

Tax-Free Childcare – guidance on how providers join the scheme

As an approved provider, you must be signed up to the Tax-Free Childcare (TFC) scheme in order to offer it to parents.

The sign-up process will take approximately 10 minutes and should be done by a manager but can be delegated to another member of staff.

Before you start - you will need the 11 digit user ID which was sent to you in an invitation letter. If you no longer have this or it was not received, you can call 0300 123 4097 to obtain it. You will also need your business bank account details as well as your business postcode.

How to apply – follow the link [here](#) to create an account and follow the instructions.

Payments - Payments will go straight into your business account, similar to that of a BACS transfer.

How to identify a TFC payment – When a parent pays you using their childcare account, the transaction will appear on your bank statement as Nationals Savings A. This entry should also contain the child's unique reference number (made up of 4 letters and 5 numbers followed by TFC).

If your bank displays payment information differently and you are unable to identify a parent's payment, you can submit a payment reconciliation form or call the Childcare Service helpline on 0300 123 4097.