

## Loan Application Form

Before applying for a loan, read the information and rules below:

- In general, you need to save a regular amount per week / month over at least 13 weeks.
- After the initial 13 weeks, you can at any time apply for a loan of **no more than 3 times the amount of your savings up to a maximum of £5,000 for your first loan, and an absolute maximum of £10,000 for subsequent loans, subject to a credit assessment.**
- When you apply for a loan, the Credit Committee (and/or the Loans Officer) will assess your credit worthiness and your ability to repay the loan. This could involve an interview, perhaps over the phone. Evidence of income and expenditure will be required. Evidence of entitlement to remain in the UK for the duration of the loan repayment schedule will be required.
- All loans must be paid back within a maximum of 3 years (1 year for emergency loans). The interest charged is 1% per month on the decreasing balance of the loan. (12.7% APR) on the last day of the calendar month.
- You will be encouraged to save whilst repaying your loan and cannot withdraw an amount that would reduce your share balance to less than one third of your loan balance.
- All loans are subject to availability of funds and at the discretion of the Credit Committee. The excess of loan balance over share balance for any member will not exceed 5% of the credit union's total assets.
- A decision on a loan application is usually made within 7 working days.
- On receipt of a loan, you must sign the loan agreement, which is a legal document in which you undertake to pay the amounts specified by the dates specified. There is no penalty for repaying extra amounts at any time.
- Agreed loans are normally paid by bank transfer, but you can have a cheque if you prefer, or (by agreement) cash for small loans.
- You can apply for a top-up loan **only if at least 50% of your existing loan has been paid off.**
- The Credit Control Officer follows up all loan repayments that fall into default and if necessary the credit union will start a process of legal action. Any related charges incurred by the credit union can be added to the amount owing by the defaulter.

I have read the information and rules above signed: \_\_\_\_\_

Please ask if you need any help in completing this **2-sided** form or the financial assessment form.

Complete all sections of the form in BLOCK CAPITALS. If a list of options is given, please circle the option that applies to you, showing your choice clearly. ***Please also enclose your last 3 payslips and/or proof of other income AND the last 3 months' bank statements for all accounts. Copies or internet printouts are acceptable, or you can collect originals on completion.***

Full Name \_\_\_\_\_ Membership No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Time at this address \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Home Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 Email address \_\_\_\_\_

Occupation \_\_\_\_\_ National Insurance No. \_\_\_\_\_  
 Employer's Name and address \_\_\_\_\_  
 \_\_\_\_\_  
 Time with this employer \_\_\_\_\_ Payroll No. \_\_\_\_\_  
 Work telephone No. \_\_\_\_\_ Can you be contacted there? Yes / No

## Loan Application details:

Present Share Balance £\_\_\_\_\_ Present Loan Balance £\_\_\_\_\_ (if known)

I am applying for a loan of £\_\_\_\_\_ to be added to my present loan balance, if any.

[OFFICE USE ONLY: EXACT present loan balance is £\_\_\_\_\_, so total loan applied for is: £\_\_\_\_\_]

The purpose of the loan is \_\_\_\_\_

I would like to receive the money by \_\_\_\_\_ (latest possible date)

I would like the loan paid to me by bank transfer / cheque / cash (by special arrangement, to be discussed)

Bank details: account no. \_\_\_\_\_ sort code \_\_\_\_\_

name(s) of account holder(s) \_\_\_\_\_

Cheque details: cheque to be made out to \_\_\_\_\_

I will start repaying the loan on \_\_\_\_\_ (date)

I can afford to repay £\_\_\_\_\_ per week / fortnight / month

I also agree to save £\_\_\_\_\_ per week / fortnight / month while repaying the loan.

I will pay by standing order / cash / cheque / bank transfer / payroll deduction

|                  |                                       |                          |                           |                          |
|------------------|---------------------------------------|--------------------------|---------------------------|--------------------------|
| I have provided: | A completed financial assessment form | <input type="checkbox"/> | Entitlement to stay in UK | <input type="checkbox"/> |
|                  | Payslips / proof of benefit           | <input type="checkbox"/> |                           |                          |
|                  | Bank statements                       | <input type="checkbox"/> |                           |                          |

### Formal Declaration:

I declare that

1. I have read a copy of the Watford Credit Union's information sheet "Loan Protection Insurance and Life Savings Insurance" (available on website: [www.watfordcreditunion.co.uk](http://www.watfordcreditunion.co.uk))
2. I am legally entitled to remain in the UK for the entire period of repayment of this loan.
3. The information on this form has been provided by me for the purpose of obtaining a loan.
4. To the best of my knowledge and belief, all the statements on this form are true.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

### Official use only:

Date received \_\_\_\_\_ Loan Number \_\_\_\_\_

The loan of £\_\_\_\_\_ for a period of \_\_\_\_\_ is Approved / Refused

BACS/cheque/cash amount £\_\_\_\_\_ Amount of existing loan cleared £ \_\_\_\_\_

The following comments are to be made to the applicant \_\_\_\_\_

\_\_\_\_\_

Approved by the following Credit Committee Officers \_\_\_\_\_

Reasons for refusal – if appropriate \_\_\_\_\_

\_\_\_\_\_

Financial assessment for (name):

Member No:

Date:

| Description                                       | Frequency    | Enter Amounts<br>£ | Monthly Equivalent<br>£ |
|---|--------------|--------------------|-------------------------|
| <i>Default input frequency (click to change):</i> | <i>Month</i> |                    |                         |
| <b>INCOME</b>                                     |              |                    |                         |
| <b><u>Employment</u></b>                          |              |                    |                         |
| Take home pay (i.e. after tax etc.)               | Month        |                    |                         |
| Take home pay - second job                        | Month        |                    |                         |
| <b><u>Benefits</u></b>                            |              |                    |                         |
| Child benefit                                     | Month        |                    |                         |
| Universal Credit                                  | Month        |                    |                         |
| Job seeker's allowance (JSA)                      | Month        |                    |                         |
| Employment support (ESA)                          | Month        |                    |                         |
| Statutory sick pay                                | Month        |                    |                         |
| Maternity pay                                     | Month        |                    |                         |
| Housing benefit paid directly to you              | Month        |                    |                         |
| Carer's allowance                                 | Month        |                    |                         |
| Disability benefits                               | Month        |                    |                         |
| Other benefits                                    | Month        |                    |                         |
|   | Month        |                    |                         |
|   | Month        |                    |                         |
|   | Month        |                    |                         |
| <b><u>Pensions</u></b>                            |              |                    |                         |
| State pension                                     | Month        |                    |                         |
| Pension credit                                    | Month        |                    |                         |
| Private pension                                   | Month        |                    |                         |
| Other pension                                     | Month        |                    |                         |
| <b><u>Other Income</u></b>                        |              |                    |                         |
| Maintenance or child support payments received    | Month        |                    |                         |
| Boarders or lodgers                               | Month        |                    |                         |
| Contributions from other(s)                       | Month        |                    |                         |
| Bank / Building Society Interest                  | Month        |                    |                         |
| <i>Other Income (please specify below)</i>        |              |                    |                         |
|   | Month        |                    |                         |
|   | Month        |                    |                         |
|   | Month        |                    |                         |
| <b>Total Monthly equivalent income</b>            |              |                    |                         |

|  |       |  |  |
|--|-------|--|--|
| <b>EXPENDITURE</b>                           |       |  |  |
| <b><u>Housing Costs</u></b>                  |       |  |  |
| Rent   | Month |  |  |
| Mortgage                                     | Month |  |  |
| Ground rent / Service charges                | Month |  |  |
| Council Tax (after any benefit deducted)     | Month |  |  |
| Water rates                                  | Month |  |  |
| Electric                                     | Month |  |  |
| Gas  | Month |  |  |
| Other household fuels (e.g. coal, wood etc.) | Month |  |  |
| Insurance (buildings & contents)             | Month |  |  |
| Other  | Month |  |  |

| Description  | Frequency | Enter Amounts<br>£ | Monthly Equivalent<br>£ |
|--|-----------|--------------------|-------------------------|
| <b><u>Household &amp; Personal Expenses</u></b>          |           |                    |                         |
| Housekeeping – food, household, toiletries etc.          | Month     |                    |                         |
| Cleaner / gardener                                       | Month     |                    |                         |
| Telephone / internet                                     | Month     |                    |                         |
| Mobile phones  | Month     |                    |                         |
| TV subscriptions (Sky / Virgin etc.)                     | Month     |                    |                         |
| TV Licence   | Month     |                    |                         |
| Clothing (including children)                            | Month     |                    |                         |
| Hairdressing/nails etc.                                  | Month     |                    |                         |
| Dentist / glasses / prescriptions                        | Month     |                    |                         |
| Pet costs (inc. insurance)                               | Month     |                    |                         |
| <b><u>Children</u></b>                                   |           |                    |                         |
| Child care   | Month     |                    |                         |
| School meals   | Month     |                    |                         |
| School travel  | Month     |                    |                         |
| Pocket money   | Month     |                    |                         |
| Activities / trips etc.                                  | Month     |                    |                         |
| Maintenance payments paid out by you                     | Month     |                    |                         |
| <b><u>Transport</u></b>                                  |           |                    |                         |
| Public transport (inc. any season ticket or taxi costs)  | Month     |                    |                         |
| Fuel   | Month     |                    |                         |
| Car insurance  | Month     |                    |                         |
| Car tax  | Month     |                    |                         |
| Car maintenance (servicing, MOT, etc.)                   | Month     |                    |                         |
| Recovery insurance (AA, RAC, etc.)                       | Month     |                    |                         |
| Parking  | Month     |                    |                         |
| <b><u>Loan Repayments</u></b>                            |           |                    |                         |
| Credit / store card loan repayments                      | Month     |                    |                         |
| Catalogue repayments                                     | Month     |                    |                         |
| Bank loan repayments                                     | Month     |                    |                         |
| <i>Other loan/debt repayments (please specify below)</i> |           |                    |                         |
|  | Month     |                    |                         |
|  | Month     |                    |                         |
| <b><u>Leisure</u></b>                                    |           |                    |                         |
| Holidays   | Month     |                    |                         |
| Pub /eating out / takeaway etc.                          | Month     |                    |                         |
| Cigarettes   | Month     |                    |                         |
| Sports / Outings / cinema etc.                           | Month     |                    |                         |
| Gambling (including lottery tickets)                     | Month     |                    |                         |
| <b><u>Other Expenses</u></b>                             |           |                    |                         |
| Pension contributions (ignore deducted from pay)         | Month     |                    |                         |
| Life / private health insurance                          | Month     |                    |                         |
| Presents for others (birthdays / Christmas etc.)         | Month     |                    |                         |
| Charitable donations                                     | Month     |                    |                         |
| Professional subs  | Month     |                    |                         |
| <i>Other expenses (please specify below)</i>             |           |                    |                         |
|  | Month     |                    |                         |
|  | Month     |                    |                         |
|  | Month     |                    |                         |
| <b>Total Monthly equivalent expenditure</b>              |           |                    |                         |

**Monthly excess income over expenditure**