Lending Guidelines

Your questions answered

- **Who can apply for a Handiloan?**
  Any member of Leeds City Credit Union aged over 18.
- **How much can I borrow?**
  Your first handiloan can be up to £750. Our staff will review your income and expenditure from your Handiloan application form and will ensure that you can afford to repay what you borrow. It is therefore very important to make sure that your application form is fully completed.
- **What if I want to borrow more than £750?**
  Please ask for a Regular Loan Application Form.
- **When can I apply for another loan?**
  You can apply for any Leeds City Credit Union loan including another Handiloan when you have repaid half of your first Handiloan by regular instalments. You may 'top-up' on subsequent Handiloans once you have repaid a third of the balance by regular payments - subject to LCCUs lending criteria.
- **How do I repay the loan?**
  The same way that you make deposits to your savings. This can be at any of our branches, through your bank or building society, through payroll deduction from your employer or by benefit direct. **Failure to keep up with your payments will result in appropriate actions to recover outstanding funds. This may result in fees, charges and possible court action and may have an adverse effect on your credit rating.**
- **What interest do I pay?**
  The interest on Handiloans is 2% per month (26.8% APR). Other loans with Leeds City Credit Union carry different rates of interest.
- **How often should I make repayments?**
  Repayments should be made regularly on a weekly/fortnightly/4 weekly/monthly basis.
- **How do I collect my money?**
  You can collect your loan in cash from a branch or it will be paid into your membership account. (**Please note:** There is a £300 daily cash limit unless notice is given.)
- **What about saving?**
  Members are encouraged to save in one of Leeds City Credit Union's savings accounts whilst repaying the loan.
- **What happens if I die before my Handiloan is repaid?**
  Your loan may be covered by our Loan Protection insurance. This insurance is provided at no direct cost to you. Terms and Conditions apply.

Leeds City Credit Union also offers:

- A range of savings accounts
- Easy ways to save
- First Saver Accounts (for the under 18's)
- Low cost loans
- On-line account access
- Life insurance
- Child Trust Funds
- Christmas Club Accounts

For more information about any of the services, or locations of branches or collection and information points, please contact the office on **(0113) 214 5252.**

Ref: _____

Leeds City Credit Union
Established 1987

Leeds City Credit Union Limited
2nd Floor, Westminster Buildings
31 New York Street, Leeds LS2 7DT
Tel: (0113) 214 5252 Fax: (0113) 214 5250
E-mail: services@leedscitycreditunion.co.uk
Website: www.leedscitycreditunion.co.uk

Leeds City Credit Union Limited subscribes to the Banking Code and is authorised and regulated by the Financial Services Authority - Firm reference number 213369.

Data Protection Statement: In accordance with the principles of the Data Protection Act 1998, we will use your personal details for the purposes of managing your accounts 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 purpose we hold a Category F Consumer Credit Licence.

Credit Reference and Fraud Prevention Agencies: We may make searches about you at credit reference agencies who will supply us with credit information as well as information from the Electoral Register. The agencies will record details of any search whether or not this application proceeds. We may use credit scoring methods to assist this application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies about you and anyone with whom you are linked financially may be used by us if credit decisions are made about you or anyone with whom you are linked financially or other members of your household. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account. In addition, we may ask you to provide physical forms of identification and/or we may telephone you to confirm your identity.

To prevent or detect fraud or to assist in verifying your identity we may make searches of group records and at fraud prevention agencies who will supply us with information. We may also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. If you give us false or inaccurate information, details will be passed to fraud protection agencies. We may use this information if financial or motor, household, credit, life or any other insurance decisions are made about you or others at your address(es). This information may also be used for tracing and claims assessments and verifying identity.

Information held about you by the credit reference agencies may already be linked to records relating to anyone with whom you have a financial relationship, such as a joint account and this information may be used in our assessment for any credit.

We will not sell/pass on any of your details to any third parties however from time to time we may wish to contact the account holder about other LCCU accounts or services that we think may be of particular interest to you. If you do not want to receive any further information please tick this box. ☐

For Office Use Only

Member no: _____

Documents approved by: _____

Branch: _____

Set up by: _____ Banking Code flyer sent to member: ☐

20k/Mar 2009/4651 Designed by ICM Creative Communications Ltd, Leeds

Leeds City Credit Union
Established 1987

Handiloan

Application Form

INVESTOR IN PEOPLE

Application Form

IMPORTANT: Please write in capitals and use black ink only.
You must be over 18 to apply.

About You

Member number:

Surname:

Forename(s):

Middle name:

Date of birth: D D M M Y Y Age: Male: Female:

National Insurance No:

Address:

Postcode:

Length of time at current address: years months

Previous address if resident for less than 3 years:

Postcode:

Length of time at this address: years months

Is your home: Owned Private Rented LA/HA Rented

Other

No. in household: No. of children: Ages of children:

Home telephone:

Work telephone:

Mobile:

Email:

Do you work?: No Yes Full-time Part-time

Current employer:

Current employer's address:

Postcode:

Employer's telephone:

Hours worked: Under 16 16+

No. years with employer:

No. years with previous employer:

Type of contract: Permanent Temporary

Fixed Term (please specify term)

About Your Finances

INCOME (Please indicate which benefit is applicable and specify WEEKLY amounts)	Member	Partner
Average take home pay/JSA/Income Support	£	£
State/Occupational Retirement Pensions	£	£
Maintenance/CSA	£	£
Board Money/Lodger	£	£
Child Benefit	£	£
Child/Working Family Tax Credit	£	£
Incapacity Benefit	£	£
DLA/Carers Allowance	£	£
Total Income	£	£

TOTAL HOUSEHOLD EXPENDITURE

(Please specify WEEKLY amounts)

Rent/Mortgage/Board	£
Council Tax	£
Water Rates	£
Gas and Electricity	£
Telephone/Mobile/Internet	£
TV Licence	£
TV Rental/Sky/Cable	£
Travel Expenses (Petrol/Road Tax/MOT/Service/Bus Fares)	£
Car Insurance	£
Childcare/Nursery Fees	£
Maintenance/CSA	£
Life Assurance/Endowment	£
Home Insurance (Buildings/Contents)	£
Weekly Shopping (Food and Toiletries)	£
Clothing/Hair	£
Social	£
Other (Please specify)	£

OTHER LOANS

	Weekly Repayment	Total Outstanding
Credit Card Repayment	£	£
Hire Purchase Repayment	£	£
Catalogue/Mail Order Repayment	£	£
Bank Loan/Car Repayment	£	£
Other Loan Repayments	£	£
(e.g. Home Credit Company)	£	£
DWP – Social Fund Loan	£	£
TOTAL EXPENDITURE	£	£

Applying for a Loan

Purpose of loan:

Please indicate in the table below how much you would like to borrow. The table also shows how much you will need to pay back and over how many weeks.

If you require more than £500 please request a Regular Loan application.

Amount of Loan	Total Including Interest	Weekly Repayment	Number of Weeks	Tick the loan you are applying for
£250	£268.16	£9.00	30	
£300	£323.66	£10.00	33	
£350	£379.41	£11.00	35	
£400	£435.35	£12.00	37	
£450	£491.44	£13.00	38	
£500	£547.65	£14.00	40	
£600	£664.85	£15.00	45	
£650	£721.48	£16.00	46	
£750	£840.56	£17.00	50	

I confirm that I am in good health: Yes No

Have you ever been declared bankrupt or the subject of an IVA? Yes No

Have you got any County Court Judgements? Yes No

Do you have or have you ever had a loan from a home collection credit company (Provident Personal Credit, Shopacheck, etc)? Yes No

Do you have a bank account? Yes No

Ways to Pay Your Loan

We need a regular, secure method of repayment from you. A preferred method for many is by Benefit Credit - which includes any or all of the following: Child Benefit, JSA, Income Support, CTC, DLA.

Please tick all the boxes that apply for your chosen method:

Benefit Credit: Child Benefit: JSA: Income Support:

CTC: DLA: Other (Please specify):

Direct Debit: Standing Order: Payroll Deduction:

LCCU now offers a Credit Union Current Account. Ask us for more information.

Declaration: I declare that the information I have given on this form is, to the best of my knowledge and belief, accurate and full information. I understand that 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.

Signed: YOUR SIGNATURE Date: D D M M Y Y

Name:

Signed: PARTNER'S SIGNATURE Date: D D M M Y Y

Name: