

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 £

Repayment term Months Years

Repayment frequency Monthly Weekly

Method of repayment

Payroll Deduction Standing Order Post Office/ PayPoint

How would you like to receive your money?

Directly into a bank account Sort Code Account no

Name on Account

Collect cheque with cash letter for Co-op bank (must be collected from office) Cash cheque at Post Office (must be collected from office)

Which Post Office would you like to cash the cheque at?

How would you like to be notified?

Text Email Phone Post

You will need to sign the loan agreement before receiving the loan money

You can come into the office to sign

or we can post loan agreement to you

PREVIOUS CREDIT HISTORY

Have you missed any payments in the last 12 months? Yes No

Are you in arrears with any bills/rent/mortgage/council tax? Yes No

Are you repaying a social fund loan? Yes No

Do you have any County Court Judgements (CCJ's)? Yes No

Are you an undischarged bankrupt, have an IVA, Debt Relief Order or in a 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 amounts either

Per week

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	£
Child Benefit	£
Maintenance/Child Support	£
Any other income please specify	£
Total Income	£

WHAT YOU OWE

How much your weekly or monthly payments are

Loans	£
Payday Loans	£
Doorstep Lenders	£
Social Fund Loan	£
Credit Cards	£
Store Cards	£
Hire Purchase	£
Car Finance	£
Catalogues	£
Court Orders	£
Debt Management	£
Debt Collection	£
Total Owing	£

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	£
Smoking/Drinking	£
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	£
Total Expenditure	£

Total Income	£
Total Owing PLUS Total Expenditure	£
INCOME LESS EXPENDITURE	£

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 understand that I have a responsibility to make all my loan payments on time and in full, and I promise to do so.
- I authorise CVCU to use any information I have provided on this form to carry out any checking with licensed credit agencies & online anti-money laundering identity verification services, 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.

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.

I have read and understood the declaration above.

Signed:

Date:

If you have included your partner's income in this application, they must sign to confirm that they agree that their information can be used in considering this loan application and that they also agree to the Declaration above.

Signed:

Dated:

Partner's name

Date of Birth

BENEFICIARY DETAILS

*The witness must not be beneficiary

In the event of my death, I nominate the person named below as my beneficiary to receive all my shares and any sums payable under the Life Insurance Scheme of the Credit Union.

Nominee Full Name Relationship

Nominee Address

Member's signature Date

Witness signature* Witness print name

FOR OFFICE USE ONLY

Approved Declined Offer

Loan Repayment	£
Savings	£
Share 2	£
Total Payment	£

Date agreement posted	
SBO / Payroll enclosed?	Yes / No

Amount Approved Over Loan No.

Signature

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

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

Comments

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. 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?

Please send your completed application and documentation to:

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 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.
- **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

LOAN APPLICATION CHECKLIST – SUPPORTING DOCUMENTS

Name			Please return with loan application to: Cardiff & Vale Credit Union Central Library Hub, The Hayes Cardiff CF10 1FL T: 029 2087 2373 E: ccu@cardiffcu.com W: www.cardiffcu.com	
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.**

A - Documents Required (Must be within the last three months)	B - You Provided (Please complete summary details below)	C- Documents Outstanding (Office Use Only)
Document 1 – Bank Statements for a full month (i.e. 30/31 days) showing consecutive transactions.	Start date on bank statement: ___/___/___ End Date on bank statement: ___/___/___	
Document 2 – Proof of Income a wage slip (1 monthly/4 consecutive weekly wage slips) and/or Benefit/Pension/Tax Credit/Universal Credit award letter		
Document 3 – Creditor Statements (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		
Document 4 – Proof of Address (if you have moved since your last loan or this is your first Credit Union loan)		
Document 5 – Signed Partner Declaration (if you have asked us to consider your partner's income in addition to yours)		
Document 6 – Business Plan (for business loans only)		

Cardiff & Vale Credit Union is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority Reg no 213467

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