**Ancillary Services**

**NEW Service Provider Notification of Bank Account and VAT Number**

**Please complete the form, print on company headed paper, sign and email a scanned PDF copy to your account manager and settlement.queries@nationalenergyso.com.**

**The signatory should be a manager known to your account manager.**

**All fields must be completed except company code, which will be updated by NESO Settlements Team.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Company Name:** | | |  | | | |
| **2. Company Code(s)**  **Format XXXX:** | | | NESO USE ONLY | | | |
| **3. Effective from date:** | | |  | | | |
| **4. Bank Name:** | | |  | | | |
| **5. Sort Code:** | | |  | | | |
| **6. Account Number:** | | |  | | | |
| **7. IBAN (if applicable):** | | |  | | | |
| **8. Beneficiary Name:** | | |  | | | |
| **9. VAT Number:** | | |  | | | |
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|  |  |  |  |  |  |  |
| **Print Name:** | |  | | | |  |
| **Signed:** | |  | | | |  |
| **Position:** | |  | | | |  |
| **Date:** | |  | | | |  |

**Please also provide one of the following**

• **Bank statement dated within the last six months.**

• **Bank letter dated within the last six months.**

• **Paying in Slip**

• **Void Cheque**

• **Online banking screenshot dated within the last six months (this must include**

**company name, internet address bar & date of login).**

|  |  |  |
| --- | --- | --- |
| **Self-Billing Invoice & Primary Contact Details** | |  |
| Please provide details to appear on your self-billing invoice: | |  |
| **Effective Date:** |  |  |
| **Company Name:** |  |  |
| **Company Code:** | NESO USE ONLY |  |
| **Contact Name:** |  |  |
| **Address:** |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Post Code:** |  |  |
| **Telephone Number 1:** |  |  |
| **Telephone Number 2:** |  |  |

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| --- | --- | --- |
| **Recipients of Electronic Data** | | |
| Please provide individuals email addresses to receive backing data.  **NOTE: backing data is provided by SharePoint and SharePoint access cannot be granted to a shared mailbox. Any shared mailboxes you provide will be added to our mailing list, but we will not be able to share backing data and invoices to these.** | | |
| **Contact Name:** | | **Email:** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

= **Primary email address, used in bank validation process.**

|  |  |
| --- | --- |
| **Authorisation** | |
| **Print Name** |  |
| **Signed** |  |
| **Position** |  |
| **Date** |  |