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Elevate help guide Transferring Cash to the Elevate ISA or Elevate PIA

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Introduction

This guide shows you to move cash held in the Elevate GIA and Elevate Cash Account into the Elevate ISA or PIA.

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Step 1. If you need to sell investments first

Transfer cash from the Elevate GIA to benefit from the tax efficiencies of investing through an Elevate ISA or PIA.

What you will see

The screenshot shows the Elevate GIA interface. At the top, there is a navigation bar with tabs: Summary, Portfolio, **New Work**, Cash Account, Account Holders, Transactions, Reports & Documents, and Charges & Remunerations. Below this, there is a sub-navigation bar with tabs: Create, Work In Progress, Work Submitted, and Disclose And Authorise. The main content area is divided into two columns: 'Payment activities' and 'Investment activities'. The 'Investment activities' column is highlighted, and it contains a list of options: New investment transaction, Advanced orders, Move assets to new owner, Move assets into Disc Mgr, and Remove Disc Manager. A line connects the 'New investment transaction' option to a circle labeled '1.'. Below this, there is a form titled '1. Order Setup' with tabs: 1. Order Setup, 2. Sell Trades, 3. Buy Trades, 4. Switches, and 5. Confirm. The form contains the following fields: Product wrapper: EL1016879-002 Elevate GIA (Active), Order Type: One-Off, Action Date: 04-Sep-2017, and a checkbox for 'Please indicate whether advice was given:' with 'Yes' selected. A line connects the '2. Sell Trades' tab to a circle labeled '2.'. Another line connects the 'Order Type' dropdown to a circle labeled '3.'. A line connects the 'Action Date' field to a circle labeled '4.'. A line connects the 'Please indicate whether advice was given:' checkbox to a circle labeled '5.'. A line connects the 'Next' button to a circle labeled '6.'. The 'Next' button is located at the bottom right of the form.

What you will need to do

If you need to sell investments in the GIA to make cash available you can do so by taking the following steps:

1. Go to the client's account and select **New Work** > **New Investment Transaction (Buy/Sell/Switch)**.
2. In **Order Setup**, select **Elevate GIA**.
3. Select **One-Off**.
4. Select an **Action Date**.
5. Confirm if advice has been given.
6. Click **Next**.

Notes

Selling assets from the Elevate GIA for the cash movement could lead to an immediate Capital Gains Tax liability, depending on your client's tax position.

4. It will default to today's date but you can select a future date for the sale to initiate if required.

Step 1. If you need to sell investments first – cont.

Transfer cash from the Elevate GIA to benefit from the tax efficiencies of investing through an Elevate ISA or PIA.

What you will see

Order Setup

Batch ID: 11540410 Available Funds: £

Batch Type: One-Off

Total Order Value: (£) [Allocate Amount](#)

Investment	Available Units	Market Value	Sell At	Order Value	Order Quantity	Order Type
DDPA.LN - BlackRock Crt European D...	0.4450	£11.16	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Units <input type="text"/> %	At Market
QZFW.LN - M&G Strategic Corp Bd I A...	0.3510	£4.55	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Units <input type="text"/> %	At Market
11VZ.LN - AXA Framlington UK Sel Op...	6.5690	£10.46	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Units <input type="text"/> %	At Market
AEF6.LN - Investec UK Special Sits...	5.4760	£10.67	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Units <input type="text"/> %	At Market
Total		£9				

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Confirm

Batch ID: 11540410 Available Funds: £22.21

Batch Type: One-Off

Sell Trades

Investment Description	Sell Value (GBP)	Sell Quantity	Status
DDPA.LN - BlackRock Crt European D Acc	11.16	0.4450	Created
QZFW.LN - M&G Strategic Corp Bd I Acc GBP	4.55	0.3510	Created
11VZ.LN - AXA Framlington UK Sel Opps ZI Acc	10.46	6.5690	Created
AEF6.LN - Investec UK Special Sits I Acc£	10.67	5.4760	Created
BQ69.LN - Baillie Gifford American B Acc	17.69	3.0950	Created
Estimated Total Sell Trade Value	54.73		
Estimated Net Order Value	54.73		

[Confirm](#)

What you will need to do

7. Select the investments you wish to sell.
 8. Click **Next**.
 9. Skip **Steps 3 and 4** and go to **Step 5. Confirm** as you are not buying or switching any investments.
 10. Review the information you've entered.
 11. Click **Confirm**.
- Once the trades are settled, you can make the payment directly into the Elevate ISA or PIA.

Notes

7. You can specify a £ amount, percentage or specific number of units by completing the appropriate column next to the investments (model portfolios can only be sold a percentage).
11. This records a Batch ID and places the trades, which can be viewed in the client's account under **Transactions > Deals**.
- It may take up to five working days for the trades to reach full settlement and for the cash to be available for a payment into the Elevate ISA and/or PIA.

Step 2. Moving cash into the Elevate ISA/PIA

What you will see

The screenshot shows the 'New Work' tab in the Elevate system. The top navigation bar includes 'Summary', 'Portfolio', 'New Work', 'Cash Account', 'Account Holders', 'Transactions', 'Reports & Documents', and 'Charges & Remunerations'. Below this, there are sub-tabs: 'Create', 'Work In Progress', 'Work Submitted', and 'Disclose And Authorise'. The 'Payment activities' section on the left includes links for 'New/amend prod payment', 'Payments out', 'Crystallise pension benefits', and 'Add bank account'. The 'Investment activities' section on the right includes links for 'New investment transaction', 'Advanced orders', 'Move assets to new owner', 'Move assets into Disc Mgr', and 'Remove Disc Manager'. Below these sections is a progress bar with steps 1 through 11. The main form area is titled 'Add payments' and contains several fields: 'From whose bank account will the payment be made?' (set to 'Individual'), 'Payment type' (set to 'Single'), 'Payment method' (set to 'Payment from Elevate GIA Cash'), 'Account number' (EL1016879-001), 'Available and settled cash' (£ 959.12), 'Elevate Cash Account' (£ 500.00), 'Elevate Stocks & Shares ISA' (£), 'Elevate Stocks & Shares ISA - next tax year' (£), 'Elevate General Investment Account' (£), 'Elevate Pension Investment Account - Scheme 1' (£), 'Pension payment eligible for tax relief' (radio buttons for Yes/No), and 'Pension gross amount' (£0.00). At the bottom right, there are buttons for 'Cancel', 'Clear', and 'Save payment'.

What you will need to do

You can move available cash from the Elevate Cash Account or GIA to the ISA/PIA by taking these steps:

1. Go to the client's account and select **New Work > New/amend prod payment**.
2. Skip Step 1 and go to **Step. 2 Payments In**.
3. In **Step 2. Payments In**, click **Add**.
4. Select **Individual** under **From whose account will the payment be made**.
5. In **Payment type**, select **Single**.
6. In **Payment method**, select **Payment from Elevate GIA Cash** or **Payment from Elevate Cash** as appropriate.
7. Enter the amount to be paid into the Elevate ISA or Elevate PIA.
8. Click **Save payment**.

Notes

2. You can also complete Step 1 if you have additional transfers from other providers that you want to set up at the same time.
3. Where you are entering a pension payment, you'll be asked for additional details.
7. The amount of cash available will be displayed and a warning message if there is not enough to make the payment.
8. Add any other payments if necessary and click **Next**.

Complete the remaining steps for this payment

What you will need to do

Step 3. Pension Details: Enter the required pension details. You can skip this step if you're only making an ISA payment.

Step 4. Invest/Allocate: Select where the money is to be invested.

Step 5. Remuneration:

- Initial Adviser Charge (IAC)
- Ongoing Adviser Charge (OAC)

You can set the Initial Adviser Charge for the payment.

If this is a new Elevate ISA you can choose to take ISA charges from the Elevate GIA.

If this is a new Elevate ISA or Elevate PIA you will be able to set-up an OAC. If it is a payment into an existing Elevate ISA or Elevate PIA, the OAC will already be set.

Step 6. Payments Out: Select **wrapper cash** or **Natural income** for treatment of investment income received.

Step 7. Memo Items: Enter details for any off-platform investments as required or simply skip this step.

Step 8. Validate: Correct any steps or details that have been missed.

Step 9. Documents: Generate the appropriate paperwork.

Step 10. Review: Check through the information you've entered.

Step 11. Submit: Make the appropriate declarations and click **Submit**.

Notes

For more help completing any of these steps, refer to the **Add new client** help guides.

Step 5. Remuneration

If you need to change this, refer to the Ongoing Adviser Charge help guide.

Step 6. Payments Out

For the Elevate PIA, Natural Income cannot be selected, only wrapper cash can be selected for investment income.

Helpful hints

- The cash movement from the Elevate GIA / Elevate Cash Account may take several minutes to update following submission of the process.
- You can view the transaction history of money transferred to the Elevate ISA or the Elevate PIA using this method in **Cash Account > Statement**.
- This process can only be used for product wrappers on the same Elevate account. To transfer cash between Elevate account you will need to use the **Move assets to new owner** process.

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