

Introduction

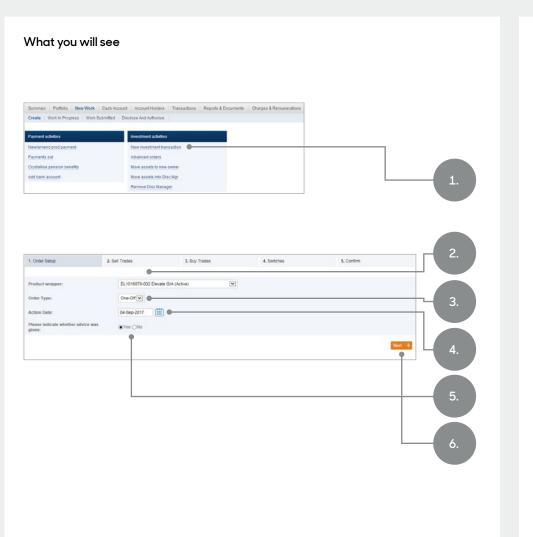
This guide shows you to move cash held in the Elevate GIA and Elevate Cash Account into the Elevate ISA or PIA.

Contents

Step 1. If you need to sell investments first	
Step 2. Making the transfer	Ę
Completing the remaining steps	(
Helpful hints	(

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 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.

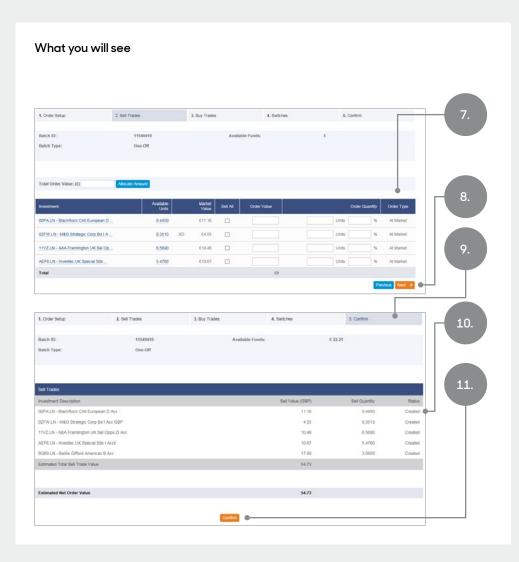
Notes

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 need to do

- 7. Select the investments you wish to sell.
- 8. Click Next.
- 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.

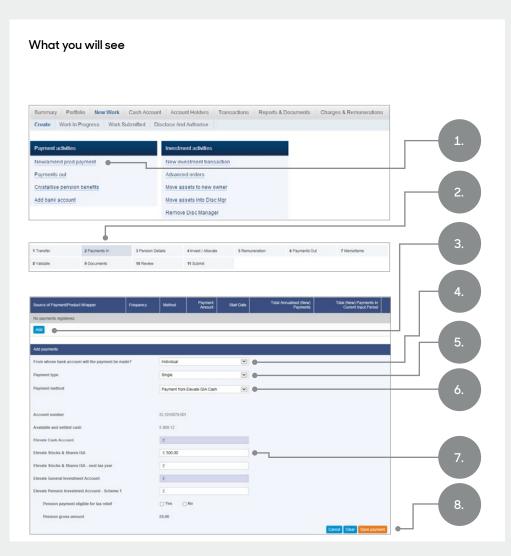
Notes

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 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.

 $\textbf{Step 10. Review:} \ \textbf{Check through the information you've entered.}$

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.

Get to know us better

We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm. If there is anything more you want to know, please contact us.

Call us on 0333 006 3520

Our lines are open 9am to 5pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

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