

# kidsunlimited Childcare Vouchers application form

(Please complete all sections of the form. Failure to do so could result in a delay in joining the scheme)

## Employer Details - (If your employer is already registered please just complete employer name)

NOTE: Please complete in CAPITAL LETTERS ONLY

Employer Name	<input type="text"/>	Contact Person	<input type="text"/>
Address	<input type="text"/>		Postcode <input type="text"/>
E-Mail	<input type="text"/>	Tel. <input type="text"/>	Fax <input type="text"/>
PayDay	<input type="text"/>	Invoice Date <input type="text"/>	Allow Internet Access? <input type="checkbox"/> Yes <input type="checkbox"/> No How did you hear about kidsunlimited? <input type="text"/>

(The date by which kidsunlimited Childcare Vouchers will issue the invoice to meet payroll cut off)

## Employee Personal Details

Payroll No.	<input type="text"/>	NI No.	<input type="text"/>
Forename	<input type="text"/>	Surname	<input type="text"/> (Mr/Mrs/Miss/Ms)
Address	<input type="text"/>		Postcode <input type="text"/>
Home Tel.	<input type="text"/>	Work Tel.	<input type="text"/>
Date of Birth	<input type="text"/>	E-mail	<input type="text"/>
		Mother's Maiden Name	<input type="text"/>

## Child/Children Details Relationship to Employee

Child 1. Forename	<input type="text"/>	Surname	<input type="text"/>	D.O.B	<input type="text"/>	Gender	<input type="text"/>
Child 2. Forename	<input type="text"/>	Surname	<input type="text"/>	D.O.B	<input type="text"/>	Gender	<input type="text"/>

## Salary Sacrifice

How often are you paid? Monthly Four Weekly Fortnightly Weekly How many pay periods do you wish to sign up for? 3 6 9 12 Ongoing (please circle) (please circle)

1st month on scheme (first reduction in salary)

Amount of kidsunlimited Childcare Vouchers £

(Maximum £243 monthly, £220 four weekly, £110 fortnightly, £55 weekly)

## National Minimum Wage (NMW)

Gross Basic Annual Salary £

Weekly contracted hours

## OFFICE USE ONLY

Salary after childcare reduction  Hourly Rate  Initialed by  Complies with NMW?  YES  NO

## kidsunlimited Childcare Vouchers details

Payment Options? 1. Automatic Payments 2. Managed Account 3. View Only 4. Full Access 5. Paper Vouchers (please circle payment option) (For more information see page 13)

## Signing up to the scheme

By signing this Application all parties agree to the terms and conditions outlined in the kidsunlimited Childcare Vouchers Scheme Guide. I confirm that I agree to a change to my contract of employment with the Employer as set out in this Application Form. In exchange for a reduction in gross salary I will be entitled to the benefit of participation in the kidsunlimited Childcare Vouchers scheme. I confirm that my salary will be reduced by the amount stated above for the number of pay periods that have been requested.

Signed by (EMPLOYEE NAME)  Date  Signed for and on behalf of employer  Date

## Childcarer Details (If your childcare is already registered please just complete childcare name and address)

Childcarer	<input type="text"/>
Business Name & Address	<input type="text"/>
	Postcode: <input type="text"/>
Tel	<input type="text"/>
email	<input type="text"/>
Nominated Person	<input type="text"/>
OFSTED/Care Commission/CSIW registration No.*	<input type="text"/>
Reference No. for remittance advice	<input type="text"/>
Carer Type:	<input type="checkbox"/> Nursery <input type="checkbox"/> Childminder <input type="checkbox"/> Holiday Club
(please tick)	<input type="checkbox"/> Nanny <input type="checkbox"/> After School <input type="checkbox"/> Other

Bank Name	<input type="text"/>
Bank Address	<input type="text"/>
	Postcode: <input type="text"/>
Account No.	<input type="text"/>
Sort Code	<input type="text"/>
Roll No.	<input type="text"/>
Account in the Name of	<input type="text"/>

* Signature of Childcarer	<input type="text"/>
Name of signatory	<input type="text"/>
Position	<input type="text"/>

\* Childcarer signing up to the scheme

\*Please supply a copy of the certificate

By signing this agreement consent is being given for the data to be processed by kidsunlimited. The data will only be processed for the purposes of the application and not, for example, for marketing purposes or passed to any other business. If you do not provide this consent the helpline service will not be available to you. All data will be processed in accordance with the principles of the Data Protection Act 1998.

### The childcare carer agrees to:

- (a) Provide information, as requested by **kidsunlimited**, in relation to the operation of the **kidsunlimited** Childcare Vouchers scheme.
- (b) Accept **kidsunlimited** Childcare Vouchers as payment for its childcare services but not deal in them for any other purpose.
- (c) Ensure that the value of **kidsunlimited** Childcare Vouchers paid by **kidsunlimited** is allocated entirely to the cost of the childcare provided to the named employee (which may be less than the cost of the childcare).
- (d) Keep complete records of all transactions involving **kidsunlimited** Childcare Vouchers.
- (e) Have and maintain a UK bank account which can receive BACS payments and provide details of the bank account to **kidsunlimited**. Any changes must be notified to **kidsunlimited** with a minimum of 14 days' notice.
- (f) Raise any administrative queries in writing or by telephoning 0845 365 2999.

### Intellectual property rights

**kidsunlimited** owns Intellectual Property Rights in and arising out of the **kidsunlimited** Childcare Vouchers scheme. The Childcarer shall make no claim over those rights and only use the '**kidsunlimited** Childcare Vouchers' trademark for the sole benefit of **kidsunlimited**.

### **kidsunlimited** gives the Childcarer

- (a) permission to use the Trade Mark (in the form stipulated) solely for the purpose of promoting and operating the **kidsunlimited** Childcare Vouchers scheme; and
- (b) the right to refer to itself as a "member of the **kidsunlimited** Childcare Vouchers scheme".

### Confidentiality & Data Protection

The Childcarer agrees not to use or communicate any confidential information regarding **kidsunlimited** that has been acquired through participation in the **kidsunlimited** Childcare Vouchers scheme. The Childcarer shall comply with the Data Protection Act 1998 and process data only as necessary to administer the **kidsunlimited** Childcare Vouchers scheme and not use it to compete or to promote its own or a third party business.

### Registration and other legal requirements

The Childcarer confirms that all requirements necessary to operate legally have been complied with and that the registration particulars given are correct. The Childcarer shall immediately give notice in writing to the other parties if the Childcarer's registration with the appropriate authorities as a provider of childcare expires or is terminated or if they are convicted of any criminal offence (other than a road traffic offence) and in those circumstances any party may terminate this Agreement forthwith.

### Eligible Childcarers Include:

- Registered Nursery
- Registered Childminder
- Registered Holiday Playscheme/After-School-Clubs
- Registered Nanny
- Any registered childcare carers