**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@nationalgrideso.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 National Grid Settlements Team.**

|  |  |
| --- | --- |
| **1. Company Name:** |   |
| **2. Company Code(s)**  **Format XXXX:** | NGESO 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:** |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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:** |   NGESO 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** |   |   |

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

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