

Debt Relief Order (DRO) checklist

Please complete and send back to us in the pre-addressed envelope with all your other documents.

We need:		Documents Included? (Please tick to confirm)
Proof of income	This can be your last 3 months payslips, a benefits letter or bank statements. If you are sending bank statements, please circle the relevant information.	<input type="checkbox"/>
Account number and address for each creditor	Please make a list of all your creditors and give us the account or reference number, the address and the amount you owe. Please also include any gas, electricity, water, rent arrears, council tax arrears, benefit overpayments and buy now pay later debts. If you have loans, please make sure you give us the total balance owing including arrears. Early settlement figures cannot be accepted. We need up-to-date balances to make sure your total debt is less than £20,000.	<input type="checkbox"/>
Your signed agreement	Please make sure you have read the contents carefully before signing. If you are unsure about anything, please call us for assistance.	<input type="checkbox"/>

We also need the following information	
Full name	
Your client reference number	
Place of birth (name of town or city)	
Any other names you have been known by. For example, your maiden name.	
National insurance number	
If you are employed, please add here the name and full address of your employer, your occupation and the date you started your employment with them.	
If you have a pension fund with your current or previous employer(s), you need to supply us with the name of each employer and your pension or payroll reference number with them.	
Have you ever been subject to a DRO, bankruptcy or an individual voluntary arrangement (IVA)? If yes please supply details using an additional page if necessary.	
Do you own a motor vehicle? If yes, please add make, model, registration number and condition, for example poor, fair or good.	