

Your income and essential outgoings

When you make your mortgage application we'll consider your income and outgoings. To fully understand this, we'll need to know both your basic, day-to-day essential expenditure (e.g. food, car insurance) as well as any other costs you would consider essential to your quality of living (e.g. holidays, gym membership).

It is important that the information provided is accurate as it could impact on our decision to lend to you; using your bank statements and pay slips really helps accuracy. If there is anything you are not clear about then please arrange to speak with one of our advisers who will support you through an advised application, or if you already have an appointment, raise it during the call. You should also consider what budget you want to commit to a mortgage both now and in the future.

We recommend you have this form, your bank statements and pay slips to hand when completing your application online or during your appointment with one of our advisers.

Your income

Please enter your **annual** income before tax and national insurance deductions (gross income).

Annual employed income from all sources	Applicant 1	Applicant 2
Basic salary		
Employers allowance (e.g. shift, car, large town)		
Commission		
Bonus/overtime		
Other income	Applicant 1	Applicant 2
Self-Employed Contractor Income		
Pension income		
Child tax credit		
Working tax credit		
Maintenance		
Disability living allowance/ Personal Independence Payment		
Foster carers' allowance		
Carers allowance		
Maternity pay		
Rental income		
Child benefit		
Employment and Support Allowance		
Attendance Allowance		

If self employed please use your net profit or if you are paid as a limited company use your salary and dividends from the last 3 years accounts.

Self Employed or Limited Company income	Amount	Year	Amount	Year
Latest year's net profit/Limited Company salary and dividends				
Previous year's net profit/Limited Company salary and dividends				
Previous year's net profit/Limited Company salary and dividends				

Please enter your total net monthly income from all sources.

	Applicant 1	Applicant 2
Total net monthly income		

Salary deductions

Monthly expenditure which is deducted from your pay slip.

Must be declared	Monthly amount
Student loan/Childcare vouchers/Maintenance payments/Car payments/Attachment of earnings orders/Season ticket loans/Other loans from employer /Salary sacrifice to purchase goods (e.g. bicycle/computer)	
May be included if deemed essential	
Personal pension contributions/Pension additional voluntary contributions (AVCs)/ Life cover/ Sharesave schemes/Salary sacrifice to purchase additional annual leave/ Salary sacrifice to purchase vouchers/Charitable donations/Subscriptions/ Private healthcare/Mobile telephone costs	

Your essential outgoings

You should record essential outgoings based on the position **after** you have completed your house move or remortgage. If you are a first time buyer, you should estimate the future expenditure.

Essential monthly outgoings	Monthly outgoings	Essential monthly outgoings	Monthly outgoings
Transport		Ground rent and service charges	
Vehicle tax		Ground rent and service charges	
Fuel (petrol, diesel, oil etc.)		Child support and maintenance	
Parking charges or tolls		Childcare costs including private education	
Other travel costs		Maintenance or child support	
Essential public transport costs		Adult care costs (e.g. costs associated with support for adult relative(s))	
Food, alcohol and tobacco		Insurance premiums and pension contributions	
Food, alcohol and tobacco		Pet insurance	
Council Tax (rates in Northern Ireland)		Pension and life insurance	
Council Tax (rates in Northern Ireland)		Building and contents insurance	
Utility and other household bills		Car insurance	
Gas		Endowment/other repayment vehicle	
Electricity		Other (including holidays, leisure, pets, culture and meals)	
Home phone & Internet		Vet bills	
TV licence		Other essential expenditure (holidays, professional subscriptions)	
Other utilities (coal, oil, Calor Gas)		Essential spend in connection with hobbies, leisure or sport	
Water (not applicable in Scotland or Northern Ireland)		Clothing and footwear	
TV, satellite, cable subscriptions, Netflix, Spotify etc.		Health (dentist, glasses, prescriptions, health insurance)	
Mobile phone		Rent (which will continue once this new mortgage is in place)	
Other phone/devices (e.g. tablet/iPad)			
Household goods and services			
House maintenance (e.g. boiler cover, white goods cover, window cleaner)			
Other housekeeping including cleaning & toiletries			

Guidance for completion of income section

Any income declared on your application will need to be verified by documentary evidence.

Hints and tips for completing the form:

Basic salary	Your annual gross income before tax and national insurance deductions.
Employers allowance	The annual gross income before tax and national insurance deductions.
Commission	Generated by adding the past 3 months' commission figures and then multiplying this by 4 to get an annual amount.
Bonus/Overtime	The annual amount paid. If you receive bonus or overtime monthly this figure should be generated by adding the past 3 months' figures and then multiplying this by 4 to get an annual amount.
Self-Employed Contractor Income	Contractual day rate used must be net of VAT, where applicable. Income should be provided gross of income tax and NI. The following evidence will be required to verify earnings: <ul style="list-style-type: none"> • Current contract and any previous contracts for last 12 month period • Must have at least 4 weeks remaining, if less provide future contract • At least one contract, current or historic, must be for 6 months or longer, which can include a renewal
Pension income	Your annual gross pension.
Child Tax Credit/Working Tax Credit/Maintenance/Disability Living Allowance/Personal Independence Payment/Foster Carers' Allowance/Carers Allowance/Maternity Pay/Child Benefit/Employment and Support Allowance/Attendance Allowance	The annual amount paid.
Rental income	The annual amount received less costs e.g. letting agent fees.
Last years' net profit/ Limited Company salary and dividends	The total income received as stated on SA302. For a Limited Company this would be the salary and dividend figures from finalised accounts.
Previous years' net profit/ Limited Company salary and dividends	The total income received as stated on SA302. For a Limited Company this would be the salary and dividend figures from finalised accounts.
Previous years' net profit/ Limited Company salary and dividends	The total income received as stated on SA302. For a Limited Company this would be the salary and dividend figures from finalised accounts.
Net monthly income	The total take home amount from all income types e.g. what is paid to you after all deductions. If you receive any 'Other income' please also include this as a monthly figure in addition to 'Employed income'.

To work out your annual amounts

If income is paid monthly multiply by 12 for annual amount

If income is paid 4 weekly multiply by 13 for annual amount

If income is paid weekly multiply by 52 for annual amount

If you'd prefer a chat, call

Monday to Friday 8am-9pm Saturday 9am-4pm

0345 217 2050*

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Calls may be monitored and recorded.

*This number may be included as part of any inclusive call minutes provided by your phone operator.

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