ISA Transfer Instruction Form

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Please complete sections 1, 2 and 3 if you wish to transfer your existing ISA to Virgin Money.

If you wish to transfer ISAs from different providers, you must complete an instruction form for each transfer request.

Transferring your Cash ISA from one institution to another can take up to 15 business days. Please note the transfer of Stocks & Shares ISAs may take longer. We will work with your current ISA provider to do the transfer as quickly as possible.

Your new Cash ISA account number will need to be included on the ISA Transfer Instruction Form (otherwise it may delay processing).

Please return the completed form to Virgin Money, Operations, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL.

1. Personal information

Title

Forename(s)

Surname

Date of birth (dd/mm/yy)

National Insurance Number
You must provide your National Insurance Number to proceed with this application.

Permanent residential address

Postcode

Contact tel. number

2. Information about the ISA to be transferred

Name of existing ISA manager

Address of existing ISA manager

Postcode

2a Cash ISA transfer (please complete this section if you wish to transfer your existing Cash ISA)

Sort code – –

Account number/roll number

Have you subscribed to your existing ISA in the current tax year? Yes No

If yes, please confirm the amount you have subscribed this year £ .

Please select the options below and complete the balance field (if applicable). If you'd like to transfer part of previous years' and the full current year's subscriptions select options 3 and 4.

1. Tick here if you want to transfer the whole balance (including accrued interest) and close the account.
2. Tick here if you only want to transfer all of previous years subscriptions.
3. Tick here if you want to transfer the current years subscriptions in full (only whole transfer of current year's subscriptions will be accepted).
4. Tick here if you want to transfer part of previous year subscriptions.

Please specify the amount to be transferred £

2b Stocks & Shares ISA transfer (please complete this section if you wish to transfer your existing Stocks & Shares ISA)

Account number

Have you subscribed to your existing Stocks & Shares ISA in the current tax year? ☐ Yes ☐ No

If yes, please confirm the amount you have subscribed this year £ .

Please select one of the following options to confirm how much you wish to transfer:

1. ☐ Tick here if you wish to transfer the whole balance (including accrued interest) and close the account.
2. ☐ Tick here if you wish to transfer the current year's subscriptions in full (only whole transfers of current year's subscriptions will be accepted).
3. Tick here if you wish to transfer all or part of previous years' subscriptions.
   - ☐ All previous years' subscriptions
   - ☐ Part of previous years' subscriptions £
4. ☐ Tick here if you wish to transfer part of previous years' subscriptions and all of current year's subscriptions (only whole transfers of current year's subscriptions will be accepted).

   Please specify amount to be transferred £

3. Transfer instruction

If you wish to transfer into an existing Virgin Money Cash ISA, please provide the account number:

If you would like to open a new Virgin Money Cash ISA, please indicate that you have enclosed a completed application form ☐

I authorise my existing ISA provider to transfer the ISA (account number in section 2) to Virgin Money. I authorise my existing ISA provider to provide Virgin Money with any information about my ISA and to accept any instructions from them relating to the ISA being transferred. For a Stocks & Shares ISA (detailed in 2b above), I authorise my existing ISA manager to liquidate my ISA investments and pay the proceeds to Virgin Money by cheque. Please tick the most appropriate box:

☐ 1. no notice is required for transfer or closure

Where I must give notice to close or transfer part of the existing ISA in accordance with the terms and conditions applying to that account, or the existing ISA contains a fixed-term deposit that has not reached its maturity date, I instruct my existing ISA provider to either:

☐ 2. wait for the full notice period to end or wait until the maturity date (whichever is relevant) before going ahead with this transfer
Please note Virgin Money fixed rate products can be withdrawn without notice and deposits may be returned.

or

☐ 3. carry out the transfer as soon as possible – I will accept any loss of interest or exit charges that may be applied in accordance with the terms and conditions applying to that account

Use of your information:
We will use your information to carry out your request. Further information on how your information is used, shared and your rights can be found at **virginmoney.com/privacy**

Signed

Date (dd/mm/yyyyy)

4. Transfer acceptance (to be completed by Virgin Money once returned)

We are willing to accept this ISA transfer in line with the customer's instructions above, as long as the value is transferred as cash.

I deem the date shown to be the transfer date of this ISA

Name: Virgin Money
Telephone: 0345 600 7301*
Address: Virgin Money,
Operations,
Jubilee House,
Gosforth,
Newcastle upon Tyne
NE3 4PL

*Our UK-based Contact Centre is open 8am to 6pm Monday to Friday and 8am to 3pm Saturday. Calls to 03 numbers cost the same as calls to 01 or 02 numbers and they are included in inclusive minutes and discount schemes in the same way. Calls may be monitored and recorded.

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