

# 2022/2023 Stocks and Shares to Cash ISA Transfer Form



Please complete this form to transfer into a Cash ISA from a Stocks and Shares ISA. Please fill out a separate form for each ISA transfer request. Once completed, send the completed form as soon as possible to: The Cash ISA Team, AMS, Bering House, Mariner Court, Clydebank Business Park, Clydebank, Glasgow G81 2NR.

## 1. Personal details

Virgin Money Cash ISA sort code  Virgin Money Cash ISA account number   
Customer number (if known)

Title  Mr  Mrs  Miss  Dr  Other

First name(s) (in full)

Surname

Permanent home address

Postcode

Date of birth

## 2. Do you have a National Insurance number?

Yes – please enter here  Example 

A	B	1	2	3	4	5	6	C
---	---	---	---	---	---	---	---	---

No – please explain why

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

## 3. Details of the stocks and shares ISA to be transferred

Name of existing ISA provider

Address of existing ISA provider

Postcode

ISA account number/reference 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Please note:**  
As well as being subject to the terms and conditions of the Cash ISA getting the transfer proceeds, the transfer is also subject to the terms and conditions that apply to your stocks and shares ISA. For example:

- Some stocks and shares ISA products don't allow only part of an ISA to be transferred. Or, they 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 happens.

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

### 3. Details of the stocks and shares ISA to be transferred (continued)

**Q1** Do you want to transfer all or part of your ISA? Tick one box only.  All  Part

If you answered 'All' to question 1 this will result in all investments currently being sold. The sale proceeds, together with any uninvested cash currently held in the ISA, will be transferred to Virgin Money in its entirety.

**Q2** Have you subscribed to this stocks and shares ISA in the current tax year? Tick one box only.  Yes  No

If you answered 'All' to question 1, please go directly to the **'Transfer authority'** (section 4) below.

If you answered 'Part' to question 1, please answer questions 3 to 5 (section 3) 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 one box only  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 your current year ISA subscriptions if you answered 'Yes' to Q3), tick here and provide sale instructions by answering Q5.

#### **Q5A Stocks, shares and/or funds that you wish to sell**

Please check your selection is allowed by your existing stocks and shares ISA provider before submitting this form. Please note, you may be contacted by your existing ISA provider to agree what to sell.

Please use the box below to tell your current stocks and shares ISA provider 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 have with the above ISA provider that you want to sell and transfer the proceeds to your new Cash ISA with Virgin Money. Or, you can give this information by supplying a separate list e.g. by annotating a valuation statement from your provider.

Description of Investment	Investment indicator e.g. ISIN, Sedol, Cuiq etc. (if known)	Number or Value of Stocks, Shares, Units or specify "All" to sell the entire holding

#### **Q5B Uninvested cash to be transferred**

How much of your uninvested cash balance in your stocks and shares ISA do you want to transfer? £

Or, if you want to transfer all of your uninvested cash balance, tick here:

#### 4. Transfer authority – to be completed by the ISA customer

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

I authorise my existing ISA provider to provide Virgin Money with any information 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 a defined 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

**Please note: The value of investments held in stocks and shares can go down as well as up. Past performance is not a guide to future performance. By signing this form of authority, I accept that the value to be transferred is calculated on the date of the transfer and may be less than the value on the date I signed this transfer form (and also may be less than I have paid in to my stocks and shares ISA).**

#### 5. Transfer acceptance – for Bank use only

We, Virgin Money 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 60 days from 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 annual ISA allowance.

Residual Income

- We must receive all residual income payments no later than 90 days from the date below. Any residual income payments after this date must be paid directly to the customer.

Signed on behalf of Virgin Money  Date

#### 6. Transfer in checklist – for Bank use only

Virgin Money Cash ISA sort code  Virgin Money Cash ISA account number   
Name of staff member completing the  Contact number

- (a) Is this a new Virgin Money Cash ISA customer?  
If the answer is 'Yes', go to question (b) and (c). If the answer is 'No', go to question (d)  Yes  No
- (b) Confirm a new Cash ISA account has been opened  Yes  No
- (c) Confirm the customer has signed the Cash ISA Application Form  Yes  No
- (d) Confirm the customer has signed the Cash ISA Transfer Authority Form  Yes  No

Please forward without delay all parts of this Transfer Authority Form and checklist to Cash ISA Team, AMS, Bering House, Mariner Court, Clydebank Business Park, Clydebank, Glasgow G81 2NR. If a new Cash ISA account has been opened, the signed application form should be sent to the Account Overview Team with the other account opening documentation.