

Mortgages

Standard Financial Statement (SFS)

Let's talk today

(01) 961 9800

Important Information

Please note that KBC Dublin Branch ("KBCD") accepts completed copies of this SFS when assessing an alternative repayment arrangement for all our mortgage customers.

The Code of Conduct on Mortgage Arrears 2013 (CCMA) applies to your mortgage agreement if it is secured by a residential property in the State which you occupy as your primary residence, or is the only residential property you own in the State.

If your mortgage is protected by CCMA, your SFS will be assessed as part of the KBCD Mortgage Arrears Resolution Process (MARF).

If your mortgage agreement is not protected by CCMA, and is instead protected by the Consumer Protection Code 2012 or Central Bank (Supervision and Enforcement) Act 2013 (Section 48) (Lending to Small and Medium-sized Enterprises) Regulations 2015 (as amended) "the SME Regulations", your SFS will be assessed by us for an alternative repayment arrangement but you will not be afforded the protections of CCMA or the MARF.

Please ensure to keep us up to date of any changes in use of your mortgaged property to ensure you are receiving the relevant protections.

COMPLETION AND SUBMISSION OPTIONS

Please return the signed and completed form, along with all relevant supporting documentation, to KBC Dublin Branch, Scotch House, 6-7 Burgh Quay, Dublin D02 VK44.

Guiding Principles for completing the Standard Financial Statement (“SFS”)

- 1** We at KBC Dublin Branch 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 actively encourage contact with our customers.
- 2** We have specially-trained personnel 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 this 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).
- 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 Staff 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 to KBC Dublin Branch; you may appeal to us initially in writing and subsequently to the Financial Services and Pensions Ombudsman.
- 10** If you require further information, you can avail of support material available through a number of sources including our website www.kbc.ie and www.keepingyourhome.ie. You can also seek independent advice from MABS (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.

Standard Financial Statement Completion Checklist

The purpose of this Checklist is to assist you when sending in a request for an alternative 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 Dublin Branch with all the relevant documentation as per the checklist below:

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 us on (01)961 9800. Appendix 2 of the SFS provides a detailed summary of all documentation that may be required to assist you with completion of each section of the SFS.

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 include one of the following:

- 2 Consecutive Payslips (most recent payslips)
- ☒ or
Confirmation of Social Welfare payments (2 payment slips or letter)
- ☒ or
Employment Detail Summary
- ☒ or
Revenue Commissioners Notice of Assessment, Chapter 4 Revenue Certificate
- ☒ with fully completed Form 11 or written confirmation of income from a practising Accountant (if you are a self employed customer)

4 Return the fully completed SFS with items 2 and 3 above to us

Please ensure:

- ☒ The SFS is completed by each individual on the loan.
- ☒ Where a Guarantor is named on the loan, a separate SFS will need to be completed by the Guarantor.
- ☒ That all documentation required is provided for all parties on the loan including Guarantors.
- ☒ To 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.

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 9).
- Following this discussion a decision on your request will normally be 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 KBCD 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 KBCD, 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 KBCD on (01) 961 9800 to enquire about the status of your request for an amended repayment arrangement at any stage during the process.

When is the best time to call?

	9am to noon	Noon to 5pm	5pm to 7pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Saturday	9am to noon	Noon to 2pm

Note: Please tick the boxes, which will allow us to contact you at the right time

- * If KBCD is not able to offer a formal alternative repayment arrangement at this time. We will discuss with you the reasons why and the next steps.
- ** KBCD may determine that a Short Term Repayment Arrangement (STRA) is appropriate for you. STRAs are temporary forbearance measures only. In proceeding to request a STRA you acknowledge and accept that the provision of a STRA shall not prejudice any rights, powers or remedies that may have accrued to KBCD as a result of your default or any correspondence issued by KBCD.

Information to help you with completing the Standard Financial Statement

Please read carefully

To complete the SFS, please use the Guide to completing a Standard Financial Statement published by the Central Bank and available on

<https://www.centralbank.ie/regulation/consumer-protection/consumer-protection-codes-regulations>

We at KBC Dublin Branch are committed to working with customers who are in or facing financial difficulties to find a solution where that is possible. Before you complete this Standard Financial Statement (SFS), please read the following information which will assist you with understanding the document.

What is this Standard Financial Statement?

This SFS helps you set out your financial situation. After you complete it, we will assess your information as part of the Mortgage Arrears Resolution Process (**MARP**). We will then explore what type of alternative repayment arrangement (**ARA**), from the options we offer, that is appropriate and sustainable for your individual circumstances. While it may look like a lot of information to provide, we only ask for the information we really need to help us to assess your financial situation and find, when possible, a suitable solution for you.

Where can I find more information on the MARP?

- Our MARP booklet www.kbc.ie. The MARP booklet also provides useful information in the case where no alternative solution is offered to you.
- The Central Bank's guide to the CCMA which outlines your protections when experiencing difficulties with your mortgage <https://www.centralbank.ie/consumer-hub/consumer-guides>

What supports are available to help me complete the SFS?

Check our website for the range of the supports we provide: www.kbc.ie

The **Central Bank's Guide to completing a Standard Financial Statement:**

www.kbc.ie/help/mortgage-support/managing-your-debt/standard-financial-statement

The **Money Advice and Budgeting Service (MABS)**: MABS is a free, confidential and independent service which will help you to complete the SFS. They will talk you through the document and give advice about the supporting documents you may need to provide.

Call the MABS helpline on **0818 072 000** and/or visit **www.mabs.ie**.

Abhaile is a service to help homeowners find a resolution to home mortgage arrears. Depending on your situation, Abhaile provides vouchers for you to get financial advice, legal advice or insolvency advice and help from experts. The vouchers are available through MABS.

For more information visit **www.kbc.ie**.

Other debt advisory services like a financial adviser

If you decide that you want a MABS adviser or a lawyer, accountant or financial adviser to act for you, we ask that you agree in writing for us to contact them. We will then work with them directly and no longer contact you except in relation to matters other than your arrears situation.

Other resources:

You can also check the website of the Competition and Consumer Protection Commission (CCPC) for useful information about loans and mortgages **www.ccpc.ie/consumers/money/**.

Who do I contact if I have a question?

If you have any questions, please contact us at **(01)961 9800**. We have specially trained staff to deal with customers experiencing financial difficulties, and can help you with completing your SFS.

What's in the SFS?

Please fill out all sections of the SFS fully and accurately and provide any documents that we may need to assess your financial circumstances. Any missing documents will slow down the assessment of your SFS. The Table below outlines the content of each section of the SFS along with key points for you to note.

For information, all the terms **in blue** are explained in **Appendix 1** available at the end of this document. Please refer to this Appendix as you complete the SFS.

Appendix 2 provides a checklist of all documents which may be required to complete your SFS. Please note we may request additional documents from you if necessary to the assessment of your SFS.

Section	This section asks for?	Tick when completed
Section A My details	Details about your personal circumstances, your name, address, occupation and the number of people living in your household.	<input type="checkbox"/>
Section B My mortgage	Details about your mortgage on your primary residence, that is, the residential property you occupy as your primary residence, or the only residential property you own. This section also helps you to better understand the key elements of your mortgage.	<input type="checkbox"/>
Section C My monthly income	Details on all your monthly income.	<input type="checkbox"/>
Section D My monthly household expenditure	Details of all your expenditure or outgoings, calculated on a monthly basis. Details of all expenses that may be incurred during the expected period of financial difficulty should be included in the SFS	<input type="checkbox"/>
Section E My monthly debt payments	Details about monthly amounts of all your other debt repayments (other than your mortgage repayment on your primary residence).	<input type="checkbox"/>
Section F My other properties	Details on properties you own which are not your primary residence.	<input type="checkbox"/>
Section G My other assets	Details of all other assets you own, either on your own or with someone else for example savings, cars, and shares.	<input type="checkbox"/>
Section H Summary of your SFS	This section will help you to review the figures you inputted in sections B, C, D and E.	<input type="checkbox"/>

Section A: MY Details



		Borrower 1	Borrower 2
A1	Name		
A2	Correspondence address		
A3	Property address (if different to correspondence Address)		
		Please indicate preferred contact method	
A4	Home telephone		
A5	Mobile		
A6	E-mail		
A7	Marital status		
A8	Date of birth	DD/MM/YYYY	DD/MM/YYYY
A9	Total number of all persons in household		
A10	No. and age of dependants Dependant 1 Dependant 2 Dependant 3 Dependant 4		
A11	Are any of these dependants in third level education? [Yes/No] If Yes, please provide the number of expected years remaining.		
A12	Are any of these dependants or persons living in the household without being a dependant financially contributing to the household on a monthly basis? [Yes/No] If Yes, please include the monthly contribution in field C8.		
A13	Do any of these dependants have medical or care needs that have an impact on your financial situation? [Yes/No] If Yes, please include the monthly cost of any related medical expenses in field D4.		
A14	Are you currently employed? [Yes/No] If you are self-employed, please provide details.		
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]		
A17	Name of current employer and your length of service		
A18	For what reason(s) are you having, difficulty meeting your mortgage and/or other debt repayments? Please select all that apply.	<input type="checkbox"/> Unemployment <input type="checkbox"/> Reduced Income <input type="checkbox"/> Illness <input type="checkbox"/> Divorce/Separation <input type="checkbox"/> Bereavement <input type="checkbox"/> School/College Fees <input type="checkbox"/> Household bills <input type="checkbox"/> Other (Please specify)	<input type="checkbox"/> Unemployment <input type="checkbox"/> Reduced Income <input type="checkbox"/> Illness <input type="checkbox"/> Divorce/Separation <input type="checkbox"/> Bereavement <input type="checkbox"/> School/College Fees <input type="checkbox"/> Household bills <input type="checkbox"/> Other (Please specify)
A19	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)	<input type="checkbox"/> 0-3 months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> 12+ months	<input type="checkbox"/> 0-3 months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> 12+ months

Section B:

My mortgage

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.			
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)		
B4	Total outstanding mortgage balance (€) (do not include arrears) This total should include the balances of B2 and B3 (if applicable)		
B5	Estimated current value of primary residence (€)		
B6	Monthly mortgage repayments due (€)		H4
B7	Monthly mortgage repayments being paid (€)		
B8	Remaining term of mortgage		
B9	Current Interest Rate (%) Is this rate fixed, or variable? Please select Variable for tracker rate.	<input type="checkbox"/> Fixed <input type="checkbox"/> Variable <input type="checkbox"/> Part fixed and part variable	
B10	Arrears balance (€) (if applicable)		
B11	Is your mortgage currently restructured ? [Yes/No]		
B12	Do you have a Payment Protection Insurance policy? [Yes/No]		

Section C:

MY Monthly income

If you face seasonal or irregular income, please engage with your mortgage provider for further assistance on completing this section.

Please consult the SFS consumer Guide on how to calculate monthly income.

		Borrower 1	Borrower 2	TOTAL €	
C1	Gross monthly salary (for self-employed please refer to Revenue Form 11)				
C2	Net monthly salary (for self-employed please refer to Revenue Form 11)				
C3	Monthly social welfare benefits Please list under rows C3 a, b and c.				
C3 (a)	Benefit (please specify)				
C3 (b)	Benefit (please specify)				
C3 (c)	Benefit (please specify)				
C4	Child Benefit				
C5	Mortgage Interest Supplement				
C6	Working Family Payment				
C7	Maintenance received				
C8	Other (please specify)				
C9	Monthly rental income (from other properties) (report figure from F5)				
C10	Monthly income from non-property assets (report figure from G7)				
C11	Total monthly income (sum of C2 to C10)				H1

Section D:

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'.
You only need to include costs that are relevant to your household.

	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 (please specify)	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.

Section D:

MY Monthly Household Expenditure

Please read the guidance above before you fill in this section.

		Average Monthly Cost €	Arrears (where applicable) €
D1	Food		
D2	Clothing		
D3	Personal care		
D4	Health		
D5	Household goods		
D6	Household services		
D7	Communications		
D8	Education		
D9	Transport		
D10	Household Energy		
D11	Insurance and Pension		
D12	Savings		
D13	Social inclusion and participation		
D14	Childcare		
D15	Rent		
D16	Other (please specify)		
D17	Total Monthly Expenditure (sum of D1 to D16)		H2

If there is any additional information not captured above that may impact your monthly expenditure, please include here [you may also use this text box to explain a high level of costs for certain items above]

Section E:

My monthly debt payments



	Debt type	Monthly repayments		Remaining term	Total outstanding Balance €	Arrears balance €	Provider	Purpose of loan/debt	Is this debt secured [Yes/No]	Is this debt currently restructured? [Yes/No]
		Due €	Being paid €							
E1	Court Mandated debt (Please Specify)									
E2	Credit Union loan									
E3	Personal bank loan									
E4	Moneylending loan									
E5	Loans from family/friends									
E6	Hire purchase/PCP agreement									
E7	Credit card									
E8	Mortgage repayments on other properties (see F5)									
E9	Revenue Debt									
E10	Other debt (please specify)									
E11	Other debt (please specify)									
E12	Other debt (please specify)									
E13	Total (sum of E1 to E12)		H5							

Section F:

My other properties (other than primary residence)



This section relates to properties you own or partially own which are not your primary residence. When completing this section, please ensure the following:

- The figures for monthly rental income and monthly expenditure should also be included in Sections C (My Monthly Income) and D (My Monthly Expenditure)
- The figures for monthly mortgage repayments due and being paid should also be included in Section E (My Monthly Debt Payments)

Property (include details below)	Property Type	Ownership Type	Estimated current value €	Loan balance €	Arrears balance €	Monthly rental Income €	Monthly Expenditure	Is this debt currently restructured [Yes/No]	Monthly mortgage repayments		Mortgage provider	Is the property currently for sale [Yes/No]
									Due €	Being paid €		
F1 1												
F2 2												
F3 3												
F4 4												
F5 Total						C9					E16	

My other properties (other than primary residence)

Property	Address	Date of purchase
1		
2		
3		
4		

Section G: My other assets



Asset Type		Original cost/ value €	Estimated current value €	Net monthly income	Please give any relevant details
G1	Savings/deposits/current account				
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	

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

Section H:

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)	=

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. You can also request a copy from us by phone or by email.

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

1. DECLARATION & AUTHORISATION (MANDATORY)

It is mandatory to complete this section in order for KBC Dublin Branch to review your Standard Financial Statement.

I/We declare that the information I/we have provided is an accurate representation of my/our current financial situation.

I/We authorise KBC Dublin Branch to contact me/us in relation to the completed Standard Financial Statement and my/our request for an alternative repayment arrangement.

Are you an employee or director of KBC Dublin Branch? ?
If Yes, please provide details

Borrower 1
☐ Yes ☐ No

Borrower 2
☐ Yes ☐ No

Are you connected to an employee or director of KBC Dublin Branch?

☐ Yes ☐ No

☐ Yes ☐ No

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

Signature of Borrower 1
Date

Signature of Borrower 2
Date

2. Understanding our Credit Decisions

KBC Dublin Branch ("KBCD"), will undertake searches with credit reference agencies (including the Central Credit Register) as part of the application process and during the period of any credit facility provided by KBCD to establish your credit record. These searches will be conducted 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 KBCD. 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. KBCD 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 KBCD, (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.

3. SENSITIVE PERSONAL DATA CONSENT (OPTIONAL)

If you have noted information of a sensitive nature (such as information relating to your 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.

Further information on how we process sensitive information is available in our Data Protection Notice.

Signature of Borrower 1
Date

Signature of Borrower 2
Date

4. CONSENT TO CONTACT (OPTIONAL)

I/We consent to KBCD telephoning me/us at my/our place of employment/ business in relation to this application and during the term of this mortgage

Borrower 1

☐ Yes ☐ No

Borrower 2

☐ Yes ☐ No

Signature of Borrower 1

Date

Signature of Borrower 2

Date

No failure or delay by KBCD in exercising any power, right or remedy, and no correspondence or arrangement entered into with you, shall operate as a waiver of any such power, right or remedy.

CONSUMER PROTECTION CODE 2012

EFFECT OF MISSING REPAYMENTS

WARNING: IF YOU DO NOT MEET THE REPAYMENTS ON YOUR LOAN, YOUR ACCOUNT WILL GO INTO ARREARS. THIS MAY AFFECT YOUR CREDIT RATING, WHICH MAY LIMIT YOUR ABILITY TO ACCESS CREDIT, A HIRE-PURCHASE AGREEMENT, A CONSUMER-HIRE AGREEMENT OR A BNPL AGREEMENT IN THE FUTURE.

RESIDENTIAL MORTGAGE

WARNING: IF YOU DO NOT KEEP UP YOUR REPAYMENTS YOU MAY LOSE YOUR HOME.

VARIABLE RATE MORTGAGE

WARNING: THE COST OF YOUR MONTHLY REPAYMENTS MAY INCREASE.

FIXED RATE LOAN

WARNING: YOU MAY HAVE TO PAY CHARGES IF YOU PAY OFF A FIXED RATE LOAN EARLY.

CONSUMER CREDIT ACT 1995

HOUSING LOAN

WARNING: YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT.

VARIABLE RATE LOANS

THE PAYMENT RATES ON THIS HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME.

Arrears

Compound interest is charged on arrears of payments and will attract interest at the same rate applying to the loan advanced. To avoid paying such interest the arrears must be cleared in full. If you have more than one facility with KBC Dublin Branch, you should be aware that while you continue to default with one loan facility you may also be in default under any other facility you have with KBC Dublin Branch even though the other facilities are not in arrears.

Break Funding Fee

If during the Fixed Rate period, the applicant redeems in whole or in part or converts the loan into a variable interest rate or to another fixed rate loan, on that date (the "switching/redemption date"), a break funding fee will be payable to the Lender. If, at the switching/redemption date the Wholesale Rate is higher than the Wholesale Rate at the date the existing fixed rate applying to the Loan was set, no break funding fee arises. If, however, at the switching/redemption date, the Wholesale Rate is lower than the Wholesale Rate at the date the existing fixed rate applying to the Loan was set, then a break funding fee will be chargeable. The break funding fee will be calculated by reference to the following formula:

$B = (W - M) \times T / 12 \times A$, where:

B = the Break Funding Fee

W = the Wholesale Rate prevailing at the date of the existing fixed rate applying to the loan was set.

M = the Wholesale Rate prevailing at the switching/redemption date for the unexpired time period of the Fixed Rate period.

T = Period of time in months to the end of the Fixed Rate period.

A = Principal amount which is subject to the existing fixed rate and which is being switching or redeemed.

"Wholesale Rate" means the rate per cent per annum which the Lender determines to be the market rate applying to an appropriate interest rate swap for the relevant time period.

The following are examples of the calculation of the break funding fee:

A) Where rate increases over the term of the loan:

Wholesale rate at the date the existing fixed interest rate applying to the loan was set (W): 7%

Wholesale rate at switching/redemption date (M): 8%

Break funding rate: 0%

B) Where Wholesale Rate decreases over the term of the loan:

Wholesale rate at the date the existing fixed interest rate applying to the loan was set (W): 8%

Wholesale rate at switching/redemption date (M): 7%

Break funding rate: 1%

Unexpired Fixed Rate period: Six Months

Break funding fee (per €1,000 loan amount): €5

Break funding fee = $(8\% - 7\%) \times 6 / 12 \times 1000 = €5.00$ per €1,000

A processing fee of €38 will be applied to your mortgage account for this amendment. You retain the right to pay this fee to avoid interest accruing thereon.

Appendix 1 - Glossary

Please find below useful guidance (terms explained and examples) to help you to complete your SFS.

Section A My details		
A2	Correspondence address	This address will be used for all correspondence relating to this SFS.
A10	Dependant	A person who financially relies on you.
Section B My mortgage		
B11	Restructured	Select Yes if you have previously agreed with your mortgage provider to change the terms and conditions of your mortgage due to financial difficulties - for example reduced monthly payments.
Section C My monthly income		
C1	Gross monthly salary	Before tax and any other deductions at source
C2	Net monthly salary	If you have a deduction from your salary at source for example for health insurance, pension, credit union or Revenue payments do not include them again.
C5	Mortgage Interest Supplement	If you were previously eligible for and receiving this payment under the Mortgage Interest Supplement scheme, you should now receive it as part of the Supplementary Welfare Scheme.
C8	Other	For example pension, room rent (for primary residence), grants, financial contribution from dependants. Please do not repeat any monthly income already covered under previous headings.
Section E My monthly debt payments		
	Secured	Select yes if a security for example a property, a vehicle or a guarantee is attached to the debt.
	Restructured	Select yes if you have previously agreed with your loan provider to change the terms and conditions of your loan due to financial difficulties for example reduced monthly payments.
E1	Court mandated debt	For example, fines, instalment orders, judgements.
E4	Moneylending loan	Typically small loans at a high rate of interest over a short period of time.
E6	Hire purchase/PCP agreement	Type of credit, often associated with car financing. Under a hire purchase (HP) agreement, you hire the car, pay an agreed amount usually in monthly repayments, and only become the legal owner of the car at the end of the agreement. The legal owner of the car is the finance company that gave you the money to buy the car and you cannot sell the car without the finance company's permission.
E7	Credit cards	Including credit cards linked to shops.
E9	Revenue Debt	For example all arrangements you may have in place with the Revenue to pay taxes you were not in a position to pay fully.
E10 E11 E12	Other Debt	For example additional loans or credit cards, overdrafts, payment of arrears on utilities, Buy Now Pay Later or shop credit.
Section F My property		
	Ownership Type	For example, sole or joint ownership. Where you do not 100% own a property, please state the % of the property that you do own.
	Monthly Expenditure	For example, upkeep, maintenance, property tax.
	Restructured	Select yes if you have previously agreed with your mortgage provider to change the terms and conditions of your mortgage due to financial difficulties for example reduced monthly payments.
Section G My other assets		
G2	Shares	For example, credit union shares, bank shares, employee share schemes.

Appendix 2

Please see below list of all documents needed to support your SFS.

Please note we may request additional documentation if needed to assess your financial circumstances

Section	Documentation needed to complete this section (You only need to provide the documents relevant to your individual situation with your completed SFS)	Tick when completed
Section A My details	No document required to complete this section	<input type="checkbox"/>
Section B My mortgage	If you require assistance with the completion of this section please contact us on (01) 961 9800	<input type="checkbox"/>
Section C My monthly income	Employee: proof of income in the form of recent payslips Self-employed: audited or certified accounts, business account statements, personal tax return or tax balancing statement, Revenue Form 11 Unemployed: most recent social welfare receipt for each social welfare payment received Retired: proof of receipt and amount of monthly pensions Proof of receipt of maintenance payments Proof of other income (see also Section F and Section G) Proof of monthly financial contribution received from dependants and/or non-dependants living in the household (for example bank statements)	<input type="checkbox"/>
Section D My monthly household expenditure	Recent Bills (electricity, gas/oil, internet, phone, mobile) Documents proving the amount spent on childcare and/or elderly care Proof of insurance (including motor, home, health, mortgage protection, payment protection, income protection, life assurance) and pension payments (pension contribution not deducted from salary at source) Proof of maintenance payments Proof of rent paid	<input type="checkbox"/>
Section E My monthly debt payments	Proof of any court payment due Statement related to any loans you have (credit unions, personal loans, credit cards, overdrafts, PCP/hire purchases) Statements should include the amount outstanding, the payments being made, the time left on each loan, the arrears balance, the reason for the loan	<input type="checkbox"/>
Section F My other properties	Print outs showing estimated value of your properties Statement from your mortgage provider showing the full amount left to pay on each mortgage Statement of arrears on your mortgage accounts Proof of rental income Statement of mortgage payments or confirmation from your mortgage provider(s) of the amount of monthly mortgage payment	<input type="checkbox"/>
Section G My other assets	Receipts and/or statements of purchase price for any asset Statement of current estimated value	<input type="checkbox"/>

