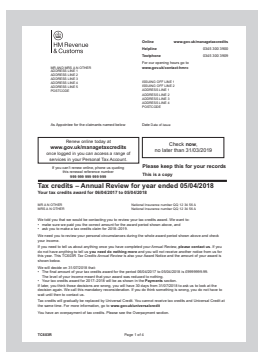




HM Revenue  
& Customs

# 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.

Follow these 3 easy steps.

## Step A

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



## Step B

Check that any changes made to your claim during your award period are correct. These could be changes you have 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 employer(s) and pension provider(s) 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 Award 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 Award 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)


## Checking your personal circumstances and any changes

If any of this information is wrong, or your circumstances have changed, you need to tell us now.

### 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 unsure whether 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 have 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 have told us if you or your partner (if you have one):

- left the UK permanently
- went abroad for a temporary absence that lasted 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 have told us if you, or your partner, started or stopped being entitled to the disability, or severe disability element.

 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 have told us if you or your partner (if you have one):

- got Working Tax Credit and had maternity leave which lasted longer than 39 weeks
- stopped working or were laid off
- 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 have recently started self-employment or have self-employed income – for more information on whether your self-employment can be included, go to [www.gov.uk/working-tax-credit/eligibility](http://www.gov.uk/working-tax-credit/eligibility)
- stopped being incapacitated, an inpatient in hospital, in prison or custody awaiting trial or sentencing
- were entitled to Carers Allowance

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

## About your qualifying children and young people

### Since 6 April 2017

The following changes apply:

- the individual child element of Child Tax Credit is no longer awarded for third and subsequent children or qualifying young persons in a household, born on or after 6 April 2017, there are exceptions - for more information, go to [www.gov.uk/hmrc/ctc-exceptions](http://www.gov.uk/hmrc/ctc-exceptions)
- the family element of Child Tax Credit is only paid if you're responsible for a child or qualifying young person born before 6 April 2017

Providing support for a maximum of 2 children does not apply to the childcare element of Working Tax Credit or the disability element of Child Tax Credit. You can claim these 2 elements for all children who meet the conditions.

 For more information about the child disability element, go to GOV.UK and search for TC956

To make sure you do not miss out on what you're entitled to, report the birth of a child and any changes involving your children or young people, even if you do not get the child or family elements for them.

### Make sure you have told us if:

- the number of qualifying children or young people you were responsible for changed - for example, they
  - increased because a child or young person joined your family or were placed with your family for adoption, or a baby was born
  - reduced because 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's full-time non-advanced education or approved training, for example a young person
  - who you got Child Tax Credit for, 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
  - who you told us was expected to continue in full-time non-advanced education or approved training after 31 August following the date they turned age 16, did not then 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.

### Make sure you have told us if you started or stopped getting:

- Disability Living Allowance (DLA) or the highest rate care component of DLA for your child
- Personal Independence Payment (PIP) or the enhanced daily living component of PIP 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 or ceased to be certified as severely sight-impaired, or blind, by a consultant ophthalmologist in the 28 weeks before the date of your claim
- no longer certified as severely sight-impaired, or blind, by a consultant ophthalmologist

 For more information, go to GOV.UK and search for WTC2 and read page 5.


## 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 have 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 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 employer(s) or occupational pension provider(s) 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 (see 'Deductions' below). 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 you think they're wrong.


### You can find your earnings details on all your P60's, P45's 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

### Deductions

There may be deductions you can make when working out your income for tax credits. For example, the first £100 of weekly Statutory Maternity, Paternity, Shared Parental and Adoption Pay, the gross amount of some pension contributions (not including occupational pension payments), donations to charity by Gift Aid, and some allowable work expenses, fees and subscriptions.

You also need to tell us if you received any self-employed income. For example, because you began self-employment during your award period.


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


### 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 Job Seekers Allowance
  - exclude Carers Allowance Supplement if you live in Scotland
- any other income – you and your partner's total other income, for example, dividends income, interest on savings, some rental income and State Pension or occupational pension

If you're still receiving tax credits, you need to make sure you tell us about any changes as they happen so we can make sure you're still getting the right amount of tax credits.


 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/tax-credits](http://www.gov.uk/browse/benefits/tax-credits)

 Telephone: 0345 300 3900 or Textphone: 0345 300 3909

 For our opening hours, go to [www.gov.uk/contact-hmrc](http://www.gov.uk/contact-hmrc)

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