



ENERGY
EFFICIENCY
SCHEME

Payment Etiquette 2015

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CRC Allowance Payment Etiquette 2015

As part of your preparation for the CRC Energy Efficiency Scheme Sale of Allowances 2015, we recommend that you speak to your Accounts Payable (AP) colleagues so that they are fully prepared to make payment for Allowance orders in the Forecast Sale between 1 June 2015 and 19 June 2015 and the Buy to Comply Sale between 1 September 2015 and 18 September 2015.

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1. What is the cost of the allowances in the forecast sale?

The cost of allowances in the forecast sale is £16.10 per tonne.

2. What is the cost of the allowances in the buy to comply sale?

The cost of allowances in the buy to comply sale for compliance year 2014-15 will be £16.40 per tonne.

3. To whom should payment be made?

CRC Allowance payments must be paid to the **Department of Energy and Climate Change (DECC)**. The details of their bank account are provided below and quoted on the documents sent to you to confirm your order.

4. What are the bank details for making payment?

To make a payment by BACS* you will need to quote your allowance payment reference and the following details:

Account Holder Name: Department of Energy and Climate Change

Account Name: GBS RE DECC EA Funds

Bank: Citibank

Address: 25 Canada Square, Canary Wharf, London, E14 5LB

Sort Code: 08-33-00

Account Number: 12938227

IBAN: GB80CITI08330012938227

SWIFTBIC: CITIGB2LXXX

If your payment system does not permit the 12 digit allowance payment reference in full or in the correct sequence, please use one of the following examples: (for Sage) FPXXXXXXX (for SAP) XXXXXXXCRCFP this will help to reconcile your payment.

***Note:** or CHAPS or GBS book transfer (for members of the GBS).

5. When do we have to make a payment?

The forecast payment period begins on 1 June and ends on 19 June.

The compliance payment period begins on 1 September and ends on 18 September.

6. How can we make payment?

You should pay by BACS or CHAPS if you have means to do so. **BACS is our preferred method of payment because we get notice of when a payment is made which helps us to reconcile your payment.**

Please email: crchelp@environment-agency.gov.uk ensuring you quote your CRC

number. This option is only available between the payment periods to ensure that cleared funds are received by the payee account by the payment deadlines.

Payment by cheque or Card is NOT acceptable.

7. Can I make payment from overseas?

Payments can be accepted from overseas but you should note the following:

Allowance payments must be made in full in GB Pounds Sterling. Payments made in any other currency will not be valid. Please ensure that your instructions to your bank will cover the payment in full, plus any additional charges associated with the bank transaction. Failure to pay the correct sterling amount will mean that you will be issued with allowances only up to the value you have paid. Any residual balance remaining will be returned to you after the allocation period closes.

You must ensure that cleared funds are received by the payee account during the payment periods. Please ensure that you allow sufficient time for payments to clear by the payment deadline.

8. What information is available to help process allowance payments

A Memorandum of Account (MoA) is issued with each confirmation of request for Allowances and shows all information required for you to make payment to DECC. We recommend that you ask your accounts payable colleagues to familiarise themselves with the MoA to ensure that payments for CRC Allowance requests are processed effectively. See example MoA's at the end of this document.

9. Will a vendor letter be provided for the allowance payment?

No Vendor Letter will be completed by DECC or its agents. If DECC details are not already in your accounts payable system you will need to set these up so that you can make payment to DECC.

10. Why is a vendor letter not completed by DECC

The payment for CRC allowances is a requirement under the CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2014. It is not a payment for either goods or services. DECC is not in a supplier - customer contractual relationship with your organisation.

11. Why is no purchase order (PO) needed?

A PO is not needed because the CRC Scheme is a mandatory scheme for which your organisation has a compliance account. The payment to DECC in the CRC sale and surrender of allowances period is an obligation which arises under the relevant legislation - CRC Energy Efficiency Scheme Order 2013 and CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2014. As such payments are not for the supply of goods or services and do not arise through a contractual commitment.

12. Will an invoice be issued for the allowance payment?

As the payment for CRC allowances is not a payment for either goods or services, an invoice will not be issued. However, it is recognised that CRC compliance account holder accounts payable teams do require payment details to enable payments to be processed more quickly. For this reason a MoA will be issued rather than an invoice.

13. My payments system does not allow the 12 digit allowance payment reference

If your payment system does not permit the 12 digit allowance payment reference in full or in the correct sequence, please use one of the following examples: (for Sage) FPXXXXXXX (for SAP) XXXXXXXCRCFP this will help to reconcile your payment.

14. What payment details do we need to make a payment from overseas?

Please see full bank details quoted below:

Account Holder Name: Department of Energy and Climate Change

Account Name: GBS RE DECC EA Funds

Bank: Citibank

Address: 25 Canada Square, Canary Wharf, London, E14 5LB

Sort Code: 08-33-00

Account Number: 12938227

IBAN: GB80CITI08330012938227

SWIFTBIC: CITIGB2LXXX

Quoting in all instances the CRC Sale of Allowances unique payment identifier - in the form CRCFPXXXXXXX – as quoted on your Memorandum of Account (MoA).

15. Do we need to add VAT to our payment?

The government sale of allowances is not subject to VAT.

16. What reference should we quote on our payment?

You should quote your unique allowance payment reference which is unique to each order placed. This number will be quoted on screen in the registry when you order your allowances and in the MoA that will be emailed to the senior officer and primary/secondary contacts when an order is made in the CRC registry. The reference should be quoted in the format:

CRCFPXXXXXXX on your electronic transfer payment. If your payment system does not permit the 12 digit allowance payment reference in full or in the correct sequence, please use one of the following examples: (for Sage) FPXXXXXXX (for SAP) XXXXXXXCRCFP as this will help to reconcile your payment.

17. Where do we send our remittance advice?

Please email your payment remittance advice to FSC.AR@environment-agency.gov.uk or send by fax to 01733 464646

Please note:

Failure to provide a remittance advice is likely to delay your order(s) being processed.

18. Can we use an agent or third party to make our payment?

Yes. In this circumstance, you must ensure a remittance advice is provided by the agent or third party making the payment.

Please Note:

You should ensure the remittance advice quotes your unique allowance payment reference. This number will be quoted on screen in the registry when you order your allowances and in the MoA you have received.

Please Note:

In addition you should ensure you quote your unique allowance payment reference on your payment. The reference should be quoted in the format: CRCFPXXXXXXX on your electronic transfer payment. If your payment system does not permit the 12 digit allowance payment reference in full or in the correct sequence, please use one of the following examples: (for Sage) FPXXXXXXX (for SAP) XXXXXXCRCFP as this will help to reconcile your payment for each and every payment you make.

19. Can we make more than one payment to cover our allowance purchase?

An individual payment for allowances in full is more straightforward to reconcile and will be quicker to process, however there is an option to make more than one payment to cover your allowance purchase.

You should quote the unique allowance payment reference on your payment. This number will be quoted on screen in the registry when you order your allowances and in the MoA you have received. The reference should be quoted in the format: CRCFPXXXXXXX on your electronic transfer payment. If your payment system does not permit the 12 digit allowance payment reference in full or in the correct sequence, please use one of the following examples: (for Sage) FPXXXXXXX (for SAP) XXXXXXCRCFP this will help to reconcile your payment.

20. Can we make one payment for several allowance purchases?

In this circumstance, you must provide a payment remittance advice listing all unique allowance payment references issued.

A unique allowance payment reference will be quoted on screen in the registry each time you order allowances and within each MoA you have received.

Please email your payment remittance advice to: FSC.AR@environment-agency.gov.uk or send by fax to 01733 464646

Payments must be cleared before we can allocate allowances.

You should quote the unique allowance payment reference on your payment. The reference should be quoted in the format: CRCFPXXXXXXX on your electronic transfer payment. If your payment system does not permit the 12 digit allowance payment reference in full or in the correct sequence, please use one of the following examples: (for Sage) FPXXXXXXX (for SAP) XXXXXXCRCFP as this will help to reconcile your payment.

Please note:

Failure to provide a remittance advice is likely to delay your order(s) being processed, as reconciliation will be more complex

21. What happens if we do not pay enough to cover our allowance order?

We will contact you if we find that the total payment is less than your order. Either the balance can be paid for the full amount so that cleared funds are received by the payment deadlines, or we will allocate a whole number of allowances up to the value for which payment has been received. To enable the latter, you will be requested to revise your order in the registry to match the available funds. Any balance remaining (in the case where the payment does not divide exactly by the whole number of allowances) will be refunded by DECC. Any repayment made by DECC may be subject to deductions for any costs reasonably incurred in making the refund.

22. What happens if we over pay?

We will allocate the number of allowances you requested in your original order unless you request additional allowances to match your payment before the order deadline. Any balance remaining will be refunded by DECC. Any repayment made by DECC may be subject to deductions for any costs reasonably incurred in making the refund.

23. What happens if my payment is received too late?

Any payments that clear into the receiving account after the deadline will be invalid. We will contact you to discuss the steps you will need to take to achieve compliance.

24. Will we receive a receipt for our payment?

No payment receipt will be issued; once your payment has been received and reconciled, your allowances will be allocated to your organisation's compliance account within the CRC Registry.

25. What should I do if I have paid but allowances have not been allocated to my compliance account?

If you have made a payment of cleared funds during the payment window and your requested allowances have not been allocated to your compliance account within 5 working days, please email crchelp@environment-agency.gov.uk with details of your payment including payment date, amount, your payment reference and any other details which you believe will help us identify the payment as yours.

Directions for CRC Compliance Account Holders' Accounts Payable Teams



Department
of Energy &
Climate Change

Department of Energy and Climate Change
DECC CRC
3 Whitehall
Place, London
SW1A 2AW

T:+44(0) 3708 506 506

F:+44(0) 1733 464 646

E-mail: CRChelp@environment-agency.gov.uk.

Date

Dear Sirs

DECC BANK DETAILS

This is to inform you that payments to this Department in respect of the CRC Energy Efficiency Scheme Sale of Allowances should be made as follows:

1. Via the BACS¹ electronic payment system to Citibank, 25 Canada Square, Canary Wharf, London E14 5LB; Sort Code 08-33-00; Account Number 12938227; Account Name – GBS RE DECC EA FUNDS; quoting in all instances the CRC Sale of Allowances unique payment identifier - in the form CRCFPXXXXXXX – as quoted on your Memorandum of Account (MoA).
2. You should pay by BACS if you have means to do so. BACS is our preferred method of payment because we get notice of when a payment is made which helps us to reconcile your payment².
3. For SWIFT payments from overseas, please quote the following:

Citibank London
BIC: CITIGB2LXXX
IBAN: GB80CITI08330012938227
Beneficiary reference: GBS RE DECC EA FUNDS

¹ **Note:** or CHAPS or GBS book transfer (for members of the GBS).

² If this is not possible we ask you to call us on 03708506506 between 9am and 5pm, Monday to Friday, in the payment period. This option is only available during the payment period to ensure that cleared funds are received by the payee account by the payment deadline.

If you have any queries please contact crchelp@environment-agency.gov.uk or you can telephone on 03708 506 506

4. DECC VAT Registration Number: GB 888 848 925. Please note all CRC Sale of Allowance payments to DECC are outside the scope of VAT.

Please note DECC will not be completing a Vendor Letter. The CRC Scheme is a mandatory scheme for which your organisation has a compliance account. The payment to DECC in the CRC sale of allowances payment period is an obligation which arises under the relevant legislation - CRC Energy Efficiency Scheme Order 2010 (as amended) and the CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2014. As such payments are not for the supply of goods or services and do not arise through a contractual commitment

Yours sincerely,

DECC Finance

EXAMPLE MoA



WHEN TO PAY:

Please pay the Amount Due so that cleared funds reach us by the payment deadline date – 19 June 2015

MEMORANDUM OF ACCOUNT: Payment for CRC Allowances – Forecast Sale

Payee: Department of Energy and Climate Change	VAT: Outside Scope
Payee Address: DECC CRC 3 Whitehall Place London SW1A 2AW	Reference: «Allowance Payment Reference»
	Valid Payment Period: 1-19 June 2015

«Senior Officer»
 «Compliance Account Holder Organisation»
 «Street»,
 «Town»,
 «Postcode»

Order Placed By: «Created By»

CRC Reg No	:	«Registrant_Number»
Valid Payment		
Period	:	1-19 June 2015
Amount GB		
Pounds Sterling	:	«Amount Due»

Memorandum of Account for payment in respect of Allowances for the CRC Energy Efficiency Scheme

Item	Description	GB Pounds Sterling
001	CRC Allowance Payment for Forecast Sale	«Amount Due»
	Payment Reference: eg. CRCFPXXXXXX	
	For your Allowance Request dated «Order Date» Your Order Reference «Order Reference»	
	VAT: Not applicable	0.00
	Total (GB Pounds Sterling)	«Amount Due»

Payment: Allowance payments must be made in full in GB Pounds Sterling to the DECC bank account shown below. You must ensure that payment of cleared funds is received by the payee account by the payment deadline date. Please ensure that you allow sufficient time for payments to clear using your chosen method of payment. You may have to allow several days for the payment to clear. For payments originating outside the UK please see above.

BACS PAYMENT 	To make a payment by BACS* you will need your Allowance Payment Reference and the following details Account Holder Name: Department of Energy and Climate Change Account Name: GBS RE DECC EA FUNDS Bank: Citibank Address: 25 Canada Square, Canary Wharf, London. E14 5LB Sort Code: 08-33-00 Account Number: 12938227 IBAN: GB80CIT108330012938227 SWIFTBIC: CITIGB2LXXX
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More details about the CRC Scheme can be found at [CRC Energy Efficiency Scheme: qualification and registration - Detailed guidance - GOV.UK](#)
 If you have any queries please contact crchelp@environment-agency.gov.uk or you can telephone on 03708 506 506

EXAMPLE MoA



WHEN TO PAY:

Please pay the Amount Due so that cleared funds reach us by the payment deadline date – 18th September 2015

MEMORANDUM OF ACCOUNT: Payment for CRC Allowances – Buy to Comply

Payee: Department of Energy and Climate Change	VAT: Outside Scope
Payee Address: DECC CRC 3 Whitehall Place London SW1A 2AW	Reference: «Allowance Payment Reference»
	Valid Payment Period: 1- 18 September 2015

«Senior Officer»
«Compliance Account Holder Organisation»
«Street»,
«Town»,
«Postcode»

Order Placed By: «Created By»

CRC Reg No	:	«Registrant_Number»
Valid Payment		
Period	:	1-18 Sept 2015
Amount GB		
Pounds Sterling	:	«Amount Due»

Memorandum of Account for payment in respect of Allowances for the CRC Energy Efficiency Scheme

Item	Description	GB Pounds Sterling
001	CRC Phase 2 Allowance Payment for 2014-15 Buy to Comply Sale	«Amount Due»
	Payment Reference: eg. CRCFPXXXXXX	
	For your Allowance Request dated «Order Date» Your Order Reference «Order Reference»	
	VAT: Not applicable	0.00
	Total (GB Pounds Sterling)	«Amount Due»

Payment: Allowance payments must be made in full in GB Pounds Sterling to the DECC bank account shown below. You must ensure that payment of cleared funds is received by the payee account by the payment deadline date. Please ensure that you allow sufficient time for payments to clear using your chosen method of payment. You may have to allow several days for the payment to clear. For payments originating outside the UK please see advice above.

BACS PAYMENT 	To make a payment by BACS* you will need your Allowance Payment Reference and the following details: Account Holder Name: Department of Energy and Climate Change Account Name: GBS RE DECC EA FUNDS Bank: Citibank Address: 25 Canada Square, Canary Wharf, London. E14 5LB Sort Code: 08-33-00 Account Number: 12938227 IBAN: GB80CIT108330012938227 SWIFTBIC: CITIGB2LXXX
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More details about the CRC Scheme can be found at [CRC Energy Efficiency Scheme: qualification and registration - Detailed guidance - GOV.UK](#)

If you have any queries please contact crchelp@environment-agency.gov.uk or you can telephone on 03708 506 506


Allowance payments must be made in full in GB Pounds Sterling. Payments made in any other currency will not be valid. Please ensure that your instructions to your bank will cover the payment in full plus any additional charges associated with the bank transaction. For payments originating outside the UK you will need to instruct your bank to take account of the impact of any currency exchange. Failures in this regard will mean you have not paid for the allowances you have requested in full, and you will be issued with allowances only up to the value which you have paid. Any balance remaining will be returned to you by DECC as soon as reasonably practicable and may be subject to deductions for any costs reasonably incurred in making the refund.

You must ensure that cleared funds are received by the payee account by the payment deadline date. Please ensure that you allow sufficient time for payments to clear using your chosen method of payment. You may have to allow several days for the payment to clear. Payments that are received into the payee account after the payment deadline date will be invalid.

Your unique reference to be used in your BACS* transfer is the allowance payment reference number «**Allowance Payment Reference**»

It is essential you cite this reference in your BACS* transfer to ensure we can identify the payment as yours when it arrives.

If your payment system does not permit the 12 digit allowance payment reference in full or in the correct sequence, please use one of the following examples: (for Sage) FPXXXXXXX (for SAP) XXXXXXXCRCFP this will help to reconcile your payment.

	<p>To make a payment by BACS* you will need your Allowance Payment Reference and the following details:</p> <p>Account Holder Name: Department of Energy and Climate Change Account Name: GBS RE DECC EA FUNDS Bank: Citibank Address: 25 Canada Square, Canary Wharf, London. E14 5LB Sort Code: 08-33-00 Account Number: 12938227 IBAN: GB80CITI08330012938227 SWIFTBIC: CITIGB2LXXX</p>
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<p>Other methods of payments</p>	<p>You should pay by BACS* if you have means to do so. BACS is our preferred method of payment because we get notice of when a payment is made which helps us to reconcile your payment.</p> <p>If this is not possible we ask you to call us on 0370 8506506 between 9am and 5pm, Monday to Friday, during the payment period. This option is only available during the payment period to ensure that cleared funds are received by the payee account by the payment deadline.</p>
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Please send your payment remittance advice to:
 Email address: FSC.AR@environment-agency.gov.uk or send by fax to 01733 464646

***Note:** or CHAPS or GBS book transfer (for members of the GBS).