HM Revenue & Customs

Public Bodies Group (PBG)

Wealthy and Mid-sized Business Compliance
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Our ref PBG/ADC

Dear Mike

Tax-Free Childcare and Unique Taxpayer Reference (UTR)

- Tax-Free Childcare is a new UK-wide government scheme to help working parents with the cost of childcare. It will be rolled out to parents from early 2017.

- Eligible parents will be able to open an online childcare account. The money held in these accounts can only be used by parents to pay for registered childcare.

- For every £8 parents pay in to their childcare account, the government will pay in an additional £2, up to a maximum of £2,000 per child per year (or £4000 for disabled children). Parents will then be able to use the funds to pay for registered childcare - but only if their childcare provider has signed up to the scheme.

- Childcare providers that are registered with a childcare regulator will have received a letter inviting them to sign up to Tax-Free Childcare. The letter contains a code, which they'll need alongside their ten-digit Unique Tax Reference (UTR) number to sign-up.

- Local authority schools, who provide early years clubs or after schools clubs, will want to sign up to Tax-Free Childcare but they are unlikely to have their own UTR. They can, however, use their local authority's UTR to sign-up.

- You are likely to get questions about this from the schools in your local authority.

- If you, as a local authority, take part in HM Revenue and Custom's Construction Industry Scheme you will have received a letter in your construction pack. This will contain your UTR number that schools require to sign up for Tax-Free Childcare.

- **Please provide this UTR number to schools.** The schools will only need to use this UTR reference once to verify their identity to sign up to Tax-Free Childcare – it will not be used for any other purpose and they will not need any other details related to the Construction Industry Scheme.

- You will also need to provide the school with the postcode that this UTR is linked to. The postcode and UTR must match for the Childcare Provider to be able to sign up for Tax-Free Childcare.

- For Local Authorities who do not currently have a UTR: we will contact you shortly regarding a new UTR. This UTR will not produce any additional requirements such as tax returns.

- If you, or your schools, have any questions regarding registration, you can access support on the following link: www.childcare-support.tax.service.gov.uk or you can call our Customer Interaction Centre on: 0300 123 4097.

Yours sincerely

Alan Carey
Customer Relationship Manager

To find out what you can expect from us and what we expect from you go to **www.gov.uk/hmrc/your-charter** and have a look at 'Your Charter'.