

Employers For Childcare Trading

Employer Step by Step Guide

About this guide

This guide provides you with step by step information on using Employers For Childcare Trading Limited's e-vouchers system.

Note that the Childcare Voucher scheme closed to new entrants on 4 October 2018. This means that you can no longer accept new entrants into your scheme. This includes:

- any employee who was not a member of the scheme when it closed to new entrants
- new employees who have been members of a Childcare Voucher scheme operated by a previous employer
- existing employees who were previously members of your scheme but have not made a salary sacrifice within the last 52 weeks
- employees who provided you with written notification that they were leaving Childcare Vouchers to use Tax-Free Childcare.

Employees who are currently using Childcare Vouchers can continue to adjust their salary sacrifice amounts or opt out temporarily (provided they do not stop salary sacrificing for more than 52 weeks).

If you are an employer who has switched to using Employers For Childcare Trading Limited, all employees who were in receipt of Childcare Vouchers can continue to benefit from the scheme, provided they remain eligible.

Step by Step Guide

1. Please log into www.efcvouchers.com using the username and password provided.
2. HMRC states that you must inform all eligible employees that you have the scheme in place (from 4 October 2018 this is only those parents who were registered to use Childcare Vouchers before the scheme closed to new entrants). You can do this by sending on the Employee's Guide to Salary Sacrifice located in the '**Reports & Forms**' menu once you have logged in. You will also find here the Employer's Guide to Salary Sacrifice. *This may be useful to current users of the Childcare Vouchers scheme, however no new entrants will be allowed to join.*
3. Employers For Childcare Trading Limited can provide free materials to help promote our services to your staff e.g. leaflets, posters, emails, intranet articles.

4. Employee opt in – to help your employees navigate the website we have provided you with a User Guide which can also be accessed from the **'Reports & Forms'** menu.
5. Your employee will log in as per the instructions received via email to activate their 'employee salary sacrifice contract'.
6. Please complete a basic earnings assessment for each employee and file with your HMRC records. This needs to be completed at the beginning of each tax year. An example template is available from Employers For Childcare Trading Limited if you have not received one already.
7. You will receive an email to alert you to the pending contract changes.
8. Follow the link to confirm 'employee salary sacrifice contract'.
9. Print and/or save each 'employee salary sacrifice contract'.
10. Follow the Employer's User Guide (located in the 'Reports & Forms' menu item) to place your order and forward payment to Employers For Childcare Trading Limited.
11. Employers For Childcare Trading Limited transfers the Childcare Voucher amount to the employee's account in line with our processes.
12. Your employee will use their own personal account to instruct Employers For Childcare Trading Limited to transfer payment to their chosen childcare provider(s).