

# Voucher/Tax Free Childcare Payment Record



Childs name		
Date of Birth	DD/MM/YYYY	Nursery
Parents/Carers' Name Completing This Form		

## Tax Free Childcare Payment

If you have set up a tax free childcare account – you will not be able to pay with childcare vouchers alongside this method – you can only choose one method of payment.

<b>To apply:</b> <a href="http://www.childcarechoices.gov.uk">www.childcarechoices.gov.uk</a> or <a href="http://www.childcare-support.tax.service.gov.uk">www.childcare-support.tax.service.gov.uk</a>			
<b>To find us when setting up your account, look for:</b>	<b>Nursery</b>	<b>Reference</b>	
	Botley	Hopscotch Botley	OR 50004026810
	Eastleigh	Hopscotch Eastleigh	OR 50069997829
	Fareham	Hopscotch Fareham	OR 50041608356
	Gosport	Hopscotch Gosport	OR 50003319628
	Lee	Hopscotch Day Nursery	OR 50003320839
	Regents Park	Hopscotch Regents Park	OR 50069997721
	Titchfield	Hopscotch Titchfield	OR 50003323641
<b>Tax payment reference details:</b>	<b>REFERENCE</b>	<b>Amount payable:</b>	£
<b>Date fees are released each month:</b>	DD / MM / YYYY	<b>1st Payment start date:</b>	DD / MM / YYYY

### Tax Free Childcare Payment Terms and Conditions:

1. Tax Free Childcare Calculator -
2. You can only pay using this method if you **DO NOT** use childcare vouchers.
3. This scheme works on a family basis only, so only one per household, each child receiving up to £2,000 per year.
4. Payment must be received by the 3rd of each month - allow at least 3-5 working days when setting up your payment.
5. The Tax Free Childcare scheme does not release funds if you set the payment date on a non-working day (Saturday/Sunday & Bank Holidays), therefore we recommend you manually release your payment each month to avoid late payments, which will result in late payment charges being applied as per our Terms and Conditions.
6. Tax Free Childcare can be used alongside your child's free entitlement (15/30 hours).
7. Please **DO NOT** overpay the value of your child's invoice with your Tax Free payment, if you do, the funds can only be refunded back into your Tax Free account.
8. If you are experiencing difficulties using the scheme, please contact HMRC directly on 0300 123 4097.

## Voucher Payment - *For existing Voucher Account Holders only*

Please make sure that you use your child's name as the reference with your voucher company.

<b>Voucher Company:</b>	
<b>1st month your voucher will be applied?:</b>	MONTH
<b>Confirm your voucher is set up to be applied by 3rd of the month</b>	<input type="checkbox"/> Yes
<b>Voucher Value:</b>	£

<b>Will another parent / carer be paying childcare vouchers for this child?</b>	Please tick the correct box: YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If yes, what will the amount be?:</i>	£
<i>When will the payment start?:</i>	DD / MM / YYYY
VOUCHER COMPANY	

<b>Will your voucher payments be divided between siblings?</b>	Please tick the correct box: YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If yes, how will the amount be divided?</i>	
<b>First child:</b>	FIRST CHILD - NAME
£	VOUCHER COMPANY
<b>Second child:</b>	SECOND CHILD - NAME
£	VOUCHER COMPANY

Hopscotch Day Nurseries accept payment for childcare services by childcare vouchers and Tax Free Childcare. We accept most vouchers from most companies and are happy to join new schemes if your employer subscribes to them.

Should you require any additional information as to the benefit of childcare voucher schemes and tax credits, please visit the Inland Revenue's Childcare pages found at: [www.hmrc.gov.uk/childcare](http://www.hmrc.gov.uk/childcare)

For help with childcare payments related to Tax Free Childcare, 15 and 30 hours funding, tax credits and more, please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### Voucher Payment Terms and Conditions:

1. Hopscotch will accept Childcare Vouchers as payment in part or full against childcare invoices.
2. Vouchers must be paid in advance before the 20th of the month. This payment will then be allocated to your child's following month's bill. **Please note vouchers take 3 working days to reach our account once they leave your voucher account.**
3. If you wish to pay your first month's bill with vouchers, please ensure that you notify our Finance Manager so that your records can be updated accordingly.
4. Full payment will be taken for all fees due by direct debit until the first voucher payment has been received.
5. Each individual voucher can only be credited against the child that the reference refers to.
6. Notification must be given in writing in advance of any planned voucher payment changes to our Finance Manager.
7. If voucher payments fall over two months in arrears the outstanding balances will be collected by direct debit and refunded when vouchers are credited to our account.
8. Both parents can contribute into voucher schemes if they are eligible through their workplace.
9. The Deadline to join the voucher scheme is 01/10/2018, after this date, you will need to enrol into the Tax Free Childcare scheme.
10. Please **DO NOT** over pay the value of your child's invoice with your voucher payment.

<b>Parents/Carers' Signature</b>	<b>Acceptance:</b> I acknowledge and accept the Terms and Conditions associated with paying by childcare voucher payment or tax free childcare payment.
Date: _____	

**Note:** Upon signing this form the parents/carers are deemed to have read, understood and agreed the same.

**Data Protection:** In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by Hopscotch Day Nursery Limited and will not be disclosed to any external sources without your prior consent.