



BARRINGTONS CHILD CARE VOUCHERS

Service Agreement

Barringtons HR's management fee for introducing your child care voucher scheme to your organisation will be a one off payment of £200 plus VAT. Administering the scheme on a monthly basis will incur a further fee of 5% of the monthly value of the vouchers ordered. For schemes that have 25 or more participating employees, you will receive a discount of 1%, i.e. a fee of 4% of the monthly value of the vouchers ordered.

Barringtons will be responsible for:

- personal account management;
- step by step guidance on the process;
- production and distribution of vouchers to the employer;
- requesting registration details from child care providers to ensure legal compliance;
- ensuring direct payment to child care providers;
- dealing directly with parents on all voucher issues and/or queries;
- full day-to-day administration of the scheme;
- freepost envelopes and telephone support for voucher redemption;
- keeping accurate and up-to-date copies of all relevant paperwork.

You, the Employer, are responsible for:

- payroll (unless you wish us to do this for you);
- correct and accurate ordering of vouchers;
- payment in full for vouchers prior to distribution.

Scheme Rules

- The initial set up fee of £200 plus VAT is non refundable.
- This agreement will run for a minimum period of one year, unless otherwise agreed by us.
- We require two months' written notification should you wish to terminate the scheme.
- We agree to give you two months' notice should we need to terminate the scheme for whatever reason.
- We will only proceed with the scheme if all paperwork has been completed correctly, to our satisfaction.
- Payment must be cleared before distribution of vouchers can commence.
- Any additional advice on tax, payroll or HR/employment law issues will be charged separately.

I have read and agree to the above, including the supporting documentation, regarding

Barringtons Child Care Voucher Scheme on behalf of
(insert organisation)

Signed: (Employer) Date:

Signed: (Barringtons Ltd) Date: