Email subject line: If you use childcare, or plan to in the next 12 months, read this!

Our childcare voucher scheme will close to new entrants on **6 April 2018**. If you are a parent and use registered childcare (or plan to in the future), but have never got around to applying for childcare vouchers, you need to take action **today!**

To join the scheme before the deadline you need to register, and receive your first voucher by **5 April 2018**.

If you start ordering childcare vouchers from us today – even if only for the minimum £20 – you’ll have the freedom to take your time working out whether childcare vouchers or the new government scheme Tax-Free Childcare (TFC) is better for your family, for as long as you’ll use registered childcare.

If you eventually decide TFC is better for you, you can switch from childcare vouchers at any time, even after April 2018, but you can’t switch from TFC to childcare vouchers.

**However, if you do nothing, from 6 April 2018 Tax-Free Childcare will be your only option** (and that’s assuming you’re eligible for it – many won’t be.)

So what are you waiting for? To join our childcare voucher scheme,

[INSERT JOINING INSTRUCTIONS, and SCHEME ID and PAYROLL DEADLINES, for example:

To register online visit [www.computersharevoucherservices.com](http://www.computersharevoucherservices.com)

Our scheme ID is: XXXXXXXX

You will need to place an order and receive your first voucher in your March 2018 pay.]

For more information on Tax-Free Childcare visit the Computershare Voucher Services [‘Give Yourself a Choice’](http://www.giveyourselfachoice.com/) website and check out the [Decision Tree](http://www.giveyourselfachoice.com/decision-tree).

Already registered for childcare vouchers?

If you’re already registered for childcare vouchers you can continue using them after 6 April, as long as you receive at least one voucher in every rolling 12-month period.

If it’s more than 12 months since your last childcare voucher you need to receive one by 5 April to remain on the scheme.