



Sheffield Credit Union



Savings and Loans across South Yorkshire

Sheffield Credit Union Limited
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Registered in England and Wales
Registered number: 637C

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SCUBA APPLICATION FORM

Name: Member No.:

Phone no.: Email:

This form authorises Sheffield Credit Union to open and manage a SCUBA account on my behalf, using the income specified below to make payments to the creditors specified below.

Income

I agree to have the following income paid into my SCUBA account:

Type of income	Reference / NI number	Amount	Frequency	First payment date
			W / F / 4 / M	
			W / F / 4 / M	

Bills

I instruct Sheffield Credit Union to make the following payments from my account:

Payee	Sort code	Account no.	Amount	Reference	Frequency	Due
					W / F / 4 / M	
					W / F / 4 / M	
					W / F / 4 / M	
					W / F / 4 / M	
					W / F / 4 / M	

Bills must be paid monthly if your income is received monthly. If income is not received monthly, bills cannot be paid monthly.

Payments to Sheffield Council Housing and Sheffield City Council Council Tax will be made to sort code 20-77-18.

Any remaining income should be paid into my shares:

Immediately Split into 2 / 4 equal payments through the month (please

Please pay my shares into my bank account automatically (BACS form required)

Optional: I would like to save £ per W / F / 4 / M

There is a charge of £5 per month for this account. Please select:

I will pay the charge, which will be deducted from my income

My housing provider will pay the charge

If your housing provider will pay the charge, please confirm that we can share information about your SCUBA account with them:

I agree that information can be shared between Sheffield Credit Union and my housing provider for the purposes of running my SCUBA account.

Sheffield Credit Union is not responsible for arrears incurred by the tenant.

I confirm the details on this form are accurate and understand that Sheffield Credit Union will not be able to accept responsibility for payment to incorrect bank details given on this form.

Please Note: We recommend that all forms are submitted either in person at one of our offices or by post.

Please be aware that should you choose to send any personal or sensitive information to us by email this will be at your own risk and we cannot accept any responsibility for a third party acquiring this via unlawful actions outside of the organisation's control.

You can subscribe or unsubscribe from receiving marketing information and change your marketing preferences at any time. We will only send information on our products and services and your details will not be passed to third parties. Please use the details in the header to contact us about your marketing preferences.

Signed:

Print Name:

Date:

Office use only:

Managed credits		MDCM		Status H	
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Sheffield Credit Union

SCUBA (Sheffield Credit Union Budgeting Account) Terms & Conditions

Setting up a SCUBA

- I will arrange for my income to be paid directly into my Sheffield Credit Union account, and I will ensure it is least the amount required to pay my bills. If I incur any fees or charges as a result of my income being insufficient to pay my bills, Sheffield Credit Union will not be liable.
- Sheffield Credit Union will make the regular bill payments specified on my application form from the funds in my SCUBA.
- I am responsible for providing correct payment details, including references, for all of my bills. If I lose any money, or incur any fees or other costs, as a result of errors in the details I provide, Sheffield Credit Union will not be liable.

Managing a SCUBA

- I cannot withdraw from my SCUBA unless the balance of the SCUBA is higher than required to pay my bills.
- I will not receive a dividend on the money in my SCUBA.
- I will inform Sheffield Credit Union as soon as possible if I expect my income to change or stop.
- I will pay a monthly management fee of £5, which will be deducted from my income. If my SCUBA is sponsored by my housing provider, I will not pay a fee.
- If I have agreed to allow Sheffield Credit Union to share information about my account with my housing provider, this will be limited to information directly related to the payment of my rent. Sheffield Credit Union will not share information about my savings or loan account(s).

Changes to bills

- I will request any changes or cancellations to my bills in writing, giving at least one payment period's notice (e.g. for a weekly bill, one week's notice; for a monthly bill, one month's notice).
- The first 5 change requests in a 12 month period are free, subsequent changes are chargeable at £1 per request (a request can include amendments to more than one bill).

General terms

- I have the right to cancel this account within 14 days of applying. If I do, all deposits and payments will be refunded, minus any administration fees, fees for services, and funds which have been used to pay a bill.
- The maximum balance I can hold across all of my Sheffield Credit Union accounts is £25,000.
- These terms may be varied from time to time, and I understand that I can find the current version, as well as the Credit Union Rule Book which details other requirements of membership, online at www.sheffieldcreditunion.com. I can also request copies of these documents via phone, email or post.

Funds in the SCUBA account are covered by the Financial Services Compensation Scheme, which protects deposits up to £85,000 in the event of the failure of Sheffield Credit Union. For more information visit www.fscs.org.uk.

In addition to these terms, more details on how we will manage your account, including the dormancy process for unused accounts, can be found in the **New Joiner Information** pack, **Privacy Policy** and **FSCS Information Sheet**. If you have not received these documents, or would like another copy, please visit www.sheffieldcreditunion.com or contact us by phone on 0114 276 0787, or email at admin@sheffieldcreditunion.com.