

The Employee should complete all the information on this form including the declaration. See overleaf for terms and conditions.

EMPLOYER:

SECTION 1: EMPLOYEE INFORMATION

Title: First Name: Surname:
 Job Title: Department:
 National Insurance Number: Payroll Number:
 Home Address:
 Post Code:
 Home Telephone Number: Work Telephone Number:
 E-mail Address: Date of Birth: / /

SECTION 2: CHILD/CHILDREN'S INFORMATION

The children for whom the Employee is responsible and for whom the Employee will pay for childcare

Name of Child	Date of Birth	Relationship to Employee	Registered Disabled?
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3: CHILDCARE PROVIDER INFORMATION

Employee's chosen childcare provider(s)

Child Carer 1

Name of Organisation (if applicable):
 Contact Person: Title: First Name: Surname:
 Address:
 Post Code:
 Telephone Number: E-mail Address:
 Registration or Approval Number (URN for OFSTED):
 Issue Date: / / Expiry Date (If applicable): / /
 Registration or Approval Body: Accor Services Account Number:
 (If applicable)

Child Carer 2 (If applicable)

Name of Organisation (if applicable):
 Contact Person: Title: First Name: Surname:
 Address:
 Post Code:
 Telephone Number: E-mail Address:
 Registration or Approval Number (URN for OFSTED):
 Issue Date: / / Expiry Date (If applicable): / /
 Registration or Approval Body: Accor Services Account Number:
 (If applicable)

SECTION 4: VOUCHER INFORMATION

Please note that £55 is the maximum weekly value that is tax and NI exempt and £243 is the maximum monthly value.

How often is the Employee paid? Weekly 4 Weekly Monthly

Childcare Vouchers - Total monthly value required: £

DECLARATION:

I have read and agree to the variation in terms and conditions of my contract of employment as described in this Salary Sacrifice Agreement (see over). I hereby authorise the Employer to reduce my salary accordingly and in the event of my leaving employment with the Employer to adjust any excess or outstanding Childcare Vouchers from my final salary.

Signature (Employee): Date:.....

Terms and Conditions

1. This Salary Sacrifice Agreement is an Amendment to the Employee's Contract of Employment with his/her Employer (in accordance with Section 4 of the Employment Rights Act 1996) (the "Agreement") referring in particular to the Employee's salary, which will be reduced by the financial value chosen and indicated by the Employee (the "Sacrifice Value"). The Employee will provide the information required by the Employer within this Salary Sacrifice Agreement.
2. The Employee agrees that the Employer will reduce his/her salary by the Sacrifice Value and that the Employer will subsequently provide Childcare Vouchers which may be used by the Employee to purchase registered or approved childcare, up to and including the Sacrifice Value.
3. The Agreement shall commence on the date of signature by the Employee and the date of the first amendment to the Employee's salary shall be at the discretion of the Employer.
4. The Agreement shall run for a period of 12 months from the date of the first amendment to the Employee's salary (the "Initial Period") and shall thereafter continue in effect unless or until terminated by one month's notice in writing given by either party to the other at any time after the expiry of the Initial Period.
5. The Agreement may be modified or terminated during the Initial Period only with the prior acceptance of the Employer. Acceptance will normally be given only if the Employee demonstrates and confirms to the satisfaction of the Employer a change in the Employee's personal circumstances which directly affects the Employee's childcare requirements (a "Lifestyle Change") such as pregnancy, redundancy, death of a child/partner, redundancy of a partner, cessation of employment or change in working hours. The Employee will in all cases complete a Salary Sacrifice Amendment of Terms Form, as provided by the Employer, to submit to the Employer a request for modification or termination during the Initial Period.
6. In the event that this Agreement is terminated at the request of the Employee on the basis of an Employee Lifestyle Change, any option for the Employee to enter a further Salary Sacrifice Agreement will be offered solely at the discretion of the Employer.
7. The Employee agrees to accept the Childcare Vouchers provided by the Employer in respect of this Agreement. The Employee may not exchange received Childcare Vouchers with any person or organisation, including but not limited to the Employer, for cash, salary or any goods or service other than childcare.
8. The Employee is responsible for choosing a Sacrifice Value which is not greater than the costs incurred by the Employee in procuring childcare.
9. In making this agreement, and in respect of the childcare provider selected by the Employee, the Employee:
 - confirms his/her understanding that Childcare Vouchers are for use only with registered or approved childcare providers holding valid current certification from a recognised authority such as OFSTED in England, or similar bodies in Scotland or Wales or Northern Ireland
 - will ensure that in making this agreement the Employee has taken steps to satisfy himself/herself that the childcare provider, to whom Childcare Vouchers will be offered by the Employee as full or part payment for childcare, holds current and valid registration or approval certification, and that the Employee has inspected such certification in its original form
 - accepts that it is the Employee's responsibility to ensure at all times that the childcare provider continues to hold current and valid certification, and that Childcare Vouchers will not be offered to the childcare provider should such certification be known by the Employee to have become invalid
 - will notify the Employer immediately if it becomes known to the Employee that a change has occurred in the registered or approved certification status of any carer to whom payments using Childcare Vouchers have been made, or are intended to be made.
10. The Employee accepts and agrees that it is his/her responsibility to determine and understand the effect on his/her financial position by entering into this Agreement in respect of Employer or State benefits which may include but are not limited to Statutory Sick Pay, Statutory Maternity Pay and Tax Credits.
11. In respect of the child(ren) for whom the Childcare Vouchers will be used to make full or part payment to a childcare provider, the child(ren) must be either a child or stepchild of the Employee and be maintained (wholly or partly) at the Employee's expense, or resident with the Employee and is a person for whom the Employee has parental responsibility. In making this Agreement, the Employee is confirming his/her relationship to the child(ren) in that respect.
12. The Employee will only use Childcare Vouchers to pay for childcare that is provided for children up to the age of 15 (until 1st September following their 15th birthday) or the age of 16 if they are disabled (until 1st September following their 16th birthday).
13. The Employee is responsible for selecting the childcare provider and agreeing terms with them. Neither Childcare Vouchers Limited trading as Accor Services UK ("Accor Services"), nor the Employer accept liability for the standard of childcare services provided by childcare providers. The Employee will satisfy himself/herself as to the ability and standards of the childcare provider they choose.
14. In selecting one or more childcare providers, the Employee accepts that payment in respect of Childcare Vouchers will only be made to childcare providers who have submitted to Accor Services a completed Carer Application Form (as issued by Accor Services) and a photocopy of their current and valid registration or approval certification, this certification having been issued to the childcare provider by a recognised authority. Family relatives of the Employee are eligible to receive payment against the Employee's Childcare Vouchers only if those relatives are registered or approved, provide the care for the Employee's child(ren) away from the child(ren)'s home and also provide care at the same time for other unrelated children.
15. Any payments due from the Employee to childcare providers in respect of childcare services which exceed the value of Childcare Vouchers provided under this Agreement shall be payable by the Employee directly to the childcare provider, and neither Accor Services nor the Employer shall be held liable for such excess payments.
16. In the case of the Employee receiving electronic Accor Services Childcare Vouchers, the Employee will safeguard the membership number allocated by Accor Services, as shown on the membership card provided to the Employee by Accor Services, and inform the Employer immediately if the membership and or related PIN number subsequently selected by the Employee becomes known, or is suspected of becoming known to another person.
17. In the case of the Employee receiving paper Accor Services Childcare Vouchers, the Employee will provide vouchers to their childcare provider not less than one month prior to the expiry date printed on the voucher(s). Vouchers become invalid and cease to have any monetary value to the Employee after the expiry date.
18. The Employee agrees that Accor Services will provide to the Employer, and that the Employer will receive, details of all payments made to the Employee's childcare provider(s) under this Agreement, and the name, address and registration number of those childcare providers.
19. In the event of the cessation of his or her contract of employment with the Employer, the Employee agrees to utilise all Childcare Vouchers in the Employee's possession within 3 months of the date of termination of that contract, after which time the vouchers shall become invalid, and cease to have any further use for the Employee.