

# Switching your cash ISA couldn't be easier

If you want to make the most of your cash ISA, switch it to Leeds Building Society. We offer you lots of flexibility with your investment and excellent service too.

Just choose from our great range of cash ISAs and keep your investment performing efficiently - tax-free\*.

To make the switch, simply complete the attached transfer request form and transfer application form and take them to your local branch or send freepost to us at Investment Services, Leeds Building Society, FREEPOST LS465, 105 Albion Street, Leeds LS1 5YY.

When we receive your completed forms, we will contact your current cash ISA provider to arrange the transfer of your funds. Once we receive your funds we will credit your Leeds Building Society cash ISA and write to tell you that the transfer has been completed.

**If you do not want to make a subscription with your transfer please delete the relevant sections as directed in the transfer application form.**

If you have any queries regarding switching your cash ISA call

**0113 225 7777**

We're here to take your calls from 8am - 8pm, seven days a week

We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels (including staff training).

Alternatively, pop into your local branch, where our friendly staff will be pleased to help you

Or visit [www.leedsbuildingsociety.co.uk](http://www.leedsbuildingsociety.co.uk)

\*Tax-free means that interest payable is exempt from income tax.

## About us

Leeds Building Society is authorised and regulated by the Financial Services Authority and our registration number is 164992. The Society is covered by - the Financial Ombudsman Service.

Please note: the tax treatment of ISAs may change. This is a cash ISA. You may only subscribe to (invest in) one cash ISA in each tax year (although in any such year you may also subscribe to a stocks and shares ISA, subject to the overall ISA subscription limits). By opening a cash ISA you will be limiting the amount you can subscribe to a stocks and shares ISA. For further information about ISAs (including subscription limits) please refer to the Society's leaflet 'Easy Step Guide to Tax Free Savings'.

Other taxes or costs may exist that are not paid by Leeds Building Society.

Large text, Braille and audio tape versions of our brochures are available on request.

Please complete this form in **black ink**, in **BLOCK CAPITALS** and sign.

## Cash ISA transfer request to Leeds Building Society

### 1. Your Details

Forename(s):   
Surname:   
Address:   
  
Postcode:   
Telephone number:

### 2. Your Current Cash ISA Provider's Details:

Name of Building Society/Bank/ISA provider:   
Address:   
  
Postcode:   
ISA Number:

### 3. Transfer Instructions

I wish to close my current cash ISA and transfer all the balance, including the accrued interest to a Leeds Building Society cash ISA.

I wish to transfer part of my current cash ISA balance to a Leeds Building Society cash ISA.

i. Please enter the total amount you would like to transfer:  £

ii. Does this amount include subscriptions made in the current tax year? Yes  No

**It is important to note that under HM Revenue & Customs rules, only whole transfers of current tax year subscriptions can be accepted.**

Please enter how much of this amount is current tax year subscriptions:  £

### 4. Your Signature:

I request you to transfer the above mentioned cash ISA funds to Leeds Building Society, ISA Transfers, 105 Albion Street, Leeds LS1 5AS.

Signature:

Date:   /   /

# Cash ISA transfer application form

TAX YEAR 2008/2009

Are you an existing customer? No  Yes  If yes, enter your existing account number:

Where did you hear about this account?

I apply to transfer my existing cash ISA to a Leeds Building Society   ISA

From (old manager)  ISA account number

To (new manager)  Leeds Building Society

[and subscribe to this cash ISA for the tax year 2008/2009 and each subsequent year until further notice].  
Delete the words in brackets if you will not be subscribing to this ISA.

I confirm that I do have an existing cash ISA and wish to transfer the following amount: £

Title	Forename(s) in full	Surname	Nationality
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth  /  /

Do you have a National Insurance (NI) Number? Yes  No

If Yes you must enter it here

You should be able to find your NI number on a payslip, form P45 or P60, a letter from HM Revenue & Customs, a letter from the DWP, or pension order book.

Permanent residential address:  Tel: home   
 Tel: work   
Postcode  Email:

How long have you lived at this address?  years  months

Residential status: Owner occupier  Tenant  Living with friends  Living with family

If you have lived at your current address for less than 3 years, please provide your previous address.

Postcode:

**Your Interest...In Theirs:** The Society will deduct the pence amount of your annual interest (never more than 99p a year) and donate this to the Leeds Building Society Charitable Foundation and partner charities.

If you do **not** wish to donate your pence interest, please tick this box.

## Signature

By signing below, you are agreeing to make/provide the declarations and authorisations overleaf.

Sign

Date  /  /

I consent to receive marketing information as detailed in the 'Use of Personal Information' section unless I tick this box.

FOR OFFICE USE ONLY:

Account number

Branch

Please read the Declarations and Authorisations carefully and fill in the form overleaf.

## Cash ISA transfer application form

### Declarations

I declare that

- all subscriptions made, and to be made, belong to me; *(delete if you will not be subscribing to this ISA)*
- I am 16 years of age or over;
- I have not subscribed and will not subscribe more than £7,200 in total to a cash ISA and a stocks and shares ISA in the same tax year;
- I have not subscribed and will not subscribe more than £3,600 of the overall £7,200 total to a cash ISA;
- I have not subscribed and will not subscribe to another cash ISA in the same tax year that I subscribe to this cash ISA; *(delete if you will not be subscribing to this ISA), and*
- 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 Leeds 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 *(delete if you will not be subscribing to this ISA)*

I authorise Leeds Building Society

- to hold my cash subscription, ISA investments, interest, dividends and any other rights or proceeds in respect of those investments and any other cash;
- to make on my behalf any claims to relief from tax in respect of ISA investments.

### Declarations (continued)

I agree to the ISA terms and conditions.

I declare that this application form has been completed to the best of my knowledge and belief.

I can confirm that I have received a copy of the Society's General Investment Conditions (contained in a separate leaflet) and the latest Summary Financial Statement.

IF YOU WERE A SHAREHOLDING MEMBER OR A BORROWING MEMBER OF THE SOCIETY ON 28TH FEBRUARY 1999, AND HAVE CONTINUED TO BE A MEMBER (OF EITHER TYPE) EVER SINCE THAT DATE, THE FOLLOWING WORDING DOES NOT APPLY TO YOU; IN THAT CASE, PLEASE GO TO THE USE OF PERSONAL INFORMATION SECTION. ALL OTHER APPLICANTS SHOULD READ ON.

I understand and agree that: By applying to open a share account on or after 1st March 1999, I agree with the Society and Leeds Building Society Charitable Foundation ('the Foundation') that I will assign to the Foundation (or to any charity(ies) nominated by it, but to no other person) the right to any relevant conversion benefits (defined below). This obligation will not apply to me if I fall within any class of persons which as at today's date the Society wishes to be excluded from such obligation. My agreement is irrevocable and authorises the Society to make over to the Foundation (or to any charity(ies) nominated by it) any such benefits without further notice to me. I understand that neither the Society nor the Foundation will release me from this agreement or vary its terms. I also understand that the Society will require (on behalf of itself and the Foundation) that all applicants for share accounts who are not members of the Society will agree to the above condition (or a condition having substantially the same effect) except that the requirement will not apply to any applicants falling within any class of persons where, at the time of the applicants becoming shareholding members, the Society considers this to be inappropriate. The Society will not impose that requirement on applicants if the Society decides and announces by press release that it is no longer in the best interests of the Society to do so generally on a continuing basis. Any such decision by the Society would not have retrospective effect and I would continue to be bound by the above condition. For this purpose: 'relevant conversion benefits' means any conversion benefits which I might become entitled to receive as a shareholding member of or depositor with the Society at any time within the five years immediately following the date on which my share account is opened (or within such shorter period as the Society today considers appropriate having regard to any particular class of person within which I may fall); 'conversion benefits' means any benefits under the terms of any future transfer of the Society's business to a company (i.e. on conversion or takeover) except the statutory right to have shares in the Society (including any balances on share accounts) converted into deposits with the company; and, if the Society merges with any other society, after the date of such merger, 'Society' includes such other society. I authorise the Society to pass to the Foundation such information relating to me and my share accounts with the Society as the Foundation may reasonably require in connection with this agreement to assign. A list of the classes of persons which the Society currently wishes to be excluded from the obligation to assign (which may change from time to time) is available on request from the Society's Secretary at its Head Office.

### Use of Personal Information

Information which you provide or which we obtain through your dealings with us will be held on the Society's computers and in other records. We may pass on such information as follows: -

- To subsidiary and associated companies of the Society who may use it for marketing purposes as mentioned below. You can ask us for a list of such companies.
- To anyone whom we transfer or may transfer our rights and duties under our agreement with you.
- If we have a duty to do so or if the law allows us to do so.
- If you are not an existing customer for whom we already hold sufficient identification details, we will use electronic means to verify and validate your identity.

We may undertake a search with a credit reference agency for the purposes of verifying your identity and the details submitted, in line with regulatory requirements.

We use the Experian credit reference agency for our identity checks. Experian may check the details supplied against any database (public or otherwise) to which they have access. They may also use the details in the future to assist other companies for verification purposes. A record of the search will be retained, but it will not affect future credit.

You have the right to apply directly to Experian (at the address below) for details of information, which they hold about you – this is subject to payment of a fee. You should ensure that your letter includes:

- Your full name: title, forename, 2nd initial, surname (and maiden name if appropriate)
- Details of all addresses you have lived at over the last 6 years – including town, county, postcode and date you moved in
- A cheque or postal order, payable to 'Experian' for the fee, currently £2.00
- The date and your signature to authorise the Credit File request.

Consumer Help Services, Experian, PO Box 8000, Nottingham, NG1 5GX [www.experian.com](http://www.experian.com).

By proceeding with this application you are agreeing to a search being undertaken in this way.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information.

We and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:

- Checking details on applications for credit and credit related or other facilities
- Managing credit and credit related account or facilities
- Recovering debt
- Checking details on proposals and claims for all types of insurance
- Checking details of job applicants and employees.

Please contact us on freephone 0500 225777 if you want to receive details of the relevant fraud prevention agencies. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

You have the right on payment of a fee to receive a copy of the information we hold about you if you apply in writing to the Compliance Department, Leeds Building Society, 105 Albion Street, Leeds, LS1 5AS. We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels (including staff training).

We may use and share with the Group (including in particular Leeds Financial Services Limited) information from your customer records, such as your contact details, details about this application and of any services we provide to you, so that we or they may contact you by mail, telephone or email, with Society news, and to inform you about our or their financial services including mortgages, savings and investments, life products, loans and credit cards, general insurance and financial planning services, and of competitions or offers which may be of interest to you. Please tick the box in the consent section overleaf if you do not wish to receive details through our Group marketing programme.