This form helps us to complete your application. All the questions on this form are asked on your DRO application. **Please answer all the questions, or simply put ‘N/A’ if they’re not applicable to your situation.**

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| --- | --- | --- |
|  | Question | Your Answer |
| 1 | Full Name |  |
| 2 | Stepchange client reference number |  |
| 3 | Place of birth (name of town or city) |  |
| 4 | Any other names you’ve been known by, for example your maiden name |  |
| 5 | National Insurance number (you can find this on your payslip or benefits award letter) |  |
| 6 | If you have children, please provide their ages |  |
| 8 | If you’re not named on the mortgage of the property you live in, could you still receive some profit if the house was sold? |  |
| 9 | If you’re employed, please provide the name and full address of your employer. |  |
| 10 | What’s your job title? |  |
| 11 | What was the start date of your current employment? |  |
| 12 | If you have any pension funds with previous or current employers, please provide the following:   * The name of employer(s) * Your pension or payroll reference number |  |
| 13 | Do you have any private pension funds?  Please provide:   * The name and address of the pension provider * How much you pay into your fund each month |  |
| 14 | If you own a motor vehicle, please provide the:   * Make * Model * Registration number * Condition, for example ‘poor’ or ’good’ |  |
| 15 | If you’ve been self-employed in the last three years, please provide the:   * Trading name * Trading address * Date you ceased trading |  |
| 16 | Have you lent money to anyone that hasn’t been paid back? Please provide:   * The amount * Who it’s been lent to |  |
| 17 | Please provide details of any assets you own with a value over £2000. This does not include essential household items. |  |
| 18 | Please provide details of any tools or items that you use for work. Please list:   * The type of item (e.g., computer, DIY equipment etc.) * Each item’s value. * Approximately when you bought it. |  |
| 19 | Please provide details of any savings including the amount |  |
| 20 | Now we need to know about your current water bill.  ***\*\*If you have a water meter or someone else is billed for water, please mark this question as N/A\*\****  Using your most recent water bill please provide us with:   * The name of your water company * Your customer or reference number * The amount outstanding on your current bill |  |
| 21 | In the last two years, have you received a lump sum payment of more than £2000? If so, please give details of:  Where you received this payment from (e.g., PPI payment)   * Date you received this payment. * How much you received. * How you spent this payment * If you have any money left and how much |  |
| 22 | In the last two years, have you given away or sold any assets for less than they're worth? If so, please give details of:   * What you gave away or sold * The date you gave way or sold the item. * The value * The amount you sold it for |  |
| 23 | In the last two years have you paid any of your debts (including debts to family members or friends) in full without making a payment to your other creditors?  If you have, please list:   * The creditor(s) name(s) * Their relationship to you (if any) * The date(s) you made these payments * The payment amounts * The reason you paid them * Whether you had any debt advice before making the payment |  |