

To transfer your Stocks & Shares ISA to Teachers Building Society, please follow these steps:

**Step 1:** Complete this form and a Cash ISA Application Form (if required, i.e. you are a new customer to the Society and/or are opening a new ISA to transfer funds into.)

**Step 2:** Ensure you sign and date the form where indicated and return to Teachers' Building Society via email: [memberservices@teachersbs.co.uk](mailto:memberservices@teachersbs.co.uk)

When we receive your completed form(s) we will contact your existing ISA provider to arrange the transfer of your funds. We will credit your Teachers Building Society Cash ISA on the day we receive the funds.

## Information about you

Full Name	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent residential address	<input type="text"/>								
National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Telephone Number	<input type="text"/>

## Information about the stocks and shares ISA you want to transfer

Name of Provider	<input type="text"/>
Account Number	<input type="text"/>
Sort Code	<input type="text"/>
Reference (if applicable)	<input type="text"/>

**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.
- 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 then please check with your existing stocks and shares ISA provider before completing this form.

## Information about the transfer required

Please transfer the following subscriptions from my existing stocks and shares ISA (please tick)

Total (Close account)

All investments currently held will be sold. The sale proceeds, together with any uninvested cash currently held in the ISA will be transferred in its entirety

Part - Full amount of current tax year's subscriptions only

Current tax year's subscriptions can only be transferred in whole, and not in part

Part - Full amount of previous tax year's subscriptions only

Part - Full amount of current tax year's subscriptions (if applicable), and some previous tax year's subscriptions

– You may be contacted by your current provider to agree what to sell

Please use the box overleaf 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. Please include additional sheets with this transfer form if required

### Uninvested cash to be transferred

Please transfer the following amount of the uninvested cash balance in my stocks and shares ISA (please tick)

Specific amount £  Total

### Teachers Building Society ISA Account Details

I do not currently hold a Teachers Building Society Cash ISA and enclose a completed application form

I do not currently hold a Teachers Building Society Cash ISA and have completed an online application form

I would like to transfer funds into my existing Cash ISA account numbered

### Transfer Authority

I authorise my existing ISA provider as specified above to sell investments and transfer the ISA in cash (account number above) to **Teachers Building Society**.

I authorise my existing ISA provider to provide Teachers Building Society 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:**

(please tick the appropriate box)

- Wait for the full notice period to end, or wait until redemption (whichever is relevant) before proceeding with the transfer.
- 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 that may be applied.

Signed  Date

### Transfer Acceptance

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 all the transfer proceeds within 30 calendar days of 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 current ISA limit.
- Cheques should be made payable to 'Teachers Building Society Re: Customer Name', and sent to us at the address below.

### Residual Income

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

For the purposes of the transfer of the ISA wrapper under the ISA regulations, the transfer date shall be the date we receive the funds.