

## Refund Request Form

**Please Note:**

*Childcare vouchers are a non-cash benefit and refunds should only be agreed to in exceptional circumstances.*

*All authorised refunds must be made back through salary.*

*Please complete the below fields and pass to your employer. Once your employer has authorised the refund, your authorised scheme contact must email the form to:*

[employer@computershare.co.uk](mailto:employer@computershare.co.uk)

|                                      |  |
|--------------------------------------|--|
| Employee name                        |  |
| Employee ID number                   |  |
| Employer Name                        |  |
| Scheme ID number                     |  |
| Refund amount                        |  |
| Voucher number <i>(if available)</i> |  |
| Order number <i>(if available)</i>   |  |
| Refund Reason                        |  |

**Please note, this form must be sent to CVS from the employer scheme contact only.**

**The scheme contact(s) for your employer is/are:**