# 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: see <https://www.ofgem.gov.uk/publications/boiler-upgrade-scheme-privacy-notice>

## 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?

Type here:

### What is your last name?

Type here:

### What is your BUS installer account ID?

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

For example, ‘BUS1234567’.

Type here:

## 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?

Type yes or no:

**If ‘Yes’**

You will need to create a new BUS installer account. See: <https://www.ofgem.gov.uk/environmental-and-social-schemes/boiler-upgrade-scheme-bus/boiler-upgrade-scheme-bus-sign-and-apply>

### What is your business’s new registered name?

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

You can find this online: <https://find-and-update.company-information.service.gov.uk>

Type here:

### What is your business’s new trading name?

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

Type here:

### What is the new registered address for your business?

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

You can check this online: <https://find-and-update.company-information.service.gov.uk>

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.

Type here:

**Town or city**

Type here:

**Post code**

Type here:

### **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.

Type here:

**Town or city**

Type here:

**Post code**

Type here:

### 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.

Type here:

**Sort code**

Type here:

**Account number**

Type here: