

# ISA Application Form

Before signing this form you should check that all of the information is recorded accurately and read the Declarations overleaf. For important information about the new account with the Society refer to the Savings Terms & Conditions, Privacy Notice, the relevant savings account leaflet and the Rules of the Society. If you have any questions, please ask the Customer Services Advisor dealing with your application or contact the Customer Services Team on 01384 231414.



## SECTION 1 - Account Holder

I apply to subscribe to a Dudley Building Society Cash ISA for the tax year 2019/2020 and each subsequent year until further notice.

|   |   |   |                       |          |               |   |   |   |   |                    |  |             |  |
|---|---|---|-----------------------|----------|---------------|---|---|---|---|--------------------|--|-------------|--|
| Title:  |   | Marital Status:   |                       |          |               |   |   |   |   |                    |  |             |  |
| First Name(s):  |   | Nationality:  |                       |          |               |   |   |   |   |                    |  |             |  |
| Surname:  |   |   |                       |          |               |   |   |   |   |                    |  |             |  |
| Address:<br><br>(If you have lived at this address for less than 3 years, please provide your previous address) | Building Number/ Name   | Previous Address:<br><br>(Full address history for the last 3 years must be provided) | Building Number/ Name |          |               |   |   |   |   |                    |  |             |  |
|   | Street  |   | Street                |          |               |   |   |   |   |                    |  |             |  |
|   | District  |   | District              |          |               |   |   |   |   |                    |  |             |  |
|   | Town  |   | Town                  |          |               |   |   |   |   |                    |  |             |  |
|   | County  |   | County                |          |               |   |   |   |   |                    |  |             |  |
|   | Postcode  |   | Date moved in         | Postcode | Date moved in |   |   |   |   |                    |  |             |  |
| Date of Birth:  | <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>           | D   | D                     | M        | M             | Y | Y | Y | Y | Employment Status: |  |             |  |
| D   | D   | M   | M                     | Y        | Y             | Y | Y |   |   |                    |  |             |  |
| National Ins No:  | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> |   |                       |          |               |   |   |   |   |                    |  | Occupation: |  |
|   |   |   |                       |          |               |   |   |   |   |                    |  |             |  |
| Employer/ Company Name<br>Employer Address:   |   | Home Tel No:  |                       |          |               |   |   |   |   |                    |  |             |  |
|   | Street  | Work Tel No: (Optional)   |                       |          |               |   |   |   |   |                    |  |             |  |
|   | District  | Mobile Tel No:  |                       |          |               |   |   |   |   |                    |  |             |  |
|   | Town  | Email Address:  |                       |          |               |   |   |   |   |                    |  |             |  |
|   | County  | Postcode  |                       |          |               |   |   |   |   |                    |  |             |  |

Are you a citizen and tax resident of the UK only? Yes / No

If no, please complete a separate Tax Residency Self Certification Declaration Form.

\*You should be able to find your National Insurance Number on a payslip, form P45 or P60, a letter from HMRC or DWP.

## SECTION 2 – New Account Questionnaire

Type of Account:

Source of Deposit: (e.g. what is the origin of the funds and how were they acquired? *Example – inheritance*)

Source of Income / Wealth: (e.g. employment, benefits, private pensions, rental income)

How are you intending to fund the account? (please tick all that apply)

- Cash
- Cheque
- Electronic payments (from other bank account)
- Transfers from other DBS account(s)
- Third party payments

Please confirm the approximate amount that you will be transferring

£

## SECTION 2 – New Account Questionnaire - Continued

What type of saving do you require?

- Short term savings (less than a year)  
 Long term savings (more than 1 year)

What is the purpose of the account? (What are you saving for?)

How often will you deposit funds? (Please provide the approximate amount in the box provided)

- Daily  
 Weekly  
 Monthly  
 Annually  
 Adhoc

Approximate amount  
£

How often will you withdraw funds? (Please provide the approximate amount in the box provided)

- Daily  
 Weekly  
 Monthly  
 Annually  
 Adhoc

Approximate amount  
£

## SECTION 3 – Interest Instructions

**Payment of Interest:**

- Add Interest annually to account  
 Transfer interest annually to my Dudley Building Society account no. :   
 Transfer the interest to another Bank / Building Society

Bank Name

Account Name:

Sort Code:

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

Account Number:

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <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"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Reference: (if applicable)

## SECTION 4 – Data Protection

**Our Society takes its responsibilities for data management very seriously and we have thoroughly detailed our approach to how we collect and use information on the 'Privacy' page on our website. This explains how we collect and manage personal information and what we do with it. Please visit [dudleybuildingsociety.co.uk/privacy](http://dudleybuildingsociety.co.uk/privacy) for more information, alternatively you can request copies of our privacy statements over the telephone on 01384 231414 or in any of our branches.**

**By signing this application form you are confirming that you have acknowledged the Society's Privacy Notices and the guidance that is contained within them.**

We would love to keep you informed about the products and services that are available to you as a member of Dudley Building Society. In order to receive them please confirm your preferences by selecting the following:

Email  Post  Telephone

We would also like to share your information with our trusted third parties so that they may send you information about their products and services, by post telephone and email. If you agree to your information being shared in this way, please tick the box

## SECTION 5 – Declarations

- 1 I confirm that I have read the product specific terms and conditions relating to the account I am opening and that I have received the Savings Terms and Conditions and agree to be bound by them and the Rules of the Society (copies of which are available on request).
- 2 I acknowledge receipt of the Financial Services Compensation Scheme Information Sheet which I received prior to opening this account.
- 3 I declare that all statements made in this application are, to the best of my knowledge and belief, correct and complete.
- 4 I confirm that I am aware that the type of account I am opening is a share account.
- 5 I understand that the Account Holder is the sole beneficiary of this account. Any person operating the account does so as agent for the Account Holder.
- 6 I am a 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 (Earning & 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 Dudley Building Society if I cease to be so resident or to perform such duties or to be married to, or in a civil partnership with a person who performs such duties.
- 7 The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by writing to us at 7 Harbour Buildings, The Waterfront, Brierley Hill, West Midlands, DY5 1LN.
- 8 I will advise Dudley Building Society within 30 days of any change in circumstances which affects my tax residency status identified in Section 1 of this form or causes the information contained herein to become incorrect, and to provide Dudley Building Society with a suitably updated self certification and declaration within 30 days of such change in circumstances.
- 9 I declare that any share(s) acquired by me under this account will not be held by me as a bare trustee (or, in Scotland as a simple trustee) for a body corporate, or for persons who include a body corporate.
- 10 All subscriptions made, and to be made, belong to me.
- 11 I am 16 years of age or over.
- 12 **I have not subscribed and will not subscribe more than the overall subscription limit in total to Cash ISA, Stocks & Shares ISA, Innovative Finance ISA, or a Lifetime ISA in the same tax year.**
- 13 I have not subscribed and will not subscribe more than the Cash ISA subscription limit to one Cash ISA.
- 14 I have not subscribed and will not subscribe to another Cash ISA in the same tax year that I subscribed to this Cash ISA.
- 15 I declare that I have read and understood the Society's Privacy Notices.

**I authorise Dudley Building Society:**

- to hold my cash subscription, ISA investments, interest 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.

The signature of the individual named as Account Holder is required. If the account has any Account Operators, an additional document will be supplied that will form part of this Savings Application. By signing this form I consent to the declarations in Section 5.

Signature

Date:

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

**FOR OFFICE USE ONLY**

|              |  |                  |          |
|--------------|--|------------------|----------|
| Title:       |  | Customer No. :   |          |
| Account Code |  | Existing Member: | Yes / No |
| ID Recorded  |  | DBS employee?    | Yes / No |

|           |       |             |             |                 |
|-----------|-------|-------------|-------------|-----------------|
| Input By: | Date: | Checked By: | Amended By: | Account Number: |
|-----------|-------|-------------|-------------|-----------------|



# ISA Transfer Authority Form

For transferring a Cash ISA from another provider to Dudley Building Society.

Please note we do not offer Flexible ISAs.



Please complete sections 1 to 3 and forward to our Customer Service Team at 7 Harbour Buildings, The Waterfront, Brierley Hill, DY5 1LN or pass to a Customer Service Advisor dealing with your application in branch.

## SECTION 1 - Account Holders details

|                |                      |   |   |   |   |   |   |   |   |  |  |  |  |
|----------------|----------------------|---|---|---|---|---|---|---|---|--|--|--|--|
| Title:         | <input type="text"/> | Date of Birth:  | <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>                               | D | D | M | M | Y | Y |  |  |  |  |
| D              | D                    | M   | M   | Y | Y |   |   |   |   |  |  |  |  |
| First Name(s): | <input type="text"/> | National Ins No:  | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> |   |   |   |   |   |   |  |  |  |  |
|                |                      |   |   |   |   |   |   |   |   |  |  |  |  |
| Surname:       | <input type="text"/> | National Insurance Number must be provided. You should be able to find your NI number on a payslip, form P45 or P60, a letter from HMRC, a letter from the Department of Works and Pensions, or pension order book. |   |   |   |   |   |   |   |  |  |  |  |
| Address:       | Street               | <input type="text"/>  |   |   |   |   |   |   |   |  |  |  |  |
|                | District             |   |   |   |   |   |   |   |   |  |  |  |  |
|                | Town                 |   |   |   |   |   |   |   |   |  |  |  |  |
|                | County               |   |   |   |   |   |   |   |   |  |  |  |  |
|                | Postcode             |   |   |   |   |   |   |   |   |  |  |  |  |

## SECTION 2 – Information about the ISA you want to transfer

|                          |                      |            |   |  |  |  |  |  |  |
|--------------------------|----------------------|------------|---|--|--|--|--|--|--|
| Current Provider:        | <input type="text"/> |            |   |  |  |  |  |  |  |
| Account No:              | <input type="text"/> | Sort Code: | <table border="1"><tr><td></td><td></td></tr></table> - <table border="1"><tr><td></td><td></td></tr></table> - <table border="1"><tr><td></td><td></td></tr></table> |  |  |  |  |  |  |
|                          |                      |            |   |  |  |  |  |  |  |
|                          |                      |            |   |  |  |  |  |  |  |
|                          |                      |            |   |  |  |  |  |  |  |
| Roll No: (If Applicable) | <input type="text"/> |            |   |  |  |  |  |  |  |

### Please Note

The terms and conditions of some ISA products do not allow only part of an ISA to be transferred. Your existing provider may need you to give them specific information before the transfer can go ahead. Please check with your existing ISA provider if you are not sure about this.

Do you want to transfer part or all of this Cash ISA? All / Part (minimum £100)

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

If you answered Yes and are transferring part of your ISA, do you want to include the subscription from the current tax year? 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.**

What is the approximate amount that you will be transferring:

Or, if you only want to transfer your subscription from the current tax year, please confirm the approximate balance:

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## SECTION 3 - Transfer Authority

I authorise my existing ISA provider to transfer the ISA (account number overleaf) to Dudley Building Society. I authorise my existing ISA provider to provide Dudley Building Society with any information about the cash ISA and to accept any instructions from them relating to the cash ISA being transferred.

Where I must give notice to close or transfer part of the existing cash ISA, or the existing cash ISA contains a fixed-term deposit that has not reached its maturity date, I instruct my existing ISA provider to either (tick the appropriate box)

Wait for the full notice period to end, or wait until maturity date (whichever is relevant) before going ahead with this transfer:

Or;

Depending on the terms and conditions, carry out the transfer as soon as possible – I accept any consequential loss of interest or charges that may be applied:

Signature

Date:

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

### Transfer Acceptance completed by Dudley Building Society

Dudley Building Society is 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 the transfer proceeds no later than: 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|
- Where the customer has shown they want to transfer subscriptions from the current tax year, these must not be more than: £

For the purpose of the transfer of the ISA wrapper under the regulations, the date shown below will be the transfer date.

Date form received in branch:

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Dept: Customer Services

Email: enquiries@dudleybuildingsociety.co.uk

Tel No: 01384 231414

Address: 7 Harbour Buildings, The Waterfront, Brierley Hill, DY5 1LN

Branch ID: