



Member Name _____ Acct/Loan # _____ Date _____

In order for your loan modification to begin, you will need to provide us with **all** of the following information. Please check off each item as you complete it and/or gather it for your package.

Please allow time for the processing of your paperwork. Keep in mind that loan modifications are effectively achieved through detailed correspondence with your lender.

BE ADVISED – *it is your responsibility to furnish the information needed to successfully review your loan modification request. Please use this page as a cover sheet by attaching it to the front of your completed loan modification application:*

- **Financial Worksheet** – Information for both the borrower and co-borrower must be included and filled out completely.
- **Explanation Of Financial Hardship** – This form allows you to explain in detail the reason(s) behind your financial situation. In addition to filling out this form, you will need to provide proof of your hardship claim such as medical bills, death certificate, unemployment stubs, divorce decree, etcetera.
- **Copies Of Most Recent Payroll Stubs** – Please provide copies of pay stubs for the month most recently worked. Payroll stubs are required for both the borrower and the co-borrower.
- **(If Self-Employed) Copies Of Most Recent Federal Income Tax Returns** – Provide copies of original signed and dated tax returns, including all schedules for the most recent tax year for both borrowers.
- **Copies Of Your Most Recent Bank Statements** – Please provide copies of the bank statements for all accounts; please provide ALL pages. If you need help obtaining your statements either on-line or by phone, please contact your representative for help.
- **Supporting Documents** – Please provide copies of any documentation that supports you hardship claim (i.e. medical bills, death certificate, unemployment benefits)
- **Balance Session** – A specialist will discuss your current financial situation over the phone and help determine possible solutions. **Please call 888-456-2227 to schedule your session.**

Date Session scheduled: _____

Date Session completed: _____

*Please Note: **This is a requirement of the modification request.** A final decision will not be made until a Balance session has been completed.

▶▶ **FINANCIAL INFORMATION**

Borrower's Name:		Borrower's Social Security Number:	
Co-Borrower's Name:		Co-Borrower's Social Security Number:	
Borrower's Employer:	How Long: Yrs: Mo.:	Borrower's Work No: ()	
Co-Borrower's Employer:	How Long: Yrs: Mo.:	Co-Borrower's Work No: ()	
Borrower's Home Phone: ()	Alternate/Cell Phone: ()	CO-Borrower's Home Phone: ()	Alternate/Cell Phone: ()

Property Address:

Street Address:		
City:	State:	Zip:

Current Address (if not residing in the property):

Street Address:		
City:	State:	Zip:

Monthly Income:

Description	Amount
Borrower Gross Monthly Income*	\$
Borrower Retirement/Pension	\$
Borrower Government Support**	\$
Borrower Other Income ⁺	\$
Co-Borrower Gross Monthly Income*	\$
Co-Borrower Retirement/Pension	\$
Co-Borrower Government Support*	\$
Co-Borrower Other Income ⁺	\$
Total (Gross) Income	\$

*Includes tips, overtime, bonuses & commission
 **Includes Social Security, welfare & food stamps
⁺Includes child support/alimony payments

Assets:

Description	Amount
Home	\$
Other Real Estate	\$
Stocks/Bonds	\$
CD(s)	\$
Checking Acct(s).	\$
Saving Acct(s).	\$
Other Cash on Hand	\$
401K Acct(s).	\$
Other	\$
Total Assets	\$

Debt:

Description	Monthly Amount Due
Mortgage/Rent	\$
2 nd Mortgage	\$
Real Estate Taxes	\$
Other Mortgage(s)	\$
Child Support/Alimony	\$
Home Insurance	\$
HOA/Condo Fees/Property Mtnc.	\$
Credit Cards	\$
Auto Loan (s)	\$
Other	\$
Total Debt/Expenses	\$

►► EXPLANATION OF FINANCIAL HARDSHIP

It is extremely important that Qualstar Credit Union fully understand your current financial situation and the hardship that you are experiencing as a result of it.

Please complete this form by checking the appropriate reason(s) for your hardship. Note that an additional form is provided on the following page for more detailed explanations. If you have documentation that supports your explanation, please attach it to this application.

I am having trouble making my monthly payment due to financial difficulties.

I believe my situation is (choose one): Temporary Permanent

My financial difficulties are the result of (check all that apply and include dates if noted):

Unemployment Please Explain: Start Date _____ End Date _____

Excessive Financial Responsibilities Please Explain:

Illness Please Explain: Start Date _____ End Date _____

Income Reduction Please Explain: Start Date _____ End Date _____

Death Please Explain: Date of Death _____

Other Please Explain:

▶▶ HARDSHIP EXPLANATION:

Please explain your hardship or reason for being delinquent and how you propose to better your situation in detail on the following page. You may attach additional page(s) if necessary, along with supporting documentation.

Date: _____ Borrower's Name: _____
