

Macquarie Leasing

Consumer Loan - Settlement Checklist



Checklist generated 10 June 2020

Applicant details

Applicant Name (s) Applicant Name
Sale Type Dealer Sale - With ABN

Asset Invoice

Tax Invoice

Ensure the invoice includes the following information and matches the applicant, asset details and quote figures on the contract document.

Invoice to and Delivery to

- {Applicant Name}
- {Applicant Residential Address}

Asset details

- Condition: {As per MacLease}
- Year of manufacture/build date: {As per MacLease}
- Make and Model: {As per MacLease}
- VIN/Serial No. must match the contract
- Engine number: {As per MacLease}

Asset Invoice should be itemised as follows:

- Asset Total (incl GST): {As per MacLease}
- Cash Deposit: {If applicable, as per MacLease}
- Balance payable: {Asset Cost - Deposit/Trade In}
- Invoice date must be on or within 90 days prior to the settlement date
- If invoice date is greater than 15 days, please confirm if the applicant has possession of the asset and when

Supplier details

- Bank details
- Full name: {Supplier Name}
- ABN: {Supplier ABN}
- Address: {Supplier Physical Address}

This Settlement Checklist is intended to facilitate a smooth Settlement process. It has been prepared on the basis that any multi-asset deals are being sourced from a sole supplier. If this is not the case, each invoice should adhere to the Asset invoice guidelines with care taken to ensure the appropriate itemisations aggregate as per the amounts on the Checklist.

Should any information provided in Maclease be incorrect based on other supporting information, this guidance will be void and require Maclease to be updated and/or other supporting documentation to be updated.

Contract documentation

- All pages of the document are correctly signed and dated by the applicant(s): {Applicant Name}
- Ensure the documents are in A4 size format with no liquid paper or double-sided pages.
- Ensure that both the application ID, ELNXXXXXXX, and version X are clear and visible on all pages. Financial declaration to be signed and dated by the applicant(s): {Applicant Name}
- Privacy Form to be signed and dated by the applicant(s): {Applicant Name}
- Direct debit must contain banking details for {Applicant Name} and be signed and dated

Origination fee invoice

- Invoice to: {Applicant Name}
- Amount: \${As per MacLease}
- Bank details

Credit Approval Conditions

- Copy of tax invoice from a satisfactory supplier
- Contracts and documentation to be executed in full
- Copy of most recent payslip and bank statement showing the salary credit no older than 30 days of settlement

Settlement Submission Process

- Please email documents to **leasingsettlements@macquarie.com** noting the application ID, ELNXXXXXXX, in the subject line with no spaces.
- If your settlement is for a future date, please include in the subject line "DO NOT SETTLE UNTIL [DD/MM /YYYY]"

Contact details

Send all settlement related enquiries and documents to **leasingsettlements@macquarie.com** or call us on the Introducer Helpdesk 1800 005 046 and select option 3.