

Tower Hamlets GP Care Group
CHILDCARE VOUCHERS APPLICATION FORM



This form should be completed if you wish to apply for the electronic Childcare Voucher scheme, administered on behalf of the Care Group by Edenred.

To apply, please complete ALL the information on this form including the declaration information.

SECTION 1: EMPLOYEE INFORMATION

Title:	First Name:	Surname:
Job Title:	Department:	
National Insurance Number:	Payroll Number:	
Home Address:		
		Post Code:
Home Telephone Number:	Work Telephone Number:	
E-mail Address:	Date of Birth:	

NB: Your vouchers will be issued electronically to the email address provided

SECTION 2: CHILD/CHILDREN'S INFORMATION

Please complete details for any children that you are responsible for and for whom you will be paying for childcare

Name of Child	Date of Birth	Relationship to Employee	Registered Disabled? Y/N
1			
2			
3			

SECTION 3: CHILD CARER PROVIDER INFORMATION

Childcare Vouchers can be used to pay any Carer who is registered with an appropriate body [eg Ofsted] and who is affiliated with Edenred UK. Please ask your Carer for their Edenred Account Number and write this number in the relevant box below. If your carer is not affiliated with Edenred UK they should complete an application form online by visiting www.childcarevouchers.co.uk.

Name of Organisation [if applicable]:		
Contact Title:	First Name:	Surname:
Address:		
		Post Code:
Telephone Number:	E-mail Address:	
Please provide the following information to assist the child care provider affiliation process		
Registration or Approval Number [URN for OFSTED]		
Issue Date:	Expiry Date (If applicable):	
Registration or Approval Body:		
Edenred Account Number:		

SECTION 4: VOUCHER INFORMATION

Please complete with the maximum value of Childcare Vouchers you wish to receive per pay period up to a limit of £243 a month. If this will be the first time you have received Childcare Vouchers in this employment payroll will complete a Basic Earnings Assessment to establish which tax category you fall into and the tax exemption you are entitled to. Any vouchers you purchase above this amount will still be charged to you but will not be tax exempt. Further guidance is available by visiting Edenred at www.childcarevouchers.co.uk.

Maximum	Basic rate tax payer	Higher rate tax payer	Additional rate tax payer
Monthly	£243	£124	£97
Annual	£2,915	£1,484	£1,166

Please indicate below if you would like the maximum tax relief amount or another amount.

<i>Electronic Childcare Voucher Value</i> <input type="checkbox"/> Maximum or Lower amount £
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Please indicate the month you would like this agreement to take effect.

The full amount of salary reduction will take effect from the first of the month indicated and this agreement will continue for a minimum of 12 months from that date.

DECLARATION

I have read and agree to the variation in my contract of employment with the Employer, as defined in the Terms & Conditions of this Salary Sacrifice Agreement [see over]. I hereby authorise the Employer to reduce my salary accordingly.

Signed [Employee] _____ Date _____

What happens next?

Please scan and email the completed and signed form to thgpcg.hradmin@nhs.net. Vouchers are ordered from Edenred in the first week of each month so please ensure you submit your application before the 4th of the month. Vouchers are issued electronically by email and are valid from the 26th of the month.

Shortly before you receive your first vouchers you will receive a Parent Welcome Letter from Edenred explaining how the electronic vouchers should be used.

Terms and Conditions

The employee shall:

1. Agree the Salary Sacrifice with the Employer and this Agreement will then serve as an Amendment to the Employee's Contract of Employment (in accordance with Section 4 of the Employment Rights Act 1996) with regard to the Employee's salary which will be reduced by the amount of the Salary Sacrifice.
2. Agree that the terms for the variation and agreement shall commence on the date of signature on the Application Form and be effective from the 1st day of the month following receipt of the form by the Employer.
3. Agree with the Employer and the child care provider the monthly value of electronic Childcare Vouchers to be purchased by the Employer on the employee's behalf.
4. Promptly advise the Employer of any changes in the value of the electronic Childcare Vouchers to be purchased, their contact details or their child carer details, subject to the conditions in Point 5.
5. Commit to the electronic Childcare Vouchers scheme, including the agreed Salary Sacrifice for the lower of a 12 month period or the remaining length of their contract. The employee will only be able to exit or make amendments to the value of electronic Childcare Voucher scheme if they have a lifestyle change such as E.g. pregnancy, redundancy, the death of a child/partner, redundancy of a partner, leaving the Employer or change in working hours.
6. Acknowledge that it is at the Employers discretion to reinstate the employee's salary should the employee leave the scheme.
7. Acknowledge in entering into the electronic Childcare Voucher scheme that it and the Salary Sacrifice could affect other benefits such as, but not limited to Statutory Sick Pay, Statutory Maternity Pay, Working Tax Credits and occupational pension. The employee accepts and agrees that it is their responsibility to determine and understand the effect on their benefits that entry into the electronic Childcare Voucher scheme will have. The Employee is advised to contact Her Majesty's Revenue & Customs [HMRC] helpline to discuss Working Tax Credits.

Employee Obligations:

8. The employee is the parent or legal guardian of the child/children for whom the electronic Childcare Voucher will be used to provide childcare services.
9. The employee is responsible for choosing the child care provider and agreeing terms with them. Edenred and the Employer do not accept liability for the standard of childcare services provided by child care providers. The employee should satisfy themselves as to the ability and standards of the child care provider they choose.
10. In choosing your child care provider please note that Edenred requests that child care providers provide a Regulatory Body Registration or Approval Certificate [as at the date of their application for affiliation] but does not make any further checks on the carers. Relatives are eligible only if they are registered or approved, provide the care for your child away from your home and provide care for additional non-related children.
11. Any payments due for the provision of childcare services to the employee which exceeds the value of electronic Childcare Vouchers shall be payable by the employee directly to the child care provider and Edenred and the Employer shall not be held liable.
12. The employee shall ensure that at all relevant times they meet the employer's criteria for the electronic Childcare Voucher scheme and supply all information reasonably required by Edenred to operate the scheme.
13. The employee shall safeguard and keep secret the Membership Number allocated by Edenred, as shown on the membership card provided to the employee by Edenred, and inform Edenred immediately if it is disclosed to another person.
14. Any unused vouchers will be refunded to the employee via the payroll after the deduction of tax and National insurance. The Employer reserves the right to pass on to the employee any administration costs charged by Edenred.

Termination of this agreement:

15. The Employee or Employer may terminate this Agreement by providing 28-days' notice in writing. The effective date of termination will be the first day of the calendar month following expiry of the 28-day period.
16. The Employer shall be entitled to terminate this Agreement and to cease to provide the Childcare Vouchers with immediate effect in the case of a breach of the conditions of this Agreement by the Employee.