**Important Information - Please Read Carefully Before Completing This Form**

You may be entitled to extra Housing Benefit and Council Tax Reduction if you and your partner are working more than 16 hours a week and pay a Registered Childminder, or other professional carer, to look after your children.

Please answer the questions on this form and send it back to us as soon as possible.

**Please complete one form for each child and remember to sign this form on the back.**

### Section 1 - About Yourself

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Name of child</td>
<td></td>
</tr>
</tbody>
</table>

### Section 2 - Child Care Provider

Please indicate the type of child care that is being provided by ticking the appropriate box below

- [ ] Registered Childminder
- [ ] Registered Nursery
- [ ] Registered Playscheme
- [ ] Out of hours club at school
- [ ] Out of hours club run by a Local Authority
- [ ] Nursery or Playscheme on Government property
- [ ] Other (Please give details)
Section 2 - Child Care Provider (cont.)

<table>
<thead>
<tr>
<th>Name of provider</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
</tbody>
</table>

Date child care with this provider started / /

Section 3 - About Your Child Care Costs (normal week)

Please complete this section indicating the days your child attends childcare during a normal week

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge per hour</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Charge for meals</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>*Any other charges</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Total daily charge</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

*Please tell me what these charges cover

Section 4 - About Your Child Care Costs (school holidays)

You only need to complete this section if your child care is different during the school holidays

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per day</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>£</td>
<td>£</td>
<td>£</td>
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<tr>
<td>Charge for meals</td>
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<td>£</td>
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<td>£</td>
</tr>
<tr>
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<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

*Please tell me what these charges cover
Section 5 - Child Care Grant

Does your child get any form of grant towards their childcare?  
Yes  [ ]  No  [ ]

If yes please specify what it is:  

How much do they receive:  £  

Section 6 - About Your Charges

How often do you pay your child care (please tick):
Weekly  [ ]  4 Weekly  [ ]
Calendar monthly  [ ]  Other  [ ]
Please state payment frequency:  

Are there any times during the year when you do not pay full fees?  
Yes  [ ]  No  [ ]

If yes complete the section below (please tick):
Reduced when it is a bank holiday  [ ]
  How much do you pay:  £  
Reduced when you take holidays from work  [ ]
  Do you pay half fees or no fees:  
How many holidays do you have per year:  days

If the charges have changed since you last provided details, confirm the date they increased / decreased:  / /  

Section 7 - Estimated Child Care Charges

If you cannot give details of all of the charges you actually pay because your child has started with a new childminder or nursery, please give us an estimated weekly / monthly amount.

Amount:  £  

Section 8 - Future Payments

Are your child care payments likely to change in the future eg because your child will be turning 3 years old and you will therefore qualify for an Early Learning grant.

Yes  [ ]  No  [ ]

If yes please give details:  

3
Section 9 - Declaration

- I declare to the best of my knowledge the information given is true and complete.
- I understand that to give false information may lead to prosecution.
- You may check any of the information I have given.
- I will notify in writing any change in my child care costs immediately.

Signature  
Date  

Section 10 - Childminders or Nursery Managers Declaration

Please check the information given on this form and complete the declaration below.

I certify that to the best of my knowledge the information given on this form is correct and complete.

Signature  
Date  

Full name  
Position  
Daytime Telephone Number  
Registering Local Authority  
Local Authority Registration Number  

Thank you for your help. Please pass the form back to the person who gave it to you.

Office use only

Benefit Ref:  
Date of issue:  
Notes: