



Childcare Provider Registration Form

Please aim to return this completed form within 7 days, to ensure that parents who have nominated to pay you with Childcare Vouchers will be able to do so straight away.

Part 1 - Your Details

Contact Name: \_\_\_\_\_

Organisation (eg. nursery name): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

(IMPORTANT – this is so we can send you remittance advices)

Fax: \_\_\_\_\_

Name of the parent using your organisation: \_\_\_\_\_

Part 2- Your status as a childcare provider

Legislation requires that in order for parents to save tax and National Insurance on their childcare vouchers, they must use a form of registered childcare. Registration must be through a recognised regulatory body.

Please indicate with which official body your childcare setting is registered:

- Ofsted (England)
- Care Standards Inspectorate for Wales
- Social Care and Social Work Improvement Scotland
- Health & Social Services Trust (NI)
- Other.....

Please tell us your registration number \_\_\_\_\_, registration expiry

date \_\_\_\_\_ (where appropriate) **and enclose a copy of your certificate.**

(Failure to send back copies of certificates will result in delays in registration and therefore delays in payment)

### Part 3 – Your Payment Details

#### Our Payments To You

Please provide all the details requested below. We can only accept bank or building society details which are suitable for BACS payments directly into your account. If you are unsure of your account's suitability, please contact your bank or building society. Many building societies have a general account number for BACS payments – you will need to give us your roll number as a further specific identification.

Account Name \_\_\_\_\_

Name Of Bank/Building Society \_\_\_\_\_

Sort Code (6 digits) \_\_\_\_\_

Roll Number or Reference \_\_\_\_\_

(only for building society accounts)

Account Number (8 digits) \_\_\_\_\_

### Part 4 – Your agreement

- a) I/We wish to accept childcare vouchers and agree to the terms and conditions as set by Co-operative Flexible Benefits. I/we confirm that the information given on this form is accurate and true.
- b) I/we have completed the acceptance form giving all the information necessary.
- c) I/we confirm that I/we am/are registered with an appropriate regulatory body as stated in Part 2 of this form. (It is a legal requirement that to receive payment by childcare vouchers, you MUST be a registered childcare provider. It is therefore your responsibility to advise us of changes, withdrawal or revocation of your certification).
- d) I/we enclose a copy of my/our registration form, and give my permission to Co-operative Flexible Benefits to check the validity of my registration with the appropriate body if needed. I understand my details will not be used for any reason other than the operation of the Co-operative Flexible Benefits Childcare Voucher scheme.
- e) **IMPORTANT – PLEASE NOTE. Qualifying childcare does not include care provided by a relative** (relative means parent, grandparent, aunt or uncle, brother or sister [whether by blood, half-blood, marriage or affinity] and includes step-parents, civil partners and foster parents) **in the child's own home.** Childcare provided by relatives can only be considered 'qualifying childcare' if the relative is a registered or approved childcarer, providing care away from the child's own home, and whom also provides childcare for other non-related children in addition to the related child(ren).

Signed: \_\_\_\_\_ Please print your name: \_\_\_\_\_

Position in organisation: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you. Now please return your completed form to:**  
**Carer Registrations**  
**Co-operative Flexible Benefits, Co-operative House,**  
**Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA**

## Terms and Conditions for Childcare Providers

### I, the childcare provider agree to:

- Accept payments from Co-operative Flexible Benefits which have been initiated by parents for whom I provide childcare services only
- Supply evidence that I am appropriately registered with Ofsted or other regulatory body as stipulated by legislation, and allow Co-operative Flexible Benefits to check that my registration is valid
- Take responsibility for providing a satisfactory standard of childcare
- Inform Co-operative Flexible Benefits if my registration as a childcare provider lapses or is withdrawn.

### Co-operative Flexible Benefits agrees to:

- Initiate payment into the bank account for which you have provided details within 1 working day of a parent requesting payment to be made
- Make no charge for processing payments to you
- Provide you with an account number, User ID and PIN so you can access our website and check on payments that have been made and are pending
- Provide a freephone number **0800 458 7929** for you to call and access payment information or request a free statement if you don't have access to the internet.