

Instant and Loyalty ISA

keyfacts

The Financial Services Authority is the independent financial services regulator. It requires us, Leeds Building Society, to give you this important information to help you to decide whether our Instant or Loyalty ISA is right for you. You should read this document carefully so that you understand what you are buying, then keep it safe for future reference.

Summary Box - Key Product Information for our Savings Account(s)		
Account Name	Instant ISA	Loyalty ISA
Interest rates (AERs)	1.30% Tax-free†/AER* (variable)	1.50% Tax-free†/AER* (variable)
Tax Status	This is a tax-free account so interest payable is exempt from income tax.	This is a tax-free account so interest payable is exempt from income tax.
Conditions for bonus payment	There is no bonus available on this account.	There is no bonus available on this account.
Withdrawal arrangements	Unlimited withdrawals can be made without notice or loss of interest.	Unlimited withdrawals can be made without notice or loss of interest.
Access	Account can be opened through any of our branches, via our website or by post, and can be operated through any of our branches or by post.	Account can be opened through any of our branches, via our website or by post, and can be operated through any of our branches or by post.

Rate correct as at 6 April 2012. †Tax-free means that interest payable is exempt from income tax. *AER stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and added each year.

Minimum and maximum investment and operating balance

The minimum investment and operating balance is £1 and the maximum investment is £5,640 in the 2012/13 tax year plus previous years' subscriptions, whether held with the Society or another ISA manager.

What about interest?

Interest is paid annually on 5 April. Annual interest can either be credited to the account or transferred either to another building society/bank account or to another account held with the Society.

Transfers

To transfer all or part of your existing ISA from another ISA manager, simply complete the ISA Transfer Authority Form and Cash ISA Application Form (if required) and we'll do the rest. If you wish to transfer all or part of your cash ISA to another ISA manager prior to the maturity date, you will need to contact your new ISA manager and complete their transfer request form. Please note HM Revenue and Customs guidelines state that an ISA transfer must be completed within 15 working days of receipt of an instruction from you. For further details, please see conditions 9 and 11 of the Product Terms and Conditions.

How do I qualify for my Loyalty ISA?

To be eligible for a Loyalty ISA you must be a Leeds Building Society investor or borrower of at least 3 years standing.

What is my Loyalty reward?

To reward the loyalty of eligible Leeds Building Society customers we'll always pay a higher interest rate than our Instant ISA.

Please note: the tax treatment of ISAs may change. This is a cash ISA. You may only subscribe to (invest in) one cash ISA in each tax year (although in any such year you may also subscribe to a stocks and shares ISA, subject to the overall ISA subscription limits). By opening a cash ISA you will be limiting the amount you can subscribe to a stocks and shares ISA. For further information about ISAs (including subscription limits) please refer to the Society's leaflet 'Your Guide to Tax-free Savings'.

What is an ISA?

An ISA is simply a way of investing your money, tax-free. ISAs have no set investment period, although there are limits on the amount you can invest. There are two types of ISAs: cash ISAs and stocks and shares ISAs.

The basics:

- In the tax year beginning 6 April 2012, an individual can invest up to £11,280 in ISAs (£5,640 in a cash ISA).
- You can invest in each tax year, subject to the appropriate limits.
- You can open a cash ISA if you're 16 or over (18 for a stocks and shares ISA) and if you're resident and ordinarily resident in the UK for tax purposes.
- It is likely that ISAs will be available for the foreseeable future, although their tax treatment may change.
- You can withdraw money from your cash ISA at any time, and your interest will still be paid, tax-free, (please note, for some products early withdrawal/transfer charges may apply).

Cash ISAs

You can invest in one cash ISA in each tax year. The current annual subscription limit is £5,640 for a cash ISA (subject to the overall annual subscription limit of £11,280). Cash ISAs are ideal if you want to save cash. You can withdraw money from a cash ISA at any time, and your interest will still be paid tax-free (although withdrawal/transfer charges may apply for some products).

Stocks and shares ISAs

You cannot subscribe more than £11,280 to a stocks and shares ISA in each tax year. Where you subscribe to both a cash ISA and a stocks and shares ISA, the amount subscribed must not exceed the overall subscription limit of £11,280.

You are only allowed to invest in one cash ISA and one stocks and shares ISA in each tax year. Leeds Building Society doesn't offer stocks and shares ISAs but can offer you a stocks and shares ISA through our relationship with Aviva.

What about income tax?

Cash ISAs are tax-free accounts so interest payable is exempt from income tax. The tax treatment depends on the individual circumstances of each customer and may be subject to change in the future.

What if I change my mind?

From the date of account opening you have 14 days to notify us (in writing) if you are not happy with your choice of account. Please write to Investment Services, 105 Albion Street, Leeds LS1 5AS. Within that period we will, if instructed by you, refund your investment with interest from account opening, or subject to eligibility, transfer the investment to another account of your choice without any charge for early withdrawal. Any subscription cancelled in this way will not count as a subscription to an ISA.

What if I have a complaint?

We aim to provide a high quality service to customers at all times. Unfortunately mistakes do occur, but when this happens we shall do our best to resolve problems or misunderstandings which arise. Should you need to refer a matter of complaint to us, details of the procedure are available from your local branch or our Customer Helpline. Ultimately, your complaint may be referred to the Financial Ombudsman Service, of South Quay Plaza, 183 Marsh Wall, London E14 9SR or to the Financial Services Authority of 25 The North Colonnade, Canary Wharf, London E14 5HS.

Product Terms & Conditions

The Society's General Investment Conditions will apply unless (and to the extent) they are inconsistent with these Terms and Conditions.

Instant and Loyalty ISA Effective from date of account opening.

1. Only one cash ISA may be opened by an individual in any one tax year.
2. A cash ISA may not be opened unless the individual is aged 16 or over and is resident and ordinarily resident in the UK for tax purposes.
3. The cash ISA limits must not be exceeded in the any tax year.
4. A cash ISA may not be held in joint names.
5. A cash ISA cannot be opened by a person other than the account holder except where someone is unable to complete an application form due to physical or mental incapacity and the Society is provided with such evidence/documentation as it may require (although the account must be in the name of the person incapacitated).
6. ISA investments will be, and must remain in, the beneficial ownership of the account holder and must not be used as security for a loan.
7. The operation of the account is subject to the applicable provisions of the ISA Regulations. The Society will notify you if, by reason of any failure to satisfy the ISA Regulations, the ISA has, or will, become void.
8. A cash ISA will cease to qualify for tax exemption from the date of death of the account holder. If you die, interest earned will be treated as tax exempt until the date of death, but thereafter tax will be deducted at the appropriate rate. When we receive notice of your death, we will close your cash ISA and transfer the balance to the Society's non-ISA product, which pays interest at the same rate as the Society's Loyalty ISA, with tax deducted at the standard rate.
9. On receipt of a transfer instruction from the new ISA manager the Society will send the cash and accompanying information to the new ISA manager within 5 working days of the date of receipt.
10. On your instructions, and within such time as you shall stipulate, all or part of the investments held in the ISA and the proceeds arising from those investments shall be transferred or paid to you.
11. On receipt of a transfer instruction from you, the Society will send it to the old ISA manager, together with confirmation that the Society will accept the transfer, within 5 working days of the date of receipt. On receipt of the cash and accompanying information from the old ISA manager, the Society will credit the cash to the ISA account within 3 working days of the date of receipt.
12. The Society will satisfy itself that any person to whom it delegates any of its functions or responsibilities under the terms agreed with you is competent to carry out those functions and responsibilities.
13. The tax treatment of ISAs may change.
14. Interest will be paid annually on 5 April each year.
15. Annual interest can either be credited to the account or transferred either to another building society/bank account or to another account held with the Society.
16. Further subscriptions in future tax years may be made up to the applicable cash ISA subscription limit in any tax year and you may transfer in previous years' subscriptions.

Loyalty ISA only

17. The variable interest rate applicable to the Loyalty ISA will always be higher than the rate applicable to the Society's Instant ISA.
18. To be eligible for the Loyalty ISA you must be a Leeds Building Society investor or borrower of at least 3 years standing.

Opening Your Account

How to open an account

To open an account at one of our branches or by post you will need to provide the following:

- A completed and signed application form; and
- A deposit for your investment (for postal applications, a personal cheque is preferred).

Verifying your identity

Under the Money Laundering Regulations and Financial Services Authority rules, we are required to verify the name, address and date of birth of investors. To do this, we will ordinarily use an electronic verification system.

For branch applications, you will also need to supply additional proof of your identity, preferably in the form of a full UK or EU photo driving licence or a valid UK or EU passport. For postal applications, you will need to supply a certified copy of one of the above documents or an original utility bill which is less than 3 months old (not a mobile phone bill). For details of other forms of acceptable identification, please contact your local branch (for branch applications) or call our Customer Helpline on 0113 225 7777 (for branch or postal applications).

Existing Customers

If you already have an open account with us, you do not ordinarily need to provide any proof of your name or address. Please ensure you write your existing account number in the space provided on the application form.

Leeds Building Society is a member of the Building Societies Association. The Society is a participant in the Financial Services Compensation Scheme, established under the Financial Services and Markets Act 2000 and compensation may be available if the Society cannot meet its liabilities in respect of this product, please see the General Investment Conditions for full details.

The Society is covered by the Financial Ombudsman Service. We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels (including staff training).

The Society's main business is the provision of savings products, mortgages and general insurance. The Society offers some investment products that may be operated through branches and by post and certain products, which can be operated by post only.

Leeds Building Society is authorised and regulated by the Financial Services Authority and our registration number is 164992. You can check this on the FSA Register by visiting the FSA website at www.fsa.gov.uk or by contacting the FSA on 0845 606 1234.

Other taxes or costs may exist that are not paid by Leeds Building Society.

Large text, Braille and audio tape versions of our brochures are available on request.

