



**Borrower Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

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

**These items are required for ALL Workout Loan requests:**

- A Hardship Letter detailing your current situation, signed by all Borrowers.
- Completed and signed Hardship Affidavit (applicable for non-Real Estate Loans).
- Completed Personal Budget Analysis (applicable for non-Real Estate Loans).
- Signed and completed Loan Application.
- Copies of your most recent paystub(s) to cover a 30-day period and most recent W-2(s).
- If you were recently laid off, please provide your application for unemployment. If you are already receiving Unemployment, Disability, Retirement or Social Security, please provide award letter(s) and paystub(s).  
Date unemployed (if applicable) \_\_\_\_\_ Previous occupation \_\_\_\_\_
- Signed copies of Federal Tax Return(s) and/or Profit and Loss (if self-employed, Corporation, LLC, etc.).
- Copies of recent financial statements for ALL non-SDCCU accounts (savings, checking, broker, retirement, etc.).
- Provide copies of documentation for modifications you have received from other lenders (if applicable).

**These are additional items that are required for Real Estate Workout Loan requests:**

- Signed and completed Request For Modification and Affidavit Form, signed by all Borrowers.
- Completed BALANCE™ Personal Financial Assessment (in lieu of a Personal Budget Analysis).
- Signed BALANCE Member Information Release Form (enclosed).
- Contact a Financial Fitness Counselor at BALANCE by calling (888) 456-2227 and advise that you are contacting them as part of the Workout Loan Application process with SDCCU. There is no cost for this service.
- Signed Non-Disclosure Agreement (enclosed).

**You may also be asked to provide additional documents including:**

- Signed IRS Form 4506-T (request for transcript of Tax Return) for each Borrower.
- Any additional supporting source(s) which may include copies of recent bank statements, court documentation, copy of divorce decree, separation agreement or other written agreements.
- Signed Third Party Authorization Release Form (applicable if an attorney and/or counseling service is assisting you).

**Please gather all of the required information above and either:**

- 1) Call SDCCU at (877) 732-2848 and follow the prompts to apply for a loan or,
- 2) Apply in person with your completed packet at any of our convenient branch locations.

The processing time will be approximately 30-60 days. We will determine what alternatives are available and a decision based on your financial needs will be made. Applying for assistance does not guarantee approval.

Sincerely,

San Diego County Credit Union  
Workout Loan Department

**PLEASE NOTE: It is very important to disclose all of your assets and income, as well as any expected changes. During the review process, a current credit report will be obtained for all Borrowers. You are required to make your loan payments while your application is being evaluated. Late fees and late payment reporting to credit bureau(s) will occur if your payments are not kept up-to-date. During the review process, we will review all open credit lines and based on your current creditworthiness lines may be suspended.**

*Voted BEST Credit Union – San Diego Union-Tribune Readers Poll*  
Administrative Office • 6545 Sequence Drive • San Diego, CA 92121 • (877) 732-2848 • sdccu.com  
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