



December 2012

DWF LOANS: AGREED UPON PROCEDURE CHECKLIST FOR AUTO LOANS

No.	Criterion	Level of assurance	AA Code
1.	Account Number	The account number must agree to the primary system of record for the loan.	
2.	Originator	The originator must agree to the primary system of record for the loan.	AA 3
3.	Name	The name must be agreed to: <ul style="list-style-type: none"> • the borrower's name held on the primary system of record for the loan; • the paper record of the application and offer. 	
4.	Address	The property address must be agreed to: <ul style="list-style-type: none"> • the address held on primary system of record for the loan; • the paper record of the application and offer. The address must be confirmed to be in England, Scotland, Wales or Northern Ireland.	
5.	Date of Birth	The date of birth must agree to the primary system of record for the loan.	
6.	Customer type	The customer type must agree to the primary system of record for the loan.	AA 20
7.	Borrower income / revenue	For individuals, the borrower's income agree must agree with the income confirmation in the files relating to each Loan. For corporates, the revenue of the corporate must agree with the income confirmation in the files relating to each Loan.	AA 23 AA25
8.	Income Verification	Unless the loan is clearly classified as a "self certified" loan, confirm whether there is any evidence of income verification or validation of affordability criteria at the time of origination.	AA 25
9.	Product type	The product type must agree to the primary system of record for the loan.	AA 40
10.	Credit Assessment	Confirm that a credit assessment of the obligor has been performed in accordance with the lending criteria extant at the time of loan origination.	
11.	County Court Judgements	The following items must be agreed to the primary system of record for the loan: <ul style="list-style-type: none"> • combined value of unsatisfied CCJs, • number of unsatisfied CCJs, • age of last CCJ prior to completion • prior bankruptcy order/IVA • year discharged (prior bankruptcy order)/years satisfactorily conducted (IVA) 	AN 82-87
12.	Signatures	For each file, the original loan application should be checked to ensure they have been signed in the correct space.	
13.	Amount Advanced	The original amount advanced should be agreed to: <ul style="list-style-type: none"> • the primary system of record for the loan; and • the paper record of the offer. 	AA 34
14.	Scheduled Payment Due	The next contractual scheduled payment due should be agreed to the credit agreement in the files relating to each Loan.	AA 36
15.	Currency	Where the system of record can support loans in different currencies, the currency must be agreed to the system of record.	AA 7
16.	Original Term	The original term must agree to the primary system of record for the loan.	AA 33

17.	Origination Date	The origination date must be agreed to the primary system of record for the loan.	AA 31
18.	Maturity Date	The maturity date must be agreed to the primary system of record for the loan.	AA 32
19.	Current Principle Balance	The current principal outstanding balance must be agreed to the primary system of record for the loan.	AA 35
20.	Interest Rate	The following items must be agreed to the primary system of record for the loan: <ul style="list-style-type: none"> • interest rate type, • current interest rate. 	AA 42 AA 44
21.	Credit Score	The bureau score value must be agreed to the primary system of record for the loan.	AA 91
22.	Account status	The account status must agree to the primary system of record for the loan.	AA 53
23.	Arrears Balance	The current arrears balance (less total payments received to date and any amounts capitalised) must be agreed to the primary system of record for the loan.	AA 55
24.	Payments in Arrears	The number of payments in arrears must be agreed to the primary system of record for the loan.	AA 54
25.	Balloon payment amount	The balloon payment amount must be agreed to the primary system of record for the loan and loan documentation.	AA41
26.	Car manufacturer	The car manufacturer must agree to the primary system of record for the loan.	AA 45
27.	Original list price	The original list price at origination must be agreed to the primary system of record for the loan.	AA50
28.	Residual value	Residual value at end of contract must be agreed to the primary system of record for the loan and loan documentation.	AA51
29.	New or used car	The condition of the vehicle when it went into the pool must be agreed to the primary system of record for the loan.	AA49