

30 HOURS TAX FREE CHILDCARE

30 hours free childcare

- You may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take).
- If you're eligible for the extra hours, you sign up online to get a code to give to your childcare provider to reserve your place. You'll get the extra hours once the next term starts.
- If you've already registered, you can sign in to your childcare account.

Eligibility

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- In work - or getting parental leave, sick leave or annual leave each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £120 if you're over 25
- This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- Your child doesn't usually live with you
- the child is your foster child
- Either you or your partner has a taxable income over £100,000
- You're from outside the EEA and your UK residence card says you can't access public funds
- You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

If you can't work

- You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

HOW TO APPLY

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

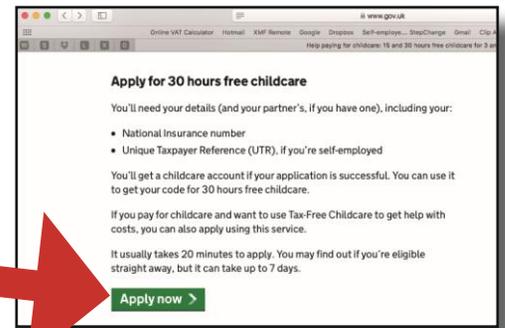
You'll get a childcare account if your application is successful.

You can use it to get your code for 30 hours free childcare.

If you pay for childcare and want to use Tax-Free Childcare to get help with costs, you can also apply using this service.

It usually takes 20 minutes to apply.

You may find out if you're eligible straight away, but it can take up to 7 days. **Go To:**



<https://childcaresupport.tax.service.gov.uk>

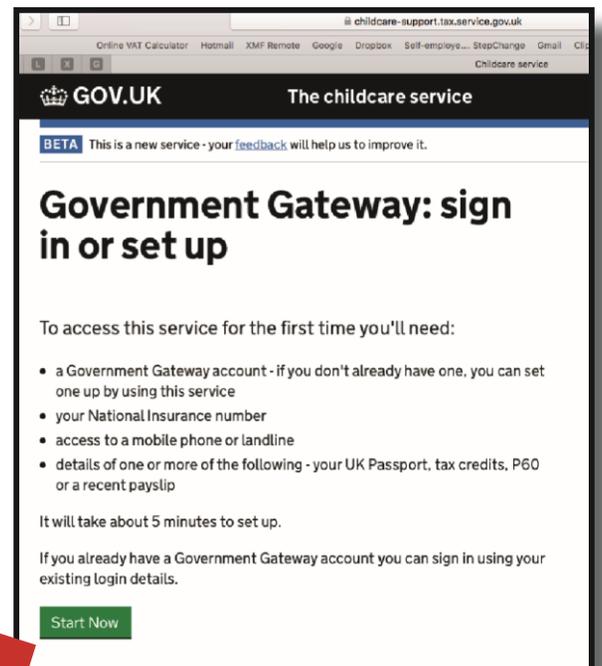
and click on the green box APPLY NOW

To access this service for the first time you'll need:

- A Government Gateway account. If you don't already have one, you can set one up by using this service
- Your National Insurance number
- Access to a mobile phone or landline
- * Details of one or more of the following
 - your UK Passport
 - tax credits, P60
- or
 - a recent payslip

It will take about 5 minutes to set up.

If you already have a Government Gateway account you can sign in using your existing login details.



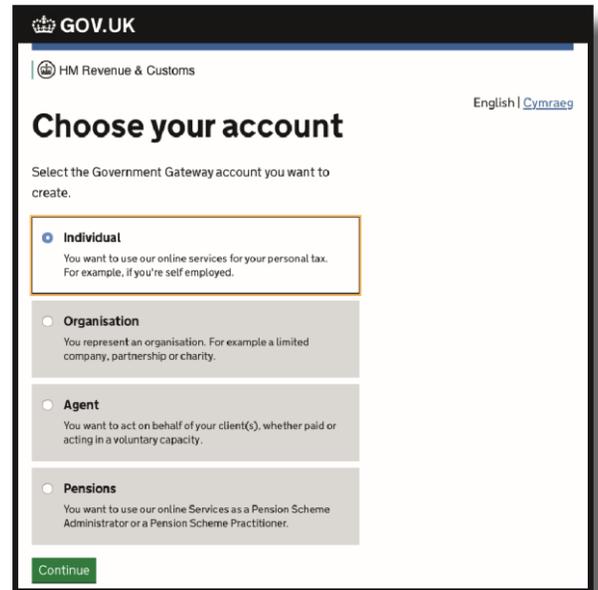
Click on the green box **START APPLICATION**

Once set up you can log into your account with the log in detail you provided and then start to set up the tax-free account for your child/children.

11 digit code

Your 11 digit code that Pre-School will need in order to use this service will be emailed to you via your account in **messages**.

Check your message box in the account for the code and any updates on your application.



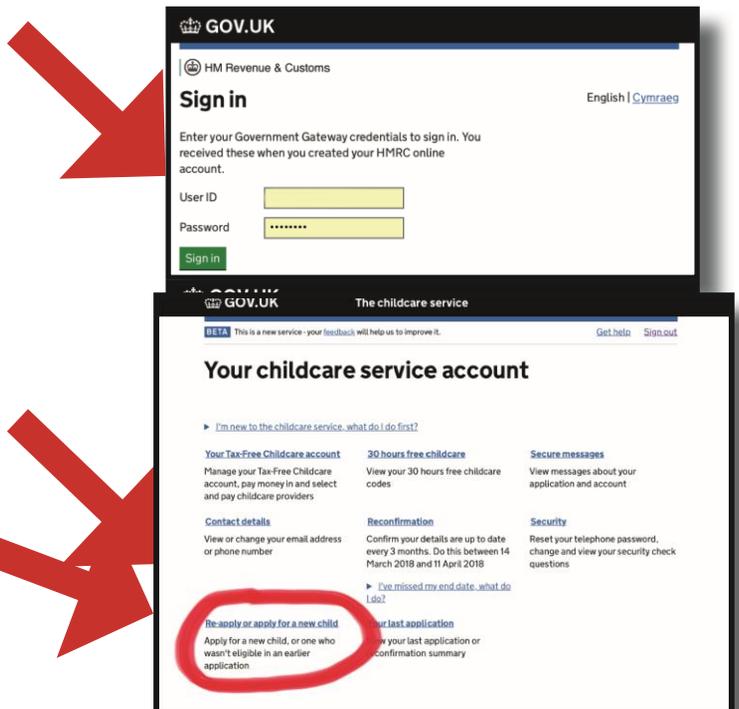
Sign in.

Enter your details.

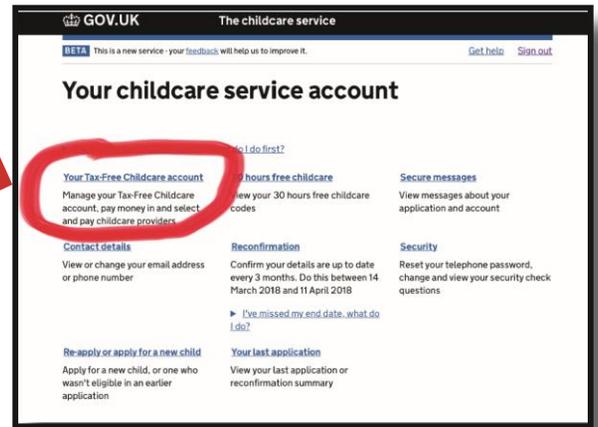
An access code will be sent to your mobile phone number which you need to enter on the next screen and continue.

Once into your gateway account, Click on: **Apply for a new child** and follow on screen instructions.

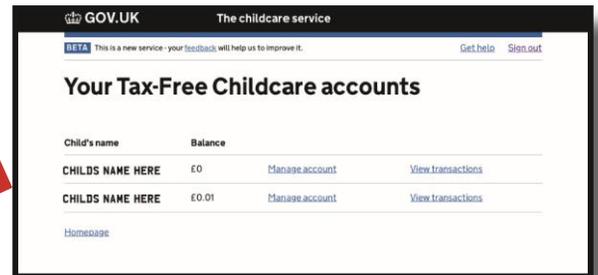
Once the child is added - their name will appear on your homepage of the account.



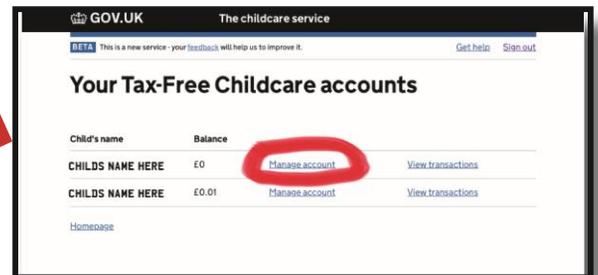
To view your child(s) account(s) click on:
Your tax-free childcare account on the homepage



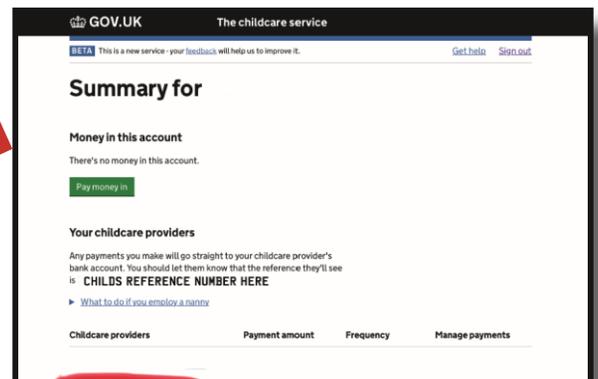
Your account will look like this:



Click on manage account to add **CAPEL PRE-SCHOOL** as your childcare provider



Click the green square add childcare provider and search for Capel Pre-School, it will appear on a list and then add.



Once added - the Pre-School will stay on your account - so there is no need to add it each time you log on.

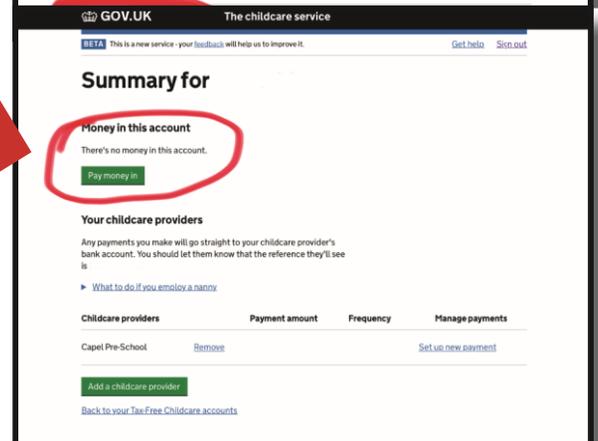
Pay money in

To add money to the account, click on:
pay money in

Payments

If you deduct 20% off your invoice total sent by the Pre-School - the amount left is what you need to pay into the tax-free account.

Once you have paid your money in minus 20% (TAX), the Government will then top up your account with the extra 20% needed, so the

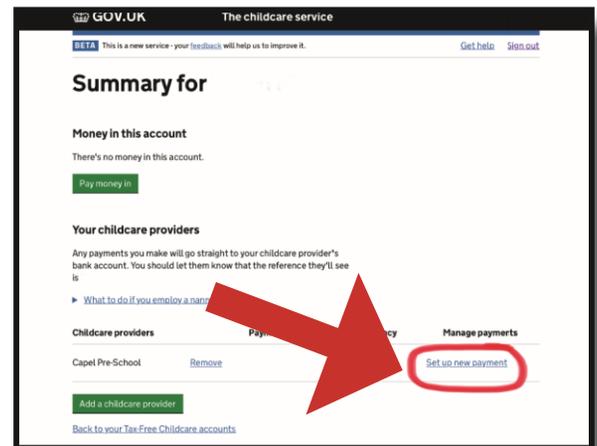


total amount in your account will be the full amount on your invoice from Pre School.

Once the top up has been made by the government - you can then click on:

Set up new payment which allows you to then transfer the money to the Pre-School.

Follow online instructions and the amount transferred will show up on your account.



Finally

You will receive an email/text message every 3 months prompting you to reapply and confirm your circumstances have not changed - this is in order for the government to ensure you are still entitled to the 30 hours provided.

It takes 2 minutes to re-apply - just follow the on-screen instructions.