

# Employers For Childcare Trading

## Reimbursement Request Form (Please complete in BLOCK CAPITALS)

A reimbursement can only be made up to the value of Childcare Vouchers in your account\*. Neither Employers For Childcare Trading Limited nor your employer can reimburse Vouchers already redeemed.

*\* Please note that you need to check with your employer for more details on requesting a reimbursement as it is up to your employer's discretion to approve your request. Once your request has been approved and forwarded to Employers For Childcare Trading Limited, a reimbursement payment will be sent to your employer within 6 weeks.*

Employee's name:

Payroll number:

Department/Division:

Employer's name:

I would like to exchange the Childcare Voucher amount listed below for a cash equivalent from my employer. I understand that any reimbursement will be made through my employer's payroll and that the value of the reimbursed Childcare Vouchers will be subject to the current rate of Tax and National Insurance applicable to my circumstances.

**Value of Vouchers to be reimbursed:** £ \_\_\_\_\_

### Please tick a reason for reimbursement:

<input type="checkbox"/> Redundancy/leaving place of work	<input type="checkbox"/> Maternity leave
<input type="checkbox"/> Change of childcare provider	<input type="checkbox"/> No longer using childcare
<input type="checkbox"/> Overpayment	<input type="checkbox"/> Change of childcare voucher provider

Other:

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

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

Please return to:

Employers For Childcare Trading Limited  
Blaris Industrial Estate, 11 Altona Road Lisburn BT27 5QB  
T: 028 9267 8200  
E: vouchers@employersforchildcare.org

For more information on how we use your data please view our [Privacy Notice](#).

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### For office use only (Employers For Childcare Trading Limited):

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Value of payment: \_\_\_\_\_