

Step by step guide: ISA withdrawals

1. Log on using your credentials ensuring you are logged on as a user who has "Read/Write" permissions. If you do not have the correct permissions, please contact your Embark platform Super User.
2. You now need to search for the client, this is done on the left-hand menu under "Existing Accounts" and "Search".
3. You can search for clients by the account number, customer first name, surname, adviser or account status. Click on the "Search" button and a list of the clients within those search parameters will appear. Select the required client account by clicking on the "Account Number" which is in blue. The account summary screen will be displayed,

ACCOUNT SEARCH

Search criteria

Platform Provider	EIS	Account Holder First Name:	
Enter Account Number:		Account Holder Surname:	
		Select Adviser:	All
		Account status:	All

Search

4. Click on "New Work" on the left-hand menu, then select "Payments Out" from the Payment Activities table. This will display Step 1 'Select Wrapper/Payment Out Type' of the Payment Out wizard.

Payment activities	Investment activities	Account activities
→ New/amend prod payment	→ New investment transaction	→ Generate new illustration
→ Payments out	→ Quote and Deal	→ Generate drawdown illustration
→ Crystallise pension benefits	→ Remove assets from Disc Mgmt	→ Generate existing illustration
		→ Generate an Income Illustration

5. Select the product you wish to withdraw money from and select the payment out type (one-off), destination, payment methods (Faster Payments or BACS) and bank account from the relevant drop-down lists. from and confirm details of the bank account, payment type and method, before clicking "Next Step".

Step 1 Select wrapper / Payment out type

Exit Save **Next step**

Please select which product wrapper you wish to make payment from:	Embark ISA
Please select payment out type:	One-Off Payment Out
Payment Out Destination:	Bank Account
Payment Method:	Faster Payments
Destination Account:	13298473

Next step



sales@embarkplatform.co.uk



0330 058 2121



embarkplatform.co.uk

Step by step guide: ISA withdrawals

On "Step 2 Payment out instruction", under the heading "Payment Out" enter the amount to be paid in the payment amount field, you will note that the section confirms the current available cash value showing the maximum amount that can be paid as a lump sum. In addition to this, there is a check-box that allows the user to specify a full payment out. The user can also specify the date of the withdrawal. For one-off withdrawals the earliest date that can be specified is 3 working days from date of request. For regular withdrawals the earliest date that can be specified is 10 working days from date of request.

6.

Payment out

Current available cash value before overdraft: GBP 20,190.79

Overdraft: GBP 0.00

Current available cash value: GBP 20,190.79

Payment amount: Full payment out

Date: 07-Feb-2018

Notes:

When arranging regular payments out, the next page allows you to confirm the income payment strategy. You are able to either specify this as a percentage or a monetary amount, as per the image below.

Income payment strategy

Regular Payment Out Amount: £200.00 (Monthly)

Select Assets to be sold regularly in order to achieve income

percentages monetary amount

Investment	Available Units	Value (£)	Allocation (%)
Cash	20,190.7900	20,190.79	<input type="text"/>
Boost Issuer Public Limited Company BOOST FTSE 100 2X SHORT DAILY ETP	150.0000	6,480.00	<input type="text"/>
Diverse Income Trust (The) PLC ORD 0.1P	5,000.0000	4,850.00	<input type="text"/>
Etf's Foreign Exchange Limited ETF5 5X LONG EUR SHORT GBP	100.0000	11,239.50	<input type="text"/>
L&G European Index Tst I Acc	1,881.0250	7,764.87	<input type="text"/>
Tesco PLC ORD SP	1,004.0000	2,007.00	<input type="text" value="100"/>
Total			100.00 %

Clicking on "Next Step" takes you to Step 3 Review and Submit of the payment out wizard. Verify that the Payment Out Type, Amount and Payment Date are as entered. Click "Submit" to create the payment amount entry. The guide should also detail that the payment out requires authorisation before it is available on the Deposits/Withdrawals screen of the client account.