



Fax Payout Header & Document Payout Checklist

Fax To: Motor Payouts Department 02890 260948

(IF PROPOSED VIA BROKER PLEASE FAX DOCUMENTS & PROOFS BACK TO THEM)

From (Dealer Name/Contact):

Date:

Customer Name:

Before you fax/send us your Sales Invoice, Proofs and Documentation for payout, please use this Tick Box Checklist to help us ensure that we provide you with a speedy response to your request.

Note: No handwritten alterations are allowed on our credit agreements except on the DD mandate where bank details can be amended but only if initialled by the customer.

Completed?

Have you obtained from the Customer valid of Proof of Identification, Proof of Bank details and if applicable validated the Driving Licence under a UV lamp?

Have you given the customer the Pre-Contract Agreement and ticked the box on the Credit Agreement?

Has the Customer signed and dated each copy of the Credit Agreement in all the relevant sections? If Payment Protection/Warranty sold, has the Customer signed this section of the Credit Agreement and are the relevant boxes ticked?

If a Warranty has been funded by CCF, has this been indicated on the proposal system? i.e. has the "warranty amount" and "years covered" boxes been completed?

Has the "Product Description" part of the Credit Agreement been completed correctly?
Motor Loan: Vehicle Model & Reg Number **printed** and any negative equity amount shown separately.

Top Up Loan: Vehicle Model & Reg Number **printed after** "Top Up in Respect of"

Has the Customer signed and dated the Direct Debit Mandate?

Have you signed and dated the Credit Agreement on behalf of Creation Consumer Finance?

Have you given the Customer their Welcome Letter, PP Key Facts, Statement of Demands and Needs, a copy of the signed Credit Agreement and the Terms and Conditions page?

Please ensure you post us the originals once payout has been confirmed otherwise commission will not be paid!

Thank you for your business and also your cooperation in ensuring that Creation Consumer Finance Ltd provides you with a quick response.