

Guidance Notes on Making a Loan Application



Please ensure all the white boxes are completed on both sides of the form

Providing Documentation

Please provide all relevant and up to date documentation as requested on the top of the loan application. If you are applying for £2000 or more, you are required to supply 3 months full bank statements in addition to the other documentation listed.

Please ensure that the address on your documentation is your current address and that it is the same address that you have stated on your loan application form.

Failure to provide the correct documentation may result in your application being delayed.

Repaying your loan

All loans are assessed on ability to repay. You can calculate approximate repayments by accessing our website www.cardiffcu.com. Click on "loans" on the top right hand corner, then "loan calculator" and type in your preferences.

Completing your Income and Expenditure

We require proof of all declared income. For example, if you are working and have declared that you claim child benefit, you are required to provide a child benefit letter in addition to a payslip.

Ensure that you list all your expenditure and indicate any expenses that you are not responsible for (eg. Partner pays rent etc). If your partner is supporting your application and would like their information used when considering the loan, they are required to supply a current payslip and complete the Partner's Declaration section.

All loan applications may be subject to a credit check and you are therefore requested to declare any credit agreements you may have with other financial organisations eg. personal or secured loans, credit/store cards including debt management programmes. A credit check would also reveal any County Court Judgments (CCJs), IVA arrangements or bankruptcy orders etc. that have been registered in your name. You may wish to outline this information on a separate sheet if necessary.

Failure to declare correct information may result in your application being refused.

Declaration and signing your application

Your loan application cannot be assessed if you have failed to answer the declaration or sign the application form.

Sending your application

Please send your completed application and documentation to:

Cardiff Credit Union, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

Please ensure you have put the correct postage on the envelope. Envelopes sent without correct postage are returned to Royal Mail and we cannot be responsible for any envelopes lost in the post.

Loan Application Checklist

Please complete the checklist below before returning your application to us. I have....

| | |
|--|--|
| | completed both sides of the form in full |
| | signed and dated the back of the form |
| | declared all credit cards, loans or details of any IVA arrangement, bankruptcy order or CCJ's I may have |
| | provided 1 or more full months bank statements with all pages included (most recent) |
| | provided proof of all income I receive (including payslip and benefits notification) |
| | put the correct postage on the envelope (eg. Large letter stamp on an A4 envelope) |

LOAN APPLICATION



COMPLETE ALL BOXES ON BOTH SIDES OF THIS APPLICATION

YOUR APPLICATION WILL NOT BE ASSESSED WITHOUT THE FOLLOWING DOCUMENTS:

| If you are applying for less than £2000, please supply: | If you are applying for £2000 or over, please supply: |
|--|--|
| <input type="checkbox"/> Payslip (less than 3 months old) | <input type="checkbox"/> Payslip (less than 3 months old) |
| <input type="checkbox"/> Benefit/Pension Statement | <input type="checkbox"/> Benefit/Pension Statement |
| <input type="checkbox"/> 1 full month's Bank Statement (less than 3 months old) | <input type="checkbox"/> 3 full month's Bank Statements (most recent) |
| <input type="checkbox"/> 1 Utility Bill (less than 3 months old) | <input type="checkbox"/> 1 Utility Bill (less than 3 months old) |
| <input type="checkbox"/> Partner's payslip/Benefit/Pension Statement – if applicable | <input type="checkbox"/> Partner's payslip/Benefit/Pension Statement – if applicable |

PERSONAL DETAILS

| | | | |
|----------------|----------------------|-----------------------|----------------------|
| Membership No: | <input type="text"/> | Date of Application: | <input type="text"/> |
| Name: | <input type="text"/> | Date of Birth: | <input type="text"/> |
| Address: | <input type="text"/> | DAYTIME telephone no: | <input type="text"/> |
| | <input type="text"/> | MOBILE no: | <input type="text"/> |
| Postcode: | <input type="text"/> | HOME telephone no: | <input type="text"/> |
| Email Address: | <input type="text"/> | | |

Cardiff Credit Union would like to keep you up to date with current offers and news by email. If you would not like to receive emails, please tick this box.

MARITAL STATUS

Single/Widowed
 Married/Partner

HOUSING INFORMATION

Tenant Owner Lodger
 Living with Parents Living with Partner

OTHER RESIDENTS

No. of adults
 No. of children

TIME AT THIS ADDRESS: Years **If less than 2 years, provide previous address:**
 Postcode:

PURPOSE OF LOAN: **AMOUNT:** **TERM:** **REPAYMENTS:**
 Monthly Weekly

HOW YOU WOULD LIKE TO RECEIVE YOUR MONEY?

Cheque by post
 Collect Cheque from the office (between 11am and 4pm)
 Cheque with cash letter for Co-operative Bank (must be collected from our office in person)
 Post Office Cheque (must be collected from our office in person) Contact office for available Post Offices

Make the cheque payable to:
 (PRINT NAME)

Directly into a bank account – please allow 3 working days

Sort Code:
 Account No:
 Account Name:
 Name of Bank: ...branch
 Ref No/Roll no: if applicable

HOW WILL YOU BE MAKING YOUR REPAYMENTS?

Payroll Deduction Standing Order CCU Payment Card

EMPLOYMENT

Are you in employment? Permanent Temporary Unemployed
 State time with current Employer Years
 No. of days sick leave taken over the last 12 months Days
 Are you currently off work due to ill health? Yes No
 Employer's Name
 Pay Number
 NI Number

INCOME

| | Monthly | Weekly |
|--|---------|--------|
| Salary after deductions..... | | |
| Benefits/Pensions inc Child Benefit..... | | |
| Family Tax Credits..... | | |
| Child Tax Credits..... | | |
| Other Income _____..... | | |
| TOTAL INCOME = | | |

HOUSEHOLD/PERSONAL EXPENDITURE

| | Monthly | Weekly |
|---|---------|--------|
| Mortgage / Rent..... | | |
| Council Tax..... | | |
| Electricity / Gas..... | | |
| TV licence and TV / Internet package..... | | |
| Phone and Mobile Phone..... | | |
| Water Rates..... | | |
| Insurances – home / buildings / contents / life / personal pensions..... | | |
| Food / Toiletries / Clothing / Medicines / Prescriptions / Cigarettes / Alcohol / Take-aways..... | | |
| Child Care / Child Maintenance..... | | |
| Car Expenses – Insurance / Petrol / Maintenance / Tax..... | | |
| Work Expenses - Getting to work / lunches / Travel expenses..... | | |
| Rental - Hire Purchase / Catalogues..... | | |
| Loans – Bank / Finance / Car..... | | |
| Credit Cards / Store Cards..... | | |
| Court Orders..... | | |
| Other - eg Gym Membership / Sports Activities / Holidays / Regular Savings..... | | |
| TOTAL EXPENDITURE = | | |
| INCOME LESS EXPENDITURE = | | |

PARTNER'S DECLARATION

If you have declared your partner's income details as part of your overall income in applying for this loan, your partner will need to sign below confirming agreement for their information to be used in considering the loan and its repayments.

| | | | | |
|----------------------------|--|--|--------------------------------|---------------|
| Partner's Name | | Partner Salary <small>after deductions</small> | Monthly | Weekly |
| Partner's Employer | | | | |
| Partners Signature: | | | ENCLOSE PARTNERS PAYSIP | |

DECLARATION

| | YES | NO |
|---|-----|----|
| 1. Are you an undischarged bankrupt or have an IVA?..... | | |
| 2. Are you in good health and fit to follow your normal occupation?..... | | |
| 3. Have you given due consideration to all your other financial commitments?..... | | |
| 4. Are you confident that you are able to make repayments in accordance with the Credit Union Rules?..... | | |
| 5. Are you indebted to any other financial provider either as a borrower or guarantor except those stated above?... | | |
| 6. Are you aware that you will not be able to withdraw your savings until such time as and to the extent that your savings exceed your loan?..... | | |

Data Protection Statement: In accordance with the principles of the Data Protection Act 1988, we will use your personal details for the purposes of managing your accounts with the Credit Union. Your personal details will be treated confidentially and will only be shared with other agencies for the purposes of credit references and debt recovery, for which purpose we hold a Category F Consumer Credit Licence.

I am aware that failure to provide accurate information could result in my application being refused and could affect future borrowing.

I understand that my application may be subject to credit check/s.

I understand that all applications are subject to approval.

I declare the information I have given on this form is true and correct to the best of my knowledge and belief.

Signed: **Dated:**

FOR OFFICE USE ONLY

| | | | | |
|-------------------------|---|-------------------------|---|--------------------|
| Share Balance | £ | Revised loan repayment | £ | |
| Loan Balance | £ | Revised payroll/STO etc | £ | Same / New |
| Amount of last loan | £ | Date agreement sent | | |
| Date of last loan | | Loan No. | | |
| Current payroll/STO etc | £ | Payment date | | Approved / Refused |
| Current Loan repayments | £ | Cheque No. | | Signed: |