

# Loan introducer Alt Doc checklist



Applicant name/s:

Loan account 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 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 the trustee?  Yes  No

(If Yes, copy of trust deed must be provided)

## 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:

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

The period the business has been trading:

Estimated value of business, incl. any business equipment:

Why has the applicant/s applied for an Alt Doc Loan rather than providing full income documentation?

## Income verification

If the applicant/s has supported their Declaration of financial status with an Accountant's verification, I have confirmed the following:

The accountant is a registered tax practitioner - [tbp.gov.au/search-register](http://tbp.gov.au/search-register) - (attach evidence).

The accountant 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 and completed the BAS Worksheet (ATO lodged copies of BAS required):  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 statements period covered: