

# Loan Introducer Alt Doc Checklist



Applicant/s name:

Loan number:

## BUSINESS STRUCTURE

I have confirmed the business structure with the applicant/s (at least one answer must be yes):

- Is the applicant/s declaring their income a sole trader or partnership (minimum 25% partner)?  Yes  No
- Is the applicant/s declaring their income a Director and minimum 25% shareholder?  Yes  No
- Is the applicant/s declaring their income at least a 25% Shareholder?  Yes  No

I have confirmed the ABN:

and GST registration status and dates:

- ABN registration date: \_\_\_\_\_ meets product policy:  Yes  No
- GST registration date: \_\_\_\_\_ meets product policy:  Yes  No

For ABN registrations held in the name of a Trust (including Corporate Trustee):

- Is the applicant/s declaring their income a Trustee or Director / Shareholder of Trustee? (If Yes, certified copy of Trust Deed must be provided)  Yes  No

## BUSINESS ACTIVITIES

I have reviewed the applicant/s Declaration of Financial Status and confirm the income declared is in line with the type of business and industry the applicant/s operate in:

Yes  No

The type of business and business structure (industry, size, employee numbers etc.):

How the business income is generated:

The period the business has been trading:

If the business has a store front, website etc.:

Estimated value of business, including any business equipment:

\$

## INCOME VERIFICATION

If the applicant/s has supported their Declaration of Financial Status with an Accountants Verification, I have confirmed the following:

- The accountant/s is a registered tax practitioner ([tpb.gov.au/search-register](http://tpb.gov.au/search-register)) - (attach evidence)
- The accountant/s contact details can be confirmed independently (website, Google, etc.) - (attach evidence)

If the applicant/s has supported their Declaration of Financial Status with Business Activity Statements (BAS), I have reviewed the BAS for turnover, purchases and wages:

Yes  No

BAS period covered:

If the applicant/s has supported their Declaration of Financial Status with business banking statements, I have reviewed the statements for income and expenses and identified areas for clarification:

Yes  No

Bank statement period covered:

## Completed by

Signature

Name in print

Date:

 /  /