

Childcare Payment Form

INTERNAL REFERENCE

Agent:

***ALL THESE FIELDS MUST BE COMPLETED TO ENABLE THE PROCESS OF YOUR ORDER**

E-MAIL:

PLEASE MAKE SURE AN E-MAIL ADDRESS IS ENTERED. IF NOT PLEASE ENTER N/A

EMPLOYEE

OCCUPATION:

* TODAY'S DATE:

* NATIONAL INSURANCE NO:

*EMPLOYER NAME:

* PAYROLL NO. OR

EMPLOYEE NO. :

* DEPARTMENT:

* HOME TEL NO:

*WORK TEL NO.:

*YOUR DATE OF BIRTH:

* MOTHER'S MAIDEN NAME

OR PASS WORD:

*YOUR PAY DATE:

(if monthly paid)

* HOW ARE YOU PAID?: (please cross one box only)

Weekly: ☐

Fortnightly: ☐

4 Weekly: ☐

Monthly: ☐

* DATE THE SALARY SACRIFICE PERIOD IS TO START:

(this is the month you want the deduction from your salary)

* NUMBER OF PAY PERIODS THE SALARY SACRIFICE PERIOD IS TO LAST:

Please see points 1.2 and 5 overleaf.

OR

* I WOULD PREFER MY VOUCHER REQUEST TO BE ONGOING UNTIL OTHERWISE NOTIFIED:

*CHILD'S NAME:

* RELATIONSHIP:

*DATE OF BIRTH:

NURSERY REFERENCE:

1	
2	
3	

MOTHER	FATHER	GUARDIAN
MOTHER	FATHER	GUARDIAN
MOTHER	FATHER	GUARDIAN

*PAYMENT TYPES

Electronic: ☐ Redeem Direct: ☐ Paper: ☐

(Please select one payment type only)

*Childcare

payment value in each of your Pay Periods

Redeem Direct Date (It takes 3-4 working days from this date to reach Carer's account.)**

Denomination per Voucher (paper only)

*Made payable to Carer's name, Full address & Postcode

*Busy Bees Carer ID Number

*Child's Name	*Made payable to Carer's name, Full address & Postcode	*Busy Bees Carer ID Number	payment value in each of your Pay Periods	Redeem Direct Date (It takes 3-4 working days from this date to reach Carer's account.)**	Denomination per Voucher (paper only)
1			£		£
2			£		£
3			£		£

The above field must be filled in by all payment types.

** Payment can only be made to your carer on receipt of payment from your employer. It takes 3-4 working days from this date to reach the carer's account.

Your carer must be registered with Busy Bees Childcare Vouchers Limited. For a registration pack please call 08000 431 515

If the Childcare Payment is the maximum permitted under applicable tax legislation then we will automatically increase your Childcare Payment in accordance with clause 4 overleaf.	"I agree that by crossing this box my order amount will automatically be increased"
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I hereby confirm that in accordance with the agreement to vary the terms and conditions of my employment (the Agreement) of which this confirmation forms part, I will cease to be entitled to my Original Salary each Pay Period during the salary sacrifice period which starts on the date set out above. Instead I will receive an Adjusted Salary and the benefit of Childcare Payment to the amount indicated above for each Pay Period during the salary sacrifice period.

Under the terms of the Agreement I acknowledge that the employer will satisfy its obligations under clause 3.1.2 of the Agreement by paying to me the Adjusted Salary and paying to Busy Bees the Childcare Payment indicated above to pay to my nominated childcare carer for each Pay Period during the salary sacrifice period.

I hereby declare that I am the parent/guardian for the child/children in respect of whom I have varied the Agreement under which I am to receive these childcare payments. I confirm that the child/children qualify and are eligible in respect of the Childcare Payment. I acknowledge that it is my responsibility to select the Childcarer who will provide childcare facilities to my child/children. Neither

(the "Employer") nor Busy Bees has any liability (expressed or implied) for the acts or omissions of such child carer, unless Busy Bees failed to check that the child care falls within the provisions of section 318C Income Tax (Earnings and Pensions) Act 2003.

Signed:

(The Employee)

Print Name:

Date:

By signing this form I confirm that I have read and accept the terms and conditions overleaf.

Please note: If you are currently receiving Childcare Vouchers as part of your salary and become pregnant please contact your payroll department immediately as this will affect your Statutory Maternity Pay (SMP).

We can provide details of offers and promotions from similar organisations, please cross here if you **DO NOT** wish to receive such promotions.

☐

PLEASE FAX THIS ORDER FORM BACK TO BUSY BEES ON 01543 266 606

This agreement to vary terms & conditions of employment is made between the EMPLOYEE and THE EMPLOYER DETAILED OVERLEAF.

It is hereby agreed:

1. Definition

- 1.1 'Original Salary' means the salary of the employee for each Pay Period during the salary sacrifice period on the assumption that the employee's terms and conditions of employment had not been varied by this agreement or any similar agreement.
- 1.2 'Pay Period' means the period of time for which the employee is normally paid being (i) weekly or (ii) fortnightly or (iii) four weekly or (iv) monthly.
- 1.3 'Terms' means the terms and conditions of employment between the employee and the employer.
- 1.4 'Adjusted Salary for a Pay Period means the Original Salary less an amount equal to the Childcare Payment.
- 1.5 'Salary Sacrifice' period means the period of time, being not less than one Pay Period for which this agreement is to apply, as set out in clause 5.
- 1.6 'Childcare Payment' means the amount referred to in clause 4.

2. Recital

- 2.1 By this agreement, the employee and the employer agree to vary the Terms.
- 2.2 Before entering into this agreement, on the assumption that no agreement similar to this agreement had been entered into, the employee would have been entitled to receive the Original Salary for each Pay Period.
- 2.3 As a consequence of entering into this agreement, the employee will be entitled to receive the Adjusted Salary and the benefit of the Childcare Payment (paid directly to the individual or institution providing childcare facilities) for each Pay Period.
- 2.4 The employee and the employer acknowledge that this Agreement constitutes a notice of a variation to the Terms for the Variation Term in accordance with the provisions of section 4 of the Employment Rights Act of 1996.

3. Variation

- 3.1 The employee and the employer agree to vary the Terms for the salary sacrifice period as follows:
 - 3.1.1 The employee will cease to be entitled to the Original Salary for each Pay Period in the salary sacrifice period.
 - 3.1.2 The employee will be entitled to receive the Adjusted Salary and the benefit of the Childcare Payment for each Pay Period in the salary sacrifice period.

4. Childcare Payment Values

For the purposes of this agreement, the Childcare Payment (expressed in pounds sterling) to be received under the Terms (as varied by this agreement) shall be stated on the form which forms part of this agreement which is printed on the reverse hereof ("Order Form"). If the Childcare Payment stated on the Order Form is the maximum permitted under applicable tax legislation at the time the employee completes the Order Form then the employer will automatically increase the Childcare Payment at the start of each tax year to enable the employee to receive the full benefit of tax relief on childcare payments. If the employee does not wish the employer to increase the employee's salary sacrifice at that time then the employee shall notify the employer's HR department or Busy Bees directly in writing prior to the commencement of the new tax year.

5. Salary Sacrifice Period

The salary sacrifice period for this variation of the terms shall commence on the first day as notified on the Order Form, and shall expire on the last day as notified on the Order Form. If stated "ongoing" on the Order Form then the Salary Sacrifice Period shall end at the end of the Pay Period in which written notice of the employee's request to cease the Salary Sacrifice is received by the employer's HR department or Busy Bees.

6. Responsibility

- 6.1 The employee confirms that he or she:
 - 6.1.1 Is the parent or other legal guardian of the child or children in respect of whom the Childcare Payment will be used to provide childcare facilities.
 - 6.1.2 Is responsible for selecting the individual or institution that will provide such childcare facilities and for informing the employer of any changes of such individual institution.
 - 6.1.3 Has read and understood the 'Parent Information Pack' and acknowledges that each Childcare Payment voucher (whether paper or electronic) is valid for a period of twelve months from the date of issue.

Please note: Busy Bees Childcare Vouchers Limited are not responsible for any gains or losses of tax or National Insurance contributions for any individual employee.

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