

NB Please complete all sections. Failure to do so may delay your voucher order.

Please print clearly

Employer .....

Title (Mr/Mrs/etc.) ..... First Name ..... Surname .....

Child's/Children's Date of birth ..... Relationship to child/children .....

e-mail address **(mandatory for e-voucher users)** .....

Payroll Number .....

Home Address .....

Town ..... County ..... Postcode .....

Home Tel No. .... Work Tel No. ....

**Voucher Details**

Please fill in the amount required per pay period £ .....

Voucher type? e-Vouchers:  Paper Vouchers

Enter your carer's details (1) If your carer already accepts Childcarepass vouchers enter carer account number

Carer Name .....

Address .....

Town ..... County ..... Postcode .....

Contact First Name ..... Surname .....

Home Tel No. .... Work Tel No. ....

e-Mail Address **(Used to advise payments being made)** .....

Enter your carer's details (2) If your carer already accepts Childcarepass vouchers enter carer account number

Carer Name .....

Address .....

Town ..... County ..... Postcode .....

Contact First Name ..... Surname .....

Home Tel No. .... Work Tel No. ....

e-Mail Address **(Used to advise payments being made)** .....

**Declaration (Important - Please read terms and conditions overleaf)**

By signing below you agree to the variation in terms and conditions of your employment described in the Salary Sacrifice Agreement (reverse side) and you agree to abide by the conditions of the Salary Sacrifice Agreement. You hereby authorise the company to reduce your salary accordingly and in the event of leaving the company you authorise the company to adjust any excess or outstanding vouchers from your final salary.

Signature ..... Date ...../...../.....



# childcarepass Employee Salary Sacrifice Agreement

1. The Salary Sacrifice Agreement and the Order Form (collectively referred to as the Agreement) comprise the Terms and Conditions of your Salary Sacrifice Agreement.
2. Before entering into this agreement, you, the Employee would have been entitled to receive the original monthly/weekly/fortnightly salary.
3. As a consequence of entering into this agreement you will be entitled to receive the adjusted monthly/weekly/fortnightly salary and childcare vouchers.
4. All paper vouchers will be posted to you at your home address or such other address that you notify to us, the Employer. Alternatively, in respect of e-vouchers, we, the employer can arrange to set up an account for you with Sodexho Pass, the provider of the vouchers. In that event, vouchers will be credited to your account.
5. Each paper voucher will have a unique reference number and bear your name where requested. Paper vouchers can be used as payment by giving them to the childcarer.
6. E-vouchers are credited to your Sodexho Pass account and can be used as payment to your childcarer by you accessing your internet account and arranging payment. Sodexho Pass can do this on your behalf by telephone in exceptional circumstances. It takes 4 working days to process an e-voucher payment to a childcarer subject to sufficient funds being available. If an e-voucher payment is set up using the regular payment option, should the date specified fall on a weekend or bank holiday, Sodexho Pass will automatically pay the childcarer on the working day prior to the weekend or bank holiday.
7. The vouchers are printed or credited to your account in batches and have an expiry date of between 15 and 18 months from the date of posting or credit (if the vouchers are allowed to expire before they are used they will lapse and will not be replaced by us or Sodexho Pass). All vouchers are non-transferable.
8. Risk of loss or damage to the paper vouchers will remain with Sodexho Pass until delivery to you at which point the liability passes to you.
9. If any vouchers are not received within five working days of the agreed delivery date, you must notify us immediately and confirm in writing either by email, memo or letter. We will instruct Sodexho Pass to cancel any vouchers notified to us as not delivered and to notify the childcarer(s) nominated by you not to accept those vouchers. Replacement vouchers will then be posted or credited, as appropriate to you as soon as possible. Neither we nor Sodexho Pass will accept liability for (or replace) any non-delivery or short delivery unless notified to us as provided in this clause.
10. You and we acknowledge that this agreement constitutes a notice of a variation to the Terms for the Variation Term in accordance with the provisions of section 4 of the Employment Rights Act 1996.
11. The term for the variation and this agreement shall commence on (date) ...../...../..... provided that your chosen childcarer has entered into an affiliation agreement with Sodexho Pass.
12. In choosing your childcarer please note that Sodexho Pass requests that childcarers provide (where applicable) a Regulatory Body Registration or Approval Certificate (as at the date of their application for affiliation) but does not make any further checks on the carers. The affiliation of any carer to the childcare scheme does not mean that we or Sodexho Pass in any way recommends the carer. It is entirely your responsibility to select an appropriate and reputable childcarer. Neither we nor Sodexho Pass will under any circumstances be liable for any acts or omissions of the childcare service providers.
13. You may terminate this agreement on giving us no less than 30 days notice to expire on any anniversary of the Commencement Date or on reasonable notice if a life changing event occurs. We can terminate this agreement at any time on giving to you no less than 60 days written notice for any reason. In addition, we may terminate this agreement if you commit a material breach of the provisions of this agreement and if remediable, have not remedied the breach within 30 days of our written notice to you to do so. If this agreement terminates, you will revert to the earlier salary entitlement with no voucher provision.
14. The annual voucher value will be received periodically over the year according to the Order Form. Your adjusted annual taxable salary will continue to be payable in equal weekly/fortnightly/monthly instalments.
15. The difference between the original and the adjusted salary is equivalent to the total gross salary sacrifice as outlined in the Order Form. Appropriate deductions and returns will be made to the Inland Revenue, in respect of the revised salary and vouchers.
16. In the event that you leave our employment, the annual voucher value will be apportioned to the date of leaving. An adjustment will then be made in the final month whereby any outstanding vouchers will be given or any excess vouchers recovered from net pay. You hereby agree that any such deductions would be made in accordance with your contract.
17. You acknowledge that we may pass certain of your personal data ("the Data") to Sodexho Pass. Your Data will be treated as confidential by Sodexho Pass and will be used for the purposes of enabling it to provide the vouchers to you in accordance with this agreement and for the purposes of performing its obligations to us. In addition, Sodexho Pass may use your Data for the purposes of providing you with information about its other products and services. If you wish to receive such information, please indicate this by ticking the opt-in box
18. This agreement shall be governed and construed in accordance with English law and the English courts shall have exclusive jurisdiction to determine any disputes which may arise out of, under or in connection with this agreement.

Sodexho Pass Ltd.

Unit 5 – Albany Court - Albany Business Park – Frimley Rd – Camberley - Surrey – GU16 7QR – Tel: +44(0)1276 687 000

Registered Company Address: 20-22 Bedford Row, London WC1R 4JS Company Registered Number: 2680629

Member of Sodexho Alliance

