

Introducer Payout Checklist

For queries please email: salessupport@novunabusinessfinance.co.uk	
Review and tick once checked	✓
Documents	
➤ Customer Name and address completed on Doc and matches the invoice	<input type="checkbox"/>
➤ Partnerships Non-Regulated – four partners to be named on the Doc Regulated – three or less to be named on the Doc	<input type="checkbox"/>
➤ Equipment including Registration and Chassis/Serial number on the Doc matches the invoice New/Used to match too	<input type="checkbox"/>
➤ Cost of Asset(s) & VAT on the Doc to match the invoice(s)	<input type="checkbox"/>
➤ Authorised named customer has signed the Doc and DDM. If not then a letter of authority should be obtained from a Current Director or Company Secretary.	<input type="checkbox"/>
➤ Business Use Declaration to be signed (where applicable)	<input type="checkbox"/>
➤ Guarantee(s) fully completed with certified and dated ID for guarantor(s) (where applicable)	<input type="checkbox"/>
➤ Sale & Purchase conditions all met (checklist available under Useful Information and Direct Debit Mandate within our online Doc suite)	<input type="checkbox"/>
Invoice	
➤ Suppliers name, full address, Tele No. & VAT number to be on the invoice	<input type="checkbox"/>
➤ Invoice number & date - dated on or prior to anticipated date of pay-out	<input type="checkbox"/>
➤ Supplier bank details on invoice or provided on letterhead to match invoice address	<input type="checkbox"/>
➤ Year of Manufacture / Date of 1 st registration (Date of Reg no more than one day after pay-out date if a NEW vehicle)	<input type="checkbox"/>
Conditions	
➤ Valid, certified and dated proof of ID or proof of address within three months (where applicable) Acceptable forms of proof are listed on the Doc Portal	<input type="checkbox"/>
➤ Operator's Licence (where applicable) www.vehicle-operator-licensing.service.gov.uk/search/find-lorry-bus-operators	<input type="checkbox"/>
➤ License to Sublet (where applicable)	<input type="checkbox"/>

Tomorrow. Together