



Workout Loan Program Checklist

If you are experiencing a financial hardship and would like to apply for an SDCCU Workout Loan, please provide the following information:

- ☐ A Hardship Letter detailing your current situation and all pertinent information.
- ☐ Copies of your most recent pay stubs to cover a 30-day period.
- ☐ Page 1 of your most recent 1040 tax return.
- ☐ If you were recently laid off, please provide the appropriate supporting documents and your application for unemployment. If you are already receiving unemployment, please provide your award letter and copies of your last two "pay stubs".
- ☐ If you are self employed, please provide a copy of your 2008 Federal tax return(s) and a YTD Profit & Loss and Balance Sheet listing assets and liabilities, plus 12 months of business bank statements.
- ☐ Copies of recent bank statements (all pages) for ALL accounts outside of SDCCU (savings, checking, broker, retirement, etc.).
- ☐ A valid email address and phone/cell number where we can contact you.
- ☐ Completed Balance Personal Financial Assessment (enclosed).
- ☐ Signed Balance Member Information Release (enclosed).
- ☐ Signed Non-Disclosure Agreement (enclosed).

PLEASE NOTE: It is very important to disclose all of your assets and income, as well as any expected changes.

SDCCU understands the many challenges you may be facing and wants to make sure your financial future is secure. As part of the Workout Loan process, we will ask you to work with a BALANCE™ Financial Fitness Counselor who will help you gain control of your finances, create a budget and assist you with making and meeting your financial goals. There is no cost to you for this valuable service!

Please gather all of the required information above and return the completed package to any of our convenient branch locations as soon as possible. Once all of the required documentation is received, SDCCU will evaluate your request on a case-by-case basis. We can then determine what alternatives are best suited for your needs and if a Workout Loan modification will be granted.

Thank you,

San Diego County Credit Union

Enclosures

