



Loan No: L2.... - ..... - ..... **LOAN APPLICATION FORM** Suffolk Credit Union Ltd.

Endeavour House, 8 Russell Rd, Ipswich IP1 2BX • Tel: 01473 265000 Email: credit.union@suffolk.gov.uk

Please read notes before completion. FAILURE to disclose all required information may delay approval of your loan. Please return this form to this office with a copy of your latest payslip and partner's if applicable

**a. Personal Details**

Membership No: ..... Mr/Mrs/Ms etc. .... First Name(s) ..... Surname .....  
Home Address: ..... Postcode.....  
Date of birth: ..... Daytime contact number(s) for any queries:.....  
Email address:.....  
Previous address (if at present address less than 3 years).....  
**Are you:** A home owner/Shared ownership  Tenant/Lodger Living with parents

**b. Loan Details:** £ ..... (Requested) + £ ..... (Current Loan) = £..... (New Loan Total)

**Repayable over** ..... months **Date loan required:** (Allowing up to 10 working days) .....

**Reason for loan:** ..... I would like to save £.... per month in addition to my loan repayments of £....

Please tick if you would like any additional payments made via your Savings Card to be credited to your loan account whilst your loan account has a balance.

Suffolk Credit Union is collating data on the impact of COVID-19 in relation to withdrawal and loan requests. Whether directly or indirectly (e.g. personal or household income) is this request due to a loss/reduction of income because of COVID-19? **YES/NO**

**c. Employment Details** (If Pensioner, state Pensioner in Current Job Title field)

Employer/Company Name: ..... Current Job Title: .....  
Work address ..... NI No: .....  
Time with current employer? ..... years If contract, what is the duration / If leaving, what is your final date?.....  
Is your current post? Full-time or Part-time Permanent or Temporary

**d. Wife/Husband/Partner's Employment Details** (If Pensioner, state Pensioner in Current Job Title field)

Surname: Mr/Mrs/Miss:..... First Name: .....  
Employer/Company Name: ..... Date employed and position: .....  
Work address:..... Tel No .....

**e. PARTNER'S DECLARATION:** If you have declared your partner's income details as part of your overall income/expenditure in applying for this loan, your partner will be required to sign below confirming agreement for their information to be used in considering the loan and its repayment.

Partner's name: ..... Partner's signature: .....

**f. DATA PROTECTION STATEMENT:** In accordance with the principles of the Data Protection Act 1998, we will use your personal details for the purpose of managing your account(s) with the credit union. Your personal details will be treated confidentially and will only be shared with:

- other agencies for the purposes of credit referencing and debt recovery, for which we hold a Category H consumer credit licence.
- your payroll provider in relation to payments and loans in connection with any payroll deduction authorisation.

**FOR OFFICIAL USE ONLY: Loan % Rate (APR\*)** – Refer to pg 5  1%(12.7%)  1.25%(16.1%)  1.5%(19.6%)  2%(26.8%)

Authorisation1. Name: ..... Signature: ..... Date: .....  
Authorisation2. Name: ..... Signature: ..... Date: .....

**Cheque No and dated:** ..... /...../20..... **OR**

**BACS REF#1:** ..... dated: ...../...../20..... **VS Signed:**.....

**BACS Sheet #** ..... **1<sup>st</sup> VSA Signature:**...../...../20..... **2<sup>nd</sup> VSA Int:**...../...../20.....

**g. INCOME AND EXPENDITURE DETAILS:** Please include **ALL** household income and expenditure.

ALL household Income Please evidence <b>all</b> household income	Monthly Income		ALL household expenditure	£ per month. If £0, please state, NIL/£0	Outstanding Balances
	YOU	Your Partner			
Salary / wages	£	£	Mortgage	£	£
Private /Work Pension	£	£	Rent	£	£
State Pension	£	£	Council tax	£	N/A
Tax Credit (Working)	£	£	Water	£	N/A
Tax Credit (Child)	£	£	Electricity	£	N/A
Pension Credit	£	£	Gas	£	N/A
Disability Living Allowance	£	£	Telephone / Broadband	£	N/A
Income Support	£	£	Mobile	£	N/A
Universal Credit	£	£	TV Licence	£	N/A
Job Seekers Allowance	£	£	House Insurance(s)	£	N/A
			Life assurance	£	N/A
			Car Insurance	£	N/A
<b>Other income</b> (give details)			Travel Expenses	£	N/A
	£	£	Groceries	£	N/A
	£	£	Clothing	£	N/A
	£	£	Private Pension	£	N/A
	£	£	Child Maintenance	£	N/A
<b>TOTAL (A)</b>	<b>£</b>	<b>£</b>	Loans	£	£
<b>TOTAL Household Income</b>			<b>£</b>		
✓ You must attach a copy of your latest payslip (including your partner's if household income and expenditure is shared).  ✓ Retired members/Self-employed: If you do not have a payslip, please include your latest bank statement and or/accounts			Credit Cards	£	£
			Hire Purchase (HP)	£	£
			Entertainment (eg SKY, hobby)	£	£
			Other	£	£
			<b>Are any of the above in arrears/paying off arrears</b>	Delete as applicable. If yes, detail. <b>NO</b> <b>YES:</b> .....	
			<b>Total Household Expenditure &amp; Balances</b>	<b>£</b>	<b>£</b>

**No. of non-earning dependants:** ..... Adults ..... Children

**Declaration:** I authorise SCU to share my details with any relevant individuals or organisations including my payroll provider in accordance with the union's procedure in connection with this loan application.

I understand that any withdrawal whilst repaying a loan must leave the equivalent of one quarter (¼) of the loan balance in my shares at any time. I declare that to the best of my knowledge the information I have supplied is true and correct and that I am in good health and fit to follow my normal occupation. I also declare that I am not indebted to any other credit union, Bank or loan agency either as a borrower or as a guarantor, except as stated on this application form.

**"I declare, to the best of my knowledge and belief that":**

1. I am not indebted to any other credit union, bank or loan agency either as a borrower or a guarantor, except as stated on this application.
2. I declare that to the best of my knowledge the information I have supplied is true and correct and that I am in good health and fit to follow my normal occupation
3. I understand the provision of false information is fraud and that the credit union may take appropriate action if I am found to have deliberately provided false or misleading information.
4. All statements contained in this application are complete and accurate to the best of my knowledge and belief and I acknowledge that is any information given in this application proves incomplete or inaccurate; any loan given to me as a result of this application may become immediately repayable to the credit union.

**Signature of Applicant (Member):** ..... **Date** .....

Depending on the type of loan that you have been granted, an interest rate of between 1% and 2% per month (12.7% - 26.8% APR) will be charged on the outstanding balance every month. The interest rate of this loan will be shown on the Loan Agreement.

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Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
Firm Reference No. 213930. Consumer Credit Licence No. 651176

## A condensed guide to the use of your personal information by Suffolk Credit Union Ltd. and at Credit Reference and Fraud Prevention Agencies

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

SCU Ltd. may make checks such as; assessing this application for credit and verifying identities to prevent and detect crime and money laundering. SCU Ltd. 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, SCU Ltd. 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 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 SCU Ltd., 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 SCU Ltd. 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 SCU Ltd. and do not make payments that you owe us, we will trace your whereabouts and recover debts via Recovery Representative and/or the County Court.
- 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 phone 01473 265000 or email: [credit.union@suffolk.gov.uk](mailto:credit.union@suffolk.gov.uk)

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. Some will charge you a small statutory fee and or a monthly fee.

- **TransUnion**, A Statutory Report can be useful if you just want to check your credit history as it stands today, and you can ask TransUnion for a FREE one-off copy of your report at any time. Consumer Services Team, TransUnion, PO Box 491, Leeds, LS3 1WZ or email your general enquiries to [consumer@transunion.co.uk](mailto:consumer@transunion.co.uk). Call 0870 0601414 or log onto <https://www.callcreditcheck.com>
- **Credit Karma** (formerly called Noddle) | **Free For Life Credit Report And Credit Score** - you can get your credit report and score free for life and updated every week from Credit Karma, which gets information for its credit reports from TransUnion. Your credit report and credit score, free for life with no catches or hidden charges. <https://www.creditkarma.co.uk>
- **Equifax Ltd.**, Customer Service Centre, PO Box 10036, Leicester, LE3 4FS \* Your first 30 days are free then it's £7.95 per month. You can cancel at any time. <https://www.equifax.co.uk/Products/credit/credit-score.html>
- **Experian**, Customer Support Centre, Experian Ltd, PO Box 9000, Nottingham NG80 7WF, call 0800 013 8888 or log on to <https://www.creditexpert.co.uk/> \* Your first 30 days are free then it's £14.99/ month



Please contact **Suffolk Credit Union Ltd.** at  
Endeavour House, 8 Russell Road, Ipswich SUFFOLK IP1 2BX.  
Email: [credit.union@suffolk.gov.uk](mailto:credit.union@suffolk.gov.uk) Telephone: 01473 265000 Fax: 01473 216826



## Loan application Guidance Notes

1. <b>Length of time employed with current employer.</b>		
2. <b>Current take home pay:</b> To the nearest pound, please (you will need to send in a copy of your latest payslip)		
3. <b>Sources of income (PROOF REQUIRED):</b> You should include all your regular income, including any Tax Credits, Child Benefit, Maintenance, etc. Please note you have to provide proof of your partner's income if they contribute to the household expenditure. They will need to sign the application to verify that they are aware of their details being passed on to us for consideration of this loan.		
4. <b>Loan request – amount requested:</b> Put in here the amount you want to borrow. If you have a loan already and the request is for a top-up loan, please include the 'total new loan'.		
5. <b>Loan request – date loan required:</b> Please allow <b>at least</b> 10 days between us receiving your application and you receiving your cheque. If a loan is outside policy, then the application has to go to a panel of people called the Credit Committee for them to approve your application. Because most of our business is done by post it does take a bit of time to complete everything, even using first class post. Although emailing forms to members has sped up the process, signatures are required on documents.		
6. <b>Reason for Loan:</b> To help us provide a better service we need to collate information which we can then analyse. One area of information is what people use their loans for. The categories are as follows: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>1. Medical expenses</li> <li>2. Repaying debt</li> <li>3. Household equipment e.g. fridge, cooker, TV</li> <li>4. Business development.</li> <li>5. Study/education costs</li> <li>6. Living expenses problems.</li> <li>7. Household improvements.</li> <li>8. Car purchase / maintenance.</li> <li>9. Holiday costs / expenses</li> <li>10. House expenses (re.purchase) / Rent.</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>11. Christmas Expenses</li> <li>12. Immediate financial difficulties</li> <li>13. Green Travel; bus pass/rail tickets/bike purchase</li> <li>14. Special occasion/event e.g. wedding, anniversary</li> <li>15. Vet expenses</li> <li>16. Hobby / Leisure expenses</li> <li>17. Other family member expenses.</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>1. Medical expenses</li> <li>2. Repaying debt</li> <li>3. Household equipment e.g. fridge, cooker, TV</li> <li>4. Business development.</li> <li>5. Study/education costs</li> <li>6. Living expenses problems.</li> <li>7. Household improvements.</li> <li>8. Car purchase / maintenance.</li> <li>9. Holiday costs / expenses</li> <li>10. House expenses (re.purchase) / Rent.</li> </ul>	<ul style="list-style-type: none"> <li>11. Christmas Expenses</li> <li>12. Immediate financial difficulties</li> <li>13. Green Travel; bus pass/rail tickets/bike purchase</li> <li>14. Special occasion/event e.g. wedding, anniversary</li> <li>15. Vet expenses</li> <li>16. Hobby / Leisure expenses</li> <li>17. Other family member expenses.</li> </ul>
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7. <b>You are required to save whilst paying off your loan:</b> You are required to save a minimum of £10.00 per month (if weekly paid £2.00 a week). For example: If your loan repayment is £52.50 then your payroll deduction would need to be at least £62.50 to include the minimum savings contribution of £10.00. NB: When you loan is repaid in full please contact the credit union to amend the payroll deduction amount. This is not actioned automatically.		

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Monthly loan rates: 1%, 1.25%, 1.5% and 2%

For New Loans with effect from 1<sup>st</sup> April 2017.

Loan Type	Monthly Rate %	APR %	Who qualifies?	Conditions
<b>Standard (In Policy) Loan</b>	<b>1%</b>	<b>12.7</b>	All members who have saved continuously for more than 3-months will be offered loans on the following terms:	Members can borrow up to <b>four times</b> the amount they have in their Suffolk Credit Union savings account.
				Any loan up to £5,000 can be repaid over a period of up to 36 months
				Loans over £5,000 and up to £10,000 can be repaid over a period of up to 60 months
				Up to two top-ups permitted per loan. A member would not be eligible for another loan until they current loan balance is paid in full.
<b>Starter Loan</b>	<b>2%</b>	<b>26.8</b>	Available to employees* who join Suffolk Credit Union and take out a loan straight away i.e. have not saved for three consecutive months	New members can borrow up to £500
				The loan can be repaid over a period of up to 12 months

\* For employees of our payroll partners

If your loan request falls outside of the above examples, please contact the office on 01473 265000.

### Out of Policy Loans

*If a top-up loan is required during the repayment period of an 'out of policy' loan the interest rate chargeable will not reduce, even if the top-up loan is in policy and would otherwise be offered at a lower interest rate.*