

Please note: This form must be completed and signed by the employer. Please email back to us at childcare.engage.uk@sodexo.com. Print in block capitals.

**Employer Details**

Employer Name

Account Number

Address

Postcode

**Employee and Voucher Details**

Employee Name

Payroll Reference

Reason for credit

Voucher amount to be

credited

**Declaration:** I understand the credit will apply on the face value of the childcare vouchers only and thatthe original full management fee for the order remains payable to cover the additional administrative costs incurred by Pluxee UK Ltd. I will also undertake to ensure that any relevant tax and NI

contributions are accounted for on receipt of the credit from Pluxee UK Ltd.

Authorised Signature

Print name

Position

Contact Number

Contact E-mail

If the employee has paper vouchers, please scan, or take a picture of the vouchers and email these to [childcare.engage.uk@sodexo.com](mailto:childcare.engage.uk@sodexo.com) along with the completed credit request form. **Please note:** Forms will only be processed if signed by an authorised member of staff.

Authorised Signature Date Actioned