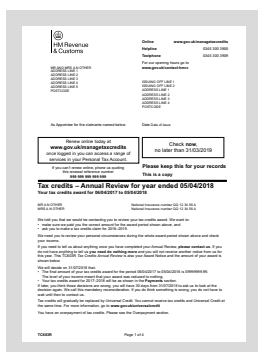




HM Revenue  
& Customs

# Check your tax credits now



Check the information on your Annual Review is correct to make sure you get the right amount of tax credits for the right award period.

Follow these 3 easy steps.

## Step A

Check that the personal circumstances and the period of award we based your claim on are correct.



## Step B

Check that any changes made to your claim during your award period are correct. These could be changes you've told us about, or changes we've made. If any changes are missing, or you have not told us about a change, you must tell us now.



## Step C

Check your Annual Review. Income details from your employers and pension providers may be shown for you, or your partner, (if you have one). Check if the income figures are correct and if there are any adjustments you need to make. Use the notes to help you do this.



### Are all the details right?

If all the details are right:

- you do not need to do anything else
- we'll renew your tax credits automatically
- the TC603R Annual Review letter that came with these notes will become your award notice

We will not send you another award notice this year, unless you report a change, so keep your Annual Review in case you need it.



### Spotted anything wrong?

If any of the details at Steps A, B or C are wrong, you need to tell us now.

It's important you do this now, so that we can make sure you receive the right amount of money.



You can report changes using our app, search for HMRC in your app store, or go to [www.gov.uk/managetaxcredits](http://www.gov.uk/managetaxcredits)

**You may be charged a penalty of up to £300 if you do not report a change within 30 days and up to £3,000 if you give wrong information.**




For a full list of changes you must tell us about, go to [www.gov.uk/changes-affect-tax-credits](http://www.gov.uk/changes-affect-tax-credits)

## About you

### Single and joint claims

Your Annual Review shows if you claimed as a single person, or jointly as a couple at the start of your award period. If you claimed as a couple, we show both names. You're both responsible for making sure all the details on the review are right.

 If you're not sure if we would consider you to be part of a couple, go to [www.gov.uk/claim-tax-credits/joint-claims](http://www.gov.uk/claim-tax-credits/joint-claims) or phone our helpline

#### **Make sure you've told us if:**

- you started living together as a couple
- you got married or entered into a civil partnership
- you separated from your partner (permanently)
- your partner died

### Where you live

Your Annual Review shows the country you lived in most of the time during the award period. If your main home was in England, Scotland, Wales or Northern Ireland (but not the Channel Islands or the Isle of Man) we show you as living in the UK.

#### **Make sure you've told us if you or your partner:**

- left the UK permanently
- went abroad for more than 8 weeks (or more than 12 weeks if you went abroad because you were ill, or because a member of your family was ill or died)
- lost the right to reside in the UK

 For more information, go to GOV.UK and search for WTC/FS6.

### Disability – adults

If you had a disability and received the disability element or severe disability element of Working Tax Credit, it'll be shown on your Annual Review.

#### **Make sure you've told us:**

- if you started or stopped getting the disability or severe disability element
- within one month of being awarded a disability benefit following a review or an appeal – you may be entitled to the disability element even if your tax credits award has ended

 For more information go to GOV.UK and search for TC956.

### Your work, benefits and employment

Your Annual Review shows the country you worked in most of the time and the total number of paid hours a week you normally worked. It'll also show if you received Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit.

#### **Make sure you've told us if you or your partner:**

- got Working Tax Credit and had maternity leave which lasted longer than 39 weeks
- stopped working, were laid off or did not return to work following an absence
- have changed your normal working hours so that either of you worked less than
  - 16 hours a week
  - 24 hours a week
  - 30 hours a week (for couples with children, one of you must work at least 16 hours – you need to add your working hours together so that you can decide if you work less than 24 or 30 hours)
- received the disability element of Working Tax Credit and started working less than 16 hours a week
- were involved in industrial action for more than 10 days in a row
- started, or stopped, getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or Pension Credit
- were self-employed or recently started self-employment or have self-employed income
- stopped being incapacitated, an inpatient in hospital, in prison or custody awaiting trial or sentencing
- were entitled to Carer's Allowance or Scottish Carer's Assistance

 For more information go to GOV.UK and search for WTC2.

You can no longer get the child element of Child Tax Credit for a third or later child born after 6 April 2017, unless one of the exceptions applies – for more information, go to [www.gov.uk/hmrc/ctc-exceptions](http://www.gov.uk/hmrc/ctc-exceptions)

The disability element of Child Tax Credit and the childcare element of Working Tax Credit will be paid for all eligible children, even if we do not pay the individual child element for that child.

Always report the birth of a child and any changes involving your children or young people as you may be able to get more money.

**i Make sure you've told us if:**

- the number of qualifying children or young people you were responsible for changed, for example
  - a child or young person joined your family or was placed with your family for adoption, or a baby was born
  - a child or young person left your family, for example they were taken into care, fostered or adopted by another family, or were detained for more than 4 months after being found guilty by a court and sentenced to custody, or they died
- there were any changes affecting a qualifying young person, for example, they
  - left full-time non-advanced education or approved training before they reached age 20, or they stopped being registered with a careers service, Connexions Service, or equivalent
  - expected to continue in full-time non-advanced education or approved training after 31 August following the date they turned age 16, but then did not do so
  - returned to full-time non-advanced education or approved training and either started, enrolled or were accepted onto the course before they reached age 19
- a qualifying young person
  - started paid employment or received benefits themselves, for example, Universal Credit
  - started to have their training provided under a contract of employment
  - registered with a qualifying careers service after leaving full-time non-advanced education or approved training and were in paid work for 24 hours or more a week

The child element for a young person aged 16, 18 or 19 automatically stops each year, unless you told us that they were continuing in full-time non-advanced education or approved training.

## Disability – children and young people

Your Annual Review shows if you received extra Child Tax Credit because your child had a disability.

**i Make sure you've told us if you started or stopped getting:**

- Disability Living Allowance (DLA), Child Disability Payment (CDP) in Scotland or the highest rate care component of DLA/CDP for your child
- Personal Independence Payment (PIP), Adult Disability Payment (ADP) in Scotland or the enhanced daily living component of PIP/ADP for your child
- Armed Forces Independence Payment for your child


You should also have told us if the child or young person was:

- certified as severely sight-impaired, or blind, by a consultant ophthalmologist in the 28 weeks before the date of your claim or renewal
- no longer certified as severely sight-impaired, or blind, by a consultant ophthalmologist
- awarded a disability benefit following a review or appeal – tell us within one month of the decision as you may be entitled to the disability element of Child Tax Credit – you may be entitled even if your tax credits award has ended


 For more information, go to GOV.UK and search for WTC2.

## Childcare costs

Your Annual Review will show if you received help with childcare costs and any childcare changes you told us about during your award period. You need to check that these details are correct.

 You can use the online calculator, go to [www.gov.uk/childcare-costs-for-tax-credits](http://www.gov.uk/childcare-costs-for-tax-credits)

### **i** Make sure you've told us if:

- your average weekly childcare costs went up or down by £10 a week or more
  - your childcare provider stopped being registered or approved
  - you started using a childcare provider who was not registered or approved for tax credits purposes
  - you started using a relative to look after your child, in the child's home
  - you started paying for registered and approved childcare and are now able to claim help with the cost of childcare through Working Tax Credit
  - your childcare costs stopped
  - your child stops going to childcare for 4 weeks or more when they would normally have gone
  - your child reached age 15 – you could claim help with childcare costs up to 1 September after their 15th birthday (or 16th birthday if they're disabled)
-  For more information about childcare costs, or to check if your childcare provider qualifies, go to GOV.UK and search for WTC5.

## Your income

### Employed income and income from occupational pensions

Your Annual Review may show income your employers or occupational pension providers have provided to HM Revenue and Customs (HMRC). The figure will be the total income they provided for the annual review period. You may be able to make deductions from this figure. If you had more than one employer or occupational pension provider, the total income from all of them will be shown. If you were claiming as a couple and were both working, your individual incomes will be shown separately. These are the income figures we'll use to finalise your claim, so it's important you tell us if they're wrong.

#### You can find your earnings details on all your P60s, P45s or payslips. Income we use to calculate your tax credits includes:

- earnings from employment – you and your partner's total earned income (shown as 'total pay for the year' on your P60, P45 or payslips)
- occupational pensions – the total of any pensions you and your partner received from a previous or continuing employment
- some benefits in kind you or your partner may have received – you can find details on your P11D

### Other income

#### Income you need to tell us about includes:

- some taxable social security benefits – you and your partner's total taxable social security benefits
  - exclude income-based Jobseeker's Allowance
  - exclude Carer's Allowance Supplement if you live in Scotland
- any other income – you and your partner's total other income, for example, all dividends income, interest on savings, some rental income and State Pension or occupational pension


### Deductions


There may be deductions you can make when working out your employment income for tax credits. For example:

- the first £100 of any weekly Statutory Maternity, Paternity, Shared Parental, Parental Bereavement and Adoption Pay
- allowable work expenses, fees and subscriptions from your employment income

From your total household income you should deduct any:


- pension contributions you pay outside of your salary or from your net income, including any tax relief due
- donations to charity by Gift Aid from your total household income

 For more information about income, go to [www.gov.uk/tax-credits-working-out-income](http://www.gov.uk/tax-credits-working-out-income)

 For worksheets to help you calculate your income, including any benefits in kind and deductions, go to GOV.UK and search for TC603RD Notes.

### If you need help

 Go to [www.gov.uk/browse/benefits/manage-your-benefit](http://www.gov.uk/browse/benefits/manage-your-benefit)

 Relay UK (if you cannot hear or speak on the phone) 18001 then 0345 300 390

 Ffoniwch 0300 200 1900 i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau