



In this document, 'We' or 'us' or 'the Credit Union' 'Dubco Ireland' or 'Dubco Ireland Credit Union' refer to Dubco Ireland Credit Union Limited. 'You' or 'the Borrower' or 'the Member' refers to the person applying through the MARP process.

Guide to completing the Standard Financial Statement (SFS)

This form is designed to provide us with a comprehensive overview of your financial situation which will allow us to identify the best approach to helping you deal with your financial circumstances.

This guide will assist you in completing the SFS form – it contains an explanatory note for each section, a checklist of items required to accompany the SFS and an outline of the steps you will need to take throughout the process. Please refer to this guide as you complete your SFS form, and take the time to review the checklist at the end to make sure you provide all necessary documentation when you return your form. Please do not hesitate to contact us if you need help at any stage. Alternatively, you can contact the Money Advice and Budgeting Service (MABS) for assistance.

Information on all parties to your mortgage must be included in the SFS. If for any reason a party to the mortgage has become estranged, a separate SFS form will need to be completed by them.

All information provided in the SFS will be kept strictly confidential.

We encourage you to meet and discuss your SFS with one of our staff.

Notes for completing the SFS

Section A- Account and Borrower Details

- A1:** Please provide the full name of all parties to your Home Loan. If more than two, please contact us for an additional SFS form.
- A2:** If you have more than one mortgage account associated with your primary residence, please provide all account numbers here.
- A3:** If you have more than one Home Loan account, please provide the total current balance of all Home Loan accounts that are secured on your Principal Private Residence.
- A4:** To get an estimated value on your home, consult with the Property Price Register or review similar properties which have sold recently in your area.
- A5:** Please include all Home Loan repayments due.
- A6:** Address that you use for your day to day post.
- A7:** Address of property with Home Loan attached (this may be the same as your correspondence address).
- A8 – A11:** Contact details for each party to the loan and please indicate preferred method of contact.
- A15:** Total number of people living in household including children and other dependents.
- A16:** If self-employed, please indicate type of business.
- A20:** Please give a short account of changes in your circumstances which have led to this review – e.g. recent redundancy. You can provide as much information as you feel necessary to fully explain your particular circumstance.

Section B: Your Monthly Income

- B1 – B2:** If you receive your income on a weekly basis, multiply the weekly figure by 52 and divide by 12 to get your monthly total. If you are paid every two weeks, multiply the figure by 26 and divide by 12 to get your monthly total.
- B3 (a,b,c):** If you currently receive Social Welfare benefit, specify the type of benefit here- e.g. disability benefit, lone parents allowance, etc.
- B5:** A Mortgage Interest Supplement is a short-term support to help you with your mortgage interest repayments. This should not be confused with Mortgage Interest Relief which is a tax relief based on the amount of mortgage interest you pay for your principal private residence and is administered via Tax Relief at Source.
- B7:** This refers to regular income received from an estranged spouse as part of a separation agreement or divorce.
- B9 & B10:** These figures are calculated in Section E and Section F- once you have calculated them you can come back to B9 and B10 and insert them here.

Section C: Monthly Household Expenditure

- C:** There may be bills or other outgoings that you pay weekly, every 2 weeks, every 2 months, quarterly, every year or every 2 years. To get the monthly figure you should:
- Weekly:* Multiply the weekly figure by 52 and divide by 12.
- Every 2 weeks:* Multiply the figure by 26 and divide by 12.
- Every 2 months:* Multiply the figure by 6 and divide by 12.
- Quarterly:* Multiply the figure by 4 and divide by 12.
- Every year:* Divide the figure by 12.
- Every 2 years:* Divide the figure by 24.
- Seasonal bills:* Some bills will vary depending on the time of year (e.g., heating). You should take an average figure for these bills by dividing the total annual figure by 12 to get your average monthly bill.
- Alternatively:* If you have been with your supplier for more than a year, you can call them to get details of your average monthly use.
- C18:** This is the policy you take out with a life company to cover your mortgage balance in the event of serious illness or death during your mortgage.
- C19:** This policy covers your monthly mortgage repayments should you become involuntary unemployed or unable to work due to an accident or illness and would be an additional insurance and not your mortgage protection policy as above.
- C28:** Remember to include costs such as cigarettes and alcohol.
- C34:** If you are currently renting accommodation, include the cost of this in here.
- C35:** Examples of 'other' here could include Residents Association fees, Charitable donations etc.

If you have already taken steps to reduce your monthly expenditure, please outline these in the box provided. For example, have you already renegotiated your payments with other lenders? Have you cancelled any club / gym memberships? Have you reduced your shopping bill? Etc.

Please outline steps that you plan to take to reduce your outgoings- for example, will you look to renegotiate your other debts etc?

Section D – Your Current Monthly Debt Payments:

This section focuses on your borrowing commitments on a monthly basis. Each debt type is listed down the left-hand side of the sheet and you are asked to complete all boxes for each debt that you hold, including detail such as total balance, the reason you took out the debt, whether you have Payment Protection Insurance in place, etc.

Monthly Repayments:

Due: This is your regular debt repayment due to your lender under your loan contract.

Being Paid: This is the sum you have agreed or are currently paying towards your outstanding debt.

Remaining Term: Remaining term of your debt in months if known.

Lender: The financial institution where the loan is held.

Purpose of Loan: E.g., home improvements, holiday, medical expenses.

Secured Y/N: Does the financial institution hold any security in relation to this loan facility?

Currently Restructured Y/N: Have you made any arrangement with your lender to reduce the repayments on your loan?

Payment Protection Insurance Y/N: Check if you have Payment Protection insurance in place and if the cover it provides meets your needs.

Section E – Property Assets (Other than Primary Residence)

This section focuses on properties that you may have an interest in other than your primary residence. For example, investment property or a holiday home in Ireland or abroad.

You may be asked to verify any monthly rental income – please provide copies of rent receipts or bank statements showing rent received.

Section F – Non-Property Assets

Include as much detail as possible where relevant.

Outline the institution you hold savings / deposits with and if the funds require notice for withdrawal, please note this under ‘any relevant details’.

Outline Credit Union shares that are secured against your Credit Union loan balance.

Outline the make, model, year and valuation of your vehicle.

Finally, please use the box under Section F to expand on anything you have said in any part of the form or to provide any other information that you feel might be relevant, or which might influence the Credit Union's assessment of your own particular situation.

Please ensure that all liable borrowers must sign and date the SFS declaration

Steps involved in the SFS process:

1. You make initial contact with DUBCO Ireland.
2. We send you an SFS form and information pack including our own guide and The Central Bank of Ireland's guide to completing the form.
3. You complete the SFS (you can contact us at any point if you need any help) and return it with the required documentation.
4. We contact you to arrange an appointment to review your form with you and let you know if we need any clarification or additional documents.
5. We have designated staff members who can speak to you about your SFS. At this stage, you will meet with one of us to confirm the information provided and discuss your financial situation. You will also be advised to obtain independent financial advice.
6. The SFS and supporting documentation is sent to our Arrears Support Team for assessment.
7. Someone from our Arrears Support Team will contact you to let you know the outcome of the assessment and to advise you of the best option available to you.
8. If this offer is acceptable to you, our Arrears Support Team will arrange to complete the process with you.
9. If we are not in a position to make you an offer or approve an alternative arrangement, we will give you our reason in writing. If our offer is unacceptable to you, then our decision may be appealed by contacting our office at 01 887 0400 or by e mailing info@dubcoireland.ie and quote MARP Appeal in the subject line.

Supporting Documentation Required:

If you are a PAYE Worker	If you are Self-Employed	If you are Unemployed
Completed Standard Financial Statement	Completed Standard Financial Statement	Completed Standard Financial Statement
3 months current account bank statements	3 months personal current account bank statements 3 months business account bank statements	3 months current account bank statements
3 most recent payslip	3 years most recent Form 11 (All pages) 3 years most recent Self-Assessment Certificate or Notice of Assessment or Chapter 4 return	The most recent social welfare receipt for each social welfare payment received. <i>* If the social welfare payment is mandated to your current account for which statements are being provided, social welfare receipts are not required.</i>

- All supporting documentation must be dated within the last 3 months.
- Internet / machine printed statements are not acceptable unless personal details (name / address / account number) are visible.
- Please note that assessment of your SFS cannot commence until all required supporting documentation is provided.

If you have any questions, queries or concerns at any time, please do not hesitate to contact us

WARNING: YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP REPAYMENTS ON A HOME LOAN OR ANY OTHER LOAN SECURED ON IT.

WARNING: IF YOU DO NOT MEET THE REPAYMENTS ON YOUR LOAN, YOUR ACCOUNT WILL GO INTO ARREARS AND YOU MAY LOSE YOUR HOME. THIS MAY AFFECT YOUR CREDIT RATING, WHICH MAY LIMIT YOUR ABILITY TO ACCESS CREDIT IN THE FUTURE

WARNING: THE PAYMENT RATES ON THIS HOME LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME

WARNING: THE COST OF YOUR MONTHLY REPAYMENTS MAY INCREASE

WARNING: CREDIT CANNOT BE GRANTED WHERE THE INFORMATION PROVIDED IS INSUFFICIENT FOR THE LENDER TO FULLY ASSESS YOUR CREDITWORTHINESS

Dubco Ireland Credit Union Limited is regulated by The Central Bank of Ireland and has its registered office at Little Green Street, Dublin 7.

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