

# Lost/Stolen and Found Passbook/Certificate

I/We declare that I am/we are the account holder(s) for the following:

Account number:  Account number:  Account number:

Account holder 1

Account holder 2 (if applicable)

Address account holder 1

Address account holder 2

Postcode  Nationality

Postcode  Nationality

In the case of joint accounts is it: Either to sign ☐ Both to sign ☐ For either to sign only one account holder needs to provide ID and sign form

The passbook/certificate for the above account(s) has been; (tick appropriate box) Lost ☐ Stolen ☐ Found ☐

Instructions (tick appropriate box)

Please issue a duplicate passbook/certificate ☐

Please close the account and issue a cheque ☐

(Cheques can only be made payable to the account holder(s))

Please close the account and open a new account ☐

(Not available for fixed term accounts)

Type

(Not available for fixed term accounts)

I understand that the Society has the right to charge an administration fee for registering lost/stolen passbooks/certificates (as per tariff of charges) (tick appropriate boxes)

Charge not applicable/to be waived ☐

Please debit the fee from my account ☐

I enclose the administration fee ☐

Reason

Signature account holder 1:

Dated:

Signature account holder 2:

Dated:

## For office use only

Signature Checked at Branch/H.O - Initials & Staff No.:  Date

Lost/Stolen (status added) - Initials & Staff No.:  Date entered

Identification produced

Cust 1 ID1:

Cust 1 ID2:

Cust 2 ID1:

Cust 2 ID2:

Found - Positive signature check ☐ Initials & Staff No.:  Date deleted

Account Balance £

Cheque number issued or

New account number

Duplicate passbook issued Y / N (delete as appropriate)

Duplicate passbook (status added) - Initials & Staff No.:  Date entered

Initials & Staff No. (if different from above)

Checked by (Initials & Staff No.):

Head Office: 2 Providence Place, West Bromwich B70 8AF. [www.westbrom.co.uk](http://www.westbrom.co.uk)

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