

Childcare Vouchers



Reimbursement Request Form

Childcare vouchers can only be reimbursed up to the maximum amount in the employee / parents account, they have not already been redeemed, and it is within 12 months from the date of the last deposit transaction.

Employers For Childcare Vouchers nor your employer can reimburse vouchers already redeemed. Any query relating to the cost of, or payments given for, the provision of childcare is between the employee and their childcare provider.

Company: _____

Membership No. _____

Employee: _____

Payroll Ref: _____

I would like to exchange the childcare voucher amount listed below for a cash equivalent from my employer. I understand that any reimbursement would be made through my employers payroll and that Tax & National Insurance would be payable subject to the current rate on the value of reimbursed vouchers.

Voucher Value (£):

Reason for reimbursement request

Employee Signature: _____ Date _____

Employer Approval: _____ Date _____

For office use only (Employers For Childcare Vouchers Ltd)

Date Received _____ Date Payment issued _____

Value of payment _____

