

# Standard Financial Statement User Guide

If you'd like help filling in your form talk to one of our experts on 0818 251 008



## **User Guide** for filling out your Standard Financial Statement (SFS)

The purpose of this guide is to assist you with filling out the Standard Financial Statement (SFS). The SFS is used to assess your case to decide whether or not to offer you an alternative repayment arrangement and what type of arrangement is appropriate to your circumstances.

The information provided in the SFS is a vital first step in helping you decide what to do next. It takes **around 44 minutes** to complete an SFS, but many of our customers complete it faster.

To complete this form please gather all relevant documents including **bills, statements, 1 months payslips and a calculator.** Please fill in the whole document, if there is a section that does not apply to you please write N/A in large letters across that section.

### The SFS contains 3 sections, please fill out each section as accurately as possible. These sections are:

# Your Details & Finances To ensure a quick response, you will need to complete some personal information. You also need to give us an up to date view of your finances. Your Borrowings To help us understand your borrowings we will ask for details of your current payments and assets. Please provide accurate information so we can process your situation correctly. Your Signature This section outlines how we will use the information provided. Please ensure all borrowers named on the loan account have signed and dated this section. This will ensure we can start to consider your application.

We have added notes on this document to questions that may be more difficult to answer. If you still do not understand what exactly is required please call us on 0818 251 008.



# **Checklist for submitting** your SFS

Below is a checklist to help you to ensure we can contact you quickly to update you on the progress of your application, please complete and tick each section.

### 1. Completed, Signed and Dated Standard Financial Statement

I have completed all of the following:

0

All sections completed

Ticked for consent

Signed

Dated

### 2. Bank Statements

Choose the most applicable option for you:



3 months of bank statements dated within the last 3 months (AIB current account statements not needed). Please ensure one page contains a name and address.

6 months of business account statements - if self employed

### 3. Evidence of Income

	If you are a PAYE worker	If you are Self-Employed	If you are Unemployed
PAYE Worker: Most recent payslip	1 full month's payslip (4 consecutive pays- lips if paid weekly/ 2 consecutive payslips if paid fortnightly)	<ul> <li>Most recent Self-Assessment Certificate</li> <li>or Notice of</li> <li>Assessment</li> <li>Most recent Form 11</li> </ul>	O Most recent social welfare receipt for each social welfare payment received.



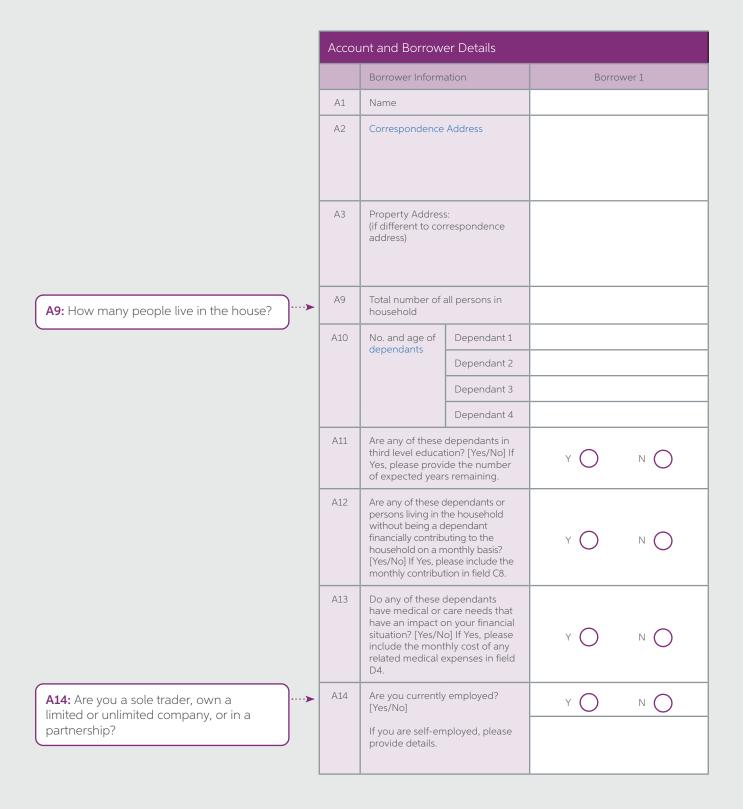
Please return along with the documents outlined to your local AIB branch or send to **ASU, AIB, 10 Molesworth Street, Dublin 2.** 

Please note that assessment of your SFS cannot commence until all required supporting documentation is provided



### Your Details & Finances

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



	A15	What is your current occupation? If you are unemployed or retired, please include your previous occupation.		
	A16	Are you in permanent employment? [Yes/No]	Y O	N O
	A17	Name of current employer and your length of service		
A18: What are the circumstances that led you to being in arrears? Please provide a summary.		For what reason(s) are you having difficulty meeting your mortgage	Unemployment	0
		and/or other debt repayments? Please select all that apply.	Reduced Income	0
			Illness	0
			Divorce/Separation	0
			Bereavement	0
			School/College Fees	0
			Household bills	0
			Other (Please specify)	0
		How long do you expect these difficulties to continue? (If you are not in a position to answer this question, please contact your mortgage provider to seek support on how to answer this question).	0-3 months	0
			3-6 months	0
			6-12 months	0
			12+ months	0



### Your Monthly Income

This section relates to the mortgage on your primary residence, that is, the residential property you occupy as your primary residence, or the only residential property in the State you own.

	My	My Mortgage			
		Borrower Information	Borrower 1		
	B1	Mortgage Provider			
	B2	Mortgage Account Reference Number(s)			
	B3	Account reference of any other mortgage account(s) on your primary residence (for example top-up account)			
<b>B4:</b> What is the total amount you have left to pay on your mortgage? You can get this figure from us.	•• <b>&gt;</b> B4	Total outstanding mortgage balance (€) (do not include arrears) This total should include the balances of B2 and B3 (if applicable)			
<b>B5:</b> How much would your house be worth if you put it on the market today?	•• <b>&gt;</b> B5	Estimated current value of primary residence (€)			
You can look at websites such as www.myhome.ie, or check the website of a local auctioneer and look at similar	∙► Вб	Monthly mortgage repayments due (€)	H4		
houses in your area.	B7	Monthly mortgage repayments being paid (€)			
B6: How much are you contracted to pay	B8	Remaining term of mortgage			
off your mortgage each month?	B9	Current Interest Rate (%) Is this rate fixed, or variable? Please select Variable for tracker rate.	Fixed     O       Variable     O       Part fixed and part variable     O		
	B10	Arrears balance (€) (if applicable)			
	B11	ls your mortgage currently restructured? [Yes/No]	Y O N O		
<b>B12:</b> Payment protection insurance (PPI) is insurance that will pay out a sum of	•• <b>&gt;</b> B12	Do you have a Payment Protection Insurance policy? [Yes/ No]	Y O N O		
money to help you cover your monthly repayments on your mortgage/other loans, if you are unable to work. This may be as a result of illness, accident, death or unemployment.					

### Your Monthly Income

be affordable and sustainable.

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.

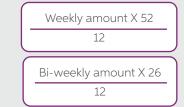
• If you receive your income on a weekly basis, multiply the weekly figure by 52 and divide by 12 to get your monthly total.

Do not include any irregular income, such as shift allowance or overtime, as any arrangement made on the basis of this Financial Statement must

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

Your Monthly Income C1: This information will be on your payslip. C1 Gross monthly salary ••> (for self-employed please refer to Revenue Form 11) C2 Net monthly salary •> **C2:** Other deductions may include health insurance, (for self-employed please refer to Revenue Form 11) pension contributions, union subscriptions, group savings schemes, council memberships (applicable to C3 Monthly social welfare benefits Please list under rows C3 some public service employees), professional association a. b and c. fees, maintenance payments attached to earnings. You should not include loan repayments as these should be C3(a) Benefit - please specify included in Section E under Monthly Debts. C3(b) Benefit - please specify Benefit - please specify C3(c) C5: How much mortgage interest supplement C4 Child Benefit are you receiving? This is also known as the Supplementary Welfare scheme. C5 Mortgage Interest Supplement C6 Working Family Payment **C7:** Do you receive any maintenance payments for your children? Please provide evidence of the Maintenance received payments e.g. bank statement with the payment ••> C7 being made into your account. C8 Other (please specify) :>> **C8:** For example pension, room rent (for primary residence), grants, financial contribution from dependants. Please do not repeat any monthly income C9 Monthly rental income (from other properties) (report figure already covered under previous headings above. :.> from F5) :-> C9 & C10: When you calculate these figures in F5 and Monthly income from non-property assets (report figure from G7) G7. come back to this section and write down the amounts here. C11 Total monthly income (sum of C2 to C10)

AIB Standard Financial Statement







### 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: divide the figure by 2.
- Quarterly: divide the figure by 3.
- Every Year: divide the figure by 12.



### **Seasonal Bills**

Remember you usually pay more for bills like heating and electricity in the Winter than in the Summer. For example you could take 3 bills from June /July/ August and add 3 bills from December/ January/ February and divide by 6. If you have been with your supplier for more than a year you can ask them to tell you the average monthly use. Remember to include details of any arrears as well.



My monthly household expenditure – Guidance

The figures you include in section D are based on your household's individual circumstances. When calculating the average monthly cost for each of the expenses, you should seek to include the examples of items listed below in your figure for 'average monthly cost'.

	Expense	Examples of items to include in average monthly cost figure	
D1	Food	Groceries, takeaways and eating out (restaurants, cafés, canteens)	
D2	Clothing	Clothes and footwear	
D3	Personal Care	Personal hygiene, baby/infant costs and grooming items	
D4	Health	Medicines and medical visits and appointments	
D5	Household goods	Furniture, appliances, cleaning products	
D6	Household services	Bin charges, household repairs and maintenance, local property tax, management fees, TV licence, TV channels and streaming services, bank charges or fees	
D7	Communications	Phone (mobile and landline) and internet	
D8	Education	Uniforms, books, school/college/course fees and contributions, extracurricular activities and costs linked to 3rd level accommodation.	
D9	Transport	Petrol, motor tax, NCT, vehicle repairs and maintenance, parking and tolls, public transport costs (including school transport), taxis, rental costs	
D10	Household Energy	Electricity and home heating	
D11	Insurance and Pension	Any type of insurance, including motor, home, health, mortgage protection, payment protection, income protection, life assurance, pension contribution, where not deducted from salary at source.	
D12	Savings		
D13	Social inclusion and participation	Social events, sports and hobbies, special occasions such as Christmas or any religious holidays and birthdays, and other events or activities	
D14	Childcare		
D15	Rent	For example, in the case of separated borrowers, where one borrower is not living in the household and is paying rent for other accommodation.	
D16	Other	Any other expenses not already captured. May include maintenance paid to spouse/child, costs associated with another property, elderly care, nursing home fees, carer fees, legal costs, children's/teenagers' pocket money.	

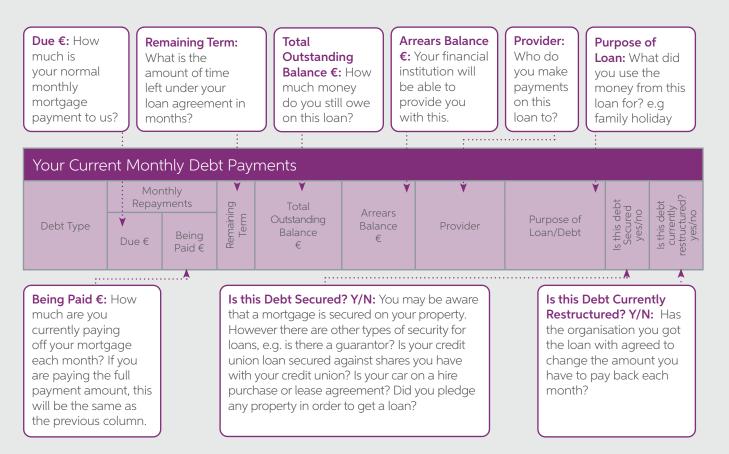


### Your Borrowings

This Section asks for details of all of your debt payments, 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: divide the figure by 2
- Quarterly: divide the figure by 3.
- Every Year: divide the figure by 12.

Each debt type is listed down the left-hand side of the sheet, please 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 banks and whether you have Payment Protection Insurance in place. As there is a lot of detail, you should contact each of your banks to request the relevant information if you do not already have it before completing the SFS.



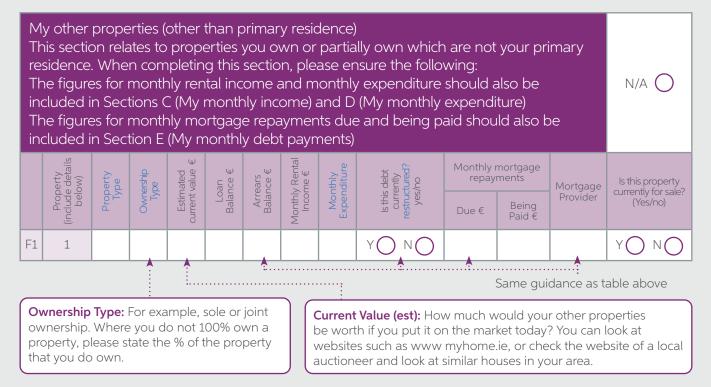




### Property Assets (other than Primary Residence)

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.

If you do not make your repayments monthly, please refer to section D for how to calculate the amount you pay each month.



This section relates to properties you own or partially own which are not your primary residence.

Propert As	Propert Assets (other than primary residence)				
Property	Address	Date of Purchase			
1					
2					
3					
4					



### Your Other 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.

		Asset Type	Original Cost/ Value(€)	Estimated current value €	Net Monthly Income	Please Give Any Relevant Details	<
	G1	Savings/deposits/current account					
···· <b>&gt;</b>	G2	Shares					
	G3	Redundancy payment(s)					
	G4	Long-term investment (s) (for example, a pension fund)					
	G5	Other investment(s)					
>	G6	Other assets (for example, vehicles, stock, machinery)					
	G7	Total (sum of G1 to G6)			C10		

**G2:** Do you have any company shares, credit union shares, or employee share schemes?

**G6:** Do you have a car loan? If you do make sure this is included in section E. You should indicate to your mortgage provider whether you need your car for professional reasons/

work.

### Please give any relevant

**details:** any of these assets part of security for a loan or are they jointly owned?



### **Summary of Financial Situation**

This section will help you to review the figures you have inputted in sections B, C, D and E above.

To complete section H, you need to refer to the figures you provided under the relevant rows as mentioned in the table: C11, D17, B6 and E13.

This section is helping you to ensure that the previous figures are correct, for example, if your total monthly expenditure D17 is higher than your monthly income C11, you should verify the figures you have included.

Summary of financial situation (to be completed by the borrower)				
H1	Total Monthly Income (C11)			
H2	Total Monthly Expenditure (D17)			
H3	Sub-Total (H1 minus H2)			
H4	Monthly Mortgage Repayments Due (B6)			
H5	Other Monthly Debt Repayments Due (E13)			
H6	Total Surplus/Deficit (Take away H4 and H5 from H3)			



Before signing the declaration

Statement, make sure that you

at the end of the Financial

understand its effect.

### 🖄 Your Signature

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

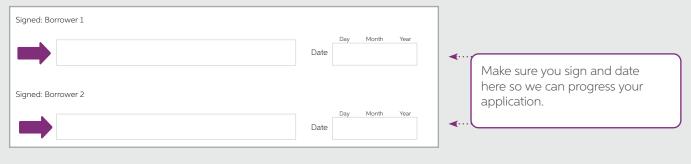
Your lender will keep your information confidential and will only use this information for the purpose of assisting you in accordance with its Mortgage Arrears Resolution Process in accordance with your lender's obligations under the General Data Protection Regulation (2016/679) and Data Protection Acts 1988 to 2018.

For information in relation to how we collect personal information about you, how we use it and how you can interact with us about it, see our data protection notice in branches and online. It may change from time to time.

For more information on your rights under the Data Protection Acts, see the Data Protection Commissioner's website at www.dataprotection.ie

We will use the information you have given us to search and to share information with credit reference agencies and/or credit registers, such as the Central Credit Register, to help with applications for credit and for ongoing credit review. The credit reference agencies will hold this information on a database and it may be accessed by other financial institutions.

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





Where I/we have provided information which comes under the definition of special categories of personal data (information regarding Race, Ethnic Origin, Political Opinion, Religious or Philosophical beliefs, Trade Union Membership, Biometric or Genetic Data, Health, Sex Life or Sexual Orientation) and/or information relating to criminal convictions/ offences, I/we consent to its storage and use in relation to the mortgage(s) under consideration. I/we understand that the information will only be used for this purpose.

I/we may withdraw this consent at any time.

I confirm my consent to the use of my information as detailed above

Please read the declaration and sign and date the optional form to confirm you understand the information.

**~**…

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.

The Central Credit Register is maintained and operated by the Central Bank of Ireland. For information on your rights and duties under the Credit Reporting Act 2013 please refer to the factsheet prepared by the Central Bank of Ireland. This factsheet is available on www.centralcreditregister.ie. Copies can also be obtained at your local AIB branch and on www.aib.ie.