

# PROOF OF CHILD CARE COSTS



(To be completed by the child care provider)

Claim ref: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Child Care Provider's Name: \_\_\_\_\_

Business Address \_\_\_\_\_

Registration Number: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Name of child	Date placed in your care	No. of hours usually in your care (per week)	Gross amount usually charged to parent/guardian	Amount of grant / value of vouchers
1) _____	____/____/____	_____	_____	_____
2) _____	____/____/____	_____	_____	_____
3) _____	____/____/____	_____	_____	_____

**School Holidays:** If any of the above children are in your care for school holidays only, or for extra hours during school holidays, please clarify:

**Payments:** Please list below the net amount (**excluding vouchers / grant**) actually charged to the Parent / Guardian during the most recent 14 weeks of childcare.

Week Ending	Amount Charged	Week Ending	Amount Charged

**Other Information:** If the number of hours of any of the above children are with you alter on a regular basis (other than during school holidays) please explain this:

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return the completed form by post to;**  
Benefits Section, County Hall, Mold, CH7 6NA

Flintshire County Council will use the information you give in this form, and any supporting evidence you provide, to process your claim for Housing Benefit and Council Tax Reduction. This is required under Housing Benefit and Council Tax Reduction regulations.

This information will be held securely on our system for a period of 7 years after your claim has been terminated.

Flintshire County Council may pass the information to other agencies or organisations such as the Department for Work and Pensions (D.W.P) and the HM Revenue & Customs (H.M.R.C), as allowed by the law.

Flintshire County Council may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate
- prevent or detect crime, and
- protect public funds.

Information received from HMRC and/or DWP that indicate a change of circumstances may result in your benefits being adjusted automatically by our system.

Flintshire County Council will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

*If you feel that Flintshire County Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113.*

*For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website - <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>*