



## CHILDCARE VOUCHER SCHEME

### Introduction

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1. As part of its family friendly initiatives, the City of London Corporation, in conjunction with Computershare Voucher Services (formally Busy Bees), offers a childcare voucher scheme. The scheme offers a more flexible way to meet the costs of childcare, under which part of an employee's wages or salary can be 'sacrificed' in exchange for childcare vouchers. Childcare vouchers are then exchanged, in whole or in part payment, for the childcare services used.

### Scheme principles

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2. Employees who are the parent or legal guardian of a child/ren up to the age of 16 are eligible to use the childcare voucher scheme.
3. Vouchers, worth up to £243 a month or £55 a week, are non-taxable and exempt from National Insurance contributions and, therefore, represent a saving for the employee.
4. Whilst Computershare Voucher Services are responsible for the administration of the scheme, Departmental HR teams will issue a variation to the contract of employment letter to all employees who opt to participate in the Scheme.

### Further information

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5. Employees should contact Computershare Voucher Services' free phone information line on 0845 002 1111, or visit the company's website: [www.computersharevoucherservices.com](http://www.computersharevoucherservices.com), if they would like further information on any aspect of the scheme, how it relates to their specific circumstances and / or to find out how to apply for vouchers.