

ISA Transfer Procedure



ISA Transfers into Dudley Building Society

	Days
<ul style="list-style-type: none"> A Cash ISA Transfer In application form needs to be completed and signed. A Transfer In Request Form needs to be completed and signed. Two forms of original identification are required (please refer to identification check list on website) if not an existing customer. <p>N.B. <i>Both of these forms can be obtained from in branch or a pack can be sent out via the post upon request. When completing these forms, the name of the current ISA Provider and account number of the Cash ISA that you need to transfer to Dudley Building Society must be completed.</i></p> <ul style="list-style-type: none"> Under ISA regulations Dudley Building Society then have 5 working days to send the Transfer Form to the existing ISA provider, at this time the customer will also be informed. 	5
<ul style="list-style-type: none"> Postal days allowed – documentation <u>must</u> be sent by first class post. 	1
<ul style="list-style-type: none"> The existing Cash ISA provider has 5 working days to action the request and forward their ISA History form to the Society with the funds or notify the Society of any delay. 	5
<ul style="list-style-type: none"> Postal days allowed – documentation <u>must</u> be sent by first class post. 	1
<ul style="list-style-type: none"> To complete the process the transferred funds will be posted to the new account within 3 working days. The funds will be posted as at the date on the cheque or day 16 of the transfer process whichever is the earliest to comply with ISA Regulations. 	3

ISA Transfers out of Dudley Building Society

	Days
<ul style="list-style-type: none"> The new ISA provider completes the transfer forms with the customer and forwards to Dudley Building Society. The process will start on the day that the new ISA Provider receives the completed form from the customer and they then have up to 5 business days to send to Dudley Building Society. 	5
<ul style="list-style-type: none"> Postal days allowed – documentation <u>must</u> be sent by first class post. 	1
<ul style="list-style-type: none"> Dudley Building Society have 5 working days from the date the form is received to action the request and send the funds to the new provider with the ISA history form. If the account is subject to a notice period, the 5 days allowance to action the request starts from the first day the money becomes free to move. If for any reason there is a delay, Dudley Building Society must notify the provider and customer of the reason for the delay. 	5
<ul style="list-style-type: none"> Postal days allowed – documentation <u>must</u> be sent by first class post. 	1
<ul style="list-style-type: none"> Once the new ISA provider receives the form and funds they are allowed 3 working days to complete the process by posting funds to the new account. 	3

Notes

If the Cash ISA is subject to a 30 day notice period, but the customer has chosen to proceed immediately, this should be stated on the form, consequently a 30 day interest penalty will be charged.

Passbooks are no longer required to complete the Transfer out procedure.

For specific Cash ISA Terms and Conditions, please see section 19 of the General Terms and Conditions that are available on request from branches and on our website.