

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)
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
as at**

Description	Frequency	Enter Amounts £	Monthly Equivalent £
<i>Default input frequency (click to change):</i>	Month		
INCOME			
<u>Employment</u>			
Take home pay (i.e. after tax etc.)	Month		
Take home pay - second job	Month		
<u>Benefits</u>			
Child benefit	Month		
Child Tax Credit	Month		
Universal Credit	Month		
Job seeker's allowance (JSA)	Month		
Employment support (ESA)	Month		
Income support	Month		
Working Tax credit	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		
<u>Pensions</u>			
State pension	Month		
Pension credit	Month		
Private pension	Month		
Other pension	Month		
<u>Other Income</u>			
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		
Total Monthly equivalent income			

EXPENDITURE			
<u>Housing Costs</u>			
Rent	Month		
Mortgage	Month		
Ground rent / Service charges	Month		
Council Tax (after any benefit deducted)	Month		
Water rates	Month		
Electric	Month		
Gas	Month		
Other fuels	Month		
Insurance (buildings & contents)	Month		
Other	Month		

Description	Frequency	Enter Amounts £	Monthly Equivalent £
<u>Household & Personal Expenses</u>			
Housekeeping – food, household, toiletries etc.	Month		
Cleaner / gardener	Month		
Telephone / internet	Month		
Mobile phones	Month		
TV subscriptions (Sky/Virgin/Netflix/Amazon/Now etc.)	Month		
TV Licence	Month		
Clothing (including children)	Month		
Hairdressing/nails etc.	Month		
Dentist / glasses / prescriptions	Month		
Pet costs (inc. insurance)	Month		
<u>Children</u>			
Child care	Month		
School meals	Month		
School travel	Month		
Pocket money	Month		
Activities / trips etc.	Month		
Maintenance payments paid out by you	Month		
<u>Transport</u>			
Public transport (inc. season ticket) inc Uber, Taxi etc.	Month		
Fuel	Month		
Car insurance	Month		
Car tax	Month		
Car maintenance (servicing, MOT, etc.)	Month		
Recovery insurance (AA, RAC, etc.)	Month		
Parking	Month		
<u>Loan Repayments</u>			
Credit / store card loan repayments	Month		
Catalogue repayments	Month		
Bank loan repayments	Month		
<i>Other loan/debt repayments (please specify below)</i>			
	Month		
	Month		
<u>Leisure</u>			
Holidays	Month		
Pub /eating out / takeaway etc.	Month		
Cigarettes	Month		
Sports / Outings / cinema etc.	Month		
Gambling (including lottery tickets)	Month		
<u>Other Expenses</u>			
Pension contributions	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		
Total Monthly equivalent expenditure			

Monthly excess income over expenditure