

savings & investments

keyfacts[®]

Our Cash ISAs Key Features Document

Take your tax-free savings to
new heights

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This document provides you with key information about Cash ISAs so that you can make an informed and confident choice about saving with a Skipton ISA. Together with the insert for your chosen product, this will form your Key Facts Document.

What is an ISA?

ISAs, or Individual Savings Accounts, are an ideal way to stop the taxman eating away at your savings. They protect your savings interest from personal income tax and capital gains tax and, as long as your money is in an ISA, you don't need to declare it on a tax return.

There are two types of ISA:

- 2 • Cash ISA: A savings account where your money is held on deposit
- Stocks and Shares ISA: Where your money is invested directly into Stocks and Shares, and your capital is at risk.

Skipton Building Society offers a range of Cash ISAs only.

Stocks and Shares ISAs are available from Skipton Financial Services* (SFS). SFS is one of the UK's leading Financial Advisers who offer tailored 'whole of market' impartial advice. SFS are able to recommend products from across the marketplace, based on your individual circumstances and taking into account your long term goals.

Who can have an ISA?

- Anyone aged 16 years or over, providing they are UK resident and ordinarily resident for tax purposes
- Joint named ISAs are not permitted
- You must not have subscribed to another Cash ISA in the current tax year
- You must not have exceeded the overall subscription limit which changes each year in line with inflation.

*Skipton Financial Services Limited is authorised and regulated by the Financial Services Authority. Registered Office: The Bailey, Harrogate Road, Skipton, North Yorkshire BD23 1DN. Registered in England, Number 2061788. Skipton Financial Services Limited is a wholly owned subsidiary of Skipton Building Society.

What types of Cash ISA products do Skipton offer?

Skipton offer a wide range of Cash ISAs, each with different features and benefits. The below is designed to give you an overview but our advisers will be happy to discuss with you in more detail.

Fixed Rate Cash ISAs

A Fixed Rate Cash ISA meets your needs if;

- You have savings which you don't need immediate access to
- You want the security of a fixed rate of interest guaranteed for the term of the investment, rather than a variable rate which can move up and down
- You want to choose between leaving your interest to build up the value of your ISA or receiving your interest monthly.

What happens on maturity of your Fixed Rate Cash ISA?

We will contact you with your maturity notice at least 14 days prior to the maturity date of your ISA to explain the options open to you. These will include:

- Continue your investment in a new 1 Year Fixed Rate Cash ISA* (the **'do-nothing' option**);
- Transfer your investment into an alternative Fixed Rate Cash ISA;
- Transfer to an easy access cash ISA;
- Add extra funds to the above three options;
- Withdraw or transfer out your funds (in full or in part).

If you **'do-nothing'**, we will add any interest due to your account and we will contact you within seven days of your bond maturity to confirm your investment. You will have 21 days from maturity to cancel this investment.

Our **'do-nothing' option** is a new feature. Previously our fixed rate ISA customers who did not respond to the maturity notice transferred to an easy access account with a lower rate of interest.

Where our **'do-nothing' option** applies your investment will continue in a new 1 Year Fixed Rate ISA from which withdrawals or early closure will not be permitted during the term of the ISA.

* The exact maturity date of the 1 Year Fixed Rate ISA will be confirmed in your maturity notice.

Super Cash ISA

Our Super Cash ISA meets your needs if;

- You have previous year's ISA allowance saved and would like to consolidate them to earn a higher rate of interest
- You like the idea of a variable rate of interest which can move up and down, rather than a fixed rate which is guaranteed for the term of the investment
- You would like to be able to access your savings.

Regular Saver Cash ISA

Our Regular Saver Cash ISA meets your needs if;

- You have a regular amount to invest every month
- You want the security of a fixed rate of interest guaranteed for the term of the investment, rather than a variable rate which can move up and down
- You don't need access to your savings for 12 months.

How much can I invest?

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The Government currently sets a tax-free allowance which you can save in an ISA each tax year (6 April – 5 April). Currently, you can invest a maximum of £10,680 into an ISA in the 2011/12 tax year, of which:

- Up to £5,340 can be invested in a Cash ISA (such as those offered by Skipton). Once you have fully subscribed your tax-free allowance in a tax year, any amount withdrawn cannot be reinvested.
- Any amount not invested in a Cash ISA can be invested in a Stocks and Shares ISA, subject to the maximum £10,680 overall limit.

See examples of how you could invest below.

Example	Cash	Stocks & Shares
1	£5,340	£5,340
2	£2,000	£8,680
3	Nil	£10,680

Transferring your ISA to Skipton

Why transfer your ISA?

ISA rates are constantly changing and what may have once been a high interest paying account could now be paying less than you think. Here at Skipton we believe in providing our customers with long term value which is why our ISA range has been designed to do just that. Don't leave your hard-earned savings in a low paying account, transfer them to Skipton today.

How do I transfer my ISA?

We offer a simple, hassle free transfer service.

Step One: Simply speak to an adviser in your local branch or you can visit skipton.co.uk to access and complete a new application form and an ISA Transfer Authority Form.

Step Two: Send these to us and we'll take care of the rest. By transferring your ISA in this way it ensures that you retain your tax efficient benefits.

On receipt of your transfer instruction we will send it to your current ISA manager, together with confirmation that we will accept the transfer, within five business days of the date of receipt. On receipt of the funds and accompanying information from your current ISA manager, we will credit the funds to your ISA account within three business days of the date of receipt.

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Can I transfer my Skipton Cash ISA to another provider?

We would love you to stay with us and if there's anything you're not happy about we would be delighted to discuss your options. However, you can transfer your Skipton cash ISA to another ISA provider (see product insert for further details). Depending on your existing Skipton product (for example, if you hold a fixed rate product) you may be charged an interest penalty. The HM Revenue & Customs rules surrounding this are as follows:

- On receipt of a transfer instruction from your new ISA manager, we will send your funds and accompanying information to them within five business days of the date of receipt.
- You can transfer from one Cash ISA to another Cash ISA or Stocks and Shares ISA (subject to the specific product terms and conditions of the new ISA).
- You can transfer previous years' Cash ISAs to a Stocks and Shares ISA (but not vice versa) without affecting your annual ISA allowance.

- If you transfer your current tax year savings from a Cash ISA to a Stocks and Shares ISA, the money transferred will be treated as if you had invested that money directly in the Stocks and Shares ISA e.g. if you had saved £2,000 in a Cash ISA and then transferred to a Stocks and Shares ISA, you could then invest up to a further £8,680 into the Stocks and Shares ISA, or you could invest up to £5,340 into a Cash ISA and a remainder in the Stocks and Shares ISA.

What if I change my mind?

No problem. You have 14 days from the date you receive your ISA acknowledgement letter to change your mind. You can cancel your investment by letting us know in writing during this period and your cancelled ISA will not count as an ISA subscription. Any interest that you have earned on your savings during this period will be paid gross. Please note that this only applies for new ISA applications, not transfers or product switches.

How can my interest be paid?

The way interest is paid varies depending on the Cash ISA you have. Please refer to the relevant product inserts for the correct information.

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Are you a new customer to Skipton?

If you are a new customer, you will need to provide some form of identification and verification of address. A full list of suitable forms of identification can be found in our Proving Your Identity leaflet.

For further assistance call into your local branch, telephone us on or visit skipton.co.uk.

Before opening an account, please ensure that you read:

- **this leaflet in full, as well as the further terms and conditions on the reverse of the product inserts; and**
- **the separate Investment Account Terms & Conditions leaflet.**

These contain important information about our accounts.

Is there anything else we can help you with?

If you need a hand, just say the word

If you're thinking about saving for a rainy day, making your money work harder or planning for the future, talk to us first. We offer a full range of products and services designed to meet your needs. To find out more about the other products and services we offer, just visit your local Skipton branch, call 08457 171777* or visit skipton.co.uk

Let us know what you think

Making sure our members are happy matters to us. So if you think we could improve our products or services, or if you have a complaint, please let us know. If you'd like to find out more about our internal complaints procedure, please ask for details at any branch or from our Principal Office. Alternatively, please contact Customer Relations, Skipton Building Society, The Bailey, Skipton, North Yorkshire BD23 1DN or call 08458 501 722*. Complaints we cannot settle may be referred to the Financial Ombudsman Service.

The Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a building society is unable to meet its financial obligations. Most depositors – including most individuals and small businesses – are covered by the scheme.

In respect of deposits, an eligible depositor is entitled to claim up to £85,000. For joint accounts each account holder is treated as having a claim in respect of their share so, for a joint account held by two eligible depositors, the maximum amount that could be claimed would be £85,000 each (making a total of £170,000). The £85,000 limit relates to the combined amount in all the eligible depositors accounts with the building society, including their share of any joint account, and not to each separate account.

For further information about the scheme (including any amounts covered and eligibility to claim) please ask at your local branch, refer to the FSCS website, which is www.FSCS.org.uk or call 0207 8927 300.

The Financial Services Authority is the independent financial services regulator. It requires us, Skipton Building Society, to give you important information to help you decide whether our Cash ISAs are right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

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skipton.co.uk

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 quality and service some telephone calls may be recorded.



For more information...



visit your local branch



go to www.skipton.co.uk



call a member of our team today on 0845 850 1722*

To apply for this product simply complete an application form and either return it to your local branch or send it to:

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