ISA product.

Please state here the account number you wish to merge to.

ISA account number

## Section 4. Please complete if you would like to transfer your current ISA funds to a new Skipton ISA product

Please state the account number of your current Skipton ISA and the name of the new Skipton ISA you require.

Current ISA account number

New ISA account product name

**Please read the Agreement and Declarations in Section 5 carefully and SIGN at the bottom of the form.**

### For internal use only:

Input by (staff no.)  Date  Checked by  Account number

## Section 5. Agreement to assign windfalls to charity

**Note: This Agreement does not apply to you if:**

- (i) you have held shares in the Society (other than permanent interest bearing shares) at all times since 29th February 2000 or
- (ii) you have already entered into an agreement in either the same or similar terms with the Society and have held shares in the Society (other than permanent interest bearing shares) continuously since the date the account for which you were then applying was opened or
- (iii) you are, in respect of the account for which you are now applying, in one of the other groups of people that the Society has decided should be exempt.

**Where more than one of you is signing this form, the above Note and, if applicable, the rest of this Agreement apply to each of you separately.**

1. I agree with the Society that I will assign to the **selected charity** my right to receive any **windfall benefits**. I authorise the Society and any **successor** to pass any **windfall benefits** direct to the **selected charity** (or to any other registered charity which the **selected charity** may nominate) without giving any notice to me. I understand that the **selected charity** will have the benefit of this Agreement, and that neither it nor the Society will release me from it or vary its terms, even if the Society decides at some stage in the future that new shareholding members generally will not be required to enter into similar agreements. I authorise the Society to give the **selected charity** any information about me and any account that I have with the Society (either now or in the future) but only if the **selected charity** reasonably needs it for any purpose arising out of this Agreement. I understand that if the Society no longer exists following a merger with another building society, this Agreement will still apply between me and the other society.

2. In this Agreement:

(a) "**selected charity**" means the Skipton Building Society Charitable Foundation or, if it ceases to be registered as a charity, any other registered charity selected by it;

(b) "**windfall benefits**" means any benefits which I may become entitled to as a shareholding member of the Society under the terms of any future transfer of the Society's business to a **successor** (i.e. on a conversion or take-over), where the transfer to the **successor** is publicly announced within five years of the day on which I become a holder (either sole or joint) of the account for which I am now applying (or such shorter period as applies to me if I am in one of the groups of people that the Society has decided do not need to agree to the usual five year period\*). The expression "**windfall benefits**" does not include either (i) the right to have savings in a share account with the Society replaced by savings in a deposit account with the **successor** or (ii) if I am in one of the groups of people that the Society has decided may keep some or all benefits, those benefits which the Society has decided I may keep; and

(c) "**successor**" means any company or other corporate body to which the Society transfers its business under Section 97 of the Building Societies Act 1986 (or under any provision which amends or replaces it).

\*Details of these groups and (where applicable) the shorter periods that apply and the benefits that may be kept are available from the Society. The number and composition of the groups may be changed from time to time but no change will apply retrospectively.

## ISA Declarations

**I declare that**

- (a) All subscriptions made, and to be made, belong to me.
- (b) I am 16 years of age or over.
- (c) I have not subscribed and will not subscribe more than the overall subscription limit in total to a cash ISA and a stocks and shares ISA in the same tax year; and
- (d) I have not subscribed and will not subscribe more than the cash ISA subscription limit to one cash ISA; and
- (e) I have not subscribed and will not subscribe to another cash ISA in the same tax year that I subscribe to this cash ISA; and
- (f) 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 Skipton 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 Skipton Building Society to:**

- a) hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash,
- b) to make on my behalf any claims to relief from tax in respect of ISA investments,
- c) 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 agree to the ISA terms and conditions. I declare that this application has been completed correctly to the best of my knowledge and belief.**

**General Declarations**

- (a) I confirm that I have read the Important Notice at the start of this form and have received:

(i) the marketing literature and

(ii) The Investment Account Terms and Conditions ("the conditions") and agree to be bound by them and the Rules of the Society (copies of which are available upon request) and any subsequent conditions and Rules for the time being in force.

(b) I confirm that I am aware that the type of account I am opening is a share account which confers membership rights.

(c) I declare that any share(s) acquired by me under this account will not be held as a bare trustee (or in Scotland as a simple trustee) for a body corporate, or for persons who include a body corporate.

(d) If any provision relating to this account is unenforceable for any reason this will not affect the enforceability of any other provision.

**Your Personal Data**

(e) For the purposes of the Data Protection Act 1998 the Society is the Data Controller responsible for the processing of my personal data. I understand that I may request in writing, upon payment of a fee, a copy of the details held about me by the Society and where necessary rectify the information that is held about me.

(f) I agree to the processing of my personal data for the purposes of opening and administering my account, contacting me where necessary, fraud prevention and detection, legal and regulatory compliance, marketing and market research, statistical analysis and after closure of the account for statutory, regulatory, accounting, auditing or other lawful requirements.

(g) I consent to the disclosure of details about the progress of my application to my Solicitor or other third party acting on my behalf if the application was submitted by them with my authority. I consent to the Society using and disclosing the information contained in my application form and about my account to prevent, or detect fraud, or to assist in verifying my identity, the Society may make searches of Group records and at fraud prevention and credit reference agencies who will supply information. This information may also be used for the prevention of Money Laundering as well as the ongoing maintenance of my account.

(h) If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

(i) Further details explaining how the information held by fraud prevention agencies may be used can be obtained by writing to Compliance department, Skipton Building Society, The Bailey, Skipton, North Yorkshire BD23 1 DN, or from our website at skipton.co.uk

## Marketing Consent

I consent to receiving details of other products and services and confirm that:

(j) The Society may use the information contained in this form and the analysis of the operation of my account for marketing purposes to allow it to provide details of products or services it may believe to be of interest to me.

(k) I can request not to receive any details by telephone about the Society's products by writing to The Bailey, Skipton BD23 1DN at any time, or by ticking this box:

Applicant I

(l) I understand the information provided in this application may be shared by the Society with other companies within the Skipton Building Society Group (a list of which is available on request) for marketing purposes. I understand that I may request the Society not to share my personal details with these companies by writing to The Bailey, Skipton BD23 1DN, or by ticking this box:

Applicant I

(m) I understand that I can request not to receive any details from the Society about its own or Skipton Building Society Group products by writing to The Bailey, Skipton BD23 1DN, or by ticking this box:

Applicant I

(n) I consent to receiving details of the Society's products and services by email, by ticking this box:

Applicant I

## Customer Identification

**We are unable to open a new account without sufficient identification.**

If you are an existing customer of the Society you will not be required to supply any identification. In all other cases we may use an electronic verification system. In certain circumstances we may require further proof of your identity and address. Please refer to our 'Proving Your Identity' leaflet.

**N.B. For all accounts not opened in person, cheques must be drawn from a personal current account or if issued by a Bank or Building Society, must bear your name and account number from which the funds are drawn.**

**NOTE: If an account is to be opened by an Attorney, please complete an Investment Account Registration Form.**

**Applicant:  
Signature**

**Date**

Principal Office, The Bailey,  
Skipton, North Yorkshire, BD23 1DN  
Telephone 08458 501700\*

Skipton Building Society is a member of the Building Societies Association. Authorised and regulated by the Financial Services Authority (FSA) under registration number 153706 for accepting deposits, advising on and arranging mortgages and insurance. \*To help maintain service and quality, some telephone calls may be recorded and monitored.

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# Transfer Authority for your existing Cash ISA provider

## Section 1. Existing ISA provider name and address

To: The Manager

Postcode

## Section 2. Details of the Cash ISA

Name Mr/Mrs/Miss/Ms  Surname  First name  Any other initial(s)

Address - Please enter your full permanent address. Please note that we are unable to accept c/o addresses and P.O. Box numbers.

House/Flat number  Street

Town  County

Postcode  Date of birth (dd/mm/yyyy)

National Insurance Number:  Existing ISA account number

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 wish to close your current Cash ISA and transfer the full amount? Yes  No

2. Have you subscribed to this Cash ISA in this current tax year? Yes  No

If YES, please enter the amount paid in this tax year:

£

3. If you answered NO to Q1 please enter the total amount you want to transfer: £

Do you want to transfer current tax year subscriptions in Q2 above as part of this transfer? Yes  No

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

4. I instruct my existing provider to wait until the notice period has expired or following the maturity before the transfer takes place. Yes  No

(If No) Please check with your existing provider regarding the terms and conditions of your account as charges/loss of interest may occur.

## Section 3. Customer Authorisation

Skipton Building Society will only accept transfers in of Cash ISA subscriptions from other providers. Please note we cannot accept a transfer of a Stocks and Shares ISA.

Please arrange to transfer my Cash ISA to Skipton Building Society as detailed below:

Skipton Building Society  
Investment Administration  
The Bailey, Skipton  
North Yorkshire  
BD23 1DN

In all cases, you will need to complete the appropriate Transfer Application Form and provide identification if you are not an existing customer with Skipton Building Society. If the funds are to be credited to an existing cash ISA with Skipton Building Society, please quote your account number.

Existing ISA account numbers

I understand that this provides you with the appropriate authority to transfer the above cash ISA to Skipton Building Society as soon as possible.

I authorise my existing ISA provider (as specified) to transfer the ISA account to Skipton Building Society.

I authorise my existing ISA provider to provide Skipton Building Society with any new information, about the Cash ISA and to accept my instructions from them relating to the Cash ISA being transferred.

Customer Signature

Date

### Transfer acceptance

We are willing to accept this ISA transfer in line with the customers instructions above, as long as the following conditions have been met.

- The transfer proceeds are made up of cash deposits only
- We must receive the transfer proceeds no later than 30 days from the date on this form.
- Where the customer wants to transfer subscriptions from the current tax year, these must not be more than the amount shown in question 2 above.

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

Please return this form with your application/transfer form in order for us to arrange the transfer of funds.

Principal Office, The Bailey,  
Skipton, North Yorkshire, BD23 1DN  
Telephone 08458 501700\*

