



## **LOAN APPLICATION**

Please read application guidelines carefully before completing the form.

The Credit Union requires you to provide evidence of all your income and expenditure before your loan application can be assessed. You must provide this information when returning your loan form, either in person or by post. **Incomplete loan applications will not be accepted.**

The loan approval process will then take one week to complete provided you supply the required evidence of income and expenditure. If further information is required, a Loan Officer will contact you by telephone or you will be asked to attend an interview.

If your loan application is successful, you will be asked to attend in person to sign the Promissory Note, which is your legal agreement with the Credit Union. You must provide photographic identification when collecting your loan.

The Credit Union have various repayment methods dependant on the type of loan application. A Loan Officer will explain what methods are available when the application is requested.

If you need any further information, or if you require assistance in completing the loan form, please do not hesitate to contact us on the number below.

**POLLOK CREDIT UNION**

# LOAN APPLICATION FORM

## About You

Ref No:

(for office use only)

Name..... Member number.....  
 Current address and postcode..... Previous address and post code (if less than 2 years)  
 .....  
 .....  
 .....  
 How long at this address.....

Accommodation status: Owner / Private rental / Council Housing Association / Living with parents **(please circle)**  
 Marital status: Married / Single / Separated / Divorced / Living with Partner **(please circle)**

Number of dependants..... Non dependants.....  
 Date of birth..... National Insurance No.....  
 Home phone..... Mobile.....

Have you been bankrupt in the last 3 years? Yes/No **(please circle)**  
 Are you currently an un-discharged bankrupt? Yes/No **(please circle)**

## Employment / Benefit details:

Employment status: Employed / Self employed / Retired / Unemployed / Sick leave **(please circle)**  
 Name of employer.....  
 Address.....  
 Work phone number..... Can you be contacted here  
 How many years employed..... Yes/No **(please circle)**

## Other details needed

Are you a lone parent? Yes/No **(please circle)**  
 Have you ever had loans with high street lenders or doorstep lenders? For example Provident or Cheque Centre?  
 Yes/No **(Please circle)**  
 Have you ever had or do you currently have a Social Fund loan?  
 Yes/No **(Please circle)**

## Income & Expenditure details

Income Item	£ per month	Expenditure Item	£ per month
Salary / Wages		Rent / Mortgage	
Partner's Salary		Secured Loans	
Income Support		Council Tax	
JSA		Building Insurance	
Working Tax Credits		Contents Insurance	
Child Tax Credit		Life Insurance	
Child Benefit		Gas	
DLA		Electricity	
Carer Allowance		House Telephone	
Pension - State		Mobile Telephone	
Pension - Work		Groceries / Housekeeping	
Pension Credits		Travel / Car expenses	
Incapacity Benefit		TV License	
Employment Support Allowance		TV satellite / Broadband	
Non dependant Income (Proof / Letter required)		Childcare / School Costs	
Child Maintenance		Clothing / Footwear	
Housing Benefit		Social / Other (Social events)	
Any other income		Credit Union / Other Credit Union	
		Credit Cards / Store Cards	
		Hire Purchase / Bright House	
		Loans / Doorstep Loan	
		Catalogue	
		Car Loan	
<b>Total Income (A)</b>	<b>£</b>	<b>Total Expenditure (B)</b>	<b>£</b>
<b>Surplus/Deficit (A - B)</b>	<b>£</b>		

**Bank details:**

Bank name.....  
Address.....  
.....Post code.....  
Sort Code.....Account number.....  
Name/s on account.....

**Loan Details:**

Purpose of the loan..... Date Loan Required.....  
Amount requested £.....  
Loan repayment frequency - Weekly / Fortnightly / 4-weekly / Monthly **(please circle)**  
Loan repayment method – Benefit Direct / Salary  
**(D/D and S/O not available to new members)** **(please circle)**

**In order for your loan application to be approved the Credit Union requires you to provide evidence of regular income and expenditure as detailed below. Members must provide this information when returning the loan application, either by post or in person.**

**The following evidence is required:      2 months or 4 weeks pay slips (if not recorded on bank statements)**  
**Benefit award letters must be provided**  
**2 months bank statements / 1 post office statement**  
**2 years accounts if self employed**

If you have declared your partners income details as part of your overall income in applying for this loan, your partner will need to sign below confirming their agreement for their information to be used in considering the loan and its repayments.

Partner’s Name.....

Partner’s Signature.....

**EMERGENCY LOANS OR RESCHEDULED LOANS**

Members may apply to the Loan Officer for loans “out of policy” in the event of genuine emergencies or if finances change and you are unable to meet your normal repayments.

**DEFINITION OF AN EMERGENCY LOAN**

“A sudden and unexpected set of circumstances or event which adversely affects a member’s financial well-being and which can be alleviated by a loan from the Credit Union”.

**Formal Declaration**

I submit this application for a Credit Union personal loan and declare that the information that I have supplied is true and accurate. I also authorise you to make any enquiries you feel necessary for confirmation of the information contained in this application and for the purpose of credit assessment. Any agreement to provide the loan to which this application relates will be constituted as a credit agreement being signed by me and the credit union in accordance with the consumer credit act 1974; and that you may disclose information about me for the purposes of this application to other credit unions and their employees and agents for debt recovery purposes. I also authorise the release of information to the CUNA Mutual group for credit union insurance purposes. In some circumstances the credit union may carry out a credit reference search with a licensed credit reference agency.

**Applicant’s signature** ..... **Date** .....

## **MEMBERS DOCUMENTATION REQUIRED**

Please read application and check over to ensure you provide all information required.  
You will only be required to provide the documentation relevant to your personal circumstances.

**Your loan application will not be accepted without the relevant information required.**

- Last 2 months bank statements
- Last 2 months bank statement for husband / partner
- Last 2 months or 4 weeks pay slips **(if not recorded on bank statements)**  
(Wage slips will also need to be provided for husband/partner if not on bank statements)
- Most recent benefit award letters must be provided  
(E.g. Working/Child Tax Credits, Incapacity Benefit, Income Support, Pension and Pension Credits) If not showing on Bank or Post Office Account
- Most recent post office statement (3 months)
- 2 years accounts if self employed
- Non dependant income (a letter is required to be written and signed)

**Please tick boxes confirming documentation you are providing with your application**

Member No.	
Processed by:	

### Equal Opportunities Monitoring Form

This monitoring form will help us to identify any groups of people that are under-represented by Pollok Credit Union and give us an idea of where further work may be needed in the future. Forms are anonymous and confidential. Completion of each section is **essential** (please complete each section)

Please tick the relevant box in each of the sections below.

**Section 1:** Postcode

**Section 2:** Gender – are you

Female  Male

**Section 3:** Age

**Section 4:** Ethnic Group (background or culture) – are you:

White Scottish		Other (South) Asian	
Other White British		Chinese	
White Irish		Caribbean	
Other White		African	
Indian		Black Scottish and other Black	
Pakistani		Mixed	
Bangladeshi		Other	

**Section 4:** Disability – do you consider yourself to have

No disability or impairment	<input type="checkbox"/>	A sensory impairment	<input type="checkbox"/>	A learning disability	<input type="checkbox"/>
A physical impairment	<input type="checkbox"/>	A mental health condition	<input type="checkbox"/>	Any other disability or impairment	<input type="checkbox"/>

**Note:** The disability categories used are broadly based on the definition of a disabled person in the Disability Discrimination Act 1995 as “someone with a physical or mental impairment which has a substantial or long term effect upon his/her ability to carry out normal day to day activities”.

**THANKS FOR YOUR CO-OPERATION**

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LAST NAME: Evans  
E-MAIL ADDRESS: [Empty field]  
PHONE NUMBER: [Empty field]

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