

How To Guide Tax -Free Childcare



<https://www.gov.uk/tax-free-childcare>

Apply online – it takes about 20 minutes!

Once approved, you'll get access to a Tax-Free Childcare account.

Once your account is set up:

1. Log into your account
 2. To add your child and the childcare provider (search using their name or registration number).
 3. If you have multiple children each child will need there own account.
- Click “*Manage your childcare providers*”.
 - Search for the provider by: Name, postcode, or Ofsted registration (13044) number.
 - Select the correct provider and save.

To transfer funds to Shacklewell

- Click “Make a payment” - for every £8 you pay in, the government adds £2. (Up to £500 per quater)
- Choose the provider from your saved list.
- Enter the amount you want to pay (e.g. £8) and optional reference (e.g. “October after-school fees”)
- The payment is sent directly to the provider from your TFC account.

Please Note: Funds can take up to 2 weeks to clear and be allocated to your MCAS account. You must reconfirm your eligibility every 3 months through your online account.