



COMPLETE EDUCATION SOLUTIONS



COMPLETE DIGITAL SOLUTIONS
& PLATFORMS FOR SCHOOLS
AND EDUCATIONAL PROVIDERS

POWERED BY CES



Government Tax Free Childcare Payment Gateway Guide

Important

Top Up Your TFC Account: Make sure your TFC account has enough funds before you book.

Connect Your Childcare Provider: Ensure your provider is linked to your account.

Before you start:

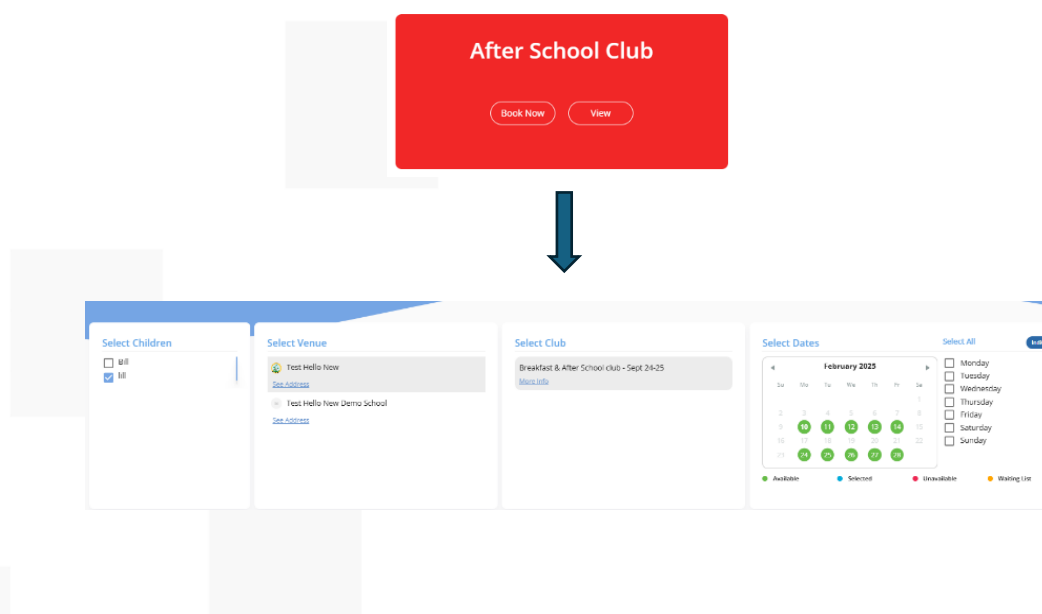
- Have your TFC login details ready.
- Have your child's TFC reference code (e.g. ABCD12345TFC).
- Add your provide to your TFC account: <https://www.gov.uk/sign-in-childcare-account>

The TFC payment option automatically transfers clear funds in your TFC account to your chosen childcare provider inside iPAL automatically helping to reduce the time it takes for you to make payments.

Making a payment by TFC while booking:

Select the child, venue, and club.

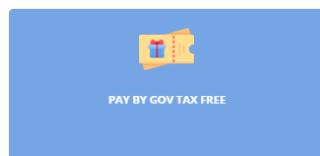
Select your booking options and proceed to payment.



Choose Payment Method:

Select TFC as the payment option.

- Enter your child's TFC reference code and their date of birth (this will auto-fill if saved in your profile).
- Enter the amount to pay — this will be transferred automatically from your TFC account to the provider if you have clear funds.



Complete to Finalise Booking

Payment Method / Voucher Provider
Government Tax Free Childcare

Child
Bob Evans

Child DOB
01/10/2016

Childcare Reference Number - eg. NJ0112345
ABCD12345TFC

Amount Paid
£ 414.10

Back

Make Booking

First Time Using TFC in iPAL

The first time you use TFC, you will be redirected to the HMRC Tax-Free Childcare page.

- Click Continue to connect HMRC and iPAL.
- Login to your HMRC account and confirm it.

After confirmation, you'll be sent back to iPAL, and you'll see a success message.

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HMRC Developer Hub

Allow your software to connect with HMRC

Use this service to give iPAL permission to:

- Access Tax Free Childcare account details, and process requests for payments to childcare providers

Continue

What you will need

You will need the correct HMRC user ID and password. For example, if you want to authorise VAT software, use your VAT HMRC user ID and password.

If you are a tax agent, [check you are using the right account \(opens in new tab\)](#).

You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.

Sign in to the HMRC online service

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

998765432123

Password

Show

Sign in

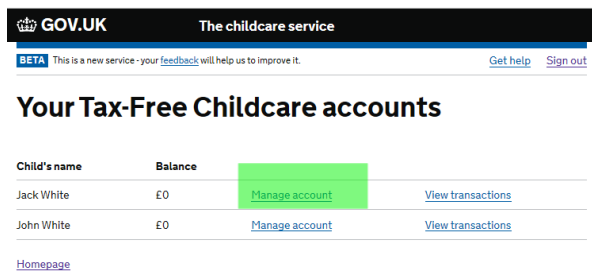
Booking Confirmation:

If you have enough funds, the payment will go through, and your booking will be confirmed.

If not, you'll need to manually add a voucher or pay by card.

First Time Using Tax Free Childcare

1. Log in to the Childcare Service at <https://www.gov.uk/sign-in-childcare-account> to reach the homepage. Select "Your Tax-Free Childcare account" to view a list of your children with a TFC account.



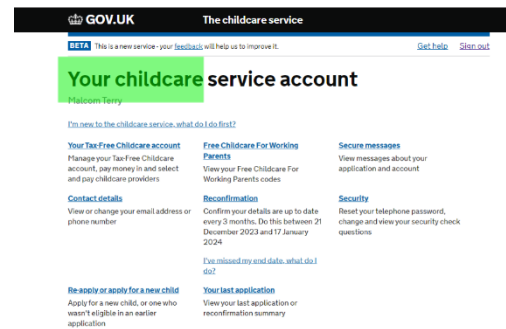
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Your Tax-Free Childcare accounts

Child's name	Balance		
Jack White	£0	Manage account	View transactions
John White	£0	Manage account	View transactions

[Homepage](#)



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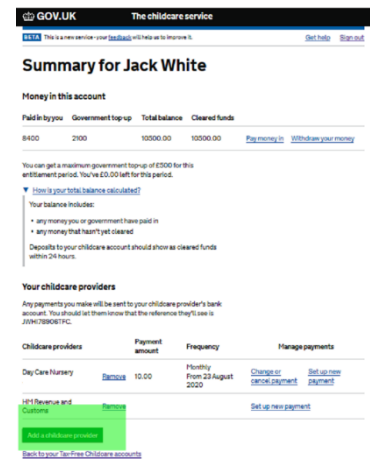
Your childcare service account

Malcolm Terry

I'm new to the childcare service, what do I do first?

- Your Tax-Free Childcare account**
Manage your Tax-Free Childcare account, pay money in and select and pay childcare providers
- Free Childcare For Working Parents**
View your Free Childcare For Working Parents codes
- Secure messages**
View messages about your application and account
- Contact details**
View or change your email address or phone number
- Reconfirmation**
Confirm your details are up to date every 3 months. Do this between 21 December 2023 and 17 January 2024
- Security**
Reset your telephone password, change and view your security check questions
- I've missed my end date, what do I do?**
- Re-apply or apply for a new child**
Apply for a new child, or one who wasn't eligible to an earlier application
- Your last application**
View your last application or reconfirmation summary

2. Click "Manage account" next to the child you want to add a childcare provider for. You'll see which providers the child is linked to, along with account details.



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Summary for Jack White

Money in this account

Paid by you	Government top-up	Total balance	Cleared funds
£400	£200	£600.00	£600.00

You can get a maximum government top-up of £200 for this entitlement period. You've £0.00 left for this period.

[How is your balance calculated?](#)

Your balance includes:

- any money you or government have paid in
- any money that hasn't yet cleared

Deposits to your childcare account should show as cleared funds within 24 hours.

Your childcare providers

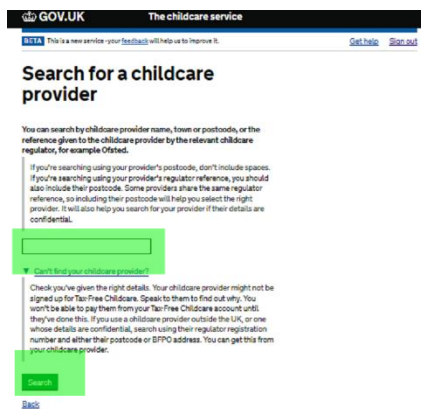
Any payments you make will be sent to your childcare provider's bank account. You should let them know that the reference they'll use is 208478906742.

Childcare providers	Payment amount	Frequency	Manage payments
Day Care Nursery	£10.00	Monthly From 23 August 2023	Change or cancel payment Set up new payment
123 Nursery and Learning	£10.00	Monthly From 23 August 2023	Set up new payment

[Add a childcare provider](#)

[Back to your Tax-Free Childcare accounts](#)

3. Click "Add a childcare provider" to search for providers.



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Search for a childcare provider

You can search by childcare provider name, town or postcode, or the reference given to the childcare provider by the relevant childcare regulator, for example Ofsted.

If you're searching using your provider's postcode, don't include spaces. If you're searching using your provider's regulator reference, you should also include their postcode. Some providers share the same regulator reference, so including their postcode will help you select the right provider. It will also help you search for your provider if their details are confidential.

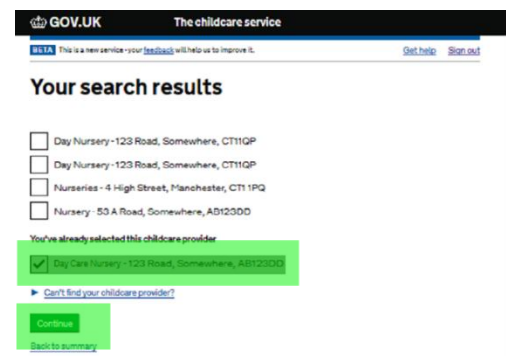
[Can't find your childcare provider?](#)

Check you've given the right details. Your childcare provider might not be signed up for Tax-Free Childcare. Speak to them to find out why. You won't be able to pay them from your Tax-Free Childcare account until they've done this. If you use a childcare provider outside the UK, or one whose details are confidential, search using their regulator registration number and either their postcode or BFPO address. You can get this from your childcare provider.

[Search](#)

[Back](#)

4. Enter the provider's name, town, postcode, or regulator reference, then click "Search" to view matching childcare providers.



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Your search results

- ☐ Day Nursery - 123 Road, Somewhere, CT11QP
- ☐ Day Nursery - 123 Road, Somewhere, CT11QP
- ☐ Nurseries - 4 High Street, Manchester, CT1 1PQ
- ☐ Nursery - 50 A Road, Somewhere, AD123DD

You've already selected this childcare provider

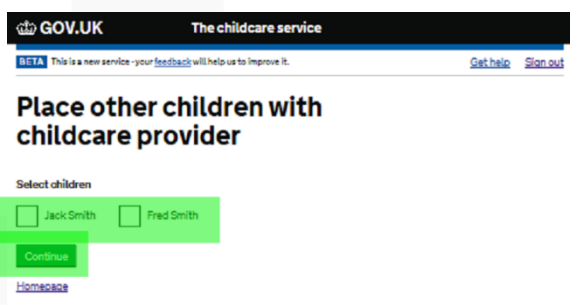
☒ Day Care Nursery - 123 Road, Somewhere, AD123DD

[Can't find your childcare provider?](#)

[Continue](#)

[Back to summary](#)

5. Choose the provider by ticking the box next to their name, then click "Continue".



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Place other children with childcare provider

Select children

- ☒ Jack Smith
- ☐ Fred Smith

[Continue](#)

[Homepage](#)

6. If you have more than one child with a TFC account, you'll be asked if you want to add the same provider for them.