



X

Lost account enquiry form

X

(Formally Leeds & Holbeck Building Society)

Please complete this form in **black ink**, in **BLOCK CAPITALS** and sign.

Enquirer's details

Title (Mr/Mrs/Miss/Ms/Dr/Other) If other please specify

Surname

First name

Current address

Postcode

Telephone numbers

Daytime

Evening

Mobile

Email Address:

I am happy to be contacted by email (please tick this box)

If the account holder is you

Your previous addresses
 What addresses have you lived at since the account was opened?
 Please provide details with the most recent address first and any others you may think apply since you opened the account.

Address

Postcode

Date moved in

Date moved out

Address

Postcode

Date moved in

Date moved out

If you need to tell us about any more addresses, please continue on a separate sheet.

Date of birth

If you have been known by any other name (eg before marriage), please give this below:

Account holder is someone else

Full name of account holder

Account holder's addresses
 What addresses has the account holder lived at since the account was opened? Please provide details with the most recent address first and any others you may think apply.

Address

Postcode

Date moved in

Date moved out

Address

Postcode

Date moved in

Date moved out

If you need to tell us about any more addresses, please continue on a separate sheet.

Account holder's date of birth

What is the relationship between you and the account holder?
 Relative Friend Carer Executor/administrator
 Spouse/partner Power of Attorney

Is the account holder alive?
 Yes No – Please complete this section and the 'If account holder is deceased' section overleaf

X

X

If account holder is deceased

Date of death

If your claim is successful then we will require to see a copy of one of these documents

- Death certificate
- Probate / Letters of Administration

NO DOCUMENTATION IS REQUIRED TO BE SENT TO THE SOCIETY AT THIS STAGE.

About the account

Was the account with :

Leeds Building Society (formally Leeds & Holbeck Building Society)

Or Mercantile Building Society

Is/was the account in joint names?

Yes No Don't know

If Yes, please tell us any other names on the account

If you know the account number, please write it here:

What was the approximate balance on the account £
(If you don't know, leave this blank.)

Was there a passbook with the account?

Yes No Don't know

If Yes – do you have the passbook?

Yes No

If there is any other information you feel may help us trace this account, please write it here:

When was the account opened?
(If you don't know, leave this blank.)

When was the account last used?
(If you don't know, leave this blank.)

If your claim is successful then we will need to see a copy of one of the following documentation to confirm your identity:

- Passport
- Driving licence
- Birth certificate
- Marriage certificate
- DWP correspondance

Please tell us which of the following documents you have showing evidence of the account you are enquiring about please tick appropriate boxes:

- Passbook
 Letter from the Society concerning this account
 Statement
 Tax certificate

NO DOCUMENTATION IS REQUIRED TO BE SENT TO THE SOCIETY AT THIS STAGE.

Declaration

I confirm that the information I have provided above is correct and that if I am contacting you on behalf of another account holder, I have the authority to do so. I also consent to the use of personal information as detailed overleaf.

Signature

Date

(DD/MM/YYYY)

Please take this form to your local branch or post it to:

Leeds Building Society
Customer Services
105 Albion Street
Leeds
LS1 5AS

I consent to receive marketing information as detailed in the 'Use of Personal Information' section unless I tick this box.

Use Of Personal Information

Information which you provide or which we obtain through your dealings with us will be held on the Society's computers and in other records. We may pass on such information as follows:

- To subsidiary and associated companies of the Society who may use it for marketing purposes as mentioned below. You can ask for a list of such companies.
- To anyone whom we transfer our rights and duties under our agreement with you.
- If we have a duty to do so if the law allows us to do so.
- If you are not an existing customer for whom we already hold sufficient identification details, we will use electronic means to verify and validate your identity.

We may undertake a search with a credit reference agency for the purposes of verifying your identity and the details submitted, in line with regulatory requirements. We use the Experian credit reference agency for our identity checks. Experian may check the details supplied against any database (public or otherwise) to which they have access. They may also use the details in the future to assist other companies for verification purposes. A record of the search will be retained, but it will not affect future credit. You have the right to apply directly to Experian (at the address below) for details of information, which they hold about you – this is subject to payment of a fee. You should ensure that your letter includes:

- Your full name: title, forename, 2nd initial, surname (and maiden name if appropriate)
- Details of all addresses you have lived at over the last 6 years – including town, county, postcode and date you moved in
- A cheque or postal order, payable to 'Experian' for the fee, currently £2.00
- The date and your signature to authorise the Credit File request.

Consumer Help Services, Experian, PO Box 8000, Nottingham, NG1 5GX www.experian.com. By proceeding with this application you are agreeing to a search being undertaken in this way.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information.

We and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:

- Checking details on applications for credit and credit related or other facilities
- Managing credit and credit related account or facilities
- Recovering debt
- Checking details on proposals and claims for all types of insurance
- Checking details of job applicants and employees

Please contact us on freephone 0500 225777 if you want to receive details of the relevant fraud prevention agencies. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

You have the right on payment of a fee to receive a copy of the information we hold about you if you apply in writing to the Compliance Department, Leeds Building Society, 105 Albion Street, Leeds, LS1 5AS. We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels (including staff training).

We may use and share with the Group (including in particular Leeds Financial Services Limited) information from your customer records, such as your contact details, details about this application and of any services we provide to you, so that we or they may contact you by mail, telephone or email, with Society news, and to inform you about our or their financial services including mortgages, savings and investments, life products, loans and credit cards, general insurance and financial planning services, and of competitions or offers which may be of interest to you. Please tick the box in the declaration section of this enquiry form if you do not wish to receive details through our Group marketing programme.