

Armed Forces Credit Request Form

Voucher Details

Please note: You cannot have a credit unless you have left the scheme. 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		Service Number	
National Insurance Number		Voucher Type	
Voucher amount to be credited £			

Reason for Credit/Refund

Please tick the appropriate box below stating your reason for credit. Incomplete forms **will not** be accepted.

Refunds are subject to approval from the DBS MilPers MilOps CPMT Mgr as the Designated Officer for the scheme. Incidences of refunds in excess of 3 months in value may be challenged and could delay the processing of the refund. For more information on refunds please see Defence Instructions and Notices, 2017DIN01-092

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

*with less than 3 months warning

**a member of your immediate family

Please provide details below if the refund requested is above three month's deduction:

Other exceptional circumstances, not listed above (please give details or attach separate letter and evidence. "Childcare no longer required" is not an exceptional circumstance.)	
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Please be aware that refunds are subject to tax and NI deductions. You must bear in mind with the refund of vouchers, in addition to your monthly salary; your salary could go over the higher tax bracket which may result on you paying more tax than usual.

Signature of Employee

Date.....

This section is for Sodexo use only

Authorised Signature

Date.....

Print Name	
Position	
Contact Telephone Number	
Contact Email Address	

For Office Use only
SP account no 166769

Authorised Signature

Date

Please send the completed form to
MOD.Engage.uk@Sodexo.com