

Switching Your Energy Supplier: A Step-by-Step Guide

Compare, switch, and save — without the stress

Name: _____

Date Started: _____

Why Switch?

- Save hundreds per year
- Lock in lower prices on fixed tariffs
- Get better customer service
- Take control of your energy usage and costs

What You'll Need Before You Start

Tick off each item as you go:

- Most recent energy bill
- Current supplier and tariff name
- Annual usage (in kWh or m³)
- Meter readings (electricity and gas)
- Your postcode
- Bank details (for direct debit)

The 5-Step Switching Process

Step 1: Check Your Current Deal

Look at your latest bill or login online. Note the following:

Tariff name:

Contract end date:

Exit fees:

Supplier name:

Step 2: Compare Tariffs Online

Use Ofgem-approved sites like:

- Uswitch
- Energy Helpline
- MoneySuperMarket

Compare:

- Price per kWh
- Standing charge
- Contract length
- Exit fees
- Green options
- Payment discounts

Step 3: Choose Your New Supplier

New Supplier:

Tariff Name:

Start Date:

Unit Rate / Standing Charge:

Step 4: Submit Your Final Meter Readings

I submitted my final meter readings on: _____

Step 5: Receive Final Bill and Refund

Final bill received

Refund received

Cancelled old direct debit

Tracking Your Switch

Date	Supplier	Tariff Name	Rate (p/kWh)	Standing Charge	Monthly Cost	Notes

Questions to Ask Before You Switch

Question	Notes
Are there any exit fees on this tariff?	
How long is the contract?	
Will prices change after the fixed term ends?	
Are there any payment discounts?	
Does this tariff include 100% renewable energy?	
Is the supplier signed up to the Energy Switch Guarantee?	

Helpful Resources

- **Ofgem Switching Advice:** www.ofgem.gov.uk
- **Citizens Advice:** www.citizensadvice.org.uk
- **QuidSavvy: Understanding Utility Bills Guide**