

Update business details for a Boiler Upgrade Scheme (BUS) installer account (version 3)

To change the business details on your Boiler Upgrade Scheme (BUS) installer account, you must be your business's **authorised representative** for the scheme.

Email the updated form to us – along with a recent business bank account statement, if necessary – to BUS.accountcreation@ofgem.gov.uk

The email **must** come from the address we hold on account for you.

After we receive the form - and before we make any changes to the account - we will contact you either by phone or email to complete our security checks.

A note about data privacy

All data and documents will be stored and handled in line with the [BUS privacy policy](#).

1. Confirmation of you and your business

We need to confirm that you are the authorised representative for the installer account you want to change.

You **must** answer both questions in this section.

What is your first name?

What is your last name?

Installer account ID

This is the reference number you received when your business created its BUS account.

For example, 'BUS1234567'.

What is your BUS installer account ID?

2. About your business

You do **not** need to complete all the questions in this section; just provide the information that has changed.

Does your business have a new MCS certification number?

Yes

No

If 'Yes'

You will need to [create a new BUS installer account](#).

Registered name

If your business is a company, this is what appears in the Companies House record.

You can find this online by searching the [Companies House register](#).

What is your business's new registered name?

Trading name

You only need to provide this if you trade under a different name.

What is your business's new trading name?

What is the new registered address for your business?

If your business is a company, this is what appears in the Companies House record.

You can check this online by searching the [Companies House register](#).

If you are a sole trader, this is where official correspondence should be sent.

Building name or number and street

Include unit, office or floor numbers where appropriate.

Enter the building name or number and street

Town or city

Post code

What is the new trading address for your business?

You only need to provide this if your business carries out most of its business activities from a different address.

Building name or number and street

Include unit, office or floor numbers where appropriate.

Enter the building name or number and street

Town or city

Post code

What are your business's new bank account details?

This is where you want Ofgem to pay your business whenever a voucher is successfully claimed. This must be a UK bank account that can accept payments in pound sterling.

Note: you must also provide a **full business bank statement dated in the last three months**, clearly showing the business name and address. We will withhold any payments to your business until the change is approved.

Account name

This is the name of the individual or business on the account, not the name of the bank.

Enter the name of the individual or business on the account

Sort code

Account number