### How can I pay?

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPA direct debit</td>
<td>In order to pay on time and prevent additional costs from being incurred, simply give us permission for <strong>direct debit</strong>.</td>
</tr>
<tr>
<td>Bank transfer</td>
<td>Please transfer the amount to the following account:</td>
</tr>
<tr>
<td></td>
<td><strong>IBAN:</strong> DE93 5005 0000 0090 0851 35</td>
</tr>
<tr>
<td></td>
<td><strong>BIC:</strong> HELADEFFXXX</td>
</tr>
<tr>
<td>Instalment plans</td>
<td>Contact one of our employees to find out if payment in instalments is an option for you.</td>
</tr>
<tr>
<td>Payment machine</td>
<td>You’d prefer to pay with cash? Then visit our Customer Service Centre in Berlin: Address: Markstrasse 36 13409 Berlin Transit stop: U-Bahn Franz-Neumann-Platz (U8)</td>
</tr>
</tbody>
</table>

### How do I avoid late payment reminders?

1. **Pay a standard amount each month**
   Make sure that your standard monthly payment and payment date are correct. In this way you’ll avoid having to make a large additional payment to make up the difference when your annual settlement invoice arrives. “**Always pay on time**”

2. **Check your payment method**
   Make sure that your SEPA direct debit authorisation or standing payment order is still active. “**Make sure your account always has sufficient funds**”

3. **Use the correct account**
   Check that the bank account you specified for your payments is correct. “**Use correct bank details**”

### What happens if I don’t pay my bill?

Please note that all these activities result in additional costs for you.

1. **Late payment reminder or threat of termination**
   If your payment is not received by us on time, you will receive a late payment reminder, which is subject to an additional fee.

2. **Termination or power cut-off**
   If you still do not pay, we will terminate your contract or block your meter and cut off your power. Blocking your meter will cost you **€131.55**.

3. **Collection agency or solicitor**
   We engage the services of a collection agency or solicitor. This is associated with additional high costs for you.
Whom should I contact?

You received a letter in the mail from a collection agency or solicitor?
Please directly contact the party that sent the letter.

Contact by phone
We are available to speak to you Monday to Friday from 8 am to 6 pm at 0800 992 500 0.

Contact by e-mail
Send us a description of your issue using our contact form. vattenfall.de/kontakt

Additional advice and counselling

LAG Debt Counselling Berlin
schuldnerberatung-berlin.de/beratungsstellen-berlin

Immanuel Counselling
beratung.immanuel.de/was-wir-tun/energieschuldenberatung
030 805 058 15

Caritas Power Savings Check
stromspar-check.de
030 666 331 220

Energy Debt Counselling Berlin
verbraucherzentrale-berlin.de
030 214 852 02

We are here for you: vattenfall.de/Zahlungsverzug
Customer Service Centre Berlin
Markstrasse 36
13409 Berlin
0800 992 500 0

Monday to Friday from 8 am to 6 pm
vattenfall.de

Are you a client of the Job Center or Social Welfare Office (Sozialamt)? Then please get in touch with your contact person there and approach us together with them.

Local Customer Service Centre
Open Monday to Friday from 9 am to 6 pm. Markstrasse 36
Transit stop: U-Bahn Franz-Neumann-Platz (U8)