



CHECK LIST FOR MEMBERSHIP & LOAN APPLICATIONS

ALL DOCUMENTS MUST BE ORIGINALS

Membership application Proof of identity – ONE of the following:

- ✓ Passport Driving licence (photo) – provisional is acceptable
- ✓ National Identity Card (non-UK nationals)
- ✓ Income Support or other benefits confirmation letter (ONLY if passport or driving licence is unavailable – and you must state why)

Proof of address – ONE of the following (must be dated within the last three months, and be for the current address):

- ✓ Bank statement or credit card statement (internet print outs NOT acceptable)
- ✓ Council tax bill or demand
- ✓ Rent book or tenancy agreement
- ✓ Benefit or Pension Book – only if NOT used as confirmation of identity
- ✓ Letter or statement from Inland Revenue
- ✓ Utility bill (gas, electric, water only – internet print outs NOT acceptable)

You will also need to pay a £2.00 Membership Fee and a minimum £1.00 first deposit

Loan application – for both applicants where there's a joint loan application

- ✓ Tenancy agreement or mortgage document if not on the Voters Roll
- ✓ Wage slips (last four if paid weekly, last three if paid monthly), OR
- ✓ Benefits/tax credits confirmation letter(s)
- ✓ Bank/Post Office statement for accounts that salary/pensions/benefits are paid into – latest statements, must be for at least a full month and within the last 3 months.
- ✓ Payment books/statements for existing loans (e.g. Provident book, Vanquis statement)
- ✓ All paperwork regarding bankruptcy, County Court Judgements etc (relevant letters, certificates of satisfaction)
- ✓ Any other relevant paperwork about your income and your outgoings.
- ✓ If you are looking for a loan to repay debts or to pay bills you **must** bring these in.
- ✓ If the loan is for a rent deposit we will need to see details of where you're moving too and the landlord/agency details.

**BRING AS MUCH EVIDENCE OF YOUR CIRCUMSTANCES AS POSSIBLE
- IT WILL HELP US MAKE A QUICKER DECISION**