



DECA Credit Request Form



Voucher Details

Please note: Paper Vouchers must be returned to Sodexo with the completed Credit Request Form.

You cannot have a credit unless you have left the scheme (see Employee Variation and Leavers – Agreement). Please note: if vouchers were provided during SML and funded by MOD they will be reclaimed by MOD as they were provided as a non-cash benefit and may not be changed into cash.

Employee Name		Staff Number	
Voucher Type		Date vouchers issued	
Voucher amount to be credited £			

Reason for Credit/Refund

Please tick the appropriate box below stating your reason for credit.

<input type="checkbox"/> Bereavement (Close Family Member)	<input type="checkbox"/> Assignment involving a move of home*
<input type="checkbox"/> Closure/Loss of childcare*	

Other exceptional circumstances, not listed above (please give details or attach separate letter and evidence)	
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*with less than 3 months warning

Did you receive any of these vouchers whilst you were on Statutory Maternity leave? Yes No (Please tick appropriate box)

Signature of Employee Date.....

This section is for Sodexo/ICS use only

Authorised Signature Date.....

Print Name	
Position	
Contact Telephone Number	
Contact Email Address	

For Office Use only
Sodexo account no 178667

Authorised Signature Date

Please send the completed form to
Childcare.br.uk@Sodexo.com