**Childcare Vouchers Instructions for Registration**

**Applying for Tax Free Childcare**

* Go to 'Apply for Tax Free Childcare' (<https://www.gov.uk/apply-for-tax-free-childcare>). You will need a Government Gateway login.
* If you have a partner, you will also need their National Insurance number.
* Once you have filled in all the details about your children and income, it will create an online account for you.
* You need to click to 'manage account' next to your child's name, and it will ask you to look up your childcare provider which is Hague Bar Primary School, SK22 3AP, Ofsted number: 112598
* Click next to the name of the school to link it to your child. It will create a reference code for each of your children, which you need to pass on to the school.
* Then you can add money to your account, and set up a new payment for a set amount every week or month.