

CRC Allowance Payment Etiquette

As part of your preparation for the CRC Energy Efficiency Scheme Sale of Allowances, we recommend that Account Representatives speak to their Accounts Payable colleagues so that they are fully prepared to make prompt payment for Allowance orders.

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To whom should payment be made?

All payments for CRC Allowances must be paid to the Department of Energy and Climate Change (DECC). The details of the bank account are [below](#) as quoted on the documents sent to you to confirm your order.

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 a prompt payment to DECC. All necessary details are provided [here](#).

Why is a Vendor Letter not completed by DECC

The payment for CRC Allowances is a requirement under the CRC Energy Efficiency Scheme Order 2010 and the CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2012. It is not a payment for either goods or services. DECC is not in a supplier - customer contractual relationship with your company/undertaking.



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 Memorandum of Account (MoA) will be issued rather than an invoice.

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. An example MoA is shown [here](#). We recommend that Account Representatives ask their Accounts Payable colleagues to familiarise themselves with this document to ensure that payments for CRC Allowance requests can be processed quickly.

What are the bank details for making payment?

To make a payment by BACS/CHAPS you will need to quote your [Allowance Payment reference](#) and the following details:

Account Holder Name: Department of Energy & 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

When do we have to make my payment by?

You must ensure that cleared funds are received by the payee account by 31 July 2012. 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 31 July 2012 will not be valid.

How can we make payment?

You should pay by BACS / CHAPS if have means to do so. If you have no other option you may also pay using a corporate credit/debit card by calling 01904 455395 between 9am and 5pm, Monday to Friday, in the period 1 June to the 25 July 2012.

This option will only be available up to 25 July 2012 to ensure that cleared funds are received by the payee account by the payment deadline of 31 July 2012.

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. 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 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 after the second allocation period closes.

You must ensure that cleared funds are received by the payee account by 31 July 2012. 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 31 July 2012 will not be valid.

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

Please see full bank details quoted under [“What are the bank details for making payment?”](#)

Do we need to add VAT to our payment?

The government sale of allowances is not subject to Value Added Tax (VAT).

What reference should we quote on our payment?

You should quote your unique Allowance Payment Reference code on your payment. This number will be quoted on screen in the Registry when you order your allowances and in the Memorandum of Account you have received. The code should be quoted in the format: CRCFPXXXXXX on your electronic transfer payment

Where do we send our remittance advice?

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

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

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

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 Memorandum of Account you have received.

In addition you should ensure you quote your unique Allowance Payment Reference code on your payment. The code should be quoted in the format: CRCFPXXXXXX on your electronic transfer payment.

Please note failure to provide a remittance advice is likely to delay your order(s) being processed as reconciliation will be more complex.

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

Your order will be processed more quickly if you make an individual payment in full for each individual order placed, because it will be straightforward to reconcile.

Payments must be cleared before we can allocate allowances.

You should quote your unique Allowance Payment Reference code on your payment. This number will be quoted on screen in the Registry when you order your allowances and in the Memorandum of Account you have received. The code should be quoted in the format: CRCFPXXXXXX on your electronic transfer payment.

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 number will be quoted on screen in the Registry each time you order allowances and within each Memorandum of Account you have received.

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

Payments must be cleared before we can allocate allowances.

You should quote one unique Allowance Payment Reference code on your payment. The code should be quoted in the format: CRCFPXXXXXXX on your electronic transfer payment.

Please note failure to provide a remittance advice is likely to delay your order(s) being processed as reconciliation will be more complex.

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 31 July 2012, 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 after the end of the secondary allocation period.

What happens if we over pay?

We will contact you if we find that the total payment is more than your order. We will allocate the number of allowances you ordered in your original order, unless you order additional allowances to match your payment before the 31 July deadline. Any balance remaining will be refunded by DECC after the end of the secondary allocation period.

What happens if my payment is received too late?

Any payments which clear into the receiving account after 31 July 2012 will not be valid and will be refunded by DECC as soon as reasonably practicable.

Will we receive a receipt for our payment?

No payment receipt will be issued but once your payment has been received and reconciled your allowances will be allocated to your organisation's compliance account within the CRC registry. If you have made a payment and your requested allowances have not been allocated to your compliance account please email [CRC Helpdesk](#) 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.

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



If you have made a payment and your requested allowances have not been allocated to your compliance account within 3 working days of cleared funds being received from you, please email [CRC Helpdesk](#) with details of your payment including payment date, amount, your payment ID 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

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.

25 May 2012

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 BACS or CHAPS 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 MoA.
2. You should pay by BACS / CHAPS if you have means to do so. If you have no other option you may also pay using a corporate credit/debit card by calling 01904 455395 between 9am and 5pm, Monday to Friday, in the period 1 June & 25 July. This option will only be available up to 25 July 2012 to ensure that cleared funds are received by the payee account by the payment deadline of 31 July 2012.
3. For SWIFT payments from overseas, please quote the following:

Citibank London

BIC: CITIGB2LXXX

IBAN: GB80CITI08330012938227

Beneficiary reference: GBS RE DECC EA FUNDS

4. DECC VAT Registration Number: GB 888 848 925. Please note all CRC Sale of Allowance payments 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 company / undertaking has a compliance account. The payment to DECC in the CRC Sale of Allowances

Period is an obligation which arises under the relevant legislation - CRC Energy Efficiency Scheme Order 2010 & CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2012. 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

MEMORANDUM OF ACCOUNT: Payment for CRC Allowances 2011-12

Payee: Department of Energy and Climate Change	VAT: Outside Scope
Payee Address: DECC CRC 3 Whitehall Place London SW1A 2AW	Reference: «Allowance Payment Reference»
	Due Date: 31 July 2012

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

Order Placed By: «Created By»

CRC Reg No	:	«Registrant_Number»
Due Date	:	31 July 2012
Amount GB Pounds Sterling		«Amount Due»

Memorandum of Account for payment in respect of Allowances for the CRC Energy Efficiency Scheme 2011-12


Item	Description	GB Pounds	
		Sterling	
001	CRC Phase 1 Allowance Payment for 2011-12		«Amount Due»
	Payment Reference: «Allowance Payment Reference»		
	For your Allowance Request dated «Order Date» Your Order Reference «Order Reference»		
	VAT: Outside Scope		0.00
	Total (GB Pounds Sterling)		«Amount Due»

More details about the CRC Scheme can be found at www.environment-agency.gov.uk

Payment

Allowance payments must be made in full in GB Pounds Sterling to the DECC bank account shown below. You must ensure that cleared funds are received by the payee account by 31st July 2012. 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 31st July 2012 will not be valid. For payments originating outside the UK please see advice overleaf.

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

BACS PAYMENT 	<p>To make a payment by BACS/CHAPS 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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Payment

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 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 after the second allocation period closes.

You must ensure that cleared funds are received by the **payee account** by 31st July 2012. 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 31st July 2012 will not be valid.

Your unique reference code to be used in your BACS/CHAPS transfer is the Allowance Payment Reference number «**Allowance Payment Reference**»

It is essential you cite this reference in your BACS/CHAPS transfer to ensure we identify the payment as yours.

BACS PAYMENT 	<p>To make a payment by BACS/CHAPS 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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CREDIT/ DEBIT CARD	<p>You should pay by BACS / CHAPS if have means to do so. If you have no other option you may also pay using a corporate credit/debit card (see list below) by calling 01904 455395 between 9am and 5pm, Monday to Friday, in the period 1 June & 25 July.</p> <p>This option will only be available up to 25 July 2012 to ensure that cleared funds are received by the payee account by the payment deadline of 31 July 2012.</p>
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Mark X in the appropriate box:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allocation Payment Reference	CRCFP1234567
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Please send your payment remittance advice to:

Email address: fsc-income@environment-agency.gov.uk or send by fax to 01733 464646.