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## Agreement to vary the terms of appointment between, And the funding body and the Church Commissioners.

Receipt of this form authorises us to provide Edenred, our Childcare Voucher provider, with your Childcare Voucher order which will be credited to your personal account with Edenred on the same day as payday.

Payment is made from your personal account direct to your childcare provider(s) as authorised by you.

While this agreement is in place, you will not be able to alter the value of your monthly electronic Childcare Vouchers. However, you have the right to opt out of this agreement if you experience a lifestyle change, such as one of the following:

- o pregnancy
- o leaving your appointment
- o termination of appointment
- o redundancy of a partner
- o change to your working hours
- o death of a child/partner

**Please note that due to changes in legislation if you do decide to opt out of the scheme you will not be able to re-join. You will need to reapply each year by 31 March to remain in the scheme.**

**Please note:** If you participate in the scheme and become pregnant you are advised to consider whether it continues to be beneficial to remain within the scheme. You may wish to opt out of the scheme as soon as possible before the Maternity leave commences as continuing to order childcare vouchers may affect your statutory maternity pay (SMP) entitlement. Please consult Payroll Services (Clergy Team).

If you are entitled to receive the childcare element of the Working Tax Credit you should seek advice from the Tax Credit Office before joining this scheme as your entitlement may be reduced.

**It is hereby agreed:**

### 1. Definition

- 1.1 'Original Monthly Stipend' means the monthly stipend as directed by the relevant Diocesan Board of Finance or other funding body on the assumption that the standard stipend for the appointment held had not been varied by this agreement or any similar agreement.
- 1.2 'Adjusted Monthly Stipend' means the original monthly stipend less the Childcare Voucher Direct value.
- 1.3 'Terms' means the terms of your appointment.
- 1.4 'Childcare Vouchers Direct' means a direct stored value facilitated at Edenred.
- 1.5 'Value' refers to the monetary value set out in clause 4.
- 1.6 'Variation Term' means the period of time being not less than one calendar month for which this agreement is to apply, as set out in clause 5.
- 1.7 'Clergy Payroll' means the central Clergy Payroll operated by the Church Commissioners.
- 1.8 'Payee' means the person receiving a stipend through the Clergy Payroll who has signed the declaration at part 4 overleaf.

### 2. Recital

- 2.1 By this agreement, the Payee, the relevant funding body and the Church Commissioners agree to vary the Original Monthly Stipend.
- 2.2 Before entering into this agreement, on the assumption that no agreement similar to this had been entered into, the Payee would have been entitled to receive the Original Monthly Stipend.
- 2.3 As a consequence of entering into this agreement, the Payee will be entitled to receive the Adjusted Monthly Stipend and Childcare Vouchers Direct Value.
- 2.4 The Payee, the relevant funding body and the Church Commissioners acknowledge that this agreement constitutes a variation to the terms of the appointment of the Payee.

### 3. Variation

- 3.1 The Payee, the relevant funding body and the Church Commissioners agree to vary the terms for the Variation Term as follows:
- 3.2 The payee will cease to be entitled to the Original Monthly Stipend.
- 3.3 The payee will be entitled to receive the Adjusted Monthly Stipend and Childcare Vouchers Direct Value.

### 4. Voucher Term

- 4.1 Pursuant to this agreement, the monthly Childcare Vouchers Direct Value, (expressed in pounds sterling), to be received under these terms shall be stated on the form printed overleaf on page two, (the "Application Form"), which, for the avoidance of doubt forms part of this agreement.

### 5. Variation Term

- 5.1 The Variation Term shall commence on the first available day following receipt of the Application Form and shall expire on the last day of the current financial year.

### 6. Responsibility

- 6.1 The Payee confirms that s/he:
- 6.2 Is the parent or other legal guardian of the child/children in respect of whom the Childcare Vouchers Direct will be used to provide childcare facilities.
- 6.3 Is responsible for selecting the individual or institution that will provide such facilities.

# Application form for amending Childcare Vouchers Direct (Tax Year 2023/24)

Please provide all the information requested on this form

## Part 1: Your details

|                        |                      |               |                                       |
|------------------------|----------------------|---------------|---------------------------------------|
| Name                   | <input type="text"/> |               |                                       |
| Address                | <input type="text"/> |               |                                       |
|                        | <input type="text"/> | Postcode      | <input type="text"/>                  |
| E-mail address         | <input type="text"/> |               | <i>(for us to use to contact you)</i> |
| National Insurance No. | <input type="text"/> | Date of Birth | <input type="text"/>                  |
| Unique Ref Number      | <input type="text"/> | Diocese       | <input type="text"/>                  |
| Job Title / Post       | <input type="text"/> |               |                                       |

## Part 2: Details of your children

The children for whom I am responsible and for whom I will pay for childcare are as follows:

|   | Name of child        | Date of birth        | Type of childcare presently employed |
|---|----------------------|----------------------|--------------------------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/>                 |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/>                 |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/>                 |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/>                 |

## Part 3: Monthly Amount

Required monthly Childcare Vouchers Direct Value      **Total (£)**  
(not to exceed £ 243 per month)

Lifestyle reason for change: \_\_\_\_\_  
(for changes within the tax year only)

Your Original Monthly Stipend will be reduced by the amount indicated above. You must give up the right to earn the income before you have earned the income. Therefore, the change to your Original Monthly Stipend will be effective from the next available payment day following receipt of your Application Form. For example, if you wish to receive the Childcare Vouchers Direct Value in April 2023, you must have signed and submitted your Application Form before the end of March 2023.

## Part 4: Your declaration

If you, the applicant are accepted to join this scheme, it is understood that this constitutes a change to the Terms of your appointment. You will cease to be entitled to your Original Monthly Stipend unless you choose to opt out of the Scheme due to a lifestyle change (detailed overleaf). Instead of your Original Monthly Stipend, you will receive an Adjusted Monthly Stipend (see definition 1.2 overleaf) and a separate value of Childcare Voucher Direct Value as you have stated at Part 3 above. By signing this form, you are consenting to vary the Terms of your appointment.

Please read the information carefully then sign, date and return this agreement to: [clergy.payments@churchofengland.org](mailto:clergy.payments@churchofengland.org)

I have read and understand this agreement to vary the terms of my appointment with regard to Edenred Childcare Vouchers Direct Scheme and agree to abide by its conditions. I undertake to notify the Church Commissioners if there are any changes in my personal circumstances or childcare arrangements that would cause me to cease being entitled to the Childcare Voucher Direct Service, including joining the Government's Tax-free Childcare Scheme.

Signed (Payee)

Date

## Part 5: For use by Payroll Services (Clergy Team)

|                          |                      |                            |                      |
|--------------------------|----------------------|----------------------------|----------------------|
| Date agreement received: | <input type="text"/> | Month of change:           | <input type="text"/> |
| Annual Rate of Stipend:  | <input type="text"/> | Payee currently in scheme: | <input type="text"/> |
| Higher Paid Assessment:  | <input type="text"/> | System updated by/date:    | <input type="text"/> |
| Monthly Amount:          | <input type="text"/> | Payee and DBF notified:    | <input type="text"/> |

\*the scheme is now closed to new entrants, you must already be in receipt of child care vouchers to make a change.