



# Standard Financial Statement (SFS)



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## 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			



**Section B: Your Monthly Income**

		Borrower 1	Borrower 2	TOTAL	
B1	Gross Monthly Salary (before tax and any other deductions at source)				
B2	Net Monthly Salary (after tax and any other deductions at source) <sup>1</sup>				
B3	Monthly Social Welfare Benefits Please list				
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)				
<b>B11</b>	<b>Total Monthly Income (sum of B2 to B10)</b>				<b>G1</b>

1. Do not include any deductions made from your salary at source (e.g., pension contribution, health insurance etc.) anywhere else on this form.



## Section C: Monthly Household Expenditure

		Average Charge <sup>2</sup>	Arrears (where applicable)
	<b>Utilities</b>		
C1	Electricity		
C2	Gas /Oil		
C3	Phone (Landline & Internet) <sup>3</sup>		
C4	TV/Cable <sup>3</sup>		
C5	Mobile Phone		
C6	Refuse Charges		
C7	TV Licence		
	<b>Household</b>		
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		
	<b>Transport Costs</b>		
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		
	<b>Primary Residence Mortgage-related Costs</b>		
C18	Mortgage Protection/Endowment Premium		
C19	Payment Protection		
C20	House Insurance		
	<b>Education</b>		
C21	Books		
C22	School/ College Fees		
C23	Uniforms		
C24	Extra Curricular activities (e.g. school outings)		
C25	Other (e.g. voluntary contributions)		
	<b>Medical</b>		
C26	Medical Expenses and Prescription Charges <sup>4</sup>		
C27	Health Insurance <sup>5</sup>		
	<b>Social</b>		
C28	Lifestyle Expenses (e.g., family events, Christmas, Birthdays, eating out etc.)		
C29	Club membership		
C30	Other - please specify		
	<b>Other</b>		
C31	Life Assurance		
C32	Pension Contribution <sup>6</sup>		
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		
<b>C38</b>	<b>Total Monthly Expenditure (sum of C1 to C37)</b>		<b>G2</b>

2. Average charge calculated by totalling last three utility bills and dividing by the number of months to get the average monthly cost.

3. Please identify if these bills are bundled.

4. Medical expenses include dentist, optician and any other costs related to health.

5. Do not include if Health Insurance is deducted from your wages at source, (i.e., if it has already been deducted from B2)

6. Do not include if Pension Contribution is deducted from your wages at source, (i.e., if it has already been deducted from B2)

3.



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

Empty text area for providing details of steps already taken to reduce monthly expenditure and savings achieved.

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

Empty text area for providing details of steps proposed to take to reduce monthly expenditure and savings expected to achieve.



Section D: Your Current Monthly Debt Payments

	Debt Type	Monthly Repayments		Remaining Term	Total Outstanding Balance €	Arrears Balance €	Lender	Purpose of Loan	Secured? Y/N	Currently Restructured? Y/N	Payment Protection Insurance Y/N
		Due €	Being Paid €								
D1	Mortgage for Primary Residence		G4								
D2	Court Mandated Debt (Please Specify) <sup>7</sup>										
D3	Court Mandated Debt										
D4	Credit Union										
D5	Credit Union										
D6	Overdraft										
D7	Hire Purchase										
D8	Store Card										
D9	Catalogue Debt										
D10	Credit Card 1										
D11	Credit Card 2										
D12	Credit Card 3										
D13	Personal Loan 1 (please specify)										
D14	Personal Loan 2 (please specify)										
D15	Personal Loan 3 (please specify)										
D16	Loans from family/ friends										
D17	Mortgage Debt on property other than primary residence (see E5)										
D18	Other Debt (please specify)										
D19	Other Debt										
D20	Other Debt										
D21	Other Debt										
D22	<b>Total (sum of D2 to D21)</b>		G5								

7. e.g., fines, instalment orders, judgements

Section E: Property Assets (other than Primary Residence)

Property (give details below)	Property Type (e.g. Buy to let)	Ownership Type <sup>8</sup>	Current Value (est) <sup>9</sup> €	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					B9		C 36			D 17		

Property Assets (other than Primary Residence)

Property	Address	Date of Purchase
1		
2		
3		
4		

- MONTHLY INCOME AND EXPENDITURES RELATED TO PROPERTY ASSETS SHOULD ALSO BE INCLUDED IN SECTIONS B AND C RESPECTIVELY
- MONTHLY MORTGAGE REPAYMENTS RELATED TO PROPERTY ASSETS SHOULD BE INCLUDED IN SECTION D

8. e.g. Sole or joint ownership where a property/premises is not 100% owned by customer(s), please state the % amount is owned.

9. e.g. Please provide a reasonable estimate of the current value of these assets.

Section F: Non-Property Assets

	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	<b>Total (sum of F1 to F7)</b>			B10	

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:





Section G: Financial Statement Summary (for office use only)

G1	Total Monthly Income (B11)	
G2	Less Total Monthly Expenditure (C38)	( )
G3	<b>Sub-Total (G1 minus G2)</b>	
G4	Less Mortgage Repayments Due (D1)	( )
G5	Less Other Monthly Debt Due (D22)	( )
G6	<b>Total Surplus/Deficit (subtract G4 and G5 from G3)</b>	





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

**Protecting Your Information**

ICS Building Society 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 ICS Building Society'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](http://www.dataprotection.ie).

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

**I/we consent to ICS Building Society conducting a credit reference check.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**These consents do not limit any other consent I/we have given (or may give) to the Bank of Ireland Group to process or disclose my personal details.**



## Guiding Principles for completing the SFS

1. We at ICS Building Society are fully committed to working with customers who are in, or are facing, financial difficulties with their mortgage repayments in order that a mutually-acceptable arrangement can be agreed. We will actively encourage contact with such customers through web sites, media and printed material.
2. We have specially-trained personnel in our offices including specialised telephone contact points, to deal with customers facing or in financial difficulties.
3. This Standard Financial Statement (SFS) is designed to assist you in setting out your current financial circumstances.
4. We consider that the completion of the SFS is a serious undertaking and we will work with you to ensure that the information is accurate, enabling us to work with you to determine the most appropriate and viable option in each particular customer case.
5. The easiest way to see where you stand financially is to gather all the relevant information and documents so that you can write down all the money you have coming in and going out each month and complete an SFS. (If your income is weekly, multiply it by 52 and divide the result by 12 to get your monthly income.)
6. In the SFS you will have to provide information on your current income, expenses and other amounts you owe and any assets you own. It is important that you include all of your basic living expenses. You are also encouraged to ensure that you are maximising your income, including what social welfare entitlements you may be eligible for such as Mortgage Interest Supplement (see [www.keepingyourhome.ie](http://www.keepingyourhome.ie)).
7. It is important to fill out the SFS fully and accurately and to provide any relevant documentation that we may need to assess your situation; we will only seek information that is relevant to this assessment.
8. Your completed SFS and other factors relating to your case will be assessed by our Arrears Support Unit which will decide whether or not an alternative repayment arrangement is necessary and, if so, what type(s) of alternative repayment arrangement(s) appropriate to your circumstances can be made available.
9. If an alternative repayment arrangement is not offered to you, we will give you a reason for that decision in writing. You will have the right to appeal that decision; you may appeal to us initially and subsequently to the Financial Services Ombudsman.
10. If you require further information, you can avail of support material available through a number of sources including our website [www.bankofireland.ie](http://www.bankofireland.ie), [www.keepingyourhome.ie](http://www.keepingyourhome.ie). You can also seek independent advice from MABS ([www.mabs.ie](http://www.mabs.ie)) or an appropriate alternative. If you give us your written consent we will liaise with a third party, nominated by you, to act on your behalf.

