

How to help your employees with childcare

E18(2009)
Employer Helpbook

Includes guides on the tax and NICs treatment of:

- workplace nurseries
- other childcare provision
- childcare vouchers

Help and guidance

Help and guidance is available from the following sources.

The Internet



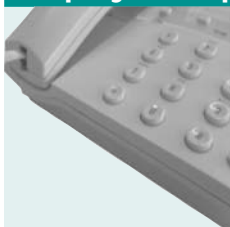
Go to our website at www.hmrc.gov.uk/paye

Employer CD-ROM



Your Employer CD-ROM has most of the forms and guidance you will need to help you run your payroll throughout the year. For more information about your Employer CD-ROM see the inside back cover.

Employer Helplines



Employer for **less** than 3 years
Phone the New Employer Helpline **0845 60 70 143**
Open 8.00am to 8.00pm Monday to Friday
8.00am to 5.00pm Saturday and Sunday

Employer for **more** than 3 years
Phone the Employer Helpline **08457 143 143**
Open 8.00am to 8.00pm Monday to Friday
8.00am to 5.00pm Saturday and Sunday

If you have a hearing or speech impairment, and use a textphone **0845 602 1380**
(Only people with specialised equipment such as Minicom are able to use this service)
Open 8.00am to 8.00pm Monday to Friday
8.00am to 5.00pm Saturday and Sunday

A list of helplines and opening hours is available:

- on our website, go to www.hmrc.gov.uk/contactus/helplines.htm
- on your CD-ROM
- in your Employer Bulletin, and
- in **The Phone Book** from BT.

In person



We offer free workshops covering all payroll topics. These workshops are available at locations nationwide. Further information is available from our website, go to www.hmrc.gov.uk/bst or by calling the Advice Team on **0845 603 2691**.

Forms and guidance in Braille, large print and audio

For details of employer forms and guidance in Braille, large print or audio call the Employer Orderline on **08457 646 646** and ask to speak to the Customer Service Team.

See the inside back cover for further help and guidance.

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Introduction

Employers may decide to help employees with their childcare. Under general rules the childcare would be chargeable to Income Tax and National Insurance contributions (NICs) as a benefit. However, three types of employer supported childcare can be partly or wholly exempt from these charges if the relevant conditions are met.

This helpbook aims to give an overview of these exemptions and qualifying conditions.

Employer supported childcare

Three types of employer supported childcare are included within the exemptions from Income Tax and National Insurance.

Workplace nurseries

Places allocated to the children of employees in workplace nurseries are completely exempt from tax and NICs if they meet certain conditions (see page 5).

This exemption also covers another employer's staff who work on your premises and use your childcare facility.

Directly contracted childcare (also known as other childcare)

If you help your employees by contracting directly with a commercial nursery or childminder, for example places that you have bought direct from a childminder or nursery, the first £55 per week of the cost to you of providing the benefit will be exempt from tax and Class 1A NICs, as long as certain conditions are met (see page 6).

Childcare vouchers

If you provide vouchers that your employees can use to pay for qualifying childcare the first £55 a week per employee will be exempt from tax and Class 1A NICs as long as certain conditions are met (see page 6).

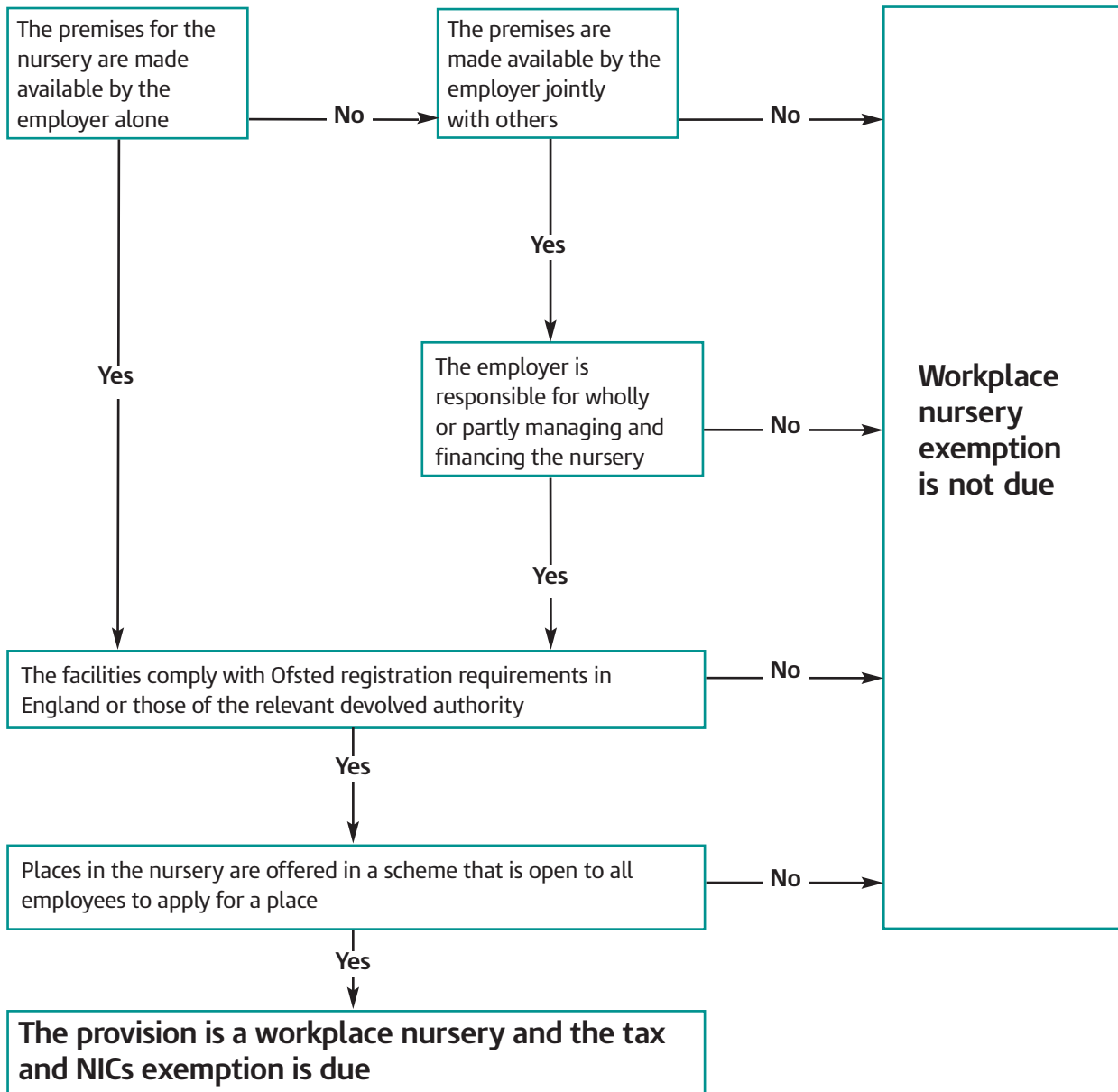
General conditions for employer supported childcare

The following conditions relate to **all** childcare support provided by an employer (see page 7).

- **Available to all staff** – the childcare support should be offered in a scheme in which all employees are eligible to participate. The 'available to all' condition is not breached where workers who earn on or near the National Minimum Wage (NMW) are unable to join an employer's scheme due to the requirement to safeguard payment of the NMW in full.
- **Qualifying child** – a child qualifies up to 1 September following their 15th birthday, or 1 September following their 16th birthday, if they are disabled. The child must be the child or stepchild of the employee or a child for whom the employee has parental responsibility.
- **Registered or approved childcare only** – to qualify for the exemption, any childcare provided by an employer or for which childcare vouchers are used must be registered or approved.

Does your workplace nursery qualify for exemption?

Use this flow chart to see if you are providing childcare that could qualify for the full tax and NICs exemption. Appendix 11 of booklet 480(2009) – *Expenses and benefits – A tax guide* explains the rules in more detail. Go to www.hmrc.gov.uk/guidance/480.pdf



Directly contracted childcare and childcare vouchers

Use this table to check whether or not the childcare support you offer is a taxable benefit and liable for NICs.

Conditions apply to each of the exemptions. You will find further guidance in booklets:

- CWG2(2009) *Employer Further Guide to PAYE and NICs*
- CWG5(2009) *Class 1A National Insurance contributions on benefits in kind – A guide for employers*
- 480(2009) *Expenses and benefits – A tax guide.*

Tax and NICs are payable on:

- cash allowances
- settling your employee's childcare bill on their behalf
- paying school fees for your employee's child or on your employee's behalf
- childcare vouchers used for childcare that is not qualifying childcare
- childcare vouchers in excess of £55 a week (but only on the amount over £55)
- childcare provided by you (unless in a workplace nursery).

The following benefits are free of tax and NICs

- The first £55 a week of the cost of a place in a
 - nursery
 - crèche
 - pre or after school club
 - registered childcare provider, or
 - other approved child carer.
- The first £55 a week of childcare vouchers used for qualifying childcare.
- Back-up childcare you provide (where the cost across all eligible employees does not exceed £55 a week each). For example, if you pay to keep a place free in a local nursery for use by your employees when their own childcare arrangements fall down.

Note: Remember that the £55 limit applies to each individual employee. Both parents can receive employer supported childcare if offered by their employer. The £55 limit is per employee – it is not based on the number of children in the employee's family.

For employees paid monthly, the maximum exempt amount is £243 a month.

Childcare vouchers

Your options

You have two options if you choose to offer childcare vouchers.

- 1 Voucher providers can operate childcare voucher schemes on behalf of employers. They will charge an administration fee for the service. However, you will remain responsible for the correct deduction of tax and payment of NICs even if you use these companies.
- 2 You can produce and administer childcare vouchers yourself as long as you make sure the conditions for tax and NICs exemption are met and you keep records to support your scheme.

Conditions

Use this table to check:

- the conditions for tax and NICs exemption and
- what records you need to keep in order to show that the exemption is due.

Condition	Description	Records you need to keep
The scheme is generally available to all employees	<p>For any of your employees to qualify for the exemption, you should provide childcare vouchers in a scheme that is:</p> <ul style="list-style-type: none"> • open to all of your employees, or • open to all of your employees based at the location where the scheme operates. <p>This means that you should not exclude any employees from your scheme, for example on the grounds of:</p> <ul style="list-style-type: none"> • gender • seniority or position • level of pay • length of service • absence due to maternity leave. <p>But, this does not mean that all employees have to participate.</p> <p>For example, employees who cannot or choose not to participate may be those:</p> <ul style="list-style-type: none"> • without children in qualifying childcare or whose children are over the qualifying age limit • whose benefit from the childcare element of Working Tax Credit is greater than the saving in tax and NICs from vouchers. 	<p>You will need to keep:</p> <ul style="list-style-type: none"> • a copy of the letter or poster used to advertise your scheme to your staff, or • your staff handbook where this includes details of eligibility.
The child is a qualifying child	<p>The child for whom the childcare voucher is provided must be:</p> <ul style="list-style-type: none"> • a child or stepchild of the employee, or • a child who lives with the employee for whom he or she has parental responsibility. <p>A child is a qualifying child up to:</p> <ul style="list-style-type: none"> • 1 September following their 15th birthday • 1 September following their 16th birthday, if they are disabled. 	<p>You will need to keep:</p> <ul style="list-style-type: none"> • a record of the child's date of birth, indicating where appropriate if the child is disabled • a note of the relationship between the child and your employee if the employee is not the child's parent.
The childcare is registered or approved	<p>The exemption applies in the tax week in which you provide the childcare vouchers to your employees. You must be satisfied at that point that the vouchers will only be used to pay for registered childcare (see page 8 for what is meant by the term 'registered').</p> <p>Note: Your employees do not need to use the vouchers in the week or month they are provided and can save them, for example, to meet higher childcare costs during school holidays.</p>	<p>You will need to keep:</p> <ul style="list-style-type: none"> • a copy of your scheme rules that includes a requirement for employees to notify you of any change in circumstances in relation to the child or childcare • a record of the childcare provider's name and, if applicable, registration number or approval number • a note of when, if applicable, the childcare provider's registration or approval is due to expire. <p>Note: You may want to remind your employees to check their carer's registration or approval status in good time before entitlement to exemption expires.</p>

Qualifying childcare

The exemptions from Income Tax and NICs for employer supported childcare only apply when qualifying childcare is provided. You need to be certain that the childcare you provide or the childcare your employees obtain is registered or approved care.

Registered childcare

Qualifying childcare includes care approved under a Ministry of Defence accreditation scheme abroad. Registered childcare within the United Kingdom consists of the following.

In England only

- A person registered under Part 3 of the Childcare Act 2006. This will include persons on the following registers operated by Ofsted
 - The Early Years Register
 - The General Childcare Register - compulsory part
 - The General Childcare Register - voluntary part.
- Schools - care provided by the governing body of a school is approved if it takes place
 - outside normal school hours (this means the normal hours of compulsory education adopted by the school as appropriate for the age of the child)
 - on school premises, or
 - on premises that are covered by the inspection of the whole school activity by Ofsted or the equivalent inspection board for certain independent schools.
- Other care providers - a domiciliary worker or nurse from an agency registered under the Domiciliary Care Agencies Regulations 2002 providing childcare in the child's home.

In Wales only

- A childcare provider registered by the National Assembly for Wales (through the Care Standards Inspectorate for Wales).
- Out-of-school-hours childcare, provided by a school on the school premises, or by a local authority.
- A person approved under the Approval of Child Care Providers (Wales) Scheme 2007 providing childcare in the child's home or if several children are being looked after, in the home of one of the children.
- A domiciliary worker or nurse from an agency registered under the Domiciliary Care Agencies (Wales) Regulations 2004 providing childcare in the child's home.
- A foster parent approved under the Fostering Services (Wales) Regulations 2003 in relation to a child other than one whom the foster parent is fostering.

In Scotland only

- A childcare provider registered by the Scottish Commission for the Regulation of Care.
- Out-of school-hours childcare clubs registered by the Scottish Commission for the Regulation of Care.
- Childcare provided in the child's home by, or introduced through, childcare agencies, sitter services and nanny agencies which are required to be registered.
- A foster carer under the Looked After Children (Scotland) Regulations 2009 in relation to a child other than one whom the foster parent is fostering.

In Northern Ireland only

- Childcare registered by a Health and Social Services Trust.
- Out-of-school-hours childcare, provided by a school on the school premises, or by an Education and Library Board.
- A person approved under the Tax Credits (Approval of Home Child Care Providers) Scheme (Northern Ireland) 2006 providing childcare in a child's home.
- A foster parent under the Foster Placement (Children) Regulations (Northern Ireland) 1996 in relation to a child other than one whom the foster parent is fostering.

What does not count as 'qualifying childcare'?

Qualifying childcare does not include care provided by a relative of the child in the child's own home. This includes relatives who are registered or approved childcare providers. For these purposes a relative means a:

- parent
- step-parent
- foster parent
- grandparent
- aunt or uncle
- brother or sister

whether by blood, half blood, marriage or civil partnership.

Childcare provided by relatives can be qualifying childcare if **all** the following circumstances apply.

- The relative is a registered or approved childcare provider.
- The care is provided away from the child's own home.
- The care is provided to non-related children in addition to the related child or children.

How to find out if a child carer is currently registered or approved

Registered childcare

- Phone the Ofsted Helpline (England only) **08456 40 40 40**.
- Go to
 - www.ofsted.gov.uk (England)
 - www.wales.gov.uk/cssiw (Wales)
 - www.carecommission.com (Scotland), or
 - www.dhssni.gov.uk/index/dhssps_links.htm (Northern Ireland).

You will need to quote the Unique Reference Number (URN) for registered childcare. This number will appear on the childcare provider's last registration certificate.

Approved childcare

Wales

- Go to www.childcareapprovalschemewales.co.uk
- Phone **0844 736 0260**

Northern Ireland

For childcare provided in the child's home go to www.childcarechoices.n-i.nhs.uk

How do employer-provided childcare benefits affect tax credits?

Tax credits help families on low to middle incomes. There are two tax credits.

- **Child Tax Credit (CTC)** is for people who are responsible for at least one child or qualifying young person. Most families are eligible for this support.
- **Working Tax Credit (WTC)** is for people who are employed or self-employed and usually work 16 hours or more a week. The childcare element provides help of up to 80% of qualifying childcare costs up to £175 per week for one child or £300 per week for two or more children.

Giving a childcare benefit or childcare vouchers to your employees can affect their entitlement to tax credits. This is because these benefits are not counted as income for tax credit purposes (even if they are provided through salary sacrifice).

Providing childcare and childcare vouchers will usually help your employees when given in addition to your employee's normal salary and where there is no cash alternative. This is because your employee benefits from the whole cost of the childcare given.

If childcare support is provided instead of a cash pay rise it is important that the employee considers their tax credit position as they may be better off taking the pay rise. There is further information on the interaction of tax credits and tax and NICs exemption for employer supported childcare on our website. Go to www.hmrc.gov.uk/childcare/interaction-tc-cv.htm

When childcare vouchers are given instead of normal salary (often known as salary sacrifice) the help is limited to the tax and NICs savings the employee makes. This would only benefit your employee when:

- they are receiving Child Tax Credit only or no tax credits
- their childcare costs exceed the limit for Working Tax Credit.

It is important to remember that, if you offer your employees childcare support instead of pay by means of a salary sacrifice, this could affect their tax credits entitlement in two ways.

- 1 Their income for tax credits purposes will reduce by the amount of pay they have given up in return for the benefit.
- 2 Their eligible childcare costs for tax credits purposes will reduce as the costs are the only amounts the parent(s) pay themselves – the amount you pay directly or through childcare vouchers is not counted as part of the cost.

You should encourage your employee to compare their current tax credits award with the reduced award they would receive plus the tax and NICs savings gained by participating in your scheme. To do this the employee will need to follow these steps.

Step 1

Check their current tax credits entitlement. This will be based on their family income and qualifying childcare costs before participating in your scheme.

Note: HMRC's tax credits calculator works out entitlement from the date of the enquiry to the next 5 April.

Step 2

Check the family's tax credits entitlement based on what the lower family income will be. That is, compare the original pay, less the amount of cash that has been given up in return for the childcare vouchers or childcare benefit.

This calculation should also take account of the lower childcare costs. That is, the qualifying childcare costs, less the amount met by you either directly or with vouchers.

Step 3

Calculate their tax and NICs saving on taking the childcare benefit or childcare vouchers instead of cash pay.

Step 4

If the award from Step 2 plus the savings calculated in Step 3 is greater than the award from Step 1, your employee will benefit from your childcare benefit or childcare voucher scheme.

Remember that your employees don't have to tell you about their tax credits entitlement or family income. It is their choice to participate in your childcare support scheme if they are eligible to do so.

National Minimum Wage and statutory payments

If you offer a childcare benefit or childcare vouchers to your employees in return for a reduction in their cash pay, they cannot sacrifice their cash pay below the NMW rates. Nor can you reduce any statutory pay, for example Statutory Maternity Pay (SMP) or Statutory Sick Pay (SSP) for any form of employer supported childcare provided by you for the same period.

What tax relief can employers get for helping their employees with childcare?

1 You can claim tax relief for the day-to-day costs of providing or subsidising childcare.

Day-to-day costs include:

- giving employees cash allowances for childcare
- paying the fees of a nursery, childminder or nanny on behalf of an employee
- the running costs of a workplace nursery for employees' children, for example
 - rent
 - rates
 - heating and lighting
 - staff wages
 - food
 - play equipment with a short life.

These costs are **all** deductible when working out your profits for tax purposes.

2 You may qualify for capital allowances on the cost of equipment for a nursery.

Many items used in a workplace nursery may qualify for capital allowances including:

- furniture
- equipment used for heating, washing and cooking
- more durable items of play equipment.

3 You may also qualify for tax relief for the capital costs of providing premises for a nursery.

If your trade is in the industrial sector, the **capital costs** of providing premises for a workplace nursery may qualify for Industrial Buildings Allowance. This allowance is given over a 25 year period, normally at a rate of 4% a year, from the date the building is first used.

Nurseries in certain hotels may also qualify for Industrial Buildings Allowance.

New and unused business premises of all types in an Enterprise Zone qualify for a 100% initial allowance. This means the cost of providing nursery premises can normally qualify for tax relief straight away.

Helpsheet IR222 *How to calculate your taxable profits* provides you with more information.

Frequently asked questions

Is VAT chargeable on childcare or childcare vouchers?

VAT is paid on supplies of goods or services in the UK by way of business. In the case of vouchers, generally no supply of services takes place until the vouchers are redeemed towards the cost of qualifying childcare.

Childcare is exempt from VAT.

Any VAT incurred by businesses on voucher administration fees is subject to normal rules on the recovery of input tax.

Can our employees benefit from the workplace nursery exemption if my business is running a commercial nursery or crèche?

Yes, employers running a commercial nursery or crèche can provide free or discounted childcare for employees and no tax or NICs is due. However, this is provided the child using the care is a qualifying child (see page 4) and the conditions for the nursery are met (see page 5).

How much is the exemption for childcare or childcare vouchers for employees who are paid monthly?

£243 a month.

Help and advice

You can get help and advice on the details of these conditions and the allowances from your HMRC Office or professional adviser.

Where can I get more information and advice about how to help my employees with childcare?

The Daycare Trust (national childcare charity) offers advice to employers about how to help parents with childcare. Information is available on their website. Go to www.daycaretrust.org.uk or you can contact them on **020 7840 3350**.

Where can I get information about childcare in my area?

You can find childcare by area on Sure Start's childcarelink—go to www.childcarelink.gov.uk

The Directgov website (go to www.direct.gov.uk) includes a search facility for finding childcare. Your local authority can also help you find registered childcare.

Further help and guidance

Further help and guidance for employers is available from the following sources.

The Internet

Go to www.hmrc.gov.uk/payee in the 'PAYE for employers' section where you'll find:

- a 'Getting started with PAYE' section for new employers
- advice on setting up and operating your payroll
- step-by-step guidance on filing your Employer Annual Return
- links to key PAYE forms, tools and publications.

Online services

For information about our online services go to

www.hmrc.gov.uk/online

For help and assistance using our online services contact the Online Services Helpdesk:

- email helpdesk@ir-efile.gov.uk
- phone **0845 60 55 999** open 8.00am to 8.00pm seven days a week.

Your Employer CD-ROM

Your CD-ROM has:

- most of the forms and guidance you will need to run your payroll throughout the year
- a P11 Calculator that will work out and record your employees' tax, NICs and Student Loan deductions every payday with a linked P32 *Employer Payment Record* that works out what you need to pay us
- a range of other calculators that work out car and car fuel benefit, statutory payments and Student Loan deductions.

Employer Annual Return

Almost all employers are required to file their 2009-10 Employer Annual Return (P35 and P14s) online.

If you have used the P11 Calculator for all your employees during the year and have nine or less employees at 5 April you can send us your Employer Annual Return online direct from your Employer CD-ROM.

Starter and leaver information

You can also send starter and leaver information P45(Part 1), P45(Part 3), P46 and P46(Expat) online using the CD-ROM.

There is also:

- a Learning Zone to help you understand payroll topics such as statutory payments, Student Loan deductions and PAYE Online
- a PAYE for Employers section for new and less experienced employers explaining what to do when employing someone for the first time.

Your HM Revenue & Customs (HMRC) office

Your own HMRC office can also help you if you have a query about your PAYE scheme. All our office contact details are on our website, go to

www.hmrc.gov.uk/local/employers/index.htm

Please tell us your employer reference which you will find on correspondence from your HMRC office.

Employer helpbooks

Our Employer helpbooks are designed to help you understand and operate PAYE, NICs and other payroll related matters.

The helpbooks are for guidance only, they are not comprehensive and have no legal force.

We also have many other leaflets and booklets that give further guidance, for example:

- CWG2(2010) *Employer Further Guide to PAYE and NICs*
- CWG5(2010) *Class 1A NICs on benefits in kind*
- 480(2010) *Expenses and benefits - A tax guide*
- 490 *Employee travel - A tax and NICs guide for employers.*

You can view, download or order most of the helpbooks, booklets and other guidance from:

- our website go to www.hmrc.gov.uk/employers/emp-form.htm or
- your Employer CD-ROM.

Or you can order copies from the Employer Orderline by phoning **08457 646 646**.

Yr Iaith Gymraeg

Ffoniwch **0845 302 1489** i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.

Business Link

As an employer you will have wider issues to consider such as health and safety, working time and time off and so on. Business Link, managed by the Small Business Service, provides a wide range of information and various tools to help you.

For more information:

- go to www.businesslink.gov.uk
- phone **0845 600 9006**, 8.30am to 5.30pm Monday to Friday.