

# Childcare Payment Form

You must complete Part 1 of this form.

The childcare provider must complete Part 2 of this form.

You and the childcare provider must both sign the declaration in Part 3 of this form.

You can then send this to us by scanning or photographing the form and submitting it online at [www.testvalley.gov.uk/submitinfo](http://www.testvalley.gov.uk/submitinfo). If you have any difficulty in submitting this form online, please telephone us on 01264 368000.

## PART 1: You must complete this part of the form

Claim reference: .....

Your full name: .....

Your address: .....

.....

Post code: .....

Telephone number: .....

Email address: .....

Name of children for whom payments are made:

Child 1 ..... Child 3 .....

Child 2 ..... Child 4 .....

## PART 2: The childcare provider must complete this part of the form

Name: .....

Address: .....

.....

Post code: .....

Telephone number: .....

Email address: .....

Ofsted registration number: .....

**Continued overleaf**

**PART 2 continued: The childcare provider must complete this part of the form**

Date childcare commenced: .....

Weekly fees payable (if the child has free sessions, please deduct this amount from the fee):

Child 1    £..... from ..... (date)

Child 2    £..... from ..... (date)

Child 3    £..... from ..... (date)

Child 4    £..... from ..... (date)

How often is childcare provided? (Please circle as appropriate.)

Every week all day

Term time only

After school only

School holidays only

If the childcare is provided for any other frequency, please attach confirmation of the days and hours.

**PART 3: You and the childcare provider must both sign the declaration**

**Your declaration**

I confirm the information declared on this form is correct to the best of my knowledge.

If you have any queries regarding my childcare, I give permission  
for Test Valley Borough Council to contact my childcare provider:  
(Please tick as appropriate)

**YES**

☐

**NO**

☐

Claimant signature: .....

Date: .....

**Childcare Provider declaration**

I confirm that I run or work for a registered establishment for childcare and that the children named above do attend on a regular basis.

Childcare provider signature: .....

Date: .....

Official stamp (if available)