



Please complete this form in **BLACK INK and using BLOCK CAPITALS**. If you have any queries on how to complete this form please contact our Customer Helpline on 03450 505 075.

Please note that we will require 2 forms of certified identification. Details of what is acceptable is set out overleaf. Please complete this form and send with your ID to: Leeds Building Society, Customer Liaison Team, 105 Albion Street, Leeds, LS1 5AS.

## 1. CUSTOMER DETAILS

Title:  Surname:  First and Middle Name(s):

Other Name:  Account number:  Date of Birth:

Contact telephone number:

Address:  Postcode:

Email address:

## 2. YOUR ADDRESS HISTORY (In order to search all our databases please provide your full address history)

## 3. INFORMATION YOU ARE REQUESTING

Mortgage:  Savings:  Payment Protection Insurance:  Buildings and Contents Insurance:

All:

Other – please specify:

## 4.

I am the person named above (or their Power of Attorney)

I have enclosed:

Completed and signed form:  Proof of Identity:  Proof of Address:

**Signature**

**Date**



**Proof of Identity - Acceptable Documents:**

- Current UK/EU Passport (must show signature and photograph)
- Full or provision UK/EU driving licence (full or provisional) (must show address, signature and photograph)
- EEA Member State Identity Card (must show address, signature and photograph)
- Northern Ireland Voter's Card
- Blue Disabled Driver's Pass
- Shotgun or firearms certificate

**Proof of Address – Acceptable Documents:**

- Utility bill – not mobile phone bill (dated within the last 3 months)
- Council tax bill (for the current year)
- Bank statement (dated within the last 3 months)
- Mortgage statement from a recognised lender for the current year
- Full or provision UK/EU driving licence which shows the customer's address (if not used above)

**Photocopies:**

The Society can accept photocopies but these must be certified and stamped by either:

- a Leeds Building Society staff member;
- an employee of any bank, building society or post office;
- an Accountant;
- a Solicitor;
- or an Independent Financial Advisor (IFA).

**Powers of Attorney:**

Please enclose your identification, however, if you have not registered a Power of Attorney on an account you will need to do this prior to requesting the information we hold.