



Transferring your ISA to Castle Trust Bank

Transferring your ISA is a straightforward process, all you need to do is give us a few details and then we'll take care of the rest. Whether you're opening up a new account or topping up an account you already have open with us, there are slightly different processes to follow. Please follow the steps below.

Important information to consider

You can only subscribe to one Cash ISA each tax year, therefore if you want to transfer money you've invested in an ISA during the current year, you must transfer all of it. For money you invested in previous years, you can choose to transfer all or part of your savings.

If you intend to transfer an existing ISA from an account that is due to mature soon with your previous provider, ensure the maturity date is not more than 15 days away when you send us the form.

Accounts will automatically close if they are not funded within 14 days of the account being opened. If you've applied for an ISA Transfer and you receive notification that the account has been closed because it hasn't yet been funded, don't worry - ISA Transfers can take longer than 14 days to complete, and we'll open a new account for you when the ISA Transfer is received.

Opening a new Fixed Rate e-Cash ISA account online

- 1 New customers can apply for a Fixed Rate e-Cash ISA through the website; existing customers can apply through the Self Service Portal if they have signed up for this service, or through the website.
- 2 Within the journey of opening a new account, you will be asked if you wish to transfer your existing ISA. Select 'Yes' and follow the further instructions.

Castle Trust Bank logo and '@ Contact us' button are visible at the top right.

Progress bar: 1 ✓ 2 ✓ 3 ✓ 4 ISA Transfer In 5 6 7

Existing ISA Transfer

Do you wish to transfer your existing ISA to Castle Trust Bank?

Yes No

Navigation buttons: < Cancel < Previous Continue >

- 3 At the end of the journey, complete the 'Source of funds' field as 'Matured savings/investments' then click 'Submit application' to continue. Rest assured, as you have previously stated you will be transferring an ISA, you will not need to fund from your nominated account, unless you would like to use your current Tax Year allowance.
- 4 Please note, if your current ISA provider is not on the electronic ISA Transfer system, we will email you a form to complete. Please fill this in and return to us.
- 5 The existing plan manager will transfer the ISA funds and corresponding paperwork to us. Once we have received this the funds will be deposited into the new account, including notes of the tax year that the funds are applied to.
- 6 We will send you confirmation once your transfer has been completed, via secure message.

Opening a new Fixed Rate Cash ISA account via post (existing customers only)

- 1** Complete a Fixed Rate Cash ISA application form and an ISA Transfer Form and send these to us in the post. You can find these on the Downloads page on our website, alternatively please call us and we can post these to you.
- 2** Upon receipt of your completed forms, we will open your Fixed Rate Cash ISA account and a Welcome Pack will be posted to you. We will also correspond with the existing plan manager to transfer the ISA funds.
- 3** The existing plan manager will transfer the ISA funds and corresponding paperwork to us, once we have received this the funds will be deposited into the new account, including notes of the tax year that the funds are applied to.
- 4** We will send you confirmation via secure message once your transfer is complete.

For more information on ISAs, please refer to the **Help and FAQs** or **ISA** pages on the Castle Trust Bank website.

If you have any issues with transferring your ISA, please send a **secure message**, email us at savings@castletrust.co.uk or call us on **0808 164 5000**.