

Staff Child Care Benefit Plan Application Form

Please note: Application must be submitted by **March 18, 2021** for the prior Plan year.

How to Apply

Before you begin completing the application, you should have the child care provider information and all receipts and dates of child care for your claim. You will need to enter the daily rate for each month you are claiming the Benefit. If you pay monthly, you may want to complete this calculation before you begin.

Complete a separate form for each eligible child

All fields on the Child Care Benefit application form must be completed including:

- [Applicant Personnel & Child Care Provider Information](#)
- [Section A – Full Day\(s\) Child Care Expenses \(at least six hours/day\)](#) and / or
- [Section B – Half Day\(s\) Child Care Expenses \(at least four hours/day\)](#)
- [Section C – Declaration](#)
- [Section D – Signatures](#)

[Please read this important note](#)

Return completed application form(s) to:

usmc.payroll@utoronto.ca

Section C – Declaration

I declare that:

- A. The above named provider is not a related person under age 18, or the child's mother or father, a spouse or common-law partner.
- B. The above named child is my or my spouse / partner's eligible child under the age of seven ('child' includes natural, step, common-law, adopted child or ward).
- C. The above named child was living with me during the above claim periods.
- D. The above claimed expenses are eligible under the Canada Revenue Agency guidelines, which I have reviewed. The information for eligible expenses can be found on the [Canada Revenue Agency Child care expenses webpage](#).
- E. By submitting my application, I agree to provide supporting documentation, if audited by the University, including receipts and / or signed declarations from the provider confirming dates and payment made for child care. I understand that failure to provide this supporting documentation will require my repayment of the Child Care Benefit.
- F. My spouse / partner is also employed at the University of Toronto:

Yes. If yes, spouse / partner's personnel number

Spouse / partner's name	
Spouse / partner's personnel number	

No

Section D – Signatures

Please date and sign the completed Child Care Benefit alternate application form.

Date	
Signature	

Note reimbursement for the child care benefit will be made only for child care expenses (as defined in the Income Tax Act) **incurred** by the Member. If, for example, an employee initially paid licensed child care centre fees for the months of January to June (6 months) and was subsequently refunded the fees paid for April to June (3 months) due to the emergency order where licensed child care centres were closed, the employee only incurred expenses for the period January to March. In this example, the employee would enter fees incurred for the months January to March as eligible for reimbursement