

This form should only be used for transferring existing stocks and shares ISAs to Manchester Building Society.  
(To be completed in conjunction with cash ISA customer acceptance form)

## INFORMATION ABOUT YOU

**Manchester Building Society ref no.**  (If you have applied for this account online, please provide your application reference number).

Title  First name(s)  Surname

Date of birth  National insurance number (If you do not have one, please call us on 0345 600 4368\*)

Permanent residential address

Postcode  Contact telephone number (inc area code)

## INFORMATION ABOUT THE STOCKS AND SHARES ISA YOU WANT TO TRANSFER

Name of existing ISA provider

Address of existing ISA provider

Postcode

ISA account number/reference

### 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 payments of fees.

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

**Q1.** 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.

**Q2.** 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

**Q3.** If you answered yes to Q2 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.**

**Q4.** If you only want to transfer your subscriptions from the current tax year, *tick here* ☐

**OR**

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

**OR**

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 have answered Yes to Q3) *Tick here* ☐ and provide sale instructions by answering Q5.

## Q5. 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.

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 Manchester Building Society. Alternatively, you may provide this information by supplying a separate list, e.g. by annotating a valuation statement from your provider.

**Q5. STOCKS, SHARES AND/OR FUNDS THAT YOU WISH TO SELL (CONT.)**[illegible]

**Q5b UNINVESTED CASH TO BE TRANSFERRED**

**Q65 - 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 Manchester Building Society.

I authorise my existing ISA provider to provide Manchester 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: (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. ☐

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## TRANSFER ACCEPTANCE

We, Manchester Building Society are willing to accept this ISA transfer in line with the customer's instructions above, as long as the following condition is met.

■ The transfer proceeds are made up of cash deposits only.

Please return your completed customer acceptance stocks and shares to cash ISA transfer form either to your King Street branch or to the following address:

**Manchester Building Society, PO Box 995, WALLSEND, NE28 5FR.**

If you need any help or have any queries please call us on 0345 604 0050 or visit our branch.

\*Lines are open 8am - 6pm Monday to Friday. We may monitor and record call for training and security purposes.