

Are you following the Successful Steps to ensure you get paid out on time?

## STEP 1

Can you answer **YES** to the Questions Below?

- Has the marketing consent been completed?
- Does the Customers Name and Address on the Invoice match the Documents and Proofs?
- Do all Document Figures match the Invoice?
- Does the Signature on the documents match the proofs (for wet sign only)?
- Does the customer name on the Direct Debit mandate match the name on the CSA?

**Note:** If the customer is eligible for e-sign and you are not set up for the self billing invoice functionally, please upload the invoice as 'other document' **before** beginning the e-sign process.

Please ensure all the above Documents are correct and are scanned or faxed to Genesis as a "payout" document for barcoded docs and an "other document" for non barcoded docs

## STEP 2

Have you got at least **one proof of ID** from the list below?

- Valid Photo card Driving Licence'
- Old Style Drivers Licence (Paper copy)
- Valid Passport & Proof of Current Address
- Shotgun/Firearms Certificate & Proof of Current Address

**For Driving Licences in a previous address - a proof of current address will be required**

**Any proof of address provided must be dated within the last 90 days**

**Same requirements apply to joint applications**

## STEP 3

Additional proof of Address or Signature (**ONLY if required**)

### PROOF OF ADDRESS

(This must be dated within the last 90 days)

- Gas/Electricity/Water Bill
- Landline Telephone Bill
- TV Licence
- Satellite TV statement
- Store card statements
- Bank/Credit card statements
- Council Tax statement
- Solicitors letter confirming house purchase/sale
- Bank account printouts - stamped, & dated by the bank
- Criminal Records Bureau certificate

### PROOF OF SIGNATURE

- Valid UK Passport
- Valid Photo Card
- Front and back of credit/debit card (please mask off the card number)