



Request to Amend Salary Sacrifice / Withdraw from the Provision of Childcare Vouchers

Title (Mr, Mrs etc) _____

First Name: _____ Surname: _____

Payroll Number: _____ (this can be found on your payslip)

School / Professional Service: _____

Due to the life changing event indicated below I wish to withdraw from the salary sacrifice arrangement / reduce the amount of salary sacrifice (please delete) that I have entered into for the provision of childcare vouchers.

Life changing event (please tick)

- Pregnancy / maternity leave
- Extended sickness absence
- Reduction in working hours
- Redundancy of partner
- Significant change in childcare arrangements (e.g. child moving from pre -school nursery to school)
- Child reached the age of 16
- Separation / divorce
- Marriage
- Death of child / partner
- Other (you must arrange to meet with your Personnel Manager to discuss the reason why and for confirmation that this is a life changing event in line with Inland Revenue guidance)

Date that salary sacrifice should stop/be amended (must be last day of month): _____

New amount to be sacrificed (if appropriate): _____

You must inform your Personnel Manager in writing, by the 1st of the month that you wish to withdraw from the scheme / have an amendment made to your salary sacrifice.

Signed: _____ Date: _____