

Annex A – Overpayments letter (TC1131) summary guidance



MRS JANE BLOGGS
2 ANY STREET
ANYTOWN
ANYWHERE
AA1 1BB

HMRC has already told customers about these overpayments or charges so it is likely that they are out of time to dispute them.

Helpline 0345 300 3900
Textphone 0345 300 3909
For our opening hours, go to www.gov.uk/contact-hmrc

Tax Credit Office
PRESTON
PR1 4AT

Date 1 July 2016

National Insurance number X

For customers who have claimed tax credits as a couple, the debt is split equally between them. HMRC cannot provide a customer with information about their partner or previous partner's overpayments or charges.

MRS JANE BLOGGS

Your tax credits overpayments

We stopped your tax credits when you claimed Universal Credit. We've checked for any tax credits overpayments or charges which you need to pay back and these are shown in the table below.

The amount you personally owe for the periods shown in the table is £265.87.

If you claimed tax credits as a couple, the amount shown is your share at the date of this letter. If you have a partner or a previous partner we will contact them separately about their share of the overpayments or charges.

We've stopped any payment plan previously agreed with you and cancelled any Direct Debits. You'll need to cancel other payment methods such as Standing Orders.

For more information about tax credits overpayments, go to www.gov.uk/tax-credits-overpayments

Customers must stop any standing orders they have with their bank or building society as soon as possible. HMRC cannot do this.

What happens next?

You don't need to do anything else.

We'll send details of the amount you owe to the Department for Work and Pensions (DWP) so they can recover it from your Universal Credit payments, unless they tell you otherwise.

If you want to pay back all or part of what you owe now, go to www.gov.uk/benefit-overpayments/how-to-make-a-repayment

Customers should read the letter carefully. Further guidance is available on gov.uk.

Your tax credits overpayments and charges

Award period ended	Amount you owe
05/04/2013	£ 43.50
05/05/2014	£202.37
Penalties, interest and other charges	£20.00
Amount you owe for these periods	£265.87

You can find out how to pay back the overpayment or charge or discuss a payment plan here.

If a customer is no longer receiving Universal Credit, they will still need to pay any overpayments and charges back. DWP will contact them to arrange.

This is the total of the overpayments and charges detailed in this letter which will be transferred to DWP. Customers may get more than one of these letters.

The table shows the amount of each overpayment or charge the customer owes as an individual from any previous tax credits awards.

Section 29(4) of the Tax Credits Act 2002 (as modified by Regulation 12(4) (b) Universal Credit (Transitional Provisions) Regulations 2014)