

Benefits - Certificate of Child Care Charges

We need proof of the child care charges you are charged and the payments you make.

Please ask your child care provider to complete in full and sign this form. The form should then be returned to: **Benefits Section, Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN.**

Claimants Name _____	Claim No _____
Claimants Address _____	

Child Care Provider _____	
Address _____	
Registration No _____	Contact Name _____
Telephone Number _____	Fax Number _____

Childs Name _____				
Week Commencing _____				
Week 1	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL				
Week Commencing _____				
Week 2	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTALS				

Week Commencing _____				
Week 3	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTALS				

Week Commencing _____				
Week 4	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTALS				

Week Commencing _____				
Week 5	Time Start	Time End	Total Hours	Cost (£)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTALS				

Period covered From _____ to _____	£ Total for period
Less Sibling Discount	
Less Nursery Education Grant	
Adjustments	
Balance Brought Forward	
Total Payable	
Amount Paid	
Balance Outstanding	

I CONFIRM THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE

Name _____ Signature _____ Date _____

Data Protection Policy – Privacy Disclaimer – Fair Processing Notice

The information collected by Huntingdonshire District Council on this form and from supporting evidence including when you email us, will be used to process your Housing and/or Council Tax Benefit claims. The information may be passed to The Department for Work and Pensions and the Inland Revenue as permitted by law. We may check information provided by you, or information about you provided by someone else, with other information held by us. We may also get information from certain third parties, or give information to them to check accuracy of the information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include government departments and other councils. Huntingdonshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve and promote the Council's services. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud. Further details are available on the Council's website www.huntingdonshire.gov.uk/privacy. If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at Pathfinder House, Huntingdon, Cambridgeshire PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.