

A Guide to ISAs

How to get more from your savings

A Guide to ISAs

It's not easy for savers at the moment. That's why it's vital you take advantage of all the opportunities available. Tax-efficient ISAs can be a way of making your money work harder for you. But what are ISAs, what are the benefits and how do you open one? These are just some of the questions this handy guide will answer for you.

And we'll start with a question for you...

Why pay tax when you don't have to?

Did you know that you can now save up to £10,200 tax free?

We're dedicated to helping you make the most of all the tax advantages available to you. So don't let the taxman take a share of your savings – protect them in an ISA with the Derbyshire.

Tax free is the contractual rate of interest payable where interest is exempt from Income Tax.

What exactly is an ISA?

ISA stands for 'Individual Savings Account'. ISAs were launched by the Government to encourage people to save for the future, by allowing a certain amount of money to be invested each tax year in a special tax efficient account.

The interest you earn on cash saved in a Cash ISA is paid to you tax-free. You can invest up to £5,100 in a Cash ISA each tax year with one provider.

You will need to be a UK resident aged 16 or over to open a Cash ISA.

Law and Taxation

The information in this brochure is based on our understanding of current and proposed legislation and HMRC practice, which is subject to change. The value of any tax relief depends on your personal financial circumstances. The tax-efficient status of ISAs is granted by the Government and could change at any time in the future.

Our complaints procedure and the Financial Ombudsman Service (FOS)

If things go wrong, please let us know and we'll try and sort out the problem promptly. Derbyshire Building Society has a complaints procedure and is a member of the FOS.

Details about our complaints procedure and the FOS can be found on our website under 'Our commitment to Complaint Services'. Please call our Customer Relationship Team on **08456 004 005** if you would like a copy. Complaints we cannot settle may be referred to the FOS.

Financial Services Compensation Scheme (FSCS)

Nationwide Building Society is a member of the FSCS. This provides compensation in case any member goes out of business or into liquidation and is unable to meet any valid claims under its accounts. Full details of the scheme can be found in our Account Terms leaflet.

How can I find out more?

We produce an Interest Rates leaflet, which gives you details of all our current ISA account rates. We also provide an Account Terms leaflet which gives more details on how your account works, including how interest is calculated and paid, what we charge and when, and what special conditions apply. These leaflets are available from your local branch, by calling **08456 004 005** or from our website thederbyshire.co.uk.

How to choose the right Cash ISA

Why let the taxman take a bite out of your savings? After all, you've worked hard to earn your money, so it makes sense that it should work as hard as possible for you.

Derbyshire Cash ISA

Our variable rate Cash ISA is the easy introduction to tax-free savings. You can save up to £5,100 in your Cash ISA each tax year, and you can open the account with as little as £10. You can take out £10 or more without notice and you won't lose any interest or pay any charges so long as you always keep at least £10 in your account.

Some ISAs are described as stakeholder products. This refers to the Government's stakeholder standards, which are designed to help you save with confidence. Accounts that meet the stakeholder standard aren't guaranteed to perform better than other accounts. It simply shows that the product meets all of the Government's criteria. This cash ISA does not meet the Government's stakeholder standards.

Derbyshire Fixed Rate Cash ISA

From time to time we offer Fixed Rate Cash ISAs. These give you a guaranteed return for a fixed period. Please ask a member of staff for further details and current availability.

Deposits and Withdrawals

You can add to your Cash ISA up to the annual allowance and continue to do so in future tax years. You will not need to complete any new forms if you contribute to the same Cash ISA each tax year. If you do not contribute to your Cash ISA in any year, you will need to complete a new ISA application form to start saving in the same Cash ISA in subsequent years.

If you take money out of your Cash ISA, any money you pay back in later will be counted towards your annual ISA savings limit for that tax year. If you reach your limit, you won't be able to pay in any more money during that tax year.

Derbyshire Cash ISA – at a glance

| | |
|---|------------------------|
| Minimum amount you need to open an account | £10 |
| Minimum amount you must keep in your account | £10 |
| Minimum you can take out of your account | £10 |
| Maximum you can save per tax year | £5,100 |
| Interest credited to the account | Annually every 5 April |

For current interest rates pick up our latest 'Interest Rates' leaflet. Alternatively, find them online at thederbyshire.co.uk

How to open a Derbyshire Cash ISA

Once you've made your choice, you can open a Cash ISA at any branch of The Derbyshire. Our staff will be happy to guide you through the simple application process. You can also open a Cash ISA by post by completing the relevant forms and sending them to us at: Derbyshire Building Society, Duffield Hall, Duffield, Derby DE56 1AG. When you open a savings account, we need to confirm your identity and address. To do this, we will contact credit reference agencies who will supply us with information about you, including details from the Electoral Register. Rest assured, these searches will not be seen or used by lenders to assess your credit worthiness. If we can't confirm your identity and address this way, we will ask you to provide proof, by sending us two documents:

- One to confirm your identity
- One to confirm your address.

If you're opening an account by post, we will make different arrangements. To find out which forms of identification are accepted, please ask at any of our branches or call us on **08456 004 005**.

Transferring to a Derbyshire Cash ISA from another provider

It's easy to transfer any existing Cash ISA that you hold with another provider to a Derbyshire Cash ISA. But first you should check whether the account you already have allows transfers. Next, read this guide, the Account Terms leaflet, and any separate product leaflets for the product you want to apply for. Once you are happy to make the transfer, simply complete the application form (including section 4 – ISA transfer in request), plus the 'Instruction to existing ISA Manager' form.

Please make sure you do the following:

- Indicate which account you would like to invest in

- Fully complete, sign and date the form where indicated
- Initial any mistakes you might make
- Provide proof of identity (check our 'Confirm your identity' leaflet for information about proving your ID).

Then simply return the forms in the post addressed to: Derbyshire Building Society, Duffield Hall, Duffield, Derby DE56 1AG.

Please include any relevant ISA documentation you have from your original ISA provider. We will then apply for your ISA funds to be transferred by your existing provider to your new account. This can take up to 30 days. NB: You must not close your ISA yourself. This will jeopardise its tax-free status.

Moving to a different provider

You can transfer your ISA to any other ISA account manager, subject to the rules on taking money out that apply to your Derbyshire Cash ISA product.

Cancelling Your ISA

All our ISAs have a 14-day cooling off period during which you can change your mind.

This starts from either: the day the account was opened or the day you receive the account Terms and Conditions and other information (either on paper or electronically), whichever is the later.

When you open your ISA you will get a letter explaining ways you can cancel if you want to. If you decide to cancel within 14 days, you can either withdraw the money you deposited or transfer it to another account. If you do decide to cancel within the 14 day cancellation period, you can still invest in an ISA elsewhere. If you decide to cancel you can either switch accounts or have all your money back including all interest earned during that time (interest will be paid net even if you are cancelling an ISA).

Call us on
08456 004 005

Visit
thederbyshire.co.uk

Or talk to us
in branch

Tax treatment is dependant on individual circumstances. Tax information in this leaflet is based on our understanding of current law and H M Revenue & Customs practice which can change.

Terms and Conditions of the account are variable under the investment conditions. These are share account savings products with Derbyshire Building Society. This leaflet should be read in conjunction with the Account Terms leaflet.

We are not obliged to open a savings account, or to do so on the terms stated in any of our literature. We can refuse to allow new accounts to be opened, or limit account openings to accounts with a higher minimum opening investment than that which normally applies. We may do this generally or in certain cases.

Derbyshire Building Society is a trading division of Nationwide Building Society which is authorised and regulated by the Financial Services Authority under registration number 106078. Credit facilities other than regulated mortgages are not regulated by the Financial Services Authority.

Head Office: Nationwide House, Pipers Way, Swindon, Wiltshire, SN38 1NW.

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All calls are recorded and may be monitored for service quality or security purposes to prevent or detect crime.

Derbyshire Building Society, Duffield Hall, Duffield, Derby, DE56 1AG.

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