

Pay-Out Checklist

Introducer Name:

Introducer Contact Name:

Proposal Number:

Introducer Contact No:

Customer Name:

All contract types

Supplier invoice

- Needs to include the following:
- an invoice number and date
 - registration number if a limited company and VAT registration number if charging VAT
 - Addressed to Aldermore Bank Plc with the customers address listed as the delivery address
 - Full asset description including Serial numbers/chassis numbers/registration numbers
 - Year of manufacture / Date of registration
 - Total cost of asset plus VAT with any deposits paid by the customer netted of the VAT inclusive total

Customer contract

- Must be fully completed and signed and dated

Direct debit mandate

- Account name must match the name on the contract. Must be signed and dated by an authorised signatory

Commission invoice

App + Pricing

All credit conditions satisfied

Ancillary documentation if applicable

RV/Put option (fixed term leases only)

Soft asset deal on a lease – put option in place

Guarantees

- Must be signed and dated

Asset inspection

- Includes completed form and signed and dated by the inspector along with photo's of the asset and serial numbers

Sale & HP back

- Includes copy of the original invoice to the customer and must not be older than 3 months, along with proof of payment and customer invoice to Aldermore Bank Plc passing title

Purchase agreement for sale and HP back

- Must be signed and dated

Future payout date:

Aldermore