

# Lost / Stolen Passbook Form

Please fill in the form using BLOCK CAPITALS and black ink. Tick any boxes which apply.

## 1. Lost / Stolen Passbook details

Joint / more than 2 parties on the account       Own account       Lost       Stolen

Title  Mr     Mrs     Miss     Ms      (if stolen, please provide your Crime Reference Number )

Other      Home phone

First name       Work phone

Middle name(s)       Mobile phone

Surname       Email address

Address

Preferred method of contact  Email     Post     Phone

## 2. Account Details

Please provide details of one account you currently hold and/or are third party on (including mortgages)

Account Number       Account Number

Account Number       Account Number

## 3. Declaration and signature(s)

Please make sure you have completed the relevant sections above and read below before signing

- I/we confirm that the information I have provided is correct
- Where I am reporting this on behalf of the account holder I confirm I am authorised to do so.
- I/we understand that where my/our passbook has been stolen the account will be closed and transferred to a new account with a new passbook to protect the account from fraudulent use. The stolen passbook will be invalid and if recovered should be returned to the Society.
- I/we understand that if I/we have;
  - lost my/our passbook; and
  - are also notifying the Society of a change of address;
 the account will be restricted and after 7 days of the date on this form it will be closed and transferred to a new account with a new passbook to protect the account from fraudulent use. The lost passbook will be invalid and if recovered should be returned to the Society.
- I/we understand that Passbooks that are lost or stolen in the first instance will be replaced free of charge. Passbooks that are lost on a subsequent occasion will incur a £10 charge for replacement in accordance with the Society's Tariff of Fees and Charges.
- I/we agree that if we suspect fraudulent use you must make the Police and the Society aware as soon as possible.
- I/we agree to co-operate with the Society and the police, if the Society needs to involve them.

Signature       Signature

Date

If you would like to know more about protecting yourself from identity fraud and theft please refer to [www.actionfraud.police.uk/fraud\\_protection/identity\\_fraud](http://www.actionfraud.police.uk/fraud_protection/identity_fraud)