



COMPLETE EDUCATION SOLUTIONS



COMPLETE DIGITAL SOLUTIONS
& PLATFORMS FOR SCHOOLS
AND EDUCATIONAL PROVIDERS

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:

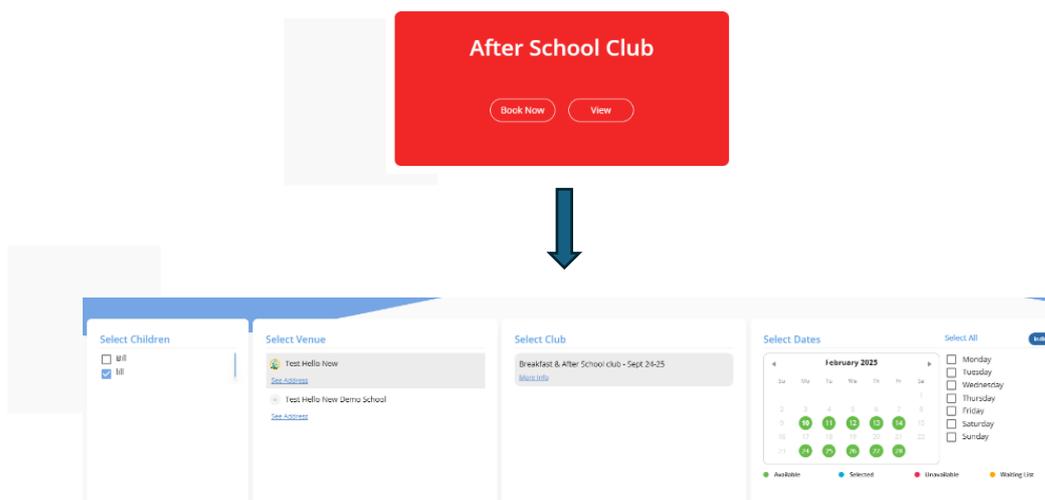
- Have your TFC login details ready.
- Have your child's TFC reference code (e.g. ABCD12345TFC).
- Add your provide to your TFC account: <https://www.gov.uk/sign-in-childcare-account>

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. A/0N12345
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.

GOV.UK 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 using Government Gateway

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

Password

Show

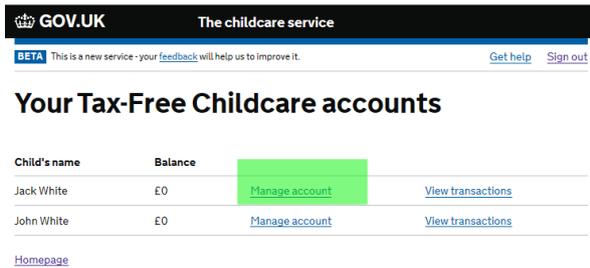
Booking Confirmation:

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.

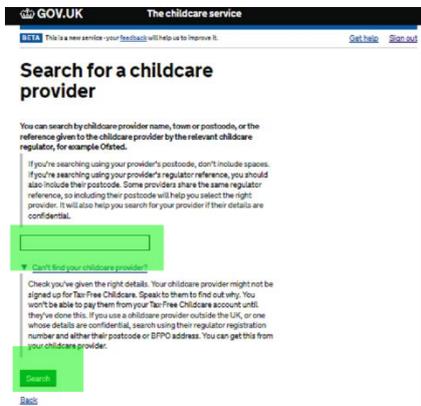
First Time Using Tax Free Childcare

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.



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

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



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.

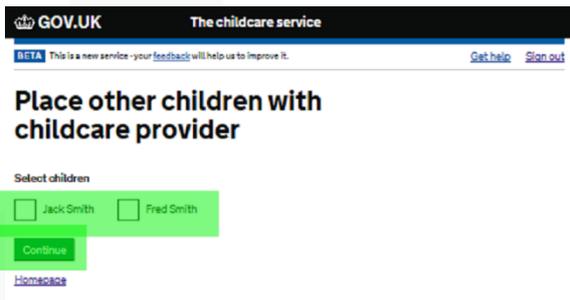
If you're searching using your provider's postcode, don't include spaces. If you're searching using your provider's regulator reference, you should also include their postcode. Some providers share the same regulator reference, so including their postcode will help you select the right provider. It will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

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

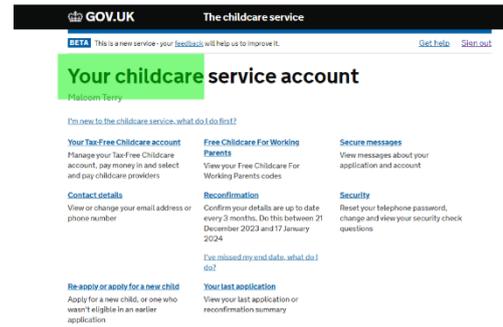


Place other children with childcare provider

Select children

Jack Smith Fred Smith

[Homepage](#)

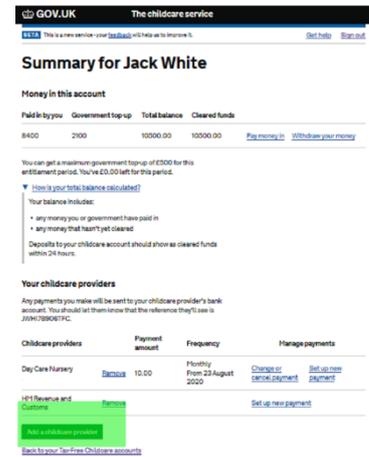


Your childcare service account

[Manage account](#)

[View transactions](#)

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.



Summary for Jack White

Money in this account

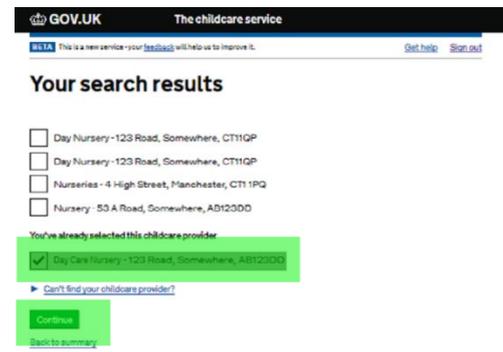
Paid by you	Government top-up	Total balance	Cleared funds
8400	2100	10500.00	10500.00

[Pay money in](#) [Withdraw your money](#)

Your childcare providers

Childcare providers	Payment amount	Frequency	Manage payments
Day Care Nursery	10.00	Monthly From 23 August 2020	Change or cancel payment Set up new payment

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



Your search results

Day Nursery - 123 Road, Somewhere, CT11QP

Day Nursery - 123 Road, Somewhere, CT11QP

Nurseries - 4 High Street, Manchester, CT1 1PQ

Nursery - 53 A Road, Somewhere, AB123DD

You've already selected this childcare provider

Day Care Nursery - 123 Road, Somewhere, AB123DD

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.