

# Stocks and Shares to Cash ISA Transfer Authority Form

A separate application form must also be submitted if you are transferring funds from another provider.

**Information about you** (Please ensure that the details held by both providers are correct and up to date, as the transfer may be delayed if the details do not match)

Title: (Mr/Mrs/Miss/Ms/Other)	Permanent home address:	
First name(s):		
Surname:		
Date of birth: (dd-mm-yyyy)		
Telephone Number: (Daytime)		
Telephone Number: (Evening)		
Mobile:		
National Insurance No:		
Transfer to a West Brom ISA - Account Number:	Postcode:	

### Information about the Stocks and Shares ISA you want to transfer

[illegible]

**Please note**

As well as being subject to the terms and conditions of the Cash ISA receiving the transfer proceeds, the transfer will be undertaken subject to the terms and conditions applying to your stocks and shares ISA. For example:

- Some stocks and 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 ISA 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.

If you are not sure what conditions apply please check with your existing stocks and shares ISA provider before completing this form.

Continued overleaf



Please answer the following questions

- 1) Do you want to transfer all or part of your ISA? (tick here) All ☐ Part ☐

If you answered 'All' to question 1 this will result in all investments currently held being sold. The sale proceeds, together with any uninvested cash currently held in the ISA, will be transferred to your new provider in its entirety. Please note, this will not include any residual income earned after the ISA has been transferred.

- 2)** Have you subscribed to this stocks and shares ISA in the current tax year? (*tick here*) Yes ☐ No ☐

If you answered 'All' to question 1, please go directly to the **Transfer authority** section below.

If you answered 'Part' to question 1, please answer questions 3 – 5 below.

## Partial Transfers

- 3) If you answered 'Yes' to question 2 do you want to transfer your current tax year ISA subscription (this would involve selling any investments made with the subscription from the current tax year)? *(tick here)* Yes ☐ No ☐

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

- 4) If you only want to transfer your subscriptions from the current tax year, *(tick here)* ☐

If you only want to transfer all of your subscriptions from previous tax years, (tick here) ☐

If you only want to transfer some of your subscriptions from previous tax years (as well as investments relating to current year subs if you answered yes to question 3) (tick here) ☐ and provide sale instructions by answering question 5.

- 5) 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 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 regard to what specific value or Tax Year(s) should be transferred and/or what investments should be realised to meet the transfer.

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If needed, 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 the West Brom. Alternatively, you may provide this information by supplying a separate list, e.g. by annotating a valuation statement from your provider.

[illegible]

- 5b) 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, (tick here) ☐

## Transfer Authority

I authorise my existing ISA provider as specified above to sell investments and transfer the ISA in cash (account number above) to the West Brom.

I authorise my existing ISA provider to provide the West Brom with any information, written or non-written, concerning the stocks and shares ISA and to accept any instruction from them relating to the stocks and shares ISA being transferred.

Where I must give notice to close or transfer part of the existing stocks and shares ISA, or the existing stocks and shares ISA contains an investment which is designed and intended to be held for full term and has yet to reach redemption, I instruct my existing ISA provider to either: (tick the appropriate box)

1. wait for the full notice period to end, or wait until redemption (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 accept any consequential loss of income, capital or charges that may be applied. ☐

Signature:

Date:

## Transfer acceptance (your new ISA provider fills this part in)

We the West Bromwich Building Society 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 all 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 £

### Residual Income

- We do not accept residual income payments

For the purposes of the transfer of the ISA wrapper under the ISA regulations, the date shown here will be the transfer date:  /  /

Name of new provider:

## Please send your completed 'Letter of Authority to Transfer' form, together with your account application form to:

FREEPOST THE WEST BROM. (Please write the address exactly like this, all in upper case and on one line. You don't need to use a stamp. Please note: Royal Mail delivers Freepost as second class mail.)

Calls and electronic communications may be monitored and/or recorded for your security and may be used for training purposes. Your confidentiality will be maintained.

The West Brom is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Register no. 104877. 'the West Brom' is a trading name of West Bromwich Building Society.

Head Office: 2 Providence Place, West Bromwich B70 8AF. Visit our website: [www.westbrom.co.uk](http://www.westbrom.co.uk)

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