The Central Bank's Standard Financial Statement for use with MARP

Checklist

In order to complete the SFS you will need to make sure you have the following documents. If you have any difficulty locating this information you should contact your creditors for details.

Section	A: Account & Borrower Details	Check (X) what you have
>	Statement from your mortgage lender showing the total left to pay on your mortgage.	
>	Print out showing current estimated value of your property.	
>	Statement of mortgage payments or confirmation from your lender of the amount of monthly mortgage payment.	
Section	B: Your Monthly Income	
>	Proof of income in the form of 3 recent payslips or a set of accounts (if you are self-employed).	
>	Proof of receipt of maintenance payments (if applicable).	
>	Proof of other income (see Section E and Section F)	
Section	C: Monthly Household Expenditure	
	4 Electricity or Gas/Oil bills / confirmation from your supplier of your average monthly cost (if applicable – see notes in Section C below).	
>	2 Recent Phone Bills.	
>	Any documents which verify the amount spent on Childcare and / or Elderly Care.	
>	Proof of Mortgage Protection	
>	Proof of House Insurance	
>	Proof of maintenance payments (if applicable)	
>	Proof of rent paid (if applicable)	
Section	D: Your Current Monthly Debt Payments	
>	Proof of any Court Payment Due (if applicable)	
	Statement of loan from your credit union (if applicable), including: o the amount outstanding, o the payments being made, o the time left,	

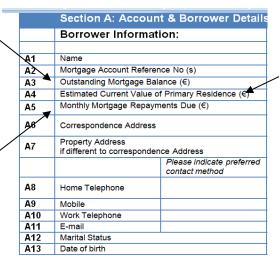
	 the arrears balance, 			
	 the reason for the loan 			
	 if there is payment protection insurance in place. 			
>	Statement of loan from your car / goods finance provider(if applicable),			
	including:			
	 the amount outstanding, 			
	 the payments being made, 			
	o the time left,			
	 the arrears balance, 			
	 the reason for the loan 			
	 if there is payment protection insurance in place. 			
Statement from your bank showing the amount outstanding on your				
	overdraft (if applicable).			
	, , , ,			
>	Statement from your store card provider showing the amount			
	outstanding (if applicable).			
>	Statement from your catalogue provider showing the amount			
	outstanding (if applicable).			
>	Statement from each of your credit card providers showing the amount			
	outstanding.			
	C			
>	Statement from your personal loan provider (if applicable), including:			
	the amount outstanding,			
	 the payments being made, 			
	o the time left,			
	o the arrears balance,			
	o the reason for the loan			
	 if there is payment protection insurance in place. 			
	o in there is payment protection insurance in place.			
>	Details of any other debts you may have.			
Section	E: Property Assets (other than Primary Residence)			
>	Proof of estimated value of your properties (if applicable).			
	, , , , , , , , , , , , , , , , , , ,			
>	Statement from your mortgage lender showing the full amount left to			
	pay on each mortgage (if applicable).			
>	Statement of arrears on your mortgage accounts (if applicable).			
>	Proof of rental income (if applicable).			
	(ii application)			
>	Statement of mortgage payments or confirmation from your lender of			
	the amount of monthly mortgage payment.			
	, , , , , , , , , , , , , , , , , , , ,			
Section	F: Non-Property Assets			
>	Receipts and/or statements of purchase price for any asset.			
	, ., .,			
>	Statement of current estimated value.			
>	Statement of income from any asset.			

Section A: Account & Borrower Details

This Section asks for details about your personal circumstances, your name, address, occupation and household.

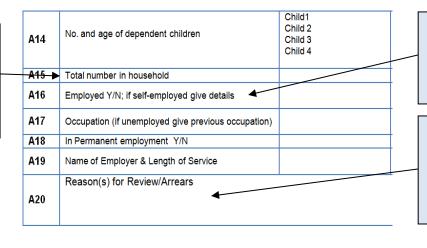
This is the total amount left to pay on your mortgage. You can get this figure from your mortgage lender.

This is the amount of the mortgage instalment you are currently contracted to pay under your mortgage agreement or any alternative agreement, such as monthly reduced repayments, agreed with your lender in writing.



This is an estimate only. We suggest looking at websites such as www.myhome.ie, www.daft.ie or the website of your local auctioneer to get the value of a similar property in your area, and enclosing a print out of that valuation with this Financial Statement.

Is there anyone else, other than your partner and children, living in the property with you?



Please state if you are a sole trader, have a company (limited or unlimited), or are in partnership.

Give a short account, in bullet points, of any change in circumstances leading to this review, e.g. job loss, now on social welfare

Section B: Your Monthly Income

This Section asks for details of all your **monthly** income, e.g. your wages, social welfare benefits, rent and any other type of income you might receive.

- If you receive your income on a weekly basis, multiply the weekly figure by 52 and divide by 12 to get your monthly total. $\frac{weekly\ amount\ x\ 52}{12}$
- If you are paid every two weeks, multiply the figure by 26 and divide by 12. bi-weekly amount x 26

1:

Do not include any irregular income, such as shift allowance, as any arrangement made on the basis of this Financial Statement must be affordable and sustainable and is expected to last at least 6 months.

Section B: Your Monthly Income You can get this information Other deductions may include health insurance, on your payslip. Gross Monthly Salary (before tax B1_ pension contributions, and any other deductions at source) We recommend that you union subscriptions, group Net Monthly Salary (after tax and provide proof of income in B2 savings schemes, council any other deductions at source)1 the form of 3 payslips / memberships (applicable to Monthly Social Welfare Benefits **B**3 accounts (if self employed). Please list some public service B3 (a) Benefitemployees), professional association fees, B3 (b) Benefit-If you have applied for maintenance payments B3 (c) Benefit-Mortgage Interest attached to earnings. В4 Supplement (MIS), but have Child Benefit B5__ not yet received it, or have Mortgage Interest Supplement We do not recommend that been declined MIS but are **B**6 Family Income Support you include loan currently appealing the repayments as these should decision, please advise in be included in Section D the notes section of Section under Monthly Debts.

You should include any regular maintenance received that you can provide proof of, even if not received by way of court order or separation agreement.

B7 Maintenance

Other, e.g. Pension, room rent, grants (Please Specify)

B9 Monthly Income from Property assets (other than primary residence) (see E5)

B10 Monthly income from non-property assets (see F8)

B11 Total Monthly Income (sum of B2 to B10)

These figures are calculated in Section E and Section F of the Financial Statement so, when you have calculated them, you can come back to this Section and insert them here.

Section C: Monthly Household Expenditure

This Section asks for details of all of your outgoings, calculated on a monthly basis. There may be bills or other outgoings that you pay weekly, every 2 weeks, every 2 months, quarterly, every year or every two years. To get the monthly figure you should:

- Weekly: multiply the weekly figure by 52 and divide by 12 to get your monthly total. weekly amount x 52
- Every 2 Weeks: multiply the figure by 26 and divide by 12. $\frac{bi-weekly\ amount\ x\ 26}{12}$
- Every 2 Months: multiply the figure by 6 and divide by 12. $\frac{bi-monthly\ amount\ x\ 6}{12}$
- Quarterly: divide the figure by 3. Quarterly Amount
- Every Year: divide the figure by 12. $\frac{Yearly\ amount}{12}$
- Every 2 Years: divide the figure by 24. $\frac{bi-yearly}{24}$

Seasonal Bills

Some bills will vary depending on the time of year (e.g. your heating / fuel bill). We suggest that you take an average figure for these bills over 6 months: add 3 Summer bills to 3 Winter bills and divide this figure by 6. Alternatively, if you have been with your supplier for more than a year, you could call them to get details of your average monthly use.

Remember to include details of any arrears as well as your average cost. This includes the cost Section C: Monthly Household Expenditure of playschool / after Get the average Average Charge² Arrears school childcare / figure using the (where Montessori. applicable) formula above for Utilities Seasonal Bills. You Electricity This is an average of must ensure that you C2 Gas /Oil the total additional are leaving yourself Phone (Landline & Internet) 3 **C**3 cost of caring for an enough money to TV/Cable3 C4 C5 Mobile Phone elderly person cover the months Refuse Charges C6 private care, nursing when these bills are TV Licence C7 home fees, medical highest. Household expenses, additional C8 Childcare home improvements. Elderly care (e.g., carer, nursing home fees etc) C9 You may have your C10 Food/Housekeeping/Personal Ca phone / tv / internet Remember to provide C11 Clothing and Footwear as part of a bundle. If for the smaller C12 Household Repairs/Maintenance so, complete EITHER shopping trips outside C3 OR C4 and make a of the weekly shop as note of the bundle in well as the big items the space provided. (e.g. washing powder, detergents, hairdressing) that you This includes not only children's clothes, but This includes painting, wall-papering, wouldn't spend every clothing for adults, occasional wear for replacing electrical items, broken windows week. Think about weddings, extra clothes for holidays, coats in and repairing general wear and tear. how often during the the winter. Include also smaller items, such as week you might buy underwear, shoes, which you may forget sundries such as milk, about. bread, sweets etc. If you spend more money on clothes at certain Also include any times of the year - Christmas, Easter, money spent on school Communions, Confirmations, remember to 5 lunches and subsidised average out this cost in your monthly figure. canteens.

Section C: Monthly Household Expenditure - Continued

For calculations, see the introduction to this Section above.

This is the petrol or diesel The age of your car will costs for personal use. If determine the frequency of Transport Costs you are a taxi / van driver your NCT. **▼** C13 Petrol for your business, only Motor Insurance /Tax/NCT◀ C14 Do not include any costs include those personal C15 Rail/Bus/Taxi Costs (including school transport associated with preparing your travel costs not included costs for children) car for NCT as these come in your accounts to C16 Car Maintenance/Repairs under Section C16. determine your income. C17/ Car Parking and Tolls Primary Residence Mortgage-related It is a condition of your Costs Include the cost of annual mortgage that you have Mortgage Protection/Endowment Premium C18 service, valeting and mortgage protection life C19 Payment Protection repairs, replacing tyres assurance in place. If this has C20 House Insurance etc. lapsed, we would strongly advise that you have it reinstated, as your lender may We suggest that you shop around close insist that it is in place before to your renewal date to make sure you any new arrangement is in are getting the best price for your needs, place. using websites such as www.itsyourmoney.ie, www.insure.ie or If the cost of this cover is high, <u>www.123.ie</u> etc. shop around using websites such as www.itsyourmoney.ie, www.insure.ie or www.123.ie.

Consider last year's costs as the basis for your calculation, this will give you a starting point. If you have children starting a new school year, or entering First Year or Fifth Year (in preparation for Junior or Leaving Certificate Exams) as well as in the exam year itself, your costs will be higher. Discuss costs of books with the school.

If unsure, add up last year's costs from September and divide by 12 to get a monthly average.

>	Education
C21	Books
C22	School/ College Fees
C23	Uniforms
C24	Extra Curricular activities (e.g. school outings)
C25	Other (e.g. voluntary contributions)

Only include those outings / activities that are arranged through the school / college, such as swimming, art lessons, trips, dancing, etc.

Section C: Monthly Household Expenditure - Continued

For calculations, see the introduction to this Section above.

soccer clubs, music or dance

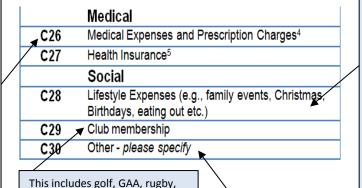
in respect of a hobby you

clubs and any regular payment

and/or your household enjoy.

Unless you have a prescribed illness, you should plan as if you, and each member of your household, go to the doctor four times per year for visits. As well as prescription medicines you should also include over the counter medicines, e.g. calpol, paracetamol.

Remember also to include dentist and optician visits in this figure. It is reasonable to provide for one dentist visit and clean once per year and one visit to the opticians and lens change every two years.



Include children's pocket money, magazines, newspapers, lottery tickets, scratch cards, etc.

Remember that this Financial Statement must be realistic if it can be used to properly assist you. Any arrangement made with your lender must be sustainable and affordable.

Provide for spending on cigarettes and alcohol, cinema trips, eating out, birthday / Christmas and other occasional presents. Reasonable costs such as these will be acceptable to your lender.

You should include any regular maintenance paid that you can provide proof of, even if not payable by way of court order or separation agreement.

We advise that you make some provision for savings. This need only be a modest amount which may help you to manage and prevent you getting into further debt in future.

Everyone needs to have some money set aside for contingencies. Research has suggested that a reasonable figure for this is €1085.

	Other
C31	Life Assurance
C32	Pension Contribution ⁶
▲ C33	Maintenance paid to spouse/child (if applicable)
C34	Rent
C35 (a)	Property Service/Management Charges
C35 (b)	Other - please specify
C35 (c)	Other - please specify
C36	Monthly expenditure on property assets (see E5)
➤ C37	Monthly Savings
C38	Total Monthly Expenditure (sum of C1 to C37)

If you are now living with parents / renting a room, include the cost of this accommodation here. If you have rented out your mortgaged property, the amount of rent received should be included in Section E.

Section C: Monthly Household Expenditure - Continued

Have you already renegotiated your payments with other lenders? Have you cancelled any club or gym memberships? Have you reduced your shopping bill? Have you kept a spending diary and cancelled any unnecessary expenditure?

Give as much detail as you can to your lender.

Please provide details of any steps you have already taken to reduce your monthly expenditure and the savings you have achieved:

Please provide details of any steps you propose to take to reduce your monthly expenditure and the savings you expect to achieve:

Do you intend to renegotiate your other debts? Are you waiting for a decision on MIS or any other social welfare payment? Are you currently appealing a decision to decline a social welfare payment?

Give as much detail as you can to your lender.

Section D: Your Current Monthly Debt Payments

This Section asks for details of all of your debt repayments, calculated on a monthly basis. There may be debts that you pay weekly, every 2 weeks, every 2 months, quarterly, every year or every two years. To get the monthly figure you should:

- Weekly: multiply the weekly figure by 52 and divide by 12 to get your monthly total. weekly amount x 52
- Every 2 Weeks: multiply the figure by 26 and divide by 12. $\frac{bi-weekly\ amount\ x\ 26}{12}$
- \triangleright Every 2 Months: multiply the figure by 6 and divide by 12. $\frac{bi-monthly\ amount\ x\ 6}{12}$
- Quarterly: divide the figure by 3. Quarterly Amount
- Every Year: divide the figure by 12. Yearly amount
- \triangleright Every 2 Years: divide the figure by 24. $\frac{bi-yearly}{24}$

Each debt type is listed down the left-hand side of the sheet and you are asked to complete all boxes for each debt.

This Section also asks for more detail about the type of debts you owe, the total balances, the reason you took out the debt, whether you have come to an alternative arrangement with any of your lenders and whether you have Payment Protection Insurance in place. As there is a lot of detail, we suggest that you contact each of your lenders to request the relevant information before completing the Central Bank's Standard Financial Statement.

This is the amount your lender What are you currently paying? If Sectio expects to receive from you. you are paying the expected Debt Type Monthly Repayments Remaining amount, this figure will be the Term Being Paid€ Due € Where you have previously same as the previous column. renegotiated a reduced Mortgage for Primary Residence If you are paying a different figure, payment with your lender, Court Mandated it is the different figure that will be insert the agreed reduced Debt (Please Specify) inserted here. payment here. Court Mandated D3 It is unlikely that you will have Credit Union D4 This is the amount of time left arrears on an overdraft unless Credit Union D5 under your loan agreement, Overdraft you have agreed a specific regardless of any restructure, Hire Purchase payment arrangement with unless you have agreed a term your lender. If this is the case, extension with your lender. give details here. Your lender should provide you This is a type of agreement (usually for a car) where you hire the goods for a period of time with this information. (typically 3-5 years) and only own the goods when the final instalment has been paid. This type of agreement is also set up when accessing finance for goods directly with a store.

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Section D: Your Current Monthly Debt Payments - Continued

For calculations, see the introduction to this Section above.

This is the full amount Did you apply for your loan for a outstanding on the loan. n D: Your Current Monthly Debt Payments specific reason? If so, please give Total Arrears Lender Purpose of details. Your lender should provide you Loan Outstanding Balance € with this information. Balance € This is the name of your lender. Your lender should provide you with this information. If the total amount of the loan is being called in, this will be your arrears amount.

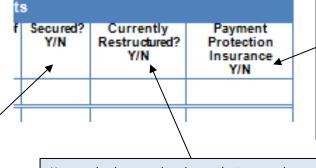
You may be aware that a mortgage is secured on your property.

However there are other types of security for loans, e.g. is there a guarantor?

Is your credit union loan secured against shares you have with your credit union?

Is your car on a hire purchase or lease agreement?

Did you pledge any property in order to get a loan?



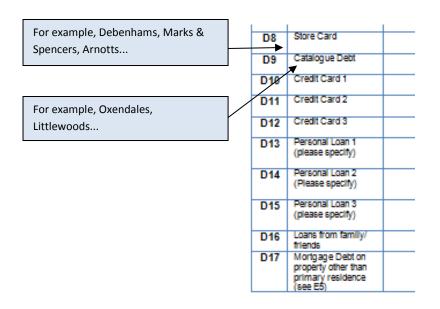
We advise that you check if you have payment protection insurance in place and, if so, check the terms and conditions to make sure that it is suitable for your needs.

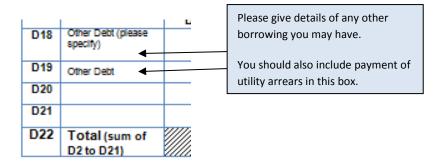
If you are unsure if you have payment protection, we advise that you get written confirmation from your lender.

Has your lender agreed to change the terms and conditions of your loan, e.g. has the monthly amount changed?

Section D: Your Current Monthly Debt Payments - Continued

For calculations, see the introduction to this Section above.

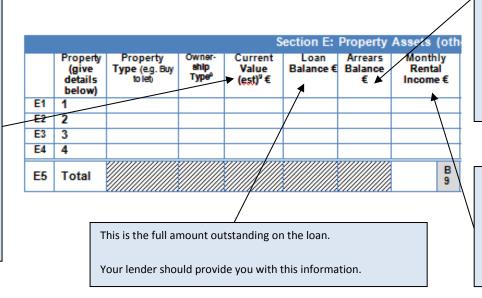




Section E: Property Assets (other than Primary Residence)

In this Section you are asked to give details of any other properties you own, whether on your own or with someone else and whether in Ireland or abroad.

This is an estimate only. We suggest looking at websites such as www.myhome.ie, www.daft.ie or the website of your local auctioneer to get the value of a similar property in your area, and enclosing a print out of that valuation with this Financial Statement to provide proof.



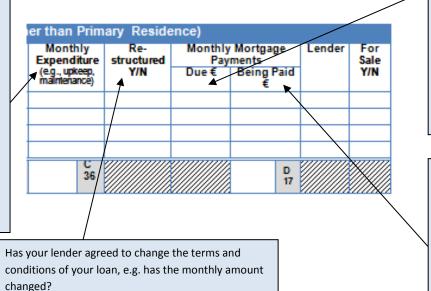
Your lender should provide you with this information.

If the lender is requesting the full amount of the loan, this will be your arrears

You may be asked to verify this income. We advise you to provide copies of rent receipts or bank statements showing rent received.

You may also be required to verify this. This will be more difficult where you are spending less regular.

We advise you to keep receipts of any amounts spent on these properties. These receipts will also be required for your tax returns. Remember to make provision for any tax payments due e.g. income tax on rent, non residential property tax, see www.revenue.ie for more information.



This is the amount your lender expects to receive from you.

Where you have renegotiated a reduced payment with your lender, insert the agreed reduced payment here.

What are you currently paying? If you are paying the expected amount, this figure will be the same as the previous column.

If you are paying a different figure, it is the different figure that will be inserted here.

Section F: Non-Property Assets

This Section asks for details of all other assets you own, either on your own or with someone else. This includes savings, cars, shares etc.

Give any details you feel Include credit union shares, might be relevant to your bank shares, employee share Section F: Non-Property Assets Original Cost/ Value(€) lender when they are schemes... Net Monthly Please Give Any Relevant Details Asset Type Current Estimated Value € Income considering your assets. Savings/deposits/current account Shares Any car you have is an asset. Are they pledged as Motor Vehicle (s) If you have a car loan, you Redundancy Payment(s) security for a loan? Are should have included details Long-term investment(s) they jointly owned? Do of same in Section D. Other investment(s) they have sentimental Other Assets (e.g., stock, machinery Please refer to the car loan in value? the "Relevant Details" Total (sum of F1 to F7) column.

Please list all other liabilities, for example any guarantees given with respect to company borrowing or borrowing by a family member.

Please provide any other information which you believe to be relevant to above:

Is there any other information, not already included in this Financial Statement, that your lender will need to know when assessing your case?

Declaration

Before signing the declaration at the end of the Financial Statement, make sure that you understand its effect.

Your lender has asked you to complete this Financial Statement to assess your financial circumstances. They can only use this Financial Statement for that reason.

You are asked to confirm that the information in this Financial Statement is correct and agree to tell your lender if your circumstances change.

I/we understand that the information provided will only be used for the purpose of assisting my lender to assess my financial situation under its Mortgage Arrears Resolution Process.

Protecting Your Information

"Your lender will keep your information confidential and will only use this information for the purpose of assisting you in accordance with its Mortgage Arrears Resolution Process in accordance with your lender's obligations under the Data Protection Acts 1988 and 2003. For more information on your rights under the Data Protection Acts, see the Data Protection Commissioner's website at www.dataprotection.ie

I declare that the information I have provided represents my/our financial situation, and commit to informing my lender if my situation changes.

Tonsent to [name of lender] conducting a credit reference check.

Signed: ______ Date: _____

[Note: Declarations confirming the accuracy of the information provided and consent to a credit reference check must be completed for every SFS. Any other declarations requiring the consumer's signature (for example to give permission for the lender to contact other parties regarding the borrowers financial situation) must be optional (i.e., a lender cannot deem the SFS to be incomplete if such declarations are not signed by the consumer).]

Your lender must, by law, keep your information secure and only use it for the reason(s) they requested it from you. If you are unsure of your rights concerning the privacy of your information, you can contact the office of the Data Protection Commissioner.

You are asked to agree to your lender carrying out a credit reference check. This involves your lender contacting a credit reference agency, such as the Irish Credit Bureau (ICB) or Experian, giving them your details and receiving information about your financial circumstances, e.g. your loans, details of any missed payments, the balance still to be paid, any applications you have made

Not all lenders are registered with a credit reference agency so this credit check may not give your lender the full picture of your circumstances. If you are refused an arrangement by your lender on the basis of your credit check, you are entitled to request a copy of it and to have any mistakes corrected.