

LV= ISA

Ad-hoc Withdrawal Instruction Form

Important Notes

We strongly recommend you speak to your financial adviser before making a decision.

You can use this Instruction Form to:

- Instruct us to make an Ad-hoc withdrawal from your Plan.

This is subject to the following conditions:

- The minimum withdrawal amount is £250
- The minimum amount that can be left in your combined Non-Guaranteed Policies or any individual Guaranteed Policy is £500
- Any money that you withdraw can't be reinvested into your Plan without counting as a new single premium for the tax year in which it is reinvested.

The ISA Plan Conditions contain full information about withdrawals under section A11, so you may wish to refer to this for more details.

Please return this completed form to:

LV=, PO BOX 342, Wymondham, NR18 8HS.

If you have any queries or you'd like help completing your instruction, please talk to your Financial Adviser or you can call us on 0800 681 6292, between 9am - 5pm Monday to Friday.

How a withdrawal is processed

Where no instruction is made as to which Policies you'd like us to encash, we'll use our default method to deduct units using the 'Last In, First Out' approach, which is explained in the ISA Plan Conditions under section A11.

You have the option to take withdrawals from **Non-Guaranteed Policies** (as a whole) or a particular **Guaranteed Policy(ies)**. Where you instruct us to take withdrawals from your **Non-Guaranteed Policies** or from a particular **Guaranteed Policy(ies)**, we'll encash units following those instructions.

If the withdrawal amount exceeds your instructions, we'll apply our default method and complete your request for the residual amount required using a 'Last In, First Out' approach for your remaining Policy(ies).

If the 'Last In, First Out' approach results in a withdrawal being processed from Policies containing current tax year ISA allowance, the money withdrawn will still count towards the current tax year ISA allowance.

If withdrawals are to be taken from a Guaranteed Policy, this will reduce the value of any capital guarantee from the point withdrawals are taken.

In some circumstances we may wait up to 10 working days before we process your request. In exceptional circumstances we may need to delay a payment of a withdrawal for more than this. Please see your ISA Plan Conditions for full details. If this is the case, we'll let you know when we receive your instruction.

ISA owner name

LV= ISA Plan Number

Payment instructions

Pay to the following account which is in my name:

Account holder name

Account number

Sort code

If the payment is to an account that is different from the account the original funds came from, and we haven't paid to it previously we may require further documents to verify account ownership.

Please contact us if you'd like the payment to be sent to a 3rd party. We'll require the following information:

- The full name, date of birth and address for the third party.
- The reason for paying to a third party.
- The relationship between the Policy owner and third party.

(Details will be verified against the records we hold before your claim is completed; in the event of a discrepancy we reserve the right to contact you for further details, including identification documents, before processing the payment).



Withdrawal Instructions

Withdrawal amount (whole £'s only): £ _____

In order to meet the amount of your requested withdrawal, we shall cancel units in the following default method:

- Non-Guaranteed Policies (from most recent set up to first set up)
- Guaranteed Policy(ies) (from most recent set up to first set up)

Please indicate to us in the space below if you wish to direct your withdrawals in a different way to the default method.

Guaranteed Policy(ies) _____

Guaranteed Policy Number(s): _____

NOTE: If the withdrawal amount is more than the Guaranteed Policy value we'll revert to the default method.

Declaration

By signing and sending this claim form you're agreeing to the below:

- I confirm that I have read and understood the 'How a withdrawal is processed' section of this form
- I authorise and request Liverpool Victoria Financial Services Limited (LV=) to cash in units from my LV= ISA and pay me the withdrawal proceeds from this ISA.
- I promise that I will repay LV= any money mistakenly or inadvertently paid to me or paid to me as a result of (and which a reasonable person would consider to be the probable result of) any untrue, misleading or inaccurate information carelessly or deliberately given to me, or on my behalf in respect of this ISA.
- I promise that I will be responsible for all and any losses and /or expenses incurred by LV= which are as a result of (and which a reasonable person would consider to be the probable result of) any untrue, misleading or inaccurate information carelessly or deliberately given by me, or on my behalf in relation to this ISA.
- I confirm that the details of my claim and information in this form are true and complete.

Important

Please note that the ISA Plan holder or their attorney(s) must sign the declaration. Payment cannot be made unless this declaration has been fully completed and signed.

Full Name _____

Signature _____

Date _____

/ / (DD/MM/YYYY)

Find out how we use your personal information and what rights you have by visiting [LV.com/dataprotection](https://www.lv.com/dataprotection). This page includes who we are, how long we hold your information, what we do with it and who we share it with. Please tell us if you want us to send you a copy, or have any questions.

If you'd like us to send you this document or any future correspondence in another format, such as Braille or large print, please just let us know.

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