



Feed-in Tariff Switching Form

So you're interested in switching your existing
Feed-in Tariff to OVO?

Great. We can't wait to have you on board.

Now we need some information to get the ball rolling.

What you'll need to send us:

Please use this checklist before posting or emailing your application.

- This form (one for each installation), signed and dated in the right places
- Proof of ID (photographic, a copy of your passport or driving licence)
- Proof of address (e.g. utility bill, bank statement or council tax bill dated in the last 3 months). You don't need this if your home is already supplied by OVO
- Proof that you own the installation (a copy of installer's invoice, sale agreement or confirmation letter from the previous owner with your name included)
- An up-to-date meter reading from your generation meter

Got a question?

Just email **fits@ovoenergy.com** or call **0330 102 7404**. We're available 9am-5pm, Monday to Friday.

What happens next?

Please send your completed application form and supporting documents to **fits@ovoenergy.com**, or post it to us at:

Feed-in Tariff Team

OVO Energy
PO BOX 5280
WORTHING
BN11 9RG

We'll review your application, and contact your current Feed-in Tariff licensee to arrange a switch date. If we need any extra info, we'll be in touch.

If your licensee agrees to the switch, we'll ask you for a reading on the day of your switch. We'll then send you a Statement of Terms Agreement, which you'll need to sign and return.

Your Feed-in Tariff rates won't change, and we'll send reminders each quarter asking for a reading before we pay you.

The whole switch should take just 4 weeks, subject to your current licensee approving the switch request.

Get more info

For general information on the Feed-in Tariff scheme, visit **www.ofgem.gov.uk/environmental-programmes/fit**

General information

What is your Feed-in Tariff ID?

FIT

Who is your current FIT licensee?

Who owns the installation?

We'll send all our letters and emails to this person, so please include postal and email address.

Title First name

Surname

Company name (if there is one)

Company Registration No.

Address

County

Postcode

Email address

Phone No.

Email address

Applying on behalf of a company?

You'll need to send us a company authorisation letter on company headed paper, signed by a director. It must confirm that you're responsible for the administration of the Feed-in Tariff and are authorised to sign the contract on behalf of the company.

☒ I've included a company authorisation letter

.....

Where is the installation

Please only fill this in if it's different to the address above.

Address

County

Postcode

OS reference (we only need this if your installation is not connected to the grid)

Who should we make FIT payments to?

Your Feed-in Tariff payments will be paid quarterly into a bank account of your choice (this can't be a building society account as we pay by BACS).

Bank name

Account name

Sort Code

Account No.

If the payments are going to someone else (a nominated recipient), we'll also need:

- Their name and address
- A copy of their photographic ID (in addition to yours)
- Them to sign the multi-installation declaration on page 9

Title

First name

Surname

Company name (if there is one)

Company Registration No.

Address

County

Postcode

VAT No. (if applicable)

Meter details

Tell us about your generation meter

We need the following information from the front of your generation meter. We'll also be in touch on the day of your switch to get an up-to-date reading.

Meter make

Meter model

Meter serial number

Generation meter reading

Date of reading

Tell us about your export meter (if you have one)

We need the following information from the front of your export meter. We'll also be in touch on the day of your switch to get another reading.

Meter make

Meter model

Meter serial number

[illegible]

Export meter reading

Date of reading

Storage or Battery Details

Do you have a battery or other storage system connected to this installation?

☐ Yes

☐ No

Date battery was installed

If you have ticked yes please include a schematic of the installation showing the location of the battery with your application form.

Multi-installation declaration

The legal bits

1. 'Nominated recipient' means a person appointed by a FIT generator to receive FIT payments in respect of an Accredited FIT Installation owned by that FIT generator and recorded as such on the Central FIT Register.

2. A 'connected person' in relation to a FIT generator or a nominated recipient, means anyone connected to that person within the meaning of section 1122 of the Corporation Tax Act 2010.

Once you're happy that you've understood everything above, please tick and sign **ONE** of the following two options:

☐ **1. The FIT generator or nominated recipient do not own or will not receive FIT payments from 25 or more eligible solar PV installations**

I _____ (the FIT generator) and
I _____ (the nominated recipient*)
certify in respect of this application for accreditation that neither the FIT generator nor the nominated recipient (if there is one) are, or have applied to be, the FIT generator or nominated recipient for 25 or more other eligible PV 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:

* Only fill this in if there's a nominated recipient

☐ **The 'FIT generator' or 'nominated recipient' own or will receive FIT payments from 25 or more eligible solar PV installations**

I _____ (the FIT generator) and
I _____ (the nominated recipient*)
certify in respect of this application for accreditation that either the FIT generator or the nominated recipient (if there is one) are, or have applied to be, the FIT generator or nominated recipient for 25 or more other eligible PV 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.

Please tick the relevant box or boxes to confirm whether the FIT generator and/or the nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations:

☐ FIT generator

☐ Nominated recipient

Signed FIT generator:

Signed nominated recipient*:

Dated:

* Only fill this in if there's a nominated recipient

Your Feed-in Tariff Agreement

By signing the declaration below, you're confirming that you've already got an accredited installation for which you receive Feed-in Tariff payments, and that you have appointed OVO Energy to act on the FIT and REGO registers on your behalf, and will sign any required declarations to this effect. You also authorise Ofgem to act on information provided by OVO Energy, and that Ofgem is entitled to assume that this information is accurate and reliable.*

Your FIT will be audited to make sure you're using it properly. If there is any fraudulent activity, you might be prosecuted.

**REGOs show that the electricity you generate comes from a renewable source.*

I confirm that I have read this document in full, that all information provided is correct and that I understand I will need to agree to and sign a Statement of FIT Terms in order to be eligible for any generation and export payments. I also confirm I would like OVO Energy (OVO Electricity Ltd) to act as the Feed-in Tariff licensee for this installation until notified otherwise.

Name:

Signature:

Date:

