

Lost/Stolen Passbook Form



This form will be scanned electronically; please help us to deal with your request correctly by writing inside the boxes in **BLOCK CAPITALS** and using **black ink**.

Please note you may be asked to provide us with additional identification in order to complete your request.

Once this form has been completed please take it into your local branch, or return to **Harpenden Building Society, FREEPOST, SB165, Mardall House, 9-11 Vaughan Road, Hertfordshire, AL5 4HU**.

1. ACCOUNT DETAILS

Account number									
Account holder 1					Account holder 3				
Address					Address				
Account holder 2					Account holder 4				
Address					Address				

2. DECLARATION:

1. I/we request the Society either (tick as appropriate):

☐	Issue a duplicate passbook on the above mentioned account	
☐	Close the account (A cheque will be issued in the name the account is held)	
☐	Transfer the balance into my/our existing account with the Society	

2. I/We acknowledge that the lost/stolen passbook is no longer valid, and should I/we locate it, I/we will return it to the Society

3. This indemnity must be signed in line with the signing mandate. If the mandate states any one signature is sufficient and this indemnity is not signed by all signatories on the account, a letter will be issued to the other parties confirming the issue of a duplicate passbook.

3. YOUR AUTHORITY

Signatory 1		Date	
Signatory 2		Date	
Signatory 3		Date	
Signatory 4		Date	

FOR OFFICE USE ONLY (INITIAL AND/OR DATE AS NECESSARY)

Lost/stolen passbook	Serial number of lost/stolen passbook		
Signatures verified	Passbook status amended	Actioned by	Date actioned
Duplicate passbook	Lost/stolen memo removed	Duplicate passbook issued	Duplicate memo added
Actioned by	Date actioned		