

JISA Transfer Procedure

You can usually transfer your Junior ISA or Child Trust Fund between different providers – but always check first, as not all providers accept these transfers. If you want to transfer your Junior ISA to a different provider, ask your new Junior ISA manager to arrange the transfer for you as this is not something you can do yourself.

If you are thinking about transferring your Child Trust Fund or Junior ISA please do not hesitate to contact the Customer Services Team on 01384 231414.

Note: the term ‘days’ refers to working days*. If any instruction is received after normal working hours then it is treated as having been received at the following day.

JISA Transfers into Dudley Building Society

	Days
<ul style="list-style-type: none"> A JISA Transfer-in Form needs to be completed and signed. The Junior ISA Registered Contact must complete and sign a JISA application Form. Two forms of original identification are required (please refer to identification check list on website (if not an existing customer). <p>N.B. <i>These forms can be obtained from our website www.dudleybuildingsociety.co.uk, any 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 Junior ISA providers has 5 working days to action the request and forward their Junior 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 credited to the new account within 3 working days. Interest will begin to be earned on the transferred funds from the date the cheque was issued, inclusive, or from the date which represents ‘day 16’ of the transfer process, inclusive – whichever is earlier. 	3

*Weekends and national bank holidays are excluded.

Child Trust Fund Transfers into Dudley Building Society

	Days
<ul style="list-style-type: none"> • The Child Trust Fund Registered Contact must complete and sign a Child Trust Fund to JISA Application Form. • The Child Trust Fund Registered Contact must complete and sign a JISA application Form. • Two forms of original identification are required (please refer to identification check list on website (if not an existing customer). <p>N.B. <i>These forms can be obtained from our website www.dudleybuildingsociety.co.uk, any branch or a pack can be sent out via the post upon request. When completing these forms, the name of the current Child Trust Fund provider and Unique CTF Reference Number that you wish 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 Child Trust Fund to JISA Application Form to the existing Child Trust Fund 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 Child Trust Fund providers has up to 16 working days to action the request and forward their CTF Transfer History form to the Society with the funds or notify the Society of any delay. 	16
<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 credited to the new account within 3 working days. 	3

JISA Transfers out of Dudley Building Society

	Days
<ul style="list-style-type: none"> The new Junior 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 Junior 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 has 5 working days from the date the forms is received to action the request and send the funds to the new provider with the Junior 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 Junior ISA provider receives the form and funds they are allowed 3 working days to complete the process by crediting funds to the new account. 	3

Notes:

If the Junior 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 Junior 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.