

## Payment Protection Insurance

### Sleep easy – we offer insurance to cover the difficult times!

Leeds City Credit Union can arrange optional payment protection insurance cover, which will be provided by CUNA Mutual Insurance Europe Limited, as follows:

- Accident, Sickness and Unemployment cover which will meet your repayments if you are unable to work as a result of accident sickness or unemployment. The cost of this cover is £7.22 per £100 repayment insured.
- Accident and Sickness cover which will meet your repayments if you are unable to work as a result of accident or sickness. The cost of this cover is £4.62 per £100 repayment insured.

Under either option you must be out of work for 30 days to make a claim, however your repayments will be paid from the first day that you are out of work. The maximum number of months for which a claim will be paid is 24 months for an accident or sickness claim or 12 months for an unemployment claim.

Leeds City Credit Union **does not provide insurance advice as part of this application.** Answering the following questions will allow you to confirm that you are eligible for cover and help you decide whether payment protection cover is suitable for you. Should you require insurance information or further assistance, please call us on 0113 214 5252.

Please tick the appropriate box in response to the following questions:

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Are you aged 18 or over, NOT in receipt of a state retirement pension and will not reach age 65 before your loan is due to be repaid?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you live in the United Kingdom?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you currently working (excluding temporary or seasonal work), and have you been in continuous employment for at least 16 hours per week for the previous 6 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you applying for a loan that has a repayment term of 12 months or greater?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Would you like your loan payments to be made if you are unable to work through accident, sickness or unemployment for more than 30 days?                               | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered "No" to any of the first 4 questions above then unfortunately, you are not eligible for the payment protection insurance that we can arrange. If you have answered "Yes" to all of the above questions you may be interested in applying for payment protection insurance. If you have an employment contract that protects you from redundancy, you may wish to consider the accident and sickness only option.

### Please be aware of the following significant Policy Exclusions:

- Generally you will not be covered for claims arising from anything that you already know about or which are caused by deliberate acts on your part.
- Any medical condition or disease that you know of, or should reasonably be aware of on the start date, or any medical condition for which you have received treatment, or advice or were referred for investigation during the 12 months immediately before the start date and which recurs within 12 months of the start date, will not be covered.

- Claims will not be paid for unemployment that you are notified of, or which occurs within 60 days of the start date of your policy.

### Material Facts:

- All material facts must be disclosed. A material fact is one that is likely to influence us in the acceptance and assessment of an application e.g. living outside the UK or in work for less than 16 hours per week. It is your responsibility to provide complete and accurate information to your Credit Union when you apply for an insurance policy.
- Please note that if you failed to disclose any material information to us when you applied for this policy, this could invalidate your insurance cover and could mean that part or all of a claim may not be paid. We recommend you keep a record (including copies of letters) of all information provided to your Credit Union for your future reference.

### Your Options:

Please indicate which option you would like by marking the appropriate box below. You must select an option to avoid delaying your loan application.

- I wish to insure my loan repayments for accident, sickness and unemployment cover.
- I wish to insure my loan repayments for accident and sickness cover only.
- I do not wish to take any form of optional payment protection insurance, and I am aware that I will still be liable to make loan repayments to the Credit Union should I be unable to work through accident, sickness or unemployment.

Full policy details will be provided with your loan agreement along with a policy summary and a disclosure statement detailing the insurance services that we provide. You have the right to cancel this insurance up to 30 days after the start date of the policy. If you do this we will refund the premium you have paid. If you have a claim before you are in receipt of the policy documentation then please contact us on 0113 214 5252.

### Insurance Declaration

Signed:  Date:

Name:

Membership Number:

### IMPORTANT: Loan Application must be signed below for us to process your application

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:  Date:

Name:

## If your application is successful how would you like to receive your money?

### Please specify ONE of the following:

- Collect from office:  Through post by cheque:  
(please specify which branch) Please indicate payee name(s) for cheque(s)
- Directly into a bank account:  
Sort Code:  -  -   
Account No:         
Account Name:   
Ref No/Roll No (if applicable):

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:



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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:

10k/Mar 2009/4715

Designed by ICM Creative Communications Ltd, Leeds



# Loans Application Form



INVESTOR IN PEOPLE

# Lending Guidelines

## your questions answered



- Who can apply for a loan?** You must be over 18 and be a member of LCCU to apply for a loan.
- How much can I borrow?** As much as you can afford to repay! It is important that you supply enough information with your application, especially with regard to your income and expenditure, to ensure that our Loan Officers can make their decision as quickly as possible. Loan Officers may consider unsecured loans of up to £15,000; any application in excess of this amount must be referred to the Financial Services Manager and may be required to be secured against property or deposited shares. You may be asked for proof of income (usually 3 months wage slips or proof of benefit) and outgoings (usually 3 months bank statements).
- What about secured loans?** Members may apply for loans secured on their property or Credit Union savings at a preferential rate. Please call the office for further information about secured loans.
- 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, 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 about repayment periods?** Unsecured loans may be repaid over a period of up to 15 years, depending on the amount borrowed. Please indicate on your application your preferred option, which will be subject to approval, or call the office for further information on repayment periods.
- What interest do I pay?** Interest rates are reviewed periodically by the Board of Directors. Interest is applied to your loan daily, and is calculated on the outstanding balance. If you pay off your loan early you will pay less interest. There are no penalties or hidden costs for paying early.
- What about insurance?** Most members have life insurance provided at no extra cost that covers savings and loans should the member die, (subject to terms and conditions). In addition the Credit Union provides its members with optional Payment Protection Insurance that can cover your repayments in the event of accident, sickness or unemployment. Please see the back page for more details.
- Can I take out another loan before the rest is repaid?** Yes – you can apply to top-up your loan when you have repaid at least a third of the outstanding balance. Please note, your circumstances will be reviewed when applying for a loan.
- How do I receive my money?** After your loan has been approved you will be scheduled for payment and a loan agreement form must be signed. You may receive your money in a number of ways:
  1. Collect from one of our branches. **(Please note: There is a £300 daily cash limit unless notice is given.)**
  2. Through the post, by cheque
  3. Directly into your bank account
 Please indicate on the reverse of your loan application which is your preferred method.
- What about savings?** Members must continue to save whilst repaying their loans. You should make regular deposits into any of our savings accounts.

## Application Form

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

I wish to apply for a:  
 Regular Loan    Budget Account    Bond Loan  
 NB. If you are already a member, please ask us what ID is required.

### About You

Member number:   
 Surname:   
 Forename(s):   
 Middle name:   
 Date of birth:       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. of years with employer:   
 No. of years with previous employer:   
 Type of contract:  Permanent  Temporary  
 Fixed Term (please specify term)

I declare that I am in good health:  Yes  No  
 Have you ever been declared bankrupt or the subject of an IVA?  Yes  No  
 Have you 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, Shopcheck, etc.)  Yes  No  
 DWP Social fund?  Yes  No  
 Do you have a bank account?  Yes  No

I hereby apply for a loan of: £   
 Purpose of loan:   
 I would like to repay my loan over  months/weeks  
 (Please note that the maximum period for an unsecured loan is 5 years)  
 Date loan required:

### About Your Finances

(Please specify WEEKLY amounts)

	Member	Partner
Average take home pay/JSA/Income Support	£ <input type="text"/>	£ <input type="text"/>
State/Occupational Retirement Pensions	£ <input type="text"/>	£ <input type="text"/>
Maintenance/CSA	£ <input type="text"/>	£ <input type="text"/>
Board Money/Lodger	£ <input type="text"/>	£ <input type="text"/>
Child Benefit	£ <input type="text"/>	£ <input type="text"/>
Child/Working Family Tax Credit	£ <input type="text"/>	£ <input type="text"/>
Incapacity Benefit	£ <input type="text"/>	£ <input type="text"/>
DLA/Carers Allowance	£ <input type="text"/>	£ <input type="text"/>
<b>Total Income</b>	£ <input type="text"/>	£ <input type="text"/>

	Combined Total
Rent/Mortgage/Board	£ <input type="text"/>
Council Tax	£ <input type="text"/>
Water Rates	£ <input type="text"/>

Gas and Electricity	£ <input type="text"/>
Telephone/Mobile/Internet	£ <input type="text"/>
TV Licence	£ <input type="text"/>
TV Rental/Sky/Cable	£ <input type="text"/>
Travel Expenses (Petrol/Road Tax/MOT/Service/Bus Fares)	£ <input type="text"/>
Car Insurance	£ <input type="text"/>
Childcare/Nursery Fees	£ <input type="text"/>
Maintenance/CSA	£ <input type="text"/>
Life Assurance/Endowment	£ <input type="text"/>
Home Insurance (Buildings/Contents)	£ <input type="text"/>
Weekly Shopping (Food and Toiletries)	£ <input type="text"/>
Clothing/Hair	£ <input type="text"/>
Social	£ <input type="text"/>
Other (Please specify)	£ <input type="text"/>

### OTHER LOANS

	Weekly Repayment	Total Outstanding
Credit Card Repayment	£ <input type="text"/>	£ <input type="text"/>
Hire Purchase Repayment	£ <input type="text"/>	£ <input type="text"/>
Catalogue/Mail Order Repayment	£ <input type="text"/>	£ <input type="text"/>
Bank Loan/Car Repayment	£ <input type="text"/>	£ <input type="text"/>
Other Loan Repayments (e.g. Home Credit Company)	£ <input type="text"/>	£ <input type="text"/>
DWP Fund Loan	£ <input type="text"/>	£ <input type="text"/>

### TOTAL COMBINED EXPENDITURE

	£ <input type="text"/>	£ <input type="text"/>
<b>ASSETS</b>		
Please estimate the value of your:		
Property	£ <input type="text"/>	£ <input type="text"/>
Savings	£ <input type="text"/>	£ <input type="text"/>

### Partner's Declaration

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

Signed:  PARTNER'S SIGNATURE  
 Date:        
 Name:

**IMPORTANT: Please complete and sign this form overleaf to ensure we can process your application**