**Ancillary Services**

**Change 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.**

**Please include Proof of bank details in a non-editable format, e.g. pdf or jpeg. We only require one of the below:**

* **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 and date of login)**

|  |  |
| --- | --- |
| **Company Details** |  |
| **1. Company Name:** |   |
| **2. Company Code(s)**  |   |
|  **Format XXXX:** |
|  | *New Service Provider please contact the Settlements team for your assigned company code (s).* |
|
| **Old Bank Account** |  |
| **3. Bank Name:** |   |
| **4. Sort Code:** |   |
| **5. Account Number:** |   |
| **6. IBAN (if applicable):** |   |
| **7. Beneficiary Name:** |   |
| **8. VAT Number:** |   |
|  |  |
|  |  |
| **New Bank Account** |   |
| **9. Effective from date:** |   |
| **10. Bank Name:** |   |
| **11. Sort Code:** |   |
| **12. Account Number:** |   |
| **13. IBAN (if applicable):** |   |
| **14. Beneficiary Name:** |   |
| **15. VAT Number:** |   |
|  |  |
| **Authorisation Signature** |   |
| **Print Name:** |   |
| **Signed:** |   |
| **Position:** |   |
| **Date:** |   |