

# Guide to filling in the Standard Financial Statement

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Phone: 07662 44444  
[www.bankofireland.com](http://www.bankofireland.com)

**Bank of Ireland** 

## Guide to filling in the Standard Financial Statement

The Standard Financial Statement (SFS) has been designed to help you set out your financial situation. This guide will help you to fill in the SFS. Most of the SFS is self-explanatory, but this guide provides information to help you with questions you may need advice on.

If you have a joint mortgage, please note the following.

- In the SFS, details of joint borrowers must be provided.
- If joint borrowers are separated or divorced from each other, each can fill in a separate SFS.
- If there are more than two joint borrowers, please ask your branch or our Arrears Support Unit for an extra SFS, or you can download one from [www.bankofireland.com](http://www.bankofireland.com).

You should fill the SFS in honestly and provide any documents we ask for. If you don't, you can be classified as not co-operating, which will have serious consequences for you.

## Checklist for filling in this Standard Financial Statement (SFS)

This checklist shows the documents we need to assess which alternative repayment arrangement (if any) would be appropriate for you, and whether we can offer you it.

Please bring the following documents to your meeting in your branch. If you are dealing directly with our Arrears Support Unit, send the documents to the Arrears Support Unit at Bank of Ireland Group, New Century House, Mayor St. Lower, IFSC, Dublin 1.



### 1. Filled-in and signed Standard Financial Statement

If you need help filling in the SFS, you can speak to one of our designated branch staff or our Arrears Support Unit on 07662 44444.

This is an important document. Please take the time to fill in each section fully, accurately and honestly as we will use the information you provide to fully assess your situation.



### 2. Bank or building-society statements

We need the last three months' current-account statements (unless your current account is with us). We will accept a printout of online statements if they show your name, address, account number and the bank's or building society's logo or name.

If you are self-employed, we also need your last three months' current-account statements for your business account (unless the current account is with us).



### 3. Proof of income

We need your last payslip or social welfare receipt.

If you are self-employed, we need last year's:

- audited or certified accounts and;
- personal tax return or tax balancing statement.



### 4. Credit-card statements

We need your last three months' credit-card statements (unless you have a Bank of Ireland credit-card). We will accept a printout of your online credit-card statements.

It is important that you provide your filled-in and signed SFS, along with all the documents we need, within 10 business days so that we can consider what we can do to help you.

Note: we may need to ask you for extra documents in certain circumstances.

## Section A: Account & borrower details

**A2** Include all account numbers.

**A3** This is the total amount left to pay on your mortgages. You can get this figure by phoning the Arrears Support Unit on 07662 44444.

**A4** This is an estimate only. We suggest you look at websites such as [www.myhome.ie](http://www.myhome.ie), [www.daft.ie](http://www.daft.ie), [www.propertypriceregister.ie](http://www.propertypriceregister.ie) or the website of your local auctioneer to get the value of a similar property in your area.

**A5** This is the total amount to be paid and should include repayments for all mortgages on the property (see A7).

**A7** This is the address of the property you have mortgaged with us.

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

**A15** Give the total number of people (including you, your partner, your children and any other adults and children) who live in the property.

**A16** If you are self-employed, please state if you are a sole trader, have a company (limited or unlimited) or are in a partnership, as well as giving details of the type of business, number of years' trading and so on.

**A20** Give a short summary, in bullet points, of any change in circumstances leading to this review (for example, 'lost job', 'now on social welfare' and so on).

## Section B: Your monthly income

This section asks for details of all your monthly income (for example, your wages, social welfare benefits, rent and any other type of income you may receive).

- If you are paid weekly, multiply the weekly figure by 52 and divide it by 12 to get your monthly total.

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

- If you are paid every two weeks, multiply the figure by 26 and divide it by 12 to get your monthly total.

$$\frac{\text{Fortnightly amount} \times 26}{12}$$

Section B: Your Monthly Income		
BORROWER INFORMATION	BORROWER 1	BORROWER 2
<b>B1</b> Gross Monthly Salary (before tax and any other deductions at source)		
<b>B2</b> Net Monthly Salary (after tax and any other deductions at source) <sup>1</sup>		
<b>B3</b> Monthly Social Welfare Benefits <i>Please List</i>		
<b>B3(a)</b> Benefit -		
<b>B3(b)</b> Benefit -		
<b>B3(c)</b> Benefit -		
<b>B4</b> Child Benefit		
<b>B5</b> Mortgage Interest Supplement		
<b>B6</b> Family Income Support		
<b>B7</b> Maintenance		
<b>B8</b> Other, e.g. Pension, room rent, grants (Please Specify)		
<b>B9</b> Monthly Income from Property assets (other than primary residence) (see E5)		
<b>B10</b> Monthly income from non-property assets (see F8)		
<b>B11</b> Total of B2 to B10		

**B1 and B2** You can get this information from your payslip.

**B3** If you receive social welfare benefits, include the type of benefit (for example, Disability Allowance, Lone Parent Family Payment) as well as the amount.

**B5** If you have applied for Mortgage Interest Supplement (MIS), but have not yet received it, or it has been refused and you are currently appealing against the decision, please tell us in box 2 (steps you propose to take) of section C on page 7 of the SFS.

**B7** You should include any regular maintenance payments you receive. You must be able to provide proof of these payments, even if they are not paid under a court order or separation agreement (for example, bank statements showing payments into your account).

**B9 and B10** You work out these figures in section E and section F. When you have worked them out, come back to this section and put them in here.

## Section C: Monthly household expenditure

This section looks at all of your spending each month, such as fuel bills, transport costs and medical expenses.

### Fuel bills

- These will depend on the time of year.
- We suggest that you take an average figure for these bills over the winter and summer months.
- Or, you can contact your supplier for details of your average monthly bill.

### For all other bills

If you pay your bills weekly, every two weeks, every two months, every quarter or every year, please use the calculations below to give the monthly amount.

- Weekly – multiply the weekly figure by 52 and divide by 12.
- Every two weeks – multiply the figure by 26 and divide by 12.
- Every two months – divide the figure by 2.
- Quarterly (every three months) – divide the figure by 3.
- Every year – divide the figure by 12.
- Every two years – divide the figure by 24.

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

$$\frac{\text{Fortnightly amount} \times 26}{12}$$

$$\frac{\text{Two-monthly amount}}{2}$$

$$\frac{\text{Quarterly amount}}{3}$$

$$\frac{\text{Yearly amount}}{12}$$

$$\frac{\text{Two-yearly amount}}{24}$$

Section C: Monthly Household Expenditure	
<b>UTILITIES</b>	
C1	Electricity
C2	Gas/Oil
C3	Phone (Land-line & 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

**C1 and C2** Get the average monthly figure as explained above.

**C3 and C4** You may have your phone/TV/internet as part of a bundle. If so, fill in either C3 or C4 and make a note of the bundle in the space provided.

**C10** Remember to include the smaller shopping trips as well as the weekly shop. Also include any money spent on school lunches and work canteens.

**C11** This includes adults' and children's clothing (except school uniforms).

**C13** This is the petrol or diesel cost for personal use. If you are a taxi driver or delivery driver, or you drive for your business, only include your personal travel costs which are not included in your business accounts.

**C18** This is the policy you take out to pay off your mortgage if you die (or in the case of some policies, if you become seriously ill). If you have stopped paying this we strongly recommend you review your need for life cover.

**C19** This type of policy covers your monthly mortgage repayments for a number of months if you become unemployed or unable to work due to an accident or illness.

## Section C: Monthly household expenditure

**C28** Under this heading you should include all actual expenses, including spending on cigarettes and alcohol, cinema trips, eating out and birthday, Christmas and other occasional presents. A reasonable and affordable level of lifestyle expense is acceptable. Any planned changes to your expenses should be set out in box 2 (steps you propose to take) of section C on page 7 of the SFS.

**C33** You should include any regular maintenance which you pay. You must be able to provide proof of these payments, even if they are not paid under a court order or separation agreement (for example, bank statements showing payments being made).

**C34** If you are currently living in rented accommodation, include the cost of this here. If you have rented out your mortgaged property, include the amount of rent you receive in section E.

**Box 1** 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 cancelled any other unnecessary spending? Give as much detail as you can.

SOCIAL	
<b>C28</b>	Lifestyle Expenses (e.g., family events, Christmas, Birthdays, eating out etc.)
<b>C29</b>	Club membership
<b>C30</b>	Other - please specify
OTHER	
<b>C31</b>	Life Assurance
<b>C32</b>	Pension Contribution <sup>6</sup>
<b>C33</b>	Maintenance paid to spouse/child (if applicable)
<b>C34</b>	Rent
<b>C35</b>	Home Insurance/Management Charges

**C37** Monthly Savings

**C38** Total Monthly Expenditure (sum of C1 to C37)

G2

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

our monthly expenditure

**Box 2** Do you intend to renegotiate your other debts? Are you waiting for a decision on Mortgage Interest Supplement or any other social welfare payment? Are you currently appealing against a decision where a social welfare payment was refused? Give as much detail as you can.

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

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

<sup>3</sup>Please identify if these bills are bundled.

<sup>4</sup>Medical expenses include dentist, optician, prescriptions and other costs related to health.

<sup>5</sup>Do not include if it is a source, (i.e., if it has already been deducted from B2).

<sup>6</sup>Do not include if it is a source, (i.e., if it has already been deducted from B2).

## Section D: Your current monthly debt payments

This section asks for monthly amounts of all of your debt repayments. If you do not make your repayments monthly, please see section C for how to calculate the amount you pay each month.

Each type of debt is listed down the left-hand side of the sheet and you are asked to fill in all boxes for each debt, including detail such as total balance, the reason you took out the debt and whether you have payment protection insurance in place. If you do not have this information, you should contact each of your lenders so that you can fill in this section fully.

### Due

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

### Being paid

What are you currently paying? If you are paying the expected amount, this figure will be the same as the amount due. If you are paying a different amount, insert the different amount.

### Remaining term

This is the amount of time left under your loan agreement, in months.

### Total outstanding balance

This is the full amount outstanding on your loan, including any arrears.

### Arrears balance

Your financial institution will be able to tell you this amount.

## 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 RE-STRUCTURED? Y/N	PAYMENT PROTECTION INSURANCE Y/N
	DUE €	BEING PAID €								
D1 Mortgage for Primary Residence			G4							
D2 Court Mandated Debt (Please Specify)?										
D3 Credit Card										

### Lender

The financial institution where your loan is held.

### Purpose of loan

Give the reason for your loan, for example, home improvements, holiday, medical expenses.

### Secured

You may be aware that a mortgage is secured on your property. However, there are other types of security for loans. For example, is there a guarantor? Is your Credit Union loan secured against shares? Is your car on hire purchase or lease agreement? Did you pledge any property in order to get a loan?

### Currently restructured

Have you made any arrangement with your lender to reduce the repayments on your loan?

### Payment protection insurance

Check if you have payment protection insurance in place and if the cover is suitable for your needs.



## Section E: Property assets (other than primary residence)

In this section you should 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 own any other properties, you do not have to fill in this section.

**Monthly rental income**  
We may ask you for proof of this income (for example, copies of rent receipts or bank statements showing the rent you receive).

**Monthly expenditure**  
You may also need to verify this. You should keep receipts of any amounts you have spent on these properties. Remember to allow for any tax due, (for example, income tax on rent, Local Property Tax).

Section E: Property Assets (other than Primary Residence)													
	PROPERTY (GIVE DETAILS BELOW)	PROPERTY TYPE (E.G. BUY TO LET)	OWNER-SHIP TYPE <sup>3</sup>	CURRENT VALUE (EST) <sup>4</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													

## 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 and so on.

### Shares

Include all shares you own, such as credit-union shares, bank shares, and shares from employee share schemes.

### Motor vehicle

Any car you have is an asset. If you have a loan on this car, make sure you have included details of this loan in section D.

## 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					

Use this box to provide any additional information we need to know about your income or expenditure, such as an expected increase in salary.

Please provide any other information which you believe to be relevant to the above:

# Declaration

Finally, all mortgage holders must sign the declaration at the end of the SFS. Before signing it, please make sure you understand its effect.

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

### Protecting Your Information

Bank of Ireland 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 Bank of Ireland's obligations under (a) data protection law, and (b) any data privacy notices we show you or consents which we ask you to agree to.

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.

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.



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

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

**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.

...will be entitled to:  
...on order one free copy per year)

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