

KiddiVouchers

Information for Employers



Call us free on 0800 612 9015

www.kiddivouchers.com

Welcome to

KiddiVouchers

For Childcare Vouchers which are:-

Simple - quick and easy for employers, parents and carers

Flexible - so they adapt to your needs

Cost-effective - with low fees and no tie-ins

KiddiVouchers works with thousands of employers nationwide, offering expert guidance and a friendly personal approach.

Our focus has always been on combining excellent service with exceptional value for money. With no hidden costs and no tie-ins, we make Childcare Vouchers easy.

As an ethical provider, we're carbon neutral and we donate at least 5% of profit to charitable causes.



WiderPlan

KiddiVouchers is owned and operated by Wider Plan Ltd, a family business specialising in employee benefits.

Our in-house systems, expertise and can-do attitude enables us to offer a truly bespoke service, recognising that every employer has their own needs and priorities.

If you'd like to offer a wider range of benefits to your employees, call 0800 612 9015 for details of our

employee discounts, healthcare solutions and full benefits packages.

Have you seen our other products?

Wider Wallet is an exciting employee discount package, designed to engage your employees and provide them with genuine savings.

www.widerwallet.com



Switching to KiddiVouchers

KiddiVouchers offers market leading prices and a fully managed service as standard. With a reputation of combining excellent quality with outstanding value for money, there's no minimum number of scheme members, no tie-in period and no set-up fee.

Better service for employers

- **Active account management**

A dedicated account manager will manage your scheme transfer.

- **Minimising administration**

Our fully-managed service includes handling voucher orders, cross-checking orders against earning assessments and answering all queries from employees. You retain full control over your scheme, but we'll protect you from day-to-day administration.

- **Managing your salary sacrifice agreements**

We take responsibility for managing salary sacrifice agreements. Our salary sacrifice agreements are designed to act as a variation to employment contracts.

- **Live management information at your fingertips**

We'll provide you with a secure online account, showing up-to-date management information.

- **Help with earnings assessments**

We provide an online calculator and an online record keeping facility, plus hardcopy calculation templates.

- **Hybrid schemes**

We offer salary sacrifice, addition to salary and net pay deduction, meaning you can still make Childcare Vouchers available to everyone.

Better service for employees

- **Simple, flexible and convenient voucher ordering.**

Our online accounts enable parents to manage their vouchers and payments to carers.

- **Account top-up**

Parents can purchase additional vouchers directly from us, enabling them to pay their full childcare bill in vouchers.

- **Easy online access**

Each member is provided with a secure online account, available 24/7 allowing parents to manage their vouchers at their convenience.

- **Extra family discounts**

Scheme members are given free access to Wider Wallet Lifestyle Discounts, providing savings on shopping, travel and leisure, health and family finance.

Better service for childcare providers

- **Paying carers quickly**

Payments are made within one working day.

- **Helping carers reconcile their payments**

We quote a clear reference of the carer's choice against every payment. A payment confirmation is sent to both the carer and the parent by email or SMS. Parents can also add a message to each payment.

- **Easy online access**

Carers are given a secure online account to view all transactions, redeem vouchers and access Wider Wallet Lifestyle Discounts.

It always helps to know you're getting the best value, but there are also plenty of other reasons for switching to KiddiVouchers.

For details of our current prices, call us now on 0800 612 9015.

Annual savings for parents

	Basic rate taxpayer	Higher rate taxpayer	Additional rate taxpayer
Maximum monthly voucher order	£243	£124	£110
Annual savings	£816	£624	£620

Savings depend on individual circumstances. These illustrations are based on standard National Insurance contributions.

Annual savings for employers

Number of scheme members	Your potential National Insurance savings*
10	£4,374
50	£21,870
100	£43,740
250	£109,350

*Savings assume employer NI of 15% and are based on scheme members ordering £243pm of Childcare Vouchers.

How it works

At KiddiVouchers, we provide a fully-managed service as standard, making life easy for employers.

Here's how a KiddiVouchers scheme works...

1

Signing up to the scheme

As soon as your KiddiVouchers scheme has been launched, your employees can register online or via our freephone helpline.

We will give you a scheme reference number. Scheme member registration data will be available in your online account, meaning you can ensure only existing scheme members continue to benefit from salary sacrifice savings. Alternatively, you can provide a data file of existing scheme members and we can create their accounts.

2

Ordering Childcare Vouchers

Employees normally order their vouchers direct from us, either during registration or at a later date.

We offer salary sacrifice agreements in electronic format.

If you would prefer to handle your employees' voucher orders in-house, you can use our secure upload facility to provide us with details of the voucher orders.

3

Eligibility checks

We offer routine eligibility screening, including preliminary April 2011 earnings checks and validation of payroll numbers, to help reduce your administration.

We also provide easy savings calculators and individual advice, to help employees understand how National Minimum Wage / National Living Wage restrictions and tax credits relate to Childcare Vouchers.



We regularly adapt our procedures to meet the needs of individual clients. If you've got any particular needs or a preferred way of running your scheme, call **0800 612 9015** to talk to one of our account managers.

4

Your scheme calendar

We'll liaise with you at the start of your scheme to check your timescales for payroll processing, and then we'll set up your scheme calendar to exactly meet your needs.

5

Your payroll information

Before each payday, we'll provide you with a clear scheme statement, showing the amount of vouchers requested by each employee.

We'll highlight any new scheme members, any leavers and anyone who's changed their voucher order.

You just need to reduce each employee's gross pay by their chosen voucher amount. If you need to override an employee's voucher order, just let us know by the day before their payday.

6

Using the vouchers

KiddiVouchers Childcare Vouchers can be used for a wide range of childcare, for children up to age 15. Our vouchers are accepted nationwide by:

- Nurseries, pre-schools and playgroups
- Childminders
- Nannies and au-pairs
- Out-of-school clubs and holiday clubs

We will routinely check that your employees' childcare providers are eligible to accept Childcare Vouchers.

7

Options for parents

We offer maximum flexibility for parents, allowing them to mix-and-match electronic payments and paper vouchers.

Electronic voucher options:

- Automatic transfer – vouchers are paid straight to the nominated carer on the parent's payday
- Regular payments – for parents who want to pay a fixed amount to their carer on a weekly, fortnightly, four-weekly or monthly basis
- One-off payments – allowing parents to pay their carers whenever they want

Paper voucher options:

- Print-your-own vouchers – giving parents immediate access to paper vouchers through their online account
- Email vouchers – one-off or regular vouchers, which can be printed or forwarded to the carer

8

Account top-ups

If a parent's childcare bill is more than their voucher order, they can choose to top up their account by buying vouchers from us direct. This service is provided free of charge for the convenience of parents and carers.

9

Paying childcare providers

We believe in paying carers quickly, with same-day payment processing.

To help carers reconcile their accounts, we quote a reference of the carer's choice against each payment. We also send clear payment notifications by post, email or SMS, and we provide carers with an easy to use online account which lists their voucher payments.

10

Support for parents and childcare providers

As a friendly family company, we're committed to making it easy for our customers to contact us. We provide separate freephone helplines for parents, carers and employers, as well as running a fast-response email helpdesk and internet request-a-call facilities.

We understand the needs of busy parents and we also aim to keep administration to a minimum for childcare providers. In our latest annual satisfaction survey, 99.4% of parents said they would recommend KiddiVouchers.

"KiddiVouchers have consistently maintained a high class of customer service. I would not hesitate to recommend them."

"KiddiVouchers have a great team, enthusiastically delivering first class customer care."

How to start your KiddiVouchers scheme

1

Registration

You can register by phoning **0800 612 9015**. You'll be asked to provide the following information:

- Your contact details
- How often your employees are paid and the date of their next payday
- When you want your scheme to start
- How often you want employees to be allowed to change their voucher amount

If you have a complex payroll structure or any bespoke requirements, our account management team will set up your scheme to exactly meet your needs.

2

Your scheme rules

We'll provide a clear information booklet for your employees, explaining how your scheme works.

The information booklet incorporates all the scheme rules expected by HMRC, so there's no need for you to develop a separate policy document.

As well as covering frequently asked questions, the information booklet explains how Childcare Vouchers interact with other employee benefits, tax credits and the National Minimum Wage / National Living Wage.

3

HMRC approval

Our schemes are designed to operate strictly in accordance with HMRC guidelines.

4

Telling your employees

We can provide you with a communication plan free of charge to support the launch of your KiddiVouchers scheme.

After you have launched your scheme with KiddiVouchers, as standard we advise scheme members who are accruing a high balance, or who may be on a break from vouchers and approaching the 52 week deadline to re-join the scheme.

5

Ongoing support

We'll provide all the support you need for a smooth transfer of your scheme. We'll stay in regular contact with you to ensure it continues to meet your needs.

To help you monitor your scheme, we'll provide you with a secure online account, showing up-to-date information about your scheme members. Live management information and electronic copies of salary sacrifice agreements are also available online.

If there are any changes in Childcare Voucher legislation, we'll provide you with clear updates and we'll guide you through the change.

Your account manager will always be happy to answer any queries and we'll welcome your feedback.



FAQs

What happens if an employee's carer isn't registered with KiddiVouchers?

KiddiVouchers Childcare Vouchers are accepted nationwide. If any of your employees' childcare providers aren't yet registered with KiddiVouchers, we'll automatically send them a simple registration pack and check their eligibility.

Parents don't need to wait for their carer to return the registration pack before ordering their vouchers. We will chase their carer's registration to avoid any delays in payment processing. In the unlikely event of a carer declining to register, we will provide a refund.

Do KiddiVouchers Childcare Vouchers expire?

Under HMRC rules, Childcare Vouchers can be used until the 1st September following the child's 15th birthday, so KiddiVouchers Childcare Vouchers don't expire until this point. Meanwhile, any unused vouchers are simply carried forward in the parent's voucher account, which means parents can save up for times when they need more childcare. If a parent leaves your employment, they will continue to have access to their KiddiVouchers account.

How does salary sacrifice work?

Most employers provide Childcare Vouchers via salary sacrifice, with employees agreeing to swap part of their taxable salary for tax-free vouchers. Each employee's voucher order is formalised by a salary sacrifice agreement, which amends their employment contract.

Salary sacrifice agreements usually last for a fixed initial period, typically ranging from one month to a year. Unless an employee notifies us of a change in their requirements, we automatically renew their voucher order.

Employees can change their voucher order or opt out of the scheme when their salary sacrifice agreement expires. They can also make changes if they have a significant lifestyle change, such as a new baby or a change in working hours.

Childcare Vouchers can be shown on payslips as a reduction in salary or a deduction from salary. They shouldn't be included in year-end payroll forms such as form P35.

KiddiVouchers schemes adhere to HMRC guidelines and we provide full support in seeking HMRC approval for your scheme. We maintain all the records that HMRC may require in respect of your scheme and these are available on request.

Can Childcare Vouchers be provided in addition to salary?

Some employers choose to provide Childcare Vouchers in addition to salary, rather than through salary sacrifice. This option increases the total remuneration of employees, so it is more expensive for the employer.

Childcare Vouchers of up to £243 per month (or £124pm for higher-rate taxpayers) are free of tax and National Insurance for both the employer and the employee, regardless of whether they are provided by salary sacrifice or in addition to salary.

It is also possible to operate a hybrid scheme, with some employees receiving Childcare Vouchers by salary sacrifice and others receiving vouchers in addition to salary.

What changed in April 2011?

Before 6th April 2011, all parents could receive up to £243 a month of Childcare Vouchers, free of tax and National Insurance. Parents who signed up post April 2011 may have their Childcare Voucher order restricted, depending on their earnings.

Basic-rate taxpayers can continue to enjoy tax relief on up to £243 a month of vouchers, while higher-rate taxpayers can order up to £124 a month and additional-rate taxpayers can order up to £110 a month.

Employees who had a Childcare Voucher order in place before 6th April 2011 are protected from the change, as long as they remain with the same employer and ensure any breaks in their scheme membership are no longer than 52 weeks. If you're switching to KiddiVouchers from another voucher provider, rest assured that your pre-April 2011 members will continue to enjoy full protection.

Employers are required by HMRC to conduct a basic earnings assessment when an employee joined the scheme and at the start of each tax year. We provide preliminary earnings screening when employees sign up and we clearly highlight which employees are subject to these checks. We also offer a handy calculator to help employers with the earnings checks.

Why is the administration fee for KiddiVouchers so much lower than other voucher providers?

KiddiVouchers is an ethical company and our pricing policy reflects this. We offer a premium service as standard and we charge low but sustainable fees to help employers achieve maximum savings.

Why is Childcare Vouchers closed to new entrants?

In October 2018 the Government closed Childcare Voucher schemes to new entrants, however existing scheme members can continue to enjoy the savings gained via Childcare Vouchers.

If an employee joins your organisation under TUPE and was a member of a Childcare Voucher scheme under their previous employment contract, they may join your Childcare Voucher scheme under TUPE regulations.

For new parents or employees who join your organisation

after October 2018, they can still receive Childcare Vouchers as a taxable benefit. Whether in addition to salary or from a net pay deduction, you can still help parents budget for childcare.

What is the 52 Week rule?

The 52 week rule still applies for existing scheme members, allowing a break in the voucher order for up to 52 weeks whilst protecting savings. However, if the parent does not re-order vouchers before the 52 week deadline, they will no longer be classed as an existing scheme member and eligible to remain in the salary sacrifice Childcare Voucher scheme.

How can I find out more?

To find out more about setting up a Childcare Voucher scheme, or to find out how we can help with other employee benefits, call us on **0800 612 9015** or email - **business.enquiries@kiddivouchers.com**.

Have you seen our other products?

At Wider Plan we specialise in salary sacrifice and employee benefits:



An exciting employee discount portal offering a broad range of savings. Wider Wallet Benefits Hub extends this into full benefits solution.



A wide range of benefits promoting achievable wellbeing, making it easy to work towards a happier, healthier way of life.



Providing an easy way for employees to buy additional annual leave, making work/life balance more achievable.



A salary deduction scheme offering employees great savings on a wide range of technology.



Enabling your employees to enjoy driving a brand new car for a fraction of the cost via salary sacrifice.



A motivational reward scheme, making it easy for employers to celebrate employees' achievements.



Encourage employees to cycle to work with a salary sacrifice arrangement providing savings on the cost of a bike and accessories.



Support your employees to make regular donations to their preferred UK registered charity, directly from their gross salary, thereby making significant tax savings.



A wide range of support and advice for your employees via a 24/7 phone line and email counselling.

KiddiVouchers

At a glance

A fully-managed service at a market-leading price.



Minimal administration for employers, with KiddiVouchers taking responsibility for:

- ☒ Employee transfer
- ☒ Voucher ordering
- ☒ Voucher distribution
- ☒ Salary sacrifice agreements
- ☒ Help with April 2011 earnings assessments
- ☒ Maintaining records for HMRC approval

Ongoing support

- ☒ An extensive communications package, with dual branding at no extra cost
- ☒ Clear information for your payroll department
- ☒ Management information to help you monitor your scheme
- ☒ Regular scheme reviews

Easy facilities for employees

- ☒ Quick and easy transfers
- ☒ Clear guidance on tax credits
- ☒ Free national minimum wage calculator
- ☒ Automatic re-ordering of vouchers
- ☒ Mix-and-match e-vouchers and paper vouchers
- ☒ Vouchers accepted nationwide

Easy facilities for childcare providers

- ☒ Fast payments, with clear references
- ☒ Payment by BACS
- ☒ Option to state a preference for paper or electronic vouchers
- ☒ Payment notifications sent to carers and parents
- ☒ Regular reminders to remain registered with an appropriate authority

And more....

- ☒ Personal service from a friendly, family company
- ☒ Guaranteed donations to UK-based charities
- ☒ Freephone helpline for parents and carers
- ☒ A free family-friendly discount package, including offers on high-street stores, travel and leisure, well-being, finance and holiday childcare

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