

## Lost or Stolen Passbook Form

### Account Holder(s) Details

ACCOUNT HOLDER 1		ACCOUNT HOLDER 2	
*Title		*Title	
*First name(s)		*First name(s)	
*Surname		*Surname	
*Address		*Address	
*Telephone		*Telephone	
*Email		*Email	

ACCOUNT HOLDER 3		ACCOUNT HOLDER 4	
*Title		*Title	
*First name(s)		*First name(s)	
*Surname		*Surname	
*Address		*Address	
*Telephone		*Telephone	
*Email		*Email	
<b>*Account number of the lost passbook (If known)</b>			

### Do you need additional support?

We want every Member to feel supported. If there's anything we can do to make things easier for you, for example, if you're living with a **health condition, disability, or other personal circumstances**, please let us know so we can support you in the way that works best for you.

If you'd like a member of our team to get in touch, please tick below and select a preferred contact method - phone or email. We'll follow up as soon as possible to understand your needs and discuss how The Stafford Building Society can best support them.

Contact me via telephone to discuss your support needs	Account holder 1 <input type="checkbox"/>	Account holder 3 <input type="checkbox"/>
	Account holder 2 <input type="checkbox"/>	Account holder 4 <input type="checkbox"/>
Contact me via email to discuss your support needs	Account holder 1 <input type="checkbox"/>	Account holder 3 <input type="checkbox"/>
	Account holder 2 <input type="checkbox"/>	Account holder 4 <input type="checkbox"/>

## Agreement and Declaration

**I / we confirm that the passbook for the above account has been lost / stolen** (delete as appropriate) **and by signing below, I/we agree to the following:**

- I / we request that the Society cancel the current passbook and transfer the balance to a new book
- I /we acknowledge that the passbook will no longer be valid and treated as cancelled, therefore if found cannot be used
- I/we are aware that relevant security checks will be completed prior to a new book being issued, and that I may be asked for identification if these cannot be completed electronically.
- I / we understand that the replacement passbook will be sent to the address held by the Society and a withdrawal cannot be made prior to receiving this book

**A charge will be levied for this service if a passbook has been lost more than once. The current fee can be found on our Tariff of Charges, found on our website: <https://srbs.co.uk/savings/savings-forms-and-leaflets/>. You will also receive personal confirmation of the amount due, if this is applicable to you**

Signed - Account holder 1		Signed - Account holder 2	
*Signature		*Signature	
*Date		*Date	
Signed - Account holder 3		Signed - Account holder 4	
*Signature		*Signature	
*Date		*Date	

## Office Use ONLY

Member(s) CUID Number(s)	
Account Number	
Old Passbook Serial Number	
New Passbook Serial Number	
Completed by..... Date..... Signature	
Passbook Checked	
Memo Code Added	
Charge taken? (N/A if first time being lost)	