

**Reimbursement Request Form: Reimbursement to Employer**

Childcare Vouchers are a non-cash benefit which means they cannot typically be exchanged for cash. However, if an employee has accumulated Childcare Vouchers that can no longer be used to pay for registered childcare then in **exceptional circumstances** it may be possible for these to be returned as cash earnings. This is at the discretion of the employer.

By requesting a reimbursement, the expectation is that the employee can no longer use Childcare Vouchers to pay for registered childcare and they will inform their employer they wish to stop salary sacrificing. The total value of Childcare Vouchers will be reimbursed through the employer’s payroll and will be subject to the current rate of Tax and National Insurance applicable to the employee which may be different to rates applicable at the time the original salary sacrifice was made.

Tick here to confirm that you are requesting a reimbursement of the full value of Childcare Vouchers in your account and will inform your employer you wish to stop salary sacrificing.

Tick here if for any reason you are requesting a partial reimbursement, and provide details below.

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*Once the request has been approved by the employer and forwarded to Employers For Childcare Trading Limited, a reimbursement payment will be sent to the employer.*

Employee name: \_\_\_\_\_

Payroll number: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Employer’s name: \_\_\_\_\_

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return to:  
Employers For Childcare Trading Limited  
Blaris Industrial Estate, 11 Altona Road, Lisburn, BT27 5QB  
Tel: 028 9267 8200 Email: [vouchers@employersforchildcare.org](mailto:vouchers@employersforchildcare.org)

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