

# Microtricity Feed-in Tariff Switch Form



This form needs to be completed and returned via post to our freepost address: Freepost Ecotricity, FAO Microtricity if you want to switch your Feed-in Tariff (FIT) payments to us. Please include the supporting documents requested below.

You will need to provide us with your FIT ID. Please make sure it is written in full as without this, we won't be able to initiate a switch with your previous supplier through Ofgem's Central FIT Register.

## Installation details

Your Feed-in Tariff (FIT) ID

Address

Postcode

Your current generation meter reading

.

Date generation read was taken

Your current export meter reading

.

Date export read was taken

## Generator's details

Generator's name

Correspondence address (if different to installation address)

Postcode (if different to installation postcode)

Telephone number

Email

Ecotricity account number (where applicable)

For domestic accounts, the legal owner of the FIT installation is referred to as the FIT Generator.

## Payment details

Please specify how you would like to receive your FIT payments

**Account holder's name**

**Sort code**

**Account number**

**Please provide a recent bank statement confirming these details**

Alternatively please tick this box if you'd like to receive credit to your Ecotricity account

**If the payments are going to someone else (a Nominated Recipient), we'll also need the following details:**

**First name**

**Surname**

**Address**

**Postcode**

We will also require the nominated recipient's ID if applicable

## Supporting documents

I confirm that I have included the following documents:

- **Photo of generation meter – clearly showing the meter serial number and reading (please send this via email to [microtricity@ecotricity.co.uk](mailto:microtricity@ecotricity.co.uk))**
- **Generator proof of Identity – copy/photo of passport or driving licence**
- **Proof of ownership – a document relating to the purchase of the installation clearly stating the generator or company name, installation address, transfer/sale date**
- **Proof of correspondence address – e.g. copy of a bill addressed to you at the property**
- **A copy of the payee's bank statement or letter from their bank validating the payee account number, sort code and name. All transactions can be redacted**
- **Nominated Recipient proof of identity where applicable – copy/photo of passport or driving licence**

Proof of bank details not required if payments are to be made to your Ecotricity energy supply account.

## Changes to installation (please fill out where applicable)

I confirm my current FIT licensee is aware of all changes to my system since it was installed. This is including but is not limited to: replacement parts, additional solar panels, battery storage, installed smart meter.

### Smart meter installed

Date of install

Meter serial number

Are you currently providing export readings from this meter of install?

Yes

No

Other relevant information

### Generation/export meter replacement

Date of replacement

Previous serial number

New meter serial number

Other relevant information

**Increase in generation capacity at the same property/location (including equipment replacement)** – Please include a copy of your most recent MCS certificate (or similar)

Date of works

Original capacity

Updated capacity

Other relevant information

## **Changes to installation (please fill out where applicable)** continued

### **Battery/co-located storage installed – please include Single Line Diagram (SLD) and battery declarations**

**Date of install**

**Can it charge from the grid?**

Yes

No

**Do you have a bi-directional generation meter (leave blank if unsure)**

Yes

No

**Other relevant information**

### **Smart Export Payments**

**Date of switch**

**Supplier**

**Any other changes to your installation or new equipment that interacts with your system**

Your current licensee should be able to provide copies of the requested documents if required

## Solar declarations

If the generation is not Solar PV, please ignore this section

I confirm that I or the Nominated Recipient **will not** receive payments for **25 or more FIT installations**.

I \_\_\_\_\_ (“the new FIT Generator”) (and/or

I \_\_\_\_\_ “the new Nominated Recipient”\*)

certify in respect of this notice of change of identity that the new FIT Generator or the new Nominated Recipient (as applicable) is not, or has not applied to be, the FIT Generator or Nominated Recipient for 25 or more other PV Eligible Installations located on different sites.

In this certification, references to the “FIT Generator” and “Nominated Recipient” include all persons who are “connected persons” in relation to them.

**Signed FIT Generator**

**Signed Nominated Recipient\***

**Dated**

\*where applicable

If the FIT generator or Nominated Recipient **will** receive payments for **25 or more FIT installations**, please contact the Microtricity MSG advisors on 0345 505 7600.

## Business information (if applicable)

If you are not the FIT generator, please include a letter of authority signed by the director or trustee of the company, on letterheaded paper that authorises the individual to switch the account.

**Company name**

**Company number**

Please tick to confirm if you are VAT registered

**Self-billing agreement – for VAT registered businesses who would like their VAT invoices and payments organised by Ecotricity.**

**VAT registration number**

**By signing this section of the form you agree to the following:**

- I agree for Ecotricity Ltd to raise invoices in respect of any FIT Generation and Export Tariff payments received.
- I agree not to raise VAT invoices for any FIT Generation & Export Tariff payments received.
- I agree to inform Ecotricity Ltd if my VAT number changes or if I cease to be registered for VAT.
- Unless informed in writing by either party this agreement will be in force until the end of the Microtricity FIT contract.

**Signed by FIT Generator**

**Signed by Nominated Recipient\***

**Dated**

\*where applicable

## Microtricity Feed-in Tariff agreement

I confirm that I wish to switch the FIT payments for the above installation to Ecotricity, and I declare that I have read and accept the [Microtricity Statement of FIT Terms](#). If I have an export meter I also confirm that I wish to switch my associated Export Meter Point Administration Number to Ecotricity:

**FIT Generator's name**

**FIT Generator signature**

**Nominated Recipient (if applicable)**

**Nominated Recipient signature (if applicable)**

**Dated**

If the FIT generator would like to authorise additional people to discuss the account, please contact us on the below contact details.

If you have any queries around switching to Microtricity for the Feed-in Tariff please contact us on **0345 555 7600** – alternatively you can email **[microtricity@ecotricity.co.uk](mailto:microtricity@ecotricity.co.uk)**