

## Transferring your ISA to Kent Reliance

Please read this help sheet to ensure that your transfer form(s) is completed correctly.

### Your personal details

Please check your personal details held with your existing provider are up to date and match the details you have provided to us.

#### Personal details to check

- ✓ Full name (including title).
- ✓ Address.
- ✓ Date of birth.
- ✓ National Insurance number.
- ✓ Must be resident and ordinarily resident in the UK.
- ✓ Must be 18 or over.

### Completing your transfer forms

Please provide clear instructions and details on the transfer form(s) and ensure it includes the following:

- ✓ Existing ISA reference number in full.
- ✓ Clear instructions for date of transfer (especially for notice or fixed rate accounts).  
**If this section is not completed correctly your transfer request will be delayed.**
- ✓ Confirmation that it is a full or partial transfer of your funds.
- ✓ A signed and dated transfer form.

### Funding your ISA

Please check the following when opening and/or funding a new or existing cash ISA with us:

- ✓ Your application form is fully completed, signed and dated (for example, you have ticked your chosen cash ISA product on the application form or completed the nominated bank account and sort code details if it is for a monthly interest cash ISA).
- ✓ Your cheque is signed and dated.
- ✓ The amount and figures on your cheque agree.
- ✓ Your cheque is not post-dated.

**Please note:** if you are adding additional funds to your cash ISA being transferred to us and you have indicated you have already subscribed in the current year, your cheque will not be processed until we have received the ISA funds and history form from your existing provider(s).