

# Lost / Stolen Passbook Form

**This form can be completed electronically, Saved and printed.**  
**If completing manually, please complete in black ink and BLOCK CAPITALS. Complete all boxes that apply.**

## 1. Lost / Stolen Passbook details

Joint / more than 2 parties on the account  Own account  Lost  Stolen   
 (if stolen, please provide your Crime Reference Number )

### 1st Applicant

Surname   
 Title  Mr  Mrs  Miss  Ms  Other  
 Forename(s) in full   
 Home telephone   
 Work telephone   
 Mobile Number   
 Email   
 Preferred correspondence  Email  Post  Phone  
 Preferred contact time  AM  PM  
 Permanent address   
 Postcode   
 Date of birth   
 Marital status

### 2nd Applicant

Surname   
 Title  Mr  Mrs  Miss  Ms  Other  
 Forename(s) in full   
 Home telephone   
 Work telephone   
 Mobile Number   
 Email   
 Preferred correspondence  Email  Post  Phone  
 Preferred contact time  AM  PM  
 Permanent address   
 Postcode   
 Date of birth   
 Marital status

## 2. Account Details

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 if I/we have lost my/our passbook are also notifying the Society of a change of address we will not issue you with a cheque payable to a third party for a period of seven days, (from the date of notification) this is to protect you against possible fraud.
- 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 £5 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)**  
**We are a data controller of your personal information. The way that we process your personal information is described in our Privacy Notice. This information is available on our website [www.chorleybs.co.uk/privacy](http://www.chorleybs.co.uk/privacy)**

### FOR INTERNAL USE ONLY

Customer Advisor  Checked By:  Date:   
 Customer Advisor  Date:

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