Sign up to Tax-Free Childcare and help your business grow

If you're a registered childcare provider, you can sign up to a childcare provider account and receive payments from parents who use Tax-Free Childcare.

The scheme helps parents to stay in work or work more hours by reducing childcare costs. This help may generate additional income for your business by increasing the need for extra hours of paid for childcare while parents are at work.

Don't Miss Out

Help get parents up to £2000 per child each year or £4000 per disabled child each year







It couldn't be easier to sign up as a Childcare Provider with Tax Free Childcare. Once you've been approved by a regulator (for example Ofsted), you will receive an invitation letter.

If you haven't received your invitation letter or you have lost it, please contact the helpline on **0300 123 4097**.

The invitation letter will provide you with a 11-digit user ID. With your user ID, your bank details and your business postcode (the one registered with your regulator); you can now sign-up.





How do I find out which child a payment is for?

When a parent pays you using their childcare account, the transaction will appear on your bank statement as **National Savings A**.

This entry should also contain the child's:

- childcare reference number, made up of 4 letters and 5 numbers. The letters are the first initial and the first 3 letters of the child's surname, for example, AJON12345
- Tax-Free Childcare account number. This will be 13 digits long and start with 1100, and should contain the letters TFC, for example, TFC 1100012345678.

If your bank displays payment information differently and you are unable to identify a parent's payment, you can submit a <u>payment reconciliation form</u> or call the childcare service helpline on **0300 123 4097**.

I've signed up. A parent has been trying to pay me using Tax-Free Childcare, they can't find me when they search for the name of my business. Why is this?

You might be designated as sensitive by your regulator. This could be because you're a childminder working from your home address. There's an extra layer of security in the system for these providers, and parents will need to search for you using your regulator ID and postcode.

If you don't think you should be designated as a sensitive provider, you should contact your regulator.

I don't know my regulator ID; how do I find it?

If you don't know your regulator ID, you should check your regulator's website for guidance.

I've lost my user ID; how do I find it?

Please call the childcare service helpline on 0300 123 4097.

I've never received an invitation to sign up to Tax-Free Childcare?

You have to be registered with the relevant regulator to receive an invitation to Tax-Free Childcare, such as Ofsted in England.





The invitation will contain your unique user ID and details of the other information you need to sign up to Tax-Free Childcare.

If you are registered with your regulator then an invitation will have been sent to your setting address. If you have not received your invitation then please call the childcare service helpline on 0300 123 4097 and your invitation will be re-sent.

If you share your setting address with another organisation, e.g. a church hall or a school, then please ask for your user ID to be sent out via recorded delivery marked for your attention.

I'm a nanny, how do I sign up to Tax-Free Childcare?

You can only sign up to Tax-Free Childcare if you're a nanny registered or approved by a UK regulatory authority. More information on how to do this is available at https://www.gov.uk/become-childminder-nanny

Please be aware that registration with the UK regulatory authority can take up to 12 weeks and you will be required to pay a registration and annual fee. Once you have successfully registered, you will receive a letter inviting you to sign up to Tax-Free Childcare.

If you're registered, you should have received a letter inviting you to sign up to Tax-Free Childcare. If you didn't receive, or have lost your signup letter, please contact the childcare service helpline on 0300 123 4097.

A parent has made a payment to me but I haven't received it yet?

Payments from parent childcare accounts are made via bank transfer. Payments are made on working days and will show in your account within 24 hours of leaving the parents account, but this may vary depending on your bank.



