

You can use this for to tell us about any changes you need to make to the details of your SES BW account.

<b>SECTION 1: Supplied Premise</b>		<i>Please complete this section for ALL change requests.</i>	
Premise address (the address to which the change applies)			
Postcode			
Customer Name			
SESBW Account number			
SPID (found on your bill)			
<b>SECTION 2: Change of Tenancy (CoT)</b>		<i>Please complete this section ONLY if you are moving OUT OF or moving INTO a supplied premise.</i>	
	Move out	Move in	
From date			
New occupant business name			
New occupant billing address (if different from the Premise address in Section 1)			
New occupant contact name			
New occupant contact Tel No			
New occupant email			
Meter reading at COT			
Forwarding address for the closing bill			<b>Note:</b> all charges remain your responsibility until the new occupant details are fully provided
<b>SECTION 3: Billing Address Change</b>		<i>Please complete this section ONLY if you are telling us about a change to your business name or to the address to which we send your bill for the Premise in Section 1.</i>	
Name change			
Address change			
Email address			
Telephone Number			
Contact name (for billing queries)			
Contact Telephone Number			

<b>SECTION 4: Bank detail change</b>	<i>Please complete this section ONLY if you are telling us about a change to your bank details.</i>
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New bank name	
New bank account name	
New bank address	
New account number	
New sort code	
Previous bank account number	
Previous bank sort code	

<b>SECTION 5: Other change request</b>	<i>Please complete this section if you are telling us about any other change not included above.</i>
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I wish to receive invoices by emails  Email address

<b>SECTION 6: Form submitted by</b>	<i>Please complete this section for ALL change requests.</i>
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Name	
Email address	
Tel Number	
Date	

Please email the completed form to [query@sesbusinesswater.co.uk](mailto:query@sesbusinesswater.co.uk)

**Thank you for your change request.**

We will aim to implement the changes you have requested within 21 working days.  
If we have a query, we will contact you using the details you have provided in Section 6.