
TYPE & NUMBER EMR Circular 69

Date 08 December 2015

To EMR Circular List, Supplier Company email, Finance Authorities and Finance Contacts

From EMR Settlement Limited

Purpose For action

Direct Debit is available for Suppliers for CFD and CM payments

We would like to inform **Suppliers** that Direct Debit is available for both CFD and CM payments. This circular also confirms:

- Process for setting up Direct Debit
- Where to locate the Direct Debit mandate forms
- When will my first payment be taken via Direct Debit

We'll provide information to CFD Generators and Capacity Providers separately if they wish to have a Direct Debit in place.

What is the process for setting up Direct Debit?

To set up the Direct Debit please follow these steps:

1. Complete both Direct Debit mandates to cover CFD and CM payments
2. Email a scanned copy of the completed signed Direct Debit mandates to contact@emrsettlement.co.uk
3. We'll acknowledge receipt of your Direct Debit mandates and forward these onto your bank to authorise them to collect payments
4. Once your Direct Debit mandates have been successfully processed your CFD and CM payments will then be collected by Direct Debit

How long will it take to process the Direct Debit mandates?

Once you've submitted your completed Direct Debit mandates please allow a minimum of 10 Working Days for processing and for payments to be collected by Direct Debit.

Where can I locate the Direct Debit mandate forms?

Direct Debit mandate forms have been emailed to the Supplier Company email, Finance Authorities and Finance contacts. There will be two mandate forms: one for Low Carbon Contracts Company (LCCC) and one for Electricity Settlements Company (ESC).

The Direct Debit mandate forms are also available on the [EMRS website](#).

When will the first payment be taken via Direct Debit?

Unfortunately, we are unable to confirm exactly when your first payment will be collected, as the bank is unable to confirm when it has been set-up. We recommend that you monitor your bank account to identify the first Direct Debit payment to avoid any duplicate payments being made.

CIRCULAR

Will my invoices confirm that payment will be taken via Direct Debit?

Initially, invoices for CFD and CM will not confirm that payment will be taken via Direct Debit. From **early January 2016**, invoices will be improved and will indicate if payment is being taken by Direct Debit.

What payments will be covered by Direct Debit?

Where Suppliers choose to make payments via Direct Debit for both CFD and CM this will cover all payments types. **Note:** Supplier Credit Cover is not covered by the Direct Debit.

Where can I get more information?

If you have any further questions about this circular, please email contact@emrsettlement.co.uk or call 020 7380 4333.