

# Payout Checklist

## **FAMOS NOTES**

Have all Underwriting terms been met?

## **INVOICE**

Invoice to ALPHERA Financial Services C/O BMW Financial Services GB Ltd and to include the Summit One address

Check the vehicle details match? Model/Registration/Chassis number

Total Cash Price, Deposit and Balance to Finance matches FAMOS

Total Amount of VAT matches FAMOS (3p Tolerance)

Mileage:

New Cars – Start mileage must be no more than 99 miles

Used Cars – Start mileage must be within 150 miles of FAMOS

Registration Date:

New Vehicles – Registration Date must match exactly between the Invoice and FAMOS

Used Cars – Registration Date must be in the same month/year

We cannot fund Insurance/ Lifestyle products or admin fees

Has any existing finance been cleared on HPI?

## **AGREEMENT & EXPLANATION DOCUMENT**

Version Number matches on page 1 & 2 of agreement

Agreement is signed and dated

Explanation Document is signed/ dated and all pages included

## **DIRECT DEBIT**

Customer name must match the proposal name and include an initial, e.g Mr I Smith?

Direct Debit is signed and dated

Payment Date – Customer can request a payment date 15 days forward or back from first payment date (can be requested during e-Sign process)

## **PROOF OF IDENTITY**

Is there a valid Driving Licence?

Has the proof of identity been verified, e.g lamp/stamp (If a customer has passed the KBA & DL check through eSign, this is not applicable)

## **SETTLEMENT**

Is the Settlement figure more than the Balance to Finance? a contra cannot be processed in this case

Is the Settlement expiry date valid and hasn't expired?

Is the Registration and Agreement number correct?

## **OTHER**

STATEMENT OF HIGH NET WORTH... IF HNW UNREGULATED

Completed by accountant who is a member of a professional accountancy body as listed in the Statement of HNW

CUSTOMER ACCEPTANCE FORM... IF FINANCE PRODUCT IS HNW UNREGULATED LEASE PURCHASE

**ENSURE ALL DOCUMENTS ARE UPLOADED INTO FAMOS**