

# Childcare Provider Affiliation Request

Please complete this short form in order to affiliate with Accor Services and receive payment for Childcare Vouchers. If you are a registered or approved carer we will require a copy of your certification or other proof of your status in order to process your request. Once affiliated with Accor Services you will receive details of your online Childcare Vouchers account, enabling you to monitor payments made to you. You only need to complete one form to receive payment from all parents who have Accor Services Childcare Vouchers.

Please note all fields marked with \* are mandatory

## Step 1 - About you

Type of childcare provided Tick ONE type only

- Nursery - please specify  
 Private  Workplace  Community  
 Childminder  Nanny / Au pair  
 Family / Friend  Out of school club  
 Holiday scheme  Playgroup / Crèche

Are you part of a group (i.e multiple sites)? If yes, please specify.

Setting Name\*

(The name of the establishment where the childcare is provided as held by the appropriate registration body)

Company Name

Title  Mr  Ms  Mrs  Miss

Contact Name\*

Address\*

Town/City\*

County  Postcode\*

Telephone

Mobile

Fax

E-mail

- We produce a free quarterly email newsletter called 'Update' designed to keep you up to date with Childcare Vouchers news. If you would like to subscribe, please tick here.  
 From time to time Accor Services sends out information on service updates and promotional offers we feel will be of interest to you. If you would like to receive this information, please tick here.

## Step 2 - Registration / Approval

If you wish to accept payment for 'Restricted' childcare vouchers (those for which tax and NI exemption has been applied and therefore created savings for the parent), please specify what registration or approval you hold for the childcare services you offer. You must send us copy of your registration certificate or approval letter in respect of the service you provide. Please note the approval body relates to the location where the childcare takes place.

Tick ONE box only

- OFSTED Childcare Register Compulsory (England)  The Care Commission (Scotland)  
 OFSTED Childcare Register - Voluntary (England)  Childcare Approval Scheme (Wales)  
 Self-Certified (England)  The Care Standards Inspectorate (Wales)  
 Local Health and Social Services Trusts (Northern Ireland)

Registration or Approval number\*

Expiry date\*

(Childcare Approval Scheme only)

The **Childcare Locator** is an effective online tool which helps parents find a childcare provider. Please tick here if you wish to be included. Please note, if you are a home-based childcare provider (Childminder, Nanny/Au pair), for security reasons your full address details will not be displayed.

## Step 3 - Bank information

Please select your preferred method of payment (tick one box only):

BACS  Cheque  (If you have ticked 'Cheque' please complete the Payee details only)

Bank Account Holder\* / Payee\*

Name of Bank/ Building Society\*

Sort code\*

Account number\*

(MAXIMUM 8 DIGITS CAN BE ACCEPTED)

Roll number or reference (if applicable)

Please ensure your bank or building society details are suitable for BACS payments directly into your account. If you are unsure of your account's suitability, then please contact your bank or building society directly. Many building societies have a general account number for BACS payments - you will need to give us your roll number as additional identification.

Accor Services provide a reference for each payment made. Some banks do not print this reference on your bank statement. This reference is required to identify which parent has made a payment request and the associated amount. In most cases you are able to ask your bank / building society to switch on the "second reference field". This will then display the Accor Services payment reference on the statement, however, this will also supply additional information for every single payment you receive.

## Step 4 - Payment address

Same as business address

Title  Mr  Ms  Mrs  Miss

Contact Name\*

Address\*

Town/City\*

County  Postcode\*

Telephone

Mobile

Fax

E-mail

Accor Services actively promotes an environmentally friendly approach to its working practices. In this respect, we would like to email your full payment remittance details rather than post a printed document.

Please tick here to receive payment remittance advice by e-mail which will be sent to the above e-mail address.

## Step 5 - Sending this Affiliation Request

- a) As a Childcare Provider named on this Childcare Provider Affiliation Request (the 'Provider') I/we agree to accept payments from Childcare Vouchers Ltd in respect of paper or electronic Childcare Vouchers presented by parents for whom I/we provide childcare services, as described in the Conditions overleaf to which I/we agree to be bound.  
b) I/we attach a **copy of our registration or approval certification** as required in Step 2. The address on the certification is the same as the address shown in Step 1.  
c) I/we do not have an existing Accor Services Account Number and have not previously sent a Childcare Provider Affiliation Request.  
d) I/we have retained a photocopy of this completed form.  
e) I/we agree that Childcare Vouchers Ltd may hold and process personal data relating to me/us for the purposes of administering the Childcare Vouchers scheme.  
f) I/we agree to promptly notify Childcare Vouchers Ltd in respect of changes to my/our details including, without limitation, details of registration or approval.

Signed

Print Name

Position

Date

## Conditions of Voucher Payment

Responsibility for the provision of satisfactory childcare standards and the meeting of any relevant statutory regulations and registration rests with you the childcare provider ("You"/ "the Provider"). Upon request, the Provider will provide Childcare Vouchers Ltd trading as Accor Services UK ("Accor Services") with evidence which is satisfactory to Accor Services that the Provider is entitled to charge for childcare services and, if receiving vouchers which are restricted for use through a registered/approved childcare provider, holds suitable registration or approval certification.

### What you, the Provider, agrees to do

1. The Provider will accept Childcare Vouchers issued by Accor Services, if presented by the Provider's customers, as part payment or full payment for childcare services only.
2. No cash exchange for either paper-format or electronic-format Accor Services Childcare Vouchers will be made at any time by the Provider except with Accor Services.
3. As the Provider, you confirm that you will accept payment or payments issued to you by Accor Services in respect of Accor Services Childcare Vouchers as part payment or full payment for childcare services you have provided or will imminently provide to your customers. You agree to accept such payments in respect of either paper-format vouchers or electronic-format vouchers previously issued to your customers by their employers.
4. All paper-format vouchers sent by post by the Provider to Accor Services for redemption will be despatched to be received at the offices of Accor Services not later than 3 calendar months after the date of expiry shown on the voucher. Accor Services will not accept any claims for paper-format vouchers (either sent by post or redeemed online) which are received after that date.
5. Responsibility for the safety and any insurance of paper-format vouchers either in the Provider's possession, or subsequently sent by courier, postal service or other method, rests with the Provider. The Provider will retain the counterfoil stubs from each voucher prior to posting, as proof of any loss. Redemption will not be made by Accor Services without original vouchers or counterfoils, except in the case of online redemption. In the case of online redemption it is recommended that the Provider retains original vouchers until payment is received.
6. The Provider will ensure that all paper-format vouchers sent by post to Accor Services for redemption are accompanied by a valid, completed Accor Services Voucher Claim Form showing the Accor Services account number, name, address and payment details of the Provider, or that an online claim is made using the Provider's online voucher account provided by Accor Services.
7. The Provider will ensure that all original paper-format vouchers sent by post for redemption are invalidated for further use by writing a clear and distinct mark through the upper area of each voucher, or by using your company stamp. Accor Services reserves the right to make an additional charge for the processing of non-invalidated vouchers received for redemption. Accor Services will only accept vouchers which are in a satisfactory condition including a readable serial number.
8. The Provider will ensure that he/she is satisfied with the validity and authenticity of paper-format vouchers sent for redemption by using Accor Services' printed instructions, available on request from Accor Services, which describe and illustrate the vouchers issued by Accor Services. Only valid and authentic paper-format vouchers originally issued by Accor Services will be accepted for redemption.
9. The Provider will confirm to his/her own satisfaction that any bank or building society account details provided to Accor Services in respect of BACS direct transfers of payment are suitable for that purpose.

### Making Changes to the Provider's Name, Address, Contact and Payment Details

10. If the Provider wishes to make changes to any details held by Accor Services relating to the Provider's bank, payee, name or address the Provider will :-
  - a) provide a request in writing to Accor Services, either by post, fax or email, clearly marking the request "Helpdesk"
  - b) sign the request, if appropriate, and in all cases quote the related Accor Services Account Number
  - c) give a minimum of 10 working days' notice
  - d) confirm to the Provider's own satisfaction that the request has reached Accor Services and has been processed accordingly

### What Accor Services agrees to do

12. Accor Services will issue payment against -
  - a) valid voucher claims submitted by the Provider in respect of paper-format Childcare Vouchers originally issued by Accor Services, after receipt at our offices
  - b) payment requests, by parents for whom the Provider supplies childcare services, in respect of electronic Childcare Vouchers originally issued by Accor Services- one working day after, respectively, voucher claim receipt or parent payment request.
13. Claims in respect of paper-format vouchers will not be accepted for redemption unless an Accor Services Account Number has been issued to the Provider by Accor Services.
14. Accor Services will make payment by BACS direct transfer or by company cheque crossed A/C Payee and payable only to the person or organisation affiliated with Accor Services as the Provider. Such payment method shall be notified to Accor Services by the Provider. The bank details or payee name must be that of the Provider, and not of any third-party irrespective of the relationship of that third-party to the Provider.
15. Accor Services will create an online voucher account for the Provider and allow access to that account without charge to the Provider. Accor Services does not provide or offer to provide general internet access to the Provider, and the Provider will be responsible for obtaining such access should they choose to utilise the online voucher account.

You can send us a fax on 0845 330 4410



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CCV CPAR 11/07