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.**

|  |  |  |
| --- | --- | --- |
|  | 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
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