

Childcare Voucher Application Form



Your Personal Details

Please complete ALL sections in CAPITAL LETTERS ONLY

Payroll No. _____ NI No. _____
 Forename _____ Surname _____ (Mr/Mrs/Miss/Ms)
 Address _____ Postcode _____
 Address _____ e-mail _____
 Home Tel. _____ Work Tel. _____ Mother's maiden name _____
 Date of Birth ____ / ____ / ____

Your Children's Details

Full Name _____ DOB ____ / ____ / ____ Registered disabled? _____ (Y/N)
 Full Name _____ DOB ____ / ____ / ____ Registered disabled? _____ (Y/N)
 Full Name _____ DOB ____ / ____ / ____ Registered disabled? _____ (Y/N)

Salary Sacrifice

Amount of salary to be sacrificed per month in return for ClariCare vouchers £ _____ : _____ Start Date ____ / ____ / ____
This represents a change to your terms and conditions of employment as your gross salary will be reduced.

National Minimum Wage

Gross basic annual salary £ _____ : _____ Weekly contracted hours _____

ClariCare Details

How much of your ClariCare voucher do you want paying to your childcare provider? All Part £ _____ :

Childcarer Details

Childcarer 1 Business Name _____ Address _____ Postcode _____ Telephone _____ Fax _____ *e-mail _____	Childcarer 2 Business Name _____ Address _____ Postcode _____ Telephone _____ Fax _____ *e-mail _____
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Employer Details

If your employer is already registered or has completed an application online, all we need is the company name in this section.

Employers Name _____ Fax _____
 Address _____ e-mail (required) _____
 Postcode _____ Payroll cycle date _____
 Telephone _____ Print name _____
 Signature _____ Date ____ / ____ / ____ Position _____

Salary Sacrifice Agreement

Once this form is submitted you will be entering into the following salary sacrifice agreement on the date this form is signed.

I understand that I am entering into a salary sacrifice agreement with my employer in order to receive childcare vouchers in accordance with their childcare voucher scheme rules. Unless I cancel this agreement within the next 14 days or my next payday (whichever is earlier), it will become a legally binding variation to my employment contract. This salary sacrifice agreement will become effective for the next pay day and will end after that pay day. It will then be automatically renewed before the following payday unless I request a change to my voucher amount or cease to have pay available to sacrifice. Each renewed agreement will last for one month and each agreement will be renewed in time for the payday following its expiry unless I request a change to my voucher amount by the required notice period or cease to have pay available to sacrifice.

I understand that this salary sacrifice agreement must not reduce my pay below the National Minimum Wage and that I am not allowed to sacrifice any statutory payments in exchange for childcare vouchers. If at any payday the amount of pay I am allowed to sacrifice is less than my requested voucher amount, my employer may override my voucher order. At each payday, my monthly gross pay will be reduced by your requested voucher amount, subject to any overrides imposed by my employer, and I will receive childcare vouchers equal to the amount by which my gross pay has been reduced. My salary-related benefits will be calculated in accordance with my employer's childcare voucher scheme rules.

This agreement may be revoked if my childcare provider does not accept ClariCare childcare vouchers.

Print name _____ Signature _____ Date ____ / ____ / ____

By signing this you agree to the terms and conditions outlined by ClariCare Limited (see reverse) and your employers scheme rules.

Post to: Applications Dept, ClariCare Limited, Clarendon House, Greenstiles Lane, Swanland, Yorkshire, HU14 3NH OR Fax to: 01482 633869

Terms and Conditions for Employees

Terminology

1. "You" means the employee which is entering into this agreement in order to receive childcare vouchers from their employer.

2. "We", "us" or "ClariCare Vouchers" means ClariCare Ltd, registered in England and Wales as company number 6520149.

Using ClariCare childcare vouchers

3. Your employer's ClariCare Vouchers scheme is a 'Salary Sacrifice' arrangement. By requesting childcare vouchers through this scheme, you agree to your gross salary being reduced by an amount equal to the vouchers you receive.

4. You will be provided with an online ClariCare Vouchers account if your employer has chosen this option, if not you can use the free phone number 0800 915 52 53 to manage your account. You are responsible for safeguarding the login details for your ClariCare Vouchers account.

5. You may use your ClariCare Vouchers account to set up one-off or regular payments to your childcare provider.

6. ClariCare Vouchers will maintain a record of all payments you make to your childcare providers and this record will be available for you to view through your online account.

7. You may only use ClariCare childcare vouchers to pay childcare providers which are registered with Ofsted (or the equivalent authority in Scotland, Wales or Northern Ireland) or which are approved under the Childcare Approval Scheme.

8. You may not use ClariCare childcare vouchers to pay for private education or for residential children's holidays or for extra-curricular activities where childcare is not the primary focus.

9. You must notify ClariCare immediately if you become aware that your childcare provider does not have, or ceases to have, Ofsted (or equivalent) registered or approved status.

10. In order for you to use ClariCare childcare vouchers to pay your childcare provider, your childcare provider must register with ClariCare and provide us with a copy of their Ofsted (or equivalent) registration or approval certificate.

11. You can provide us with details of your childcare provider. If your childcare provider is not yet registered with ClariCare, we will provide them with information about ClariCare Vouchers and invite them to register.

12. We will not charge your childcare provider for receiving ClariCare childcare vouchers and your childcare provider should not charge you for processing the vouchers.

13. You may only use ClariCare childcare vouchers to pay for childcare for your own children or for children who live with you and for whom you have parental responsibility.

14. You may only use ClariCare childcare vouchers to pay for childcare up to the 1st September following your child's fifteenth birthday, or 1st September following your child's sixteenth birthday if your child is disabled.

15. Unused ClariCare Vouchers childcare vouchers will remain in your account until your children are beyond the eligibility age.

16. In the event of you becoming a parent to another child, any vouchers which are accumulated in your ClariCare Vouchers account in advance of that child's date of birth may not be used to pay for childcare for that child.

17. If your employer leaves the ClariCare scheme your ClariCare Vouchers account will continue to be available to you until it has a zero balance or until your children are beyond the eligibility age for childcare vouchers.

18. Unused childcare vouchers will only be refunded in exceptional circumstances, such as the death of a child. Refunds will only occur in the event of your employer agreeing to process any tax or national insurance associated with the transaction.

19. If you use, or attempt to use, ClariCare childcare vouchers in a fraudulent manner, or if you deliberately provide us with false information, you may incur a tax liability and be subject to your employer's disciplinary procedures.

Changes to the amount of vouchers receivable

20. You may periodically change the amount of vouchers you receive this will be set out in an agreement with your employer.

21. Subject to your employer's agreement, you may change the amount of vouchers you receive in the event of a lifestyle change, as defined in your employer's scheme rules.

22. Subject to your employer's agreement, you may change the amount of vouchers you receive if the Government changes the tax-free voucher allowance.

23. You may leave your employer's ClariCare Vouchers scheme at the expiry of any salary sacrifice agreement, subject to notifying ClariCare.

24. You may also leave your ClariCare Vouchers scheme at a lifestyle change agreed by your employer, or on leaving your employment.

25. If you do not have internet access, you may participate in your employer's ClariCare Vouchers scheme via our free phone telephone helpline.

General

28. ClariCare Vouchers may amend these terms and conditions at any time subject to providing you with 45 days' written notice.

29. Neither party shall be liable for any breach of these terms and conditions caused by circumstances beyond their reasonable control.

30. ClariCare Vouchers shall bear no liability for any loss of or reduction in statutory benefits or any reduction in employee benefits received by you as a result of using childcare vouchers.

31. ClariCare Vouchers shall bear no liability in respect of any loss arising to you as a result of legislative change or as a result of the actions of your employer or your childcare providers.

32. You agree that we may share full details of your ClariCare Vouchers account with your employer. We may also share details with your childcare providers in order to answer any queries they have about your payments.

33. This agreement shall be governed and construed in accordance with English law and the English courts shall have exclusive jurisdiction to determine any disputes which arise in connection with this agreement.