

The information you provide will allow us to register you as the new owner of a Feed-in Tariff installation, please ensure all questions are completed. If you need help call us on 0800 001 5156.

1. New owner details

FIT ID (if known)

Title

First name

Surname

Installation Address

Postcode

Telephone number

Email address

Do you live at the above address? If no, please provide address —
(this is where your correspondence will be sent to)

For data protection purposes when you call, please provide the name of your first school & date of birth:

2. Details of change

Brief reason for change

Date of change

Generation meter reading

Date of reading

(This is the read you will be paid from)

If you have a **separate Export meter** installed
(to measure what you are exporting to the
grid), please provide the read-

Date of reading

3. Payment Details—Please provide the details of who will receive the FIT payments

Title

First name

Surname

Address

Name on bank account

Bank account number

Sort Code

Bank Name

Bank postcode

Building Society

Ref Number, if applicable

4. Multiple Installations—If you have PV panels, you must tick either A or B and sign below

Myself or the payment recipient DO NOT own, or receive FIT payments from 25 or more eligible PV installations located on different sites A ☐

Myself or the payment recipient owns, or receives FIT payments from 25 or more eligible PV installations located on different sites B ☐

Signed Generator Date

Signed Payment Recipient Date

4.1 Export Payment—you must tick either A or B and sign below

FIT payments consist of two parts. You receive money for the electricity you generate but may also get paid for any electricity which you do not use yourself and feed back into the National Grid. In other words, the electricity you export. You can opt out of the export scheme and sell the surplus electricity generated by your system to a supplier other than ScottishPower.

OPT IN - I agree to ScottishPower paying me for the electricity I export A ☐

OPT OUT - I will appoint another buyer for the electricity I export B ☐

Signed Date

4.2 VAT Declaration—only complete if you are VAT registered

Are you VAT Registered? If yes, please provide details—

VAT number

Signed Date

4.3 Off Grid— only to be completed if your installation is Off Grid

If your installation is an OFF GRID installation you are required to sign the declaration below. An OFF GRID installation is an eligible installation which does not receive a supply of electricity from an electricity supplier.

I hereby declare that it is my intention to use any and all electricity generated by my FIT installation and that I fully understand that any electricity generated but not so used, will not be eligible for FIT payments.

Signed Date

5 Proof of Ownership

In order to demonstrate you are the new owner of the installation please ensure you provide **copies** of following documents

(Please do not send “originals”)-

- For a house sale, please provide land registry documentation or a solicitors letter confirming you own the property
- If the transfer occurs due to a bereavement, please provide a copy of the probate letter or a letter from a solicitor confirming your entitlement to FIT
- For any other reason, please provide appropriate documentation which shows your entitlement to FIT

If you do not provide these documents along with this form it will delay the transfer process.

6 Generator Declaration—please sign and date

- I confirm that the information provided on this form is true and I am duly authorised to take over responsibility of the FIT installation in accordance with the ScottishPower Feed-in Tariff Terms and Conditions
- I declare that all of the information I have provided is complete & accurate
- If anything I have stated in this form changes I will notify ScottishPower immediately

Signed Date

Please email completed form to FITCORs@scottishpower.com or post to Feed-in Tariff Team, ScottishPower, New Aspect House, Technology Avenue, Hamilton International Technology Park, Blantyre G72 0HT