

## LOAN APPLICATION CHECKLIST – SUPPORTING DOCUMENTS

Name				<b>Please return with loan application to:</b> Cardiff & Vale Credit Union Central Library Hub, The Hayes Cardiff CF10 1FL T: 029 2087 2373 E: <a href="mailto:ccu@cardiffcu.com">ccu@cardiffcu.com</a> W: <a href="http://www.cardiffcu.com">www.cardiffcu.com</a>
Postcode				
Member Number		Date	/ /	
Purpose of Loan				

Thank you for your loan application. Your loan will not be assessed until you supply supporting documents which must be within the last three months. If you are a current member and apply for a loan online you can upload your supporting documents at the end of the loan application, but these must be in PDF format. Alternatively hard copies of your supporting documents must be supplied to the address above. **Please complete column B below providing a summary of the supporting documents you have provided in support of your loan application.**

### **We cannot accept documents by email.**

<b>A - Documents Required (Must be within the last three months)</b>	<b>B - You Provided (Please complete summary details below)</b>	<b>C- Documents Outstanding (Office Use Only)</b>
<b>Document 1 – Bank Statements</b> for a full month (i.e. 30/31 days) showing consecutive transactions.	Start date on bank statement: ___ / ___ / ___  End Date on bank statement: ___ / ___ / ___	
<b>Document 2 – Proof of Income</b> a wage slip (1 monthly/4 consecutive weekly wage slips) and/or Benefit/Pension/Tax Credit/Universal Credit award letter		
<b>Document 3 – Creditor Statements</b> (for debt consolidation loans only). The statements must include your current balances and details of outstanding debts you are looking to clear along with the sort code, account number and reference for the Credit union to make a BACS payment to the creditor if the loan is approved		
<b>Document 4 – Proof of Address</b> (if you have moved since your last loan or this is your first Credit Union loan)		
<b>Document 5 – Signed Partner Declaration</b> (if you have asked us to consider your partner's income in addition to yours)		
<b>Document 6 – Business Plan</b> (for business loans only)		

## Completing a Loan Application

### How do I work out repayments?

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

### LOAN APPLICATION CHECKLIST

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

#### I have...

- completed the form in full
- read and understood the declaration and signed and dated the form
- declared all credit cards, loans or details of any IVA arrangement, bankruptcy order or CCJ's I may have
- provided proof of all income I receive (including payslip (1 if you're paid monthly, 4 if you're paid weekly, 2 if you're paid fortnightly or a benefits notification letter)
- provided 1 or more full months bank statements with all pages included (dated within past 3 months)
- proof of address (if it is your first loan application, if you are not an existing member, or if you have moved since your last loan application with us and haven't already provided proof of your new address)
- For a debt consolidation loan application you will need to provide statements of the debts you are seeking to consolidate (e.g. credit card statement including creditor payment details)

### What happens if I have not completed the application or have not provided the correct documents?

- Your loan application cannot be assessed unless you sign the declaration, sign the application form and provide original documents requested. Your application will be returned to you if your form is incomplete.

### What if my partner/other household member pays or contributes towards household expenditure?

Please indicate any expenses that you are not responsible for, by writing next to the item listed (e.g. "Partner pays"). If your partner is supporting your application and would like their information used when considering the loan, they are required to supply proof of income (i.e. payslip, benefit confirmation letter) and sign the Partner's Declaration section.

### What information will you find out about me?

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 e.g. 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. We will consider all circumstances providing you tell us about them. Failure to declare correct information may result in your application being refused.

### Where do I send my application?

**Cardiff & Vale Credit Union  
Central Library Hub,  
The Hayes,  
Cardiff,  
CF10 1FL**

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.

## A Condensed Guide to the Use of your Personal Information by Cardiff & Vale Credit Union and at Credit Reference and Fraud Prevention Agencies

- 1) When you apply to us to open an account, this organisation will check the following records about you and others (see 2 below)
  - a) Our own;
  - b) those at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by other lenders. They supply to us both public (including the electoral register) and shared credit and fraud prevention information.
  - c) those at fraud prevention agencies (FPAs).

We will make checks such as; assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.

- 2) If you are making a joint application or tell us that you have a spouse or financial associate, we will link your records together so you must be sure that you have their agreement to disclose information about them. CRAs also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.
- 3) Information on applications will be sent to CRAs and will be recorded by them. Where you borrow from us, we will give details of your accounts and how you manage it/them to CRAs. If you borrow and do not repay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for 6 years after they are closed, whether settled by you or defaulted.
- 4) If you give us false or inaccurate information and we suspect or identify fraud we will record this and may also pass this information to FPAs and other organisations involved in crime and fraud prevention.
- 5) If you have borrowed from us and do not make payments that you owe us, we will trace your whereabouts and recover debts.
- 6) We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.
- 7) Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Act 1998.

### How to find out more

This is a condensed version and if you would like to read the full details of how your data may be used please visit our website at [www.cardiffcu.com](http://www.cardiffcu.com) or phone (029) 20872373 or ask one of our staff. You can contact the CRAs currently operating in the UK; the information they hold may not be the same so it is worth contacting them all. They will charge you a small statutory fee.

- **Experian**, Consumer Help Service, PO Box 8000, Nottingham NG80 7WF or call 0844 4818000 or log on to [www.experian.co.uk](http://www.experian.co.uk).
- **CallCredit**, Consumer Services Team, PO Box 491, Leeds, LS3 1WZ or call 0870 0601414
- **Equifax** PLC, Credit File Advice Centre, PO Box 3001, Bradford, BD1 5US or call 0870 010 0583 or log on to [www.myequifax.co.uk](http://www.myequifax.co.uk)



## ABOUT THE LOAN YOU ARE REQUESTING

List the purposes of your loan request and how much you are requesting for each item

Item  Amount £

Item  Amount £

Requested repayment term Months  Years

Repayment frequency  Monthly  Weekly

Method of repayment

Payroll Deduction  Standing Order  Post Office/ PayPoint

**Please give details of your bank account where the funds will be paid into and your standing order will be collected**

Sort Code  Account no

Name of Account Holder

**How would you like to be notified of the loan decision?**

Text  Email  Phone  Post

**How would you like to sign the loan agreement?**

Sign at Cardiff Office  Sign at Barry Office

Have the loan agreement sent to you

## CREDIT HISTORY

Are you in arrears with any loans/bills/rent/mortgage/Council Tax or missed payments for any of these in the last 12 months?  Yes  No

Are you repaying a social fund loan?  Yes  No

Do you have any County Court Judgements (CCJs)?  Yes  No

Are you an undischarged bankrupt, or do you have an IVA, Debt Relief Order or debt management plan?  Yes  No

If you have answered yes to any of these questions, please give full details here. We consider most circumstances, but you need to tell us about them.


Continue on extra sheet if necessary

## ABOUT YOUR FINANCES

Please complete this section with your monthly income and expenditure:  Per month

### YOUR INCOME

Salary after deductions	£
Salary of partner - if applicable	£
Universal Credit	£
Pension	£
Income Support	£
Job Seekers Allowance/ESA	£
Tax Credits	£
Disability Living Allowance / PIP	£
Child Benefit	£
Maintenance/Child Support	£
Any other income please specify	£
<b>Total Income</b>	<b>£</b>

### OTHER CREDIT

How much your weekly or monthly payments are:

	Total Outstanding	Weekly/Monthly Repayment
Loans	£	£
Payday Loans	£	£
Doorstep Lenders	£	£
Social Fund Loan	£	£
Credit Cards	£	£
Store Cards	£	£
Hire Purchase	£	£
Car Finance	£	£
Catalogues	£	£
Court Orders	£	£
Debt Management	£	£
Debt Collection	£	£
<b>Total Owing</b>	<b>£</b>	<b>£</b>

### YOUR EXPENSES

Mortgage/Rent	£
Council Tax	£
Electricity	£
Gas	£
Water	£
Building/Contents Insurance	£
TV Licence	£
TV/Internet Package	£
House Phone	£
Mobile Phone	£
Food and Toiletries	£
Clothing/Footwear	£
Cigarettes/E-Cigarettes	£
Nappies/Baby Needs	£
Nursery/Childcare/School Fees	£
Child Maintenance	£
Car Insurance	£
Petrol	£
Road Tax	£
Bus/Train Fare	£
Pet Food/Vet Fees/ Insurance	£
Leisure/Activities	£
Regular Savings	£
Life Insurance/Private Pension	£
<b>Total Expenditure</b>	<b>£</b>

<b>Total Income</b>	<b>£</b>
<b>Total Owing PLUS Total Expenditure</b>	<b>£</b>
<b>INCOME LESS EXPENDITURE</b>	<b>£</b>

If you have included your partner's income in this section, they must sign the declaration below: I agree to Cardiff & Vale Credit Union using my personal data to assess this loan application, and understand and consent to this data being stored by Cardiff & Vale Credit Union as part of the application process. I understand I can access details of the full privacy statement at [www.cardiffcu.com](http://www.cardiffcu.com) or in hard copy on request

Signed:

Dated:

Partner's name

Date of Birth

**Important - Your Personal Information**

We may use credit reference and fraud prevention agencies to help us make decisions. What we do and how both we and credit reference and fraud prevention agencies will use your information is detailed in the section in the attached guidance notes called: **A Guide to the use of your personal information by ourselves and at Credit Reference and Fraud Prevention Agencies.**

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

**DECLARATION**

**In signing this application form, I declare that:**

- I understand that my savings will be held as security against the loan and that I will not be able to withdraw my savings until my savings balance is higher than my loan balance.
- The information I have given on the form is true and accurate, and I agree to notify the credit union if any of the information changes before my loan is assessed.
- I am not aware of any reason why I will not be able to repay this loan in full.
- All information given is true and accurate to the best of my knowledge. I understand that any knowingly inaccurate or untrue information provided in this application may be treated as fraud.
- I am not intending to enter into any formal debt remedies (such as IVAs, bankruptcy or Debt Relief Orders) during the period of the loan I have applied for.
- I have read and understood the attached Financial Services Compensation Scheme Information Sheet and Exclusion List.
- I understand that I have a responsibility to make all my loan payments on time and in full, and I commit to do so.
- I authorise Cardiff & Vale Credit Union to use any information I have provided on this form to carry out any checking with licenced credit reference agencies, to prevent fraud and to recover any outstanding debts.
- I am not aware of any reasons why I would not be able to carry out my usual work or why my benefits or other income may change during the loan term.
- I understand that my application is subject to approval.
- As a member of the credit union you agree that we can send you statements, new terms & conditions, information about changes to the way your account(s) operate and notification of our annual general meeting. You can access a full copy of our privacy statement on our website [www.cardiffcu.com](http://www.cardiffcu.com) or by email to [ccu@cardiffcu.com](mailto:ccu@cardiffcu.com) on request.

We would like our members to continue to receive our newsletters, which includes latest news of our services, performance and current promotions. You can choose to receive the newsletter in two ways:

- Yes please - I would like to receive newsletters by email
- Yes please - I would like newsletters to be posted to me
- No thanks - I don't want to receive your newsletter

We would like our members to continue to receive information regarding new or promotional savings and loans products. You can choose to receive the information in two ways:

- Yes please - I would like to receive savings and loans news and offers by email
- Yes please - I would like savings and loans news and offers posted to me
- No thanks - I don't want to savings and loans news and offers

We would like to contact members with a link to our annual online member feedback survey. The survey helps us to ensure we are offering the best services we can to our members:

- Yes please - I would like to an email with the link to the annual member survey
- No thanks - I don't want to be sent the link to the annual member survey

How did you hear about us? (this question is for new member loan app and membership applications only – not loans form)

- Leaflets
- Word of mouth
- TV/Press
- Social media
- Another organisation
- Hub/collection point

**I have read and understood the declaration above**

Signed:

Date:

**Please return completed forms to  
Cardiff & Vale Credit Union, Central Library Hub, The Hayes, Cardiff CF10 1FL**

**FOR OFFICE USE ONLY**

Share Balance	£
Loan Balance	£
Amount of last loan	£
Date of last loan	
Current SBO/Payroll etc.	£
Current Loan Repayments	£
Revised Loan Repayment	£
Savings	£
Share 2	£
Total Revised Payment	£
Payment is	Same / New
Date agreement posted	
SBO / Payroll enclosed?	Yes / No

Approved  Declined  Offer

Amount Approved Over Loan No.

£	@	%APR
	Weeks/Months	
Signature		
Staff / Credit Comm / Management		

SBO / Payroll returned	Yes / No / n/a
Payment date	
Cheque No. / BACS	
BACS authorisation	1 2

Comments