

H O Review Signature



Chq No  
Date drawn

**STARTIN GROUP LTD  
PAYMENT REQUISITION**

Please ensure payment requests are sent to [payments@startinggroup.co.uk](mailto: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