

GUIDANCE NOTES

PLEASE READ

1. Please answer ALL questions, **INCOMPLETE FORMS** may cause a delay in the loan process. The N/A, wording should be written in all questions which do 'not apply'.
2. The income and expenditure form **MUST** be completed even if you have had a previous loan.
Your circumstances may have changed.
3. To enable us to process your application we need proof of ALL declared income. :
 - **Current** wage slips (2 if paid monthly, 4 if paid weekly)
 - **Recent** benefit letter
 - **Recent** bank statement.
 Please state if you already have your salary, benefits or standing order paid direct to the credit union.
4. We need to know what you want the loan for, so please tell us.
5. We can only grant loans if you are prepared to save, these savings cannot be withdrawn until the loan is paid off completely. A savings based loan is 50% cheaper interest rate than an ability to pay loan. The more you save, the sooner your finances will get under control.
6. If you require any help completing the form please ask a member of staff or make an appointment with the loans officer or business manager.
6. The credit union aims to give a decision to all applications within seven days, however, there may be times this deadline cannot be met due to the fact that we have not received **all** the required information. (See paragraph 3 above)

Office use only below this line

Date	NOTES
Date Received:	
Further info requested Date:	

LOAN APPLICATION FORM
1. YOUR PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms (delete not applicable)		Membership Number:	
Applicant Name:		Surname:	
Address:		Postcode:	

 How long have you lived at this address? Years Months

If you have lived at this address for less than 3 years, please give your previous address;

Address:		Postcode:	
Home Telephone Number:		Mobile:	

Email Address:

Date of Birth: / /	NI Number:	M/F	AGE
---------------------------	-------------------	------------	------------

2. ABOUT YOU

Are you:	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Divorced/Separated <input type="checkbox"/>	Living with partner <input type="checkbox"/>	Widowed <input type="checkbox"/>
How many dependent children do you have:	<input type="text"/>	What are their ages:			
Do you:	Own your own home? <input type="checkbox"/>	Rent your home? <input type="checkbox"/>	Living with parents <input type="checkbox"/>	Other <input type="checkbox"/>	
Tenant Details:	Council Tenant <input type="checkbox"/>	Housing Association <input type="checkbox"/>	Private Landlord <input type="checkbox"/>		
Name, Address & Tel. No. of Landlord:					

3. YOUR WORK

Occupation:					
Are you:	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Retired <input type="checkbox"/>	Homemaker <input type="checkbox"/>
Current/Previous Contact details:					
			Post code:	How long with employer	

4. LOAN APPLICATION

Amount £ :	Purpose of Loan:				
Proposed repayment: Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> £ :					
Proposed term of loan:		Repayment method: S/O <input type="checkbox"/> : direct from CU account <input type="checkbox"/>			

INCOME & EXPENDITURE DETAILS

5 YOUR INCOME AND EXPENDITURE

****Please Note: Partners/Spouse's earnings MUST NOT be used if that person already has a loan with BCU.**

Income Details	Weekly £	Monthly £	Comments
Your main income:			
**Partner's income:			
Benefits:			
Other income:			
TOTAL INCOME			

Confirmation of income and expenditure is required. Please supply bank statements/wage slips.

Expenditure	Weekly £	Monthly £	Quarterly £	Annual £	Comments
Mortgage/Rent:					
Council Tax:					
Home insurance:					
Electricity:					
Gas/Oil/Coal:					
Water Rates/Meter:					
Loan/HP repayments:					
Store Cards:					
Catalogue repayments:					
Credit Cards:					
Pension provision:					
Telephone:					
Mobile telephone:					
TV Licence/Cable/Sky:					
Food/shopping:					
Life insurance:					
Maintenance payments:					
School meals:					
Milk bill:					
Child care:					
Clothes/uniforms/shoes:					
Household goods:					
Car breakdown cover:					
Car insurance:					
Road Tax:					
Car servicing/repairs:					
Petrol:					
Travel – Bus/Taxi/Fares etc:					
Entertainment/meals out/drinks etc:					
Pocket money:					
Lottery:					
Cigarettes:					
Newspapers/magazines:					
Christmas/Birthdays:					
Holidays:					
Hobbies:					
Any other expenses not mentioned above					
TOTALS					

TOTAL EXPENDITURE

A – B = C

Monthly/weekly surplus for new loan repayments

TOTAL INCOME	(A)	£
TOTAL EXPENDITURE	(B)	£
SURPLUS INCOME	(C)	£

Bacup (Lancashire) Credit Union 9 St James Square Bacup Lancashire OL13 9NH
Tel: (01706) 601 809 E-mail bacupcreditunion@ntlbusiness.com

Authorised by the Prudential Regulation Authority & regulated by the Financial Conduct Authority & the Prudential Regulation Authority

Bacup Credit Union is supported by Bacup Fellowship Of Churches.

Grant Funded by

6. SAVINGS

Bank/Building Society:	£
Investments:	£
Credit Union(s)	£
Other (please specify)	£
TOTAL	£

Additional information:
PLEASE USE THIS SHEET TO BREAKDOWN PAYMENTS YOU HAVE PUT ON PAGE ONE OF THE INCOME & EXPENDITURE FORM.

7. EXISTING LIABILITIES

Loans/HP	Balance Owed	Monthly Payment	Credit Limit
1.			
2.			
3.			
Store Cards			
1.			
2.			
Credit Cards			
1.			
2.			
Catalogues			
1.			
2.			
3.			
Credit Union			
1.			
Bank overdraft			
1.			
TOTALS			

Have you ever borrowed from Provident, Greenwood, Brighthouse or any other company with high interest rates? YES NO

If 'YES' to any of the above please provide details:-

Have you had any County Court Judgements registered in your name? YES NO

Have you ever been declared bankrupt? YES NO

If 'YES' to either of the above please provide details: -

Have you ever had a Social Fund Loan YES /NO. If YES, Is it fully paid off? YES / NO.

Bacup Credit Union Ltd
 Registration No. 233C
 9 St James Square Bacup Lancashire OL13 9NH
 Tel /Fax: (01706) 601 809 E-mail: bacupcredit.union@ntlbusiness.com

8. PRESENT BANKING DETAILS

Sort Code: Account No:

Name of Bank/Building Society:	Account Name:
Branch:	Time with bank: Years

Do you have a cheque guarantee or Switch/Delta card? Yes No

9. DISCLOSURE AUTHORITY

On occasions we may need to contact a third party to check the details you have provided. We will not do this without your specific authority. Please indicate below whom we may contact by telephone or in writing for the purpose s of credit assessment and fraud protection.

Employer: <input type="checkbox"/>	Bank/Building Society <input type="checkbox"/>	Credit/Store card Co: <input type="checkbox"/>	Landlord <input type="checkbox"/>
------------------------------------	--	--	-----------------------------------

10. INFORMATION REQUIRED TO PROCEED WITH LOAN

We will be unable to process your application without evidence of income i.e. bank/building society statement covering the last 2 months evidencing your source of income/ two recent salary/wage slips, DSS benefit books or letter from benefits with amount of benefit awarded. These must be originals, dated within the last three months, and show your name and address exactly as they appear on this application. If you have any problems meeting the identification criteria please talk to of the Loans Officer..

11. DECLARATION and AGREEMENT

I **submit** this application for a Bacup Credit Union loan and confirm that the information I have given is accurate and I do not know of any impending changes to the details given in this application.

This form has been completed on my behalf and has been read over to me. This is a true and complete record of what was said.

Please place a tick in the box if the form has been completed by another person.

Use and Disclosure of Information.

Important - Your Personal Information

We may use credit reference and fraud prevention agencies to help us make decisions. A short guide to what we do and how both we and credit reference and fraud prevention agencies will use your information is detailed in the [leaflet/section] called:

“A condensed guide to the use of your personal information by ourselves and at Credit Reference and Fraud Prevention Agencies”. If you would like to read the full details of how your data may be used please ask one of our staff.

By confirming your agreement to proceed you are accepting that we may each use your information in this way.

Department of Work and Pensions: I agree that if I default on repayments, information about my loan may be passed to the Department of Work and Pensions for their consideration of deductions from benefits that I am or will become entitled to.

General Data Protection Regulation May 2018. Your personal information will be treated as confidential and only disclosed **a)** at your request **b)** to prevent fraud or by order of the Courts.

You are entitled to a copy of the information we hold about you by writing to us and requesting it.

Signed:

Date: / /

Please return your completed application form to: Bacup Credit Union 9 St James Square Bacup Lancashire OL13 9NH Tel: (01706) 601 809 E-mail bacupcredit.union@ntlbusiness.com