

MORTGAGES

STEP BY STEP GUIDE TO COMPLETING YOUR SFS



Let's talk today

PHONE: 1850 930 235



KBC Bank Ireland plc is regulated by the Central Bank of Ireland.

STANDARD FINANCIAL STATEMENT COMPLETION CHECKLIST

The purpose of this Checklist is to assist you when sending in a request for an amended repayment arrangement. In order to carry out an assessment on your request you must complete a Standard Financial Statement (SFS) and send it back to KBC Bank Ireland with all the relevant documentation as per the checklist below:

We also have a series of short videos which are available on our website www.kbc.ie. The videos will assist you in the process of completing and returning a Standard Financial Statement (SFS).

YOUR 4 STEP CHECKLIST

- 1 Fully complete and sign the SFS**

If you require assistance or have any queries in relation to the SFS please contact our Arrears Support Team on 1850 930 235.

If you would prefer, you can also complete the SFS on line by logging on to www.kbc.ie once you have completed the form fully you must print, sign and return with all required documentation.
- 2 Enclose 3 months recent Bank Statements**

Originals or copy of originals. Internet statements are accepted where your name is included as part of the statement.
- 3 Enclose Evidence of Income**

Please ensure you also include one of the following:

 - 2 Consecutive Payslips (Most recent payslips)
or
 - Confirmation of Social Welfare payments (2 payment slips or letter)
or
 - P60
or
 - Revenue Commissioners Notice of Assessment (for self employed customers)
- 4 Return the fully completed SFS with items 2 and 3 above to us in the freepost envelope provided.**

Please ensure:

 - The SFS is completed by each individual on the loan including Guarantors.
 - That all documentation required is provided for all parties on the loan including Guarantors.
 - Please let us know the best time to contact you to discuss your SFS.

Please note: if you do not include the above **documentation** with your **fully completed and signed SFS**, we will be unable to progress your application.

SECTION A: ACCOUNT & BORROWER DETAILS

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

This is the total amount left to pay on your mortgage. You can get this figure from KBCI by phoning our customer service team on 01 6646100.

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 KBCI in writing.

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

Borrower Information:		Borrower 1
A1	Name	
A2	Mortgage Account Reference No (s)	
A3	Outstanding Mortgage Balance (€)	
A4	Estimated Current Value of Primary Residence (€)	
A5	Monthly Mortgage Repayments Due (€)	
A6	Correspondence Address	
A7	Property Address if different to Correspondence Address	
	Please indicate preferred contact method	
A8	Home Telephone	
A9	Mobile	
A10	Work Telephone	
A11	E-mail	
A12	Marital Status	
A13	Date of birth	DD/MM/YYYY
A14	No. and age of dependent children	Child 1 Child 2 Child 3 Child 4
A15	Total number in household	
A16	Employed Y/N; if self-employed give details	
A17	Occupation (if unemployed give previous occupation)	
A18	In Permanent employment Y/N	
A19	Name of Employer & Length of Service	
A20	Reason(s) for Review/Arrears	

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.

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 of 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.
- If you are paid every two weeks, multiply the figure by 26 and divide by 12.

$$\frac{\text{weekly amount} \times 52}{12}$$

$$\frac{\text{bi-weekly amount} \times 26}{12}$$

You can get this information on your payslip.

If you have applied for Mortgage Interest Supplement (MIS), but have not yet received it, or have been declined MIS but are currently appealing the decision, please advise in the notes section of section C.

You should include any regular maintenance received.

B1	Gross Monthly Salary (before tax and any other deductions at source)	
B2	Net Monthly Salary (after tax and any other deductions at source) <small>see note 1</small>	
B3	Monthly Social Welfare Benefits <i>please list below.</i>	
B3 (a)	Benefit-	
B3 (b)	Benefit-	
B3 (c)	Benefit-	
B4	Child Benefit	
B5	Mortgage Interest Supplement	
B6	Family Income Support	
B7	Maintenance	
B8	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)	G1

Other deductions may include health insurance, pension contributions, union subscriptions, group savings schemes, council memberships (applicable to some public service employees), professional association fees, maintenance payments attached to earnings.

We do not recommend that you include loan repayments as these should be included in Section D under Monthly Debts.

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.
- 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: divide the figure by 3.
- Every Year: divide the figure by 12.
- Every 2 Years: divide the figure by 24.

$\frac{\text{weekly amount} \times 52}{12}$
$\frac{\text{bi-weekly amount} \times 26}{12}$
$\frac{\text{bi-monthly amount} \times 6}{12}$
$\frac{\text{quarterly amount}}{3}$
$\frac{\text{yearly amount}}{12}$
$\frac{\text{bi-yearly amount}}{24}$

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.

Utilities	
C1	Electricity
C2	Gas /Oil
C3	Phone (Landline & Internet) see note 3
C4	TV/Cable see note 3
C5	Mobile Phone
C6	Refuse Charges
C7	TV Licence
Utilities Subtotal	
Household	
C8	Childcare
C9	Elderly care (e.g., carer, nursing home fees etc)
C10	Food/Housekeeping/Personal Care
C11	Clothing and Footwear
C12	Household Repairs/Maintenance
Household Subtotal	

Get the average figure using the formula above for Seasonal Bills.

You may have your phone/tv/ internet as part of a bundle. If so, complete EITHER C3 OR C4 and make a note of the bundle in the space provided.

This includes adults and children's clothing.

This includes the cost of creche, playschool/after school childcare/Montessori.

This is an average of the total additional cost of caring for an elderly person - private care, nursing home fees, medical expenses, additional home improvements.

Remember to provide for the smaller shopping trips outside of the weekly shop as well as the big items (e.g. washing powder, detergents, hairdressing) that you wouldn't spend every week. Think about how often during the week you might buy sundries such as milk, bread, sweets etc. Also include any money spent on school lunches and subsidised canteens.

SECTION C: MONTHLY HOUSEHOLD EXPENDITURE - CONTINUED

For calculations, see the introduction to this Section above.

This is the petrol or diesel costs for personal use. If you are a taxi/van driver for your business, only include those personal travel costs not included in your accounts to determine your income.

Transport Costs	
C13	Petrol
C14	Motor Insurance /Tax/NCT
C15	Rail/Bus/Taxi Costs (including school transport costs for children)
C16	Car Maintenance/Repairs
C17	Car Parking and Tolls
Transport Costs Subtotal	

The age of your car will determine the frequency of your NCT. Do not include any costs associated with preparing your car for NCT as these come under Section C16.

Primary Residence Mortgage-related Costs	
C18	Mortgage Protection/Endowment Premium
C19	Payment Protection
C20	House Insurance
Primary Residence Mortgage-related Costs Subtotal	

It is a condition of your mortgage that you have mortgage protection life assurance in place. If this has lapsed, we would strongly advise that you have it re-instated.

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

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

Please note this includes doctors visits, dentist visits and any prescriptions.

Medical	
C26	Medical Expenses and Prescription Charges <small>see note 4</small>
C27	Health Insurance <small>see note 5</small>
Medical Subtotal	

Remember that this Financial Statement must be realistic if it can be used to properly assist you. Any arrangement made with KBCI must be sustainable and affordable. Reasonable lifestyle expenses will be acceptable to KBCI.

Social	
C28	Lifestyle Expenses (e.g., family events, Christmas, Birthdays, eating out etc.)
C29	Club Membership
C30	Other - please specify
Social Subtotal	

SECTION C: MONTHLY HOUSEHOLD EXPENDITURE - CONTINUED

You should include any regular maintenance paid.

Other	
C31	Life Assurance
C32	Pension Contribution <small>see note 6</small>
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
Other Subtotal	
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.

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 us.

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

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 us.

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

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.
- 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: divide the figure by 3.
- Every Year: divide the figure by 12.
- Every 2 Years: divide the figure by 24.

$\frac{\text{weekly amount} \times 52}{12}$
$\frac{\text{bi-weekly amount} \times 26}{12}$
$\frac{\text{bi-monthly amount} \times 6}{12}$
$\frac{\text{quarterly amount}}{3}$
$\frac{\text{yearly amount}}{12}$
$\frac{\text{bi-yearly amount}}{24}$

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.

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

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

It is unlikely that you will have arrears on an overdraft unless you have agreed a specific payment arrangement with your lender. If this is the case, give details here.

	Debt Type	Monthly Repayments		Remaining Term
		Due €	Being Paid €	
D1	Mortgage for Primary Residence		G4	
D2	Court Mandated Debt (Please Specify) ^{see note 7}			
D3	Court Mandated Debt			
D4	Credit Union			
D5	Credit Union			
D6	Overdraft			
D7	Hire Purchase			
D8	Store Card			

This is a type of agreement (usually for a car) where you hire the goods for a period of time (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.

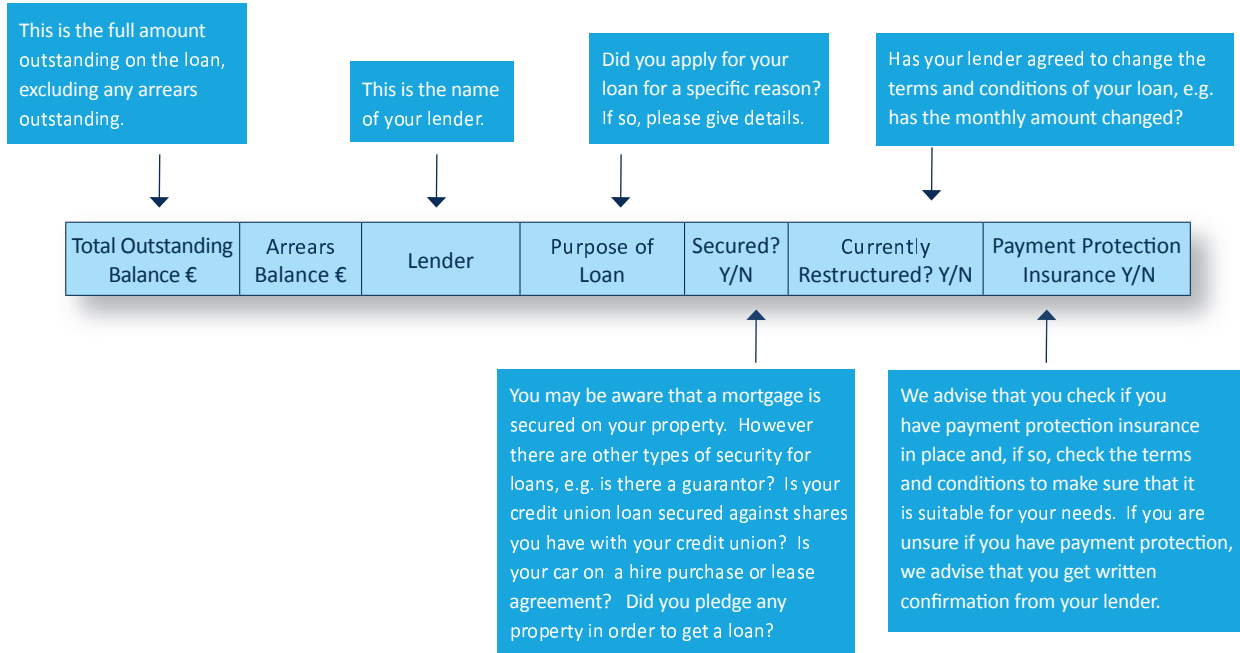
What are you currently paying? If you are paying the expected amount, this figure will be the same as the previous column.

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

This is the amount of time left under your loan agreement, regardless of any restructure, unless you have agreed a term extension with your lender.

SECTION D: YOUR CURRENT MONTHLY DEBT PAYMENTS - CONTINUED

For calculation, 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. Please note if you own no other properties you are not required to complete this section.

	Property (give details below)	Property Type (e.g. Buy to let)	Ownership Type <small>see note 8</small>	Current Value (est) <small>see note 9</small> €	Loan Balance €	Arrears Balance €	Monthly Rental Income €	Monthly Expenditure (e.g., upkeep, maintenance)	Re-structured Y/N	Monthly Mortgage Payments		Lender	For Sale Y/N
										Due €	Being Paid €		
E1	1												
E2	2												
E3	3												
E4	4												
E5	Total						B 9	C 36			D 17		

This is the full amount outstanding on the loan excluding any arrears.

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.

Include credit union shares, bank shares, employee share schemes...

Any car you have is an asset. If you have a car loan, you should have included details of same in Section D. Please refer to the car loan in the "Relevant Details" column.

	Asset Type	Original Cost/ Value(€)	Current Estimated Value €	Net Monthly Income	Please Give Any Relevant Details
F1	Savings/deposits/current account				↑
F2	Shares				
F3	Motor Vehicle (s)				
F4	Redundancy Payment(s)				
F5	Long-term investment (s)				
F6	Other investment(s)				
F7	Other Assets (e.g., stock, machinery etc)				
F8	Total (sum of F1 to F7)			B 10	

Please include details of any pension(s)

Give any details you feel might be relevant to KBCI when they are considering your assets.

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 KBCI 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.

How we use your Personal Information
In our Data Protection Notice, we explain how we collect your personal information, what information we collect, why we collect it and how we use that information as well as your privacy rights. We recommend that you read our Data Protection Notice in full. This is available on the data protection section of KBC.ie and on our KBC MobileApp. You can also request a copy from any of our Hubs or customer services representative by phone or by email.

PLEASE ENSURE YOU SIGN AND DATE ALL SECTIONS BEFORE YOU RETURN THIS DOCUMENT.

1. CONSENT TO CONTACT
I/We consent to communications from KBC Bank Ireland in relation to the completed Standard Financial Statement and the alternative repayment arrangement requested.

2. SMS CONSENT
I/We consent to the receipt of SMS Messages from time to time for the purposes of receiving information in relation to my/our mortgage account.

Signature of Borrower 1
Date

Signature of Borrower 2
Date

3. DECLARATION
Are you an employee or director of KBC Bank Ireland plc?
If Yes, please provide details

Yes No Yes No

Are you connected to an employee or director of KBC Bank Ireland plc?
 Yes No Yes No

Signature of Borrower 1
Date

Signature of Borrower 2
Date

For example, a spouse, domestic partner or child?
If Yes, please provide details of connection

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

4. UNDERSTANDING OUR CREDIT DECISIONS
KBC will undertake searches with credit reference agencies (including the Irish Credit Bureau and/or the Central Credit Register) as part of the application process and during the period of any credit facility provided by KBC to establish your credit record. These searches will be conducted each time you apply for a new loan, overdraft or other credit facility and at the time of any extension or variation of an existing credit arrangement (e.g. request for a mortgage arrears resolution option). Searches may also be conducted in the event of any breach of any credit agreement with KBC. Credit reference agencies may retain a record of such searches for a period of at least five years and they may disclose to anyone else carrying out a similar search of the other searches made against you in the previous two years. KBC may use and retain any information received as a result of a credit search to (i) make credit decisions in relation to you, (ii) to review the operation, management and performance of a credit facility provided by KBC, (iii) to help detect or prevent fraud and recover its property and/or (iv) for statistical purposes.

NOTICE: Under the Credit Reporting Act 2013 lenders are required to provide personal and credit information for credit applications and credit agreements of €500 and above to the Central Credit Register. This information will be held on the Central Credit Register and may be used by other lenders when making decisions on your credit applications and credit agreements.

5. SENSITIVE PERSONAL DATA CONSENT
If you have noted information of a sensitive nature (such as information relating to you or another person's physical or mental health) within this SFS:
By signing the below you consent to us recording this information in order to assist you in the management of your current financial circumstances.
You can always change your mind later and contact us to withdraw your consent. We at all times respect your privacy and will not share this information with any unauthorised parties.
Further information on how we process sensitive information is available in Section 3.4.3 of our Data Protection Notice.

Signature of Borrower 1
Date

Signature of Borrower 2
Date

14/16


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

WHAT HAPPENS NEXT

- On receipt of your completed SFS we will contact you to discuss your request for an amended repayment arrangement (please ensure you provide us with a contact number on page 5 of the SFS).
- Following this discussion a decision on your request will be normally provided within 2-5 working days.*
- If an amended repayment arrangement has been approved you will receive a Letter(s) of Variation (which is the document that outlines the terms of your amended repayment arrangement).
- If you are satisfied with the Letter(s) of Variation, it should be signed by all borrowers and guarantors and returned to KBC for your amended repayment arrangement to take effect.
- On receipt of the signed Letter(s) of Variation, we will implement your amended repayment arrangement on our system and your monthly repayment will be adjusted to reflect the terms of your amended repayment arrangement. At the sole discretion of KBC, we may agree to implement your amended repayment arrangement where instructed to do so by you over the telephone or by e-mail.
- You may contact KBC at **1850 930 235** to enquire about the status of your request for an amended repayment arrangement at any stage during the process.

*If KBC is not able to offer a formal amended repayment arrangement at this time, a Customer Support team member will discuss with you the reasons why and the next steps.

Section A: Account & Borrower Details



Borrower Information:		Borrower 1	Borrower 2
A1	Name		
A2	Mortgage Account Reference No (s)		
A3	Outstanding Mortgage Balance (€)		
A4	Estimated Current Value of Primary Residence (€)		
A5	Monthly Mortgage Repayments Due (€)		
A6	Correspondence Address		
A7	Property Address if different to Correspondence Address		
	Please indicate preferred contact method		
A8	Home Telephone		
A9	Mobile		
A10	Work Telephone		
A11	E-mail		
A12	Marital Status		
A13	Date of birth	DD/MM/YYYY	DD/MM/YYYY
A14	No. and age of dependent children	Child 1 Child 2 Child 3 Child 4	
A15	Total number in household		
A16	Employed Y/N; if self-employed give details		
A17	Occupation (if unemployed give previous occupation)		
A18	In Permanent employment Y/N		
A19	Name of Employer & Length of Service		
A20	Reason(s) for Review/Arrears		

KBC Bank Ireland plc
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