

H O Review Signature



Chq No
Date drawn

**THOMAS STARTIN JUNR. LTD
PAYMENT REQUISITION**

Please ensure payment requests are sent to payments@startinggroup.co.uk by 2pm

NB: All Payments will be made by BACS unless a reason is stated for Faster Payment

PAYMENT METHOD:-

TICK BACS (3 day) FASTER PAYMENT FURTHER APPROVAL EMAIL REQUIRED

DEPARTMENT _____ DATE _____

ACCOUNT / PAYEE NAME _____ AMOUNT _____

REASON / DETAILS

PAYMENT REFERENCE
eg Agreement number _____

STOCK NUMBER _____ REG NO _____ VEHICLE _____

PAYEE DETAILS FOR BACS/FP

BANK NAME: _____ EMAILED BANK DETAILS VERBALLY VERIFIED

ACCOUNT NO: _____ LONG CARD & CVV NUMBER ILLEGIBLE

SORT CODE: _____

MANAGERS AUTHORISATION PRINT NAME: _____ SIGN: _____

HEAD OF BUSINESS AUTHORISATION PRINT NAME: _____ SIGN: _____

DIRECTORS AUTHORISATION* PRINT NAME: _____ SIGN: _____
(* only required as per below)

TICK TO SHOW COMPLETE

FINANCE SETTLEMENT

Settlement Letter
Confirmation of Bank Details
Deal Invoice
Finance Payout
V5
on PL v40
HPI

GOODWILL

Confirmation of Bank Details
Supporting Documentation

CASHBACK

Confirmation of Bank Details
Deal Invoice
Customer Order

VEHICLE PURCHASE *

VAT Purchase Invoice
Confirmation of Bank Details
HPI
Finance Clearance Letter
V5
CAP Valuation
Keyloop Purchase Invoice
on PL v10
Put on Used Car Funding
Single Value Over £50k Director to Sign

REFUND

Original Payment Confirmation
Keyloop Account Number
Confirmation of Bank Details

SUPPLIER

Keyloop Print
Bank Search Print
Confirmation of Bank Details
Supplier Statement