

Financial Questionnaire

Surname:

Forenames:

READ these instructions before completing

You are being asked to provide a **clear, complete** and **accurate** picture of your current and recent financial situation. This should reflect the situation of **anyone** who shares financial responsibility with you (see section 7). You must sign the declaration below to that effect.

In order to fill in this form you will need to look at your financial papers (such as bank and credit card statements, payslips and mortgage details), which you may be required to produce as part of the vetting process.

Check that you have completed all the questions. Where a question is not applicable - enter 'N/A'.

Approximate figures are acceptable where you cannot obtain accurate figures quickly, but **blank spaces** and '**not known**' responses may cause delays or problems with your clearance.

It is important to use the continuation pages 7 and 8 to explain your answers as necessary - please give the question number you are referring to.

Please complete the questionnaire in **Black Ink** using **BLOCK LETTERS**.

DECLARATION

I declare that I have read and understood the Statement of HM Government's policy on vetting. I understand that this form may be submitted for checking against the records of credit reference agencies in accordance with the policy.

I declare that the information I have given is true and complete to the best of my knowledge and belief.

I undertake to notify any material changes in the information I have given overleaf to the Security Branch or Vetting Officer concerned.

I understand that any false statement or deliberate omission in the information I have given in this questionnaire may disqualify me for employment (including employment in connection with the Crown contracts if applicable) or make me liable to disciplinary action which may include dismissal.

Signed

Date.....

PROPERTY

- 1a How many properties do you own, or partly own, in the UK or overseas?
- 1b Address of property 1:
- Date of Purchase: Purchase Price: £ Mortgaged? Yes No
- What type of mortgage? Term: Current market valuation: £
- 1c Address of property 2:
- Date of Purchase: Purchase Price: £ Mortgaged? Yes No
- What type of mortgage? Term: Current market valuation: £
- 1d If more than 2 properties owned, provide information on continuation page. Tick if done
- 1e Total of other property market valuations, listed on the continuation page (if any): £

SAVINGS AND OTHER ASSETS

- 2a How much do you (and your partner) have in savings accounts and invested in shares, funds etc? £

Description of savings/investments:

- 2b Do you save: Regularly? Occasionally? Hardly ever?

- 2c What is the valuation of your (and your partner's) vehicle(s)? £

Description of vehicle(s):

- 2d What is the valuation of your (and your partner's) other assets eg jewellery, antiques, timeshares? £

Description of other assets:

- 2e Have you ever received a lump sum worth more than £5,000? Yes No
(eg redundancy, pension commutation, inheritance, gift, winnings)

Details:

TOTAL OF ALL ASSETS (add the sums shown on the right side of the page)

£

MORTGAGES

3a How many mortgages and secured loans are linked to your properties?

3b Mortgage lenders of property 1: 1st 2nd

Date of 1st mortgage: Initial amount: £ Balance outstanding: £

Date of 2nd mortgage: Initial amount: £ Balance outstanding: £

3c Mortgage lenders of property 2: 1st 2nd

Date of 1st mortgage: Initial amount: £ Balance outstanding: £

Date of 2nd mortgage: Initial amount: £ Balance outstanding: £

3d Total of mortgage balances outstanding, listed on the continuation page (if any): £

3e Have you ever taken a further mortgage advance(s) for any purpose? Yes No

3f Have you ever adjusted the payment terms of your mortgages eg payment holiday? Yes No

3g Have you ever remortgaged to consolidate your personal debts? Yes No

(If you have answered 'Yes' to Qs. 3e, 3f or 3g - please use continuation page to provide details)

LOANS

Please list all loan agreements outstanding (including student loans) - use continuation page if necessary.

4a Lender 1: Purpose: Amount: £

Date taken out: Expiry date: Repayment: £ Balance outstanding: £

4b Lender 2: Purpose: Amount: £

Date taken out: Expiry date: Repayment: £ Balance outstanding: £

4c Total of loan balances outstanding, listed on the continuation page (if any): £

CREDIT CARDS

Please list all credit, store and charge card accounts - use continuation page if necessary.

Issuer	Type	Credit Limit	Avg monthly payment	Balance outstanding
		£	£	£
		£	£	£
		£	£	£
		£	£	£

5a *Include outstanding balances listed on the continuation page (if any).* Total of balances: £

5b Do you transfer balances between credit cards eg 0% interest deals? Yes No

CURRENT ACCOUNTS - OVERDRAFTS

Please list all **overdrawn** current accounts in the previous month - use continuation page if necessary.

Bank	Branch	Overdraft Limit	Max. O/D last month
			£
			£

6a *Include outstanding balances listed on the continuation page (if any).* Total of balances: £

6b In the last 5 years, how many times have you exceeded your overdraft limit(s)?

TOTAL OF ALL LIABILITIES (add the sums shown on the right side of the page) £

GENERAL CIRCUMSTANCES

7a Are you living with someone? Yes No

7b If you are living with someone, do they share financial responsibility with you or make a contribution to your financial situation? Yes No

If you answered 'Yes', it will be necessary to explore the impact of this person's contribution on your financial situation. Please include the requested information in the relevant sections of this form.

7c For whom do you have a financial responsibility, other than yourself (eg partner, children, parent)?

Description:

7d What major financial changes to your budget do you anticipate in the next 12 months?
eg salary increase, partner returning to work, endowment policy maturing, reduction in hours, partner ceasing work, moving house and increasing mortgage, etc

Description:

7e Have you been the victim of 'identity theft' or credit card fraud? Yes No

If you answered 'Yes' - please provide full details on the continuation page.

HOUSEHOLD MONTHLY INCOME

To enable us to assess the household income - please provide a clear picture of **all** sources of earned and unearned income.

	SELF	OTHER PERSON
8a Current annual salary (gross):	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
8b Usual annual bonus (gross):	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
8c Annual car allowance (gross):	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
8d Monthly net salary (including average bonus and any allowances):	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
8e Monthly income from state benefits:	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
8f Monthly net income from pensions and annuities:	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
8g Monthly net income from savings and investments (averaged):	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
8h Monthly income from rented properties:	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
8i Monthly maintenance received:	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
Total individual monthly incomes:	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
Total joint monthly income:	£ <input style="width: 150px;" type="text"/>	

8j Has all income been declared for tax purposes (eg rental income)? Yes No

8k If a fuller explanation of your income would be helpful to us, please provide the details below:

Description:

ACCOMMODATION CHARGES

9a Do you pay rent for any property? Yes No

9b If 'Yes', how much? £

9c What other costs are you liable for (eg Service charge, agents fees etc)?

Description:

9d Do you share rent and utility costs with other tenants? Yes No

9e Do you receive accommodation free of charge? If 'Yes' - please give details below: Yes No

Details:

HOUSEHOLD MONTHLY OUTGOINGS

To enable us to assess the household outgoings - please provide an accurate amount of all the following household expenditure.

	MONTHLY COST
10a Mortgage/Rent/Board & lodging:	£ <input type="text"/>
10b Service charge/Ground rent/Management fees:	£ <input type="text"/>
10c Council Tax:	£ <input type="text"/>
10d Housekeeping (ie food and household necessities):	£ <input type="text"/>
10e Motoring Costs (including tax, insurance, petrol & maintenance)/commuting & travel costs:	£ <input type="text"/>
10f Utility Bills (gas, electricity, oil, water bills, telephones & mobile phones):	£ <input type="text"/>
10g Loan repayments:	£ <input type="text"/>
10h Sky/Cable/TV Licence/Internet Access:	£ <input type="text"/>
10i Maintenance payment for children:	£ <input type="text"/>
10j Nursery fees/ School fees/ Parental contribution to student costs:	£ <input type="text"/>
10k Pensions/Insurances (all - excluding car insurance):	£ <input type="text"/>
10l Holidays (average per month of annual costs):	£ <input type="text"/>
10m Entertainment (including sports & gym club memberships, trips out etc):	£ <input type="text"/>
10n Other regular commitments (please detail below):	£ <input type="text"/>
Total of outgoings:	£ <input type="text"/>

Description:

FINANCIAL HISTORY/ARRANGEMENTS

		Number of times	Most recent year
11a	Have you in the last 10 years:		
	had a credit or store card application declined?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	had a personal loan application declined?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	sought a reduction in monthly repayments with a lender?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	ever consolidated debt onto a new financial arrangement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	had a default or termination notice issued to you by a bank or creditor?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	had a credit or store card withdrawn?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	consulted a debt management company or advisory service eg CAB?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	arranged a debt management plan (formal or informal)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	been subject to a county court judgement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
	been subject to an attachment of earnings order?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
11b	Have you ever had repossession proceedings commenced against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
11c	Have you ever been investigated by HMRC or DWP?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
11d	Have you ever applied for an Individual Voluntary Arrangement (IVA)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>
11e	Have you ever been declared bankrupt?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/> <input type="text"/>

If you answered 'Yes' to any question above - please provide full details on the continuation page.

- 11f Do you have any financial interests that may conflict with your duties as a Civil Servant, member of HM Forces, or as a Government contractor?
(eg your partner runs a company, which tenders for contracts that you are responsible for placing) Yes No
- 11g Are there any details or explanations that would help us to understand your financial position better?
If 'Yes', please provide details on the continuation page. Yes No

FINANCIAL OBLIGATIONS

- 12a Do you have any form of financial obligation in excess of £1,000 that has not been disclosed elsewhere on this form? *If 'Yes', please provide details on continuation page.* Yes No
- 12b Have you ever lent or given anyone (including family members) more than £1,000?
If 'Yes', please provide details on continuation page, including any plans for repayment. Yes No
- 12c If you answered 'Yes' to questions 7a and 7b - does the other person have debts in their sole name in excess of £5,000 to your knowledge? *If 'Yes', please provide details below.* Yes No

Details:

Continuation of answers

Where possible please use the same format as the original questions and state the question reference number. If you need more space please attach extra page(s).

Question Number	

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