

**Tax credits: income, work and hours,
HM Revenue and Customs Research Report 110
Stimulus Material**

Stimulus Material: Tax Credit Claim Form



PART 4 WORK DETAILS



This PART is about work. You (or your partner if you have one) may qualify for Working Tax Credit if you usually work 16 or more hours a week, are aged 16 or over, and are responsible for a child or have a disability.

If you are not responsible for a child and do not have a disability, you may still qualify for Working Tax Credit if you usually work 30 or more hours a week and are aged 25 or over.

Fill in this part even if you are on sick leave or maternity, paternity or adoption leave from work.

If you (both of you for couples) do not work, go straight to PART 5.

YOU

4.1 Do you usually work in the United Kingdom?

See Notes, page 25

Yes

No

If 'No', enter the name of the country where you usually work below

4.2 How many hours a week do you usually work?

If your hours vary from week to week, or you do seasonal work, see Notes, pages 25 to 29

hours

4.3 If you have stopped claiming or will stop claiming

- Income Support, or
- income-based Jobseeker's Allowance, or
- Pension Credit

because

in the last 3 months you started work, or changed your hours so that you no longer qualified for these benefits, or you will start work in the next 7 days, **enter the date you started work, when your hours changed or when you are due to start work**

Only fill in 4.4 if you are aged 50 or over.

4.4 If you received

- Income Support or Jobseeker's Allowance, or
- Incapacity Benefit, or
- any benefits listed in the Notes, page 29

for 6 months or more before

- you started work, or
- your hours changed so that you no longer received the benefit

enter the date you started work or your hours changed

If you are an employee, fill in 4.5 to 4.10 on the next page.

If you are a self-employed person fill in 4.11 and 4.12.

If you are both, fill in 4.5 to 4.12.

YOUR PARTNER

4.1 Do you usually work in the United Kingdom?

See Notes, page 25

Yes

No

If 'No', enter the name of the country where you usually work below

4.2 How many hours a week do you usually work?

If your hours vary from week to week, or you do seasonal work, see Notes, pages 25 to 29

hours

4.3 If you have stopped claiming or will stop claiming

- Income Support, or
- income-based Jobseeker's Allowance, or
- Pension Credit

because

in the last 3 months you started work, or changed your hours so that you no longer qualified for these benefits, or you will start work in the next 7 days, **enter the date you started work, when your hours changed or when you are due to start work**

Only fill in 4.4 if you are aged 50 or over.

4.4 If you received

- Income Support or Jobseeker's Allowance, or
- Incapacity Benefit, or
- any benefits listed in the Notes, page 29

for 6 months or more before

- you started work, or
- your hours changed so that you no longer received the benefit

enter the date you started work or your hours changed

If you are an employee, fill in 4.5 to 4.10 on the next page.

If you are a self-employed person fill in 4.11 and 4.12.

If you are both, fill in 4.5 to 4.12.



PART 4 WORK DETAILS continued

YOU – EMPLOYED

4.5 How many paid jobs as an employee do you have?

4.6 Employer's name

If you have more than one employer, tell us about the job where you work the most hours

4.7 Your employer's PAYE tax reference

Look on your latest payslip for this, see Notes, page 31

4.8 Your payroll number, if you have one

Look on your latest payslip for this, see Notes, page 31

4.9 Employer's pay office address

Postcode

Building number

Rest of address, including building name

4.10 Employer's pay office phone number in full

YOU – SELF-EMPLOYED

4.11 Your tax reference

You will find this on your tax return

4.12 If you have not yet sent us your first tax return, enter the date you started self-employment

D D M M Y Y Y Y

YOUR PARTNER – EMPLOYED

4.5 How many paid jobs as an employee do you have?

4.6 Employer's name

If you have more than one employer, tell us about the job where you work the most hours

4.7 Your employer's PAYE tax reference

Look on your latest payslip for this, see Notes, page 31

4.8 Your payroll number, if you have one

Look on your latest payslip for this, see Notes, page 31

4.9 Employer's pay office address

Postcode

Building number

Rest of address, including building name

4.10 Employer's pay office phone number in full

YOUR PARTNER – SELF-EMPLOYED

4.11 Your tax reference

You will find this on your tax return

4.12 If you have not yet sent us your first tax return, enter the date you started self-employment

D D M M Y Y Y Y



PART 5 INCOME DETAILS

i The amount of tax credits you get depends on your income (both incomes for couples). Please give income details in boxes 5.2 to 5.6.

However, if you (or your partner if you have one) get Income Support (other than in the form of a run-on payment or if your Income Support is taxable), income-based Jobseeker's Allowance, or Pension Credit, just put 'X' in the appropriate box at 5.1 and go straight to PART 6.

YOU

YOUR PARTNER

5.1 If you are not working (or are working for less than 16 hours a week) and have recently claimed or are receiving any of the following, put 'X' in the appropriate boxes. DO NOT complete if you are due to start work in the next 7 days and will stop claiming any of the following

5.1 If you are not working (or are working for less than 16 hours a week) and have recently claimed or are receiving any of the following, put 'X' in the appropriate boxes. DO NOT complete if you are due to start work in the next 7 days and will stop claiming any of the following

Income Support. See Notes, page 32

Income Support. See Notes, page 32

Income-based Jobseeker's Allowance

Income-based Jobseeker's Allowance

Pension Credit

Pension Credit

i In the rest of this PART give details of your income for the year 6 April 2006 to 5 April 2007. There is no need to include pence in the figures you give – round down to the nearest pound.

If you want more help working out your income see Notes, pages 32 to 46.

If you (or your partner if you have one) made a trading loss, or paid gross pension contributions or Gift Aid payments, phone the Helpline for working sheet TC825 to help you work out your income before you make any entries in boxes 5.2 to 5.6.

YOUR INCOME

YOUR PARTNER'S INCOME

Do not include Child Benefit, Child Tax Credit, Working Tax Credit, Pension Credit or Disability Living Allowance. The Notes tell you what income to include and help you work it out.

Do not include Child Benefit, Child Tax Credit, Working Tax Credit, Pension Credit or Disability Living Allowance. The Notes tell you what income to include and help you work it out.

5.2 Taxable social security benefits received in the year from 6 April 2006 to 5 April 2007. See Notes, page 33 for details of the benefits to include

5.2 Taxable social security benefits received in the year from 6 April 2006 to 5 April 2007. See Notes, page 33 for details of the benefits to include

£ . 0 0

£ . 0 0

5.3 Earnings as an employee from all jobs for the year 6 April 2006 to 5 April 2007. Enter your total earnings for the year, before tax and National Insurance contributions and other deductions are taken off. Take off certain pension contributions and Statutory Maternity Pay. Look for the figure usually described as 'pay' or 'taxable pay' on your P60 Certificate of Pay and Tax, given to you by your employer. See Notes, pages 34 to 37.

5.3 Earnings as an employee from all jobs for the year 6 April 2006 to 5 April 2007. Enter your total earnings for the year, before tax and National Insurance contributions and other deductions are taken off. Take off certain pension contributions and Statutory Maternity Pay. Look for the figure usually described as 'pay' or 'taxable pay' on your P60 Certificate of Pay and Tax, given to you by your employer. See Notes, pages 34 to 37.

If you had more than one job in the year – one after the other or at the same time – we need information about your total pay from all of them

If you had more than one job in the year – one after the other or at the same time – we need information about your total pay from all of them

£ . 0 0

£ . 0 0



PART 5 INCOME DETAILS continued



Remember, we need details for the year 6 April 2006 to 5 April 2007.

The Notes, pages 32 to 46 explain how to work out your annual income and tell you how to contact us if you need more help.

YOUR INCOME

- 5.4 **Company car and fuel, taxable vouchers, and payments in kind** – for the year from 6 April 2006 to 5 April 2007.

If you received any of these from your employer, we need to know their total 'cash equivalent'.

Look for these figures on

- form P11D, or
- form P9D

which your employer should have given you by July 2007. Use the Notes, pages 38 to 39 to work out the **total amount you received**

£ . 0 0

- 5.5 **Income from self-employment**

- If you **have not** sent us a tax return for the year to 5 April 2007 or if your business receives rental income, see Notes, page 40. This explains how to work out your profit from self-employment.

- If you **have** sent us a tax return for the year to 5 April 2007, enter your total net profits, minus the gross amount of any contributions made to a pension scheme. See Notes, page 40.

If you made a loss, enter '0.00'

£ . 0 0

OTHER INCOME

If you received any other income from 6 April 2006 to 5 April 2007 that you have not included at boxes 5.2 to 5.5, give details below.

You **must** use the working sheet in the Notes, page 45, to help you work out the total to be entered in box 5.6. It is made up of any **other income** above £300, plus the full amount of any **Adult Dependant's Grant** and **miscellaneous taxable income**. See Notes, page 45.

For example, if your total other income is £421, only include £121 (£421 minus £300). Then add the **full** amount of any Adult Dependant's Grant or miscellaneous taxable income. So, if you have £50 miscellaneous income, enter £171 (£121 plus £50).

ESTIMATED INCOME

When you (or your partner if you have one) fill in this form you may not have all the information you need to give us about your income. If any of the amounts shown at 5.2 to 5.6 include estimates, we need to know. See Notes, page 46.

YOUR PARTNER'S INCOME

- 5.4 **Company car and fuel, taxable vouchers, and payments in kind** – for the year from 6 April 2006 to 5 April 2007.

If you received any of these from your employer, we need to know their total 'cash equivalent'.

Look for these figures on

- form P11D, or
- form P9D

which your employer should have given you by July 2007. Use the Notes, pages 38 to 39 to work out the **total amount you received**

£ . 0 0

- 5.5 **Income from self-employment**

- If you **have not** sent us a tax return for the year to 5 April 2007 or if your business receives rental income, see Notes, page 40. This explains how to work out your profit from self-employment.

- If you **have** sent us a tax return for the year to 5 April 2007, enter your total net profits, minus the gross amount of any contributions made to a pension scheme. See Notes, page 40.

If you made a loss, enter '0.00'

£ . 0 0

Other income includes

- **gross interest on savings, investments, and dividends** include interest from any bank or building society (but not Individual Savings Accounts (ISAs) or other tax-free accounts)
- **Social Security pensions** and any other pensions
- **income from property** or land in the United Kingdom that you let (but not if you let a furnished room in your home for £4,250 a year or less)
- **trust income**
- **foreign income**
- **notional income.**

- 5.6 **Total other income**

£ . 0 0

- 5.7 **Have you, or your partner used estimates when working out the income shown in boxes 5.2 to 5.6?**
Put 'X' in one box only

Yes No

Stimulus Material: Tax Credit Annual Review Form

Helpline 08:00 to 20:00 0845 300 3900
Minicom/Textphone 0845 300 3909

015022:000000003:002

MR FRANK PEACH
MRS PAULINE PEACH
1 ANY STREET
ANYTOWN
ANYWHERE
XX00 0XX

TAX CREDIT OFFICE
PRESTON
PR1 0SD

Date 10/04/2008

Reply before **31/07/2008**

Please keep this for your records

Tax credits - Annual Review for year ended 05/04/2008

Your tax credits award for 06/04/2007 to 05/04/2008

MR FRANK PEACH
MRS PAULINE PEACH

National Insurance number AB 34 56 78 D
National Insurance number CD 55 56 66 B

We told you that we would be contacting you to review your tax credits award. We want to:

- make sure we paid you the correct amount for the award period shown above, and
- ask you to make a tax credits claim for 2008-2009.

We are now ready to review your personal circumstances during the whole award period shown and receive income details from you. **Please reply as quickly as you can.**

If we have not heard from you by 31/07/2008 your payments will stop. Your payments for last year may be wrong and you may be asked to pay back any tax credits overpaid last year as well as all tax credits paid since 6 April this year. You also may be liable to financial penalties.

Step A

Check your personal circumstances at the start of your award period were correct and complete

The Notes tell you what to look for when you are checking and who can get extra amounts of tax credits.

At the start of your award period, 06/04/2007:

You claimed tax credits as a couple.

MR FRANK PEACH

Date of birth: 11/06/1965

Lived in the United Kingdom.

Usually worked in the United Kingdom.

Total hours worked in a week: 33

MRS PAULINE PEACH

Date of birth: 14/10/1975

Lived in the United Kingdom.

Usually worked in the United Kingdom.

Total hours worked in a week: 10

Your qualifying children and young people

HAYLEY PEACH

Date of birth: 15/02/1992

JONATHAN PEACH

Date of birth: 05/07/1995

Your child care costs – child care providers must be registered or approved, see the Notes.

You had no qualifying child care costs.

Step B

Check that the changes in your personal circumstances listed below, are correct and complete

The Notes tell you the changes in your personal circumstances that may affect your award.

These are the changes we hold for the period from 06/04/2007 to 05/04/2008.

We have only shown the changes that may have affected your award.

MR FRANK PEACH

12/02/2008 Total hours worked in a week changed to: 40

MRS PAULINE PEACH

20/06/2007 Total hours worked in a week changed to: 16

24/11/2007 Total hours worked in a week reduced to nil.

15/03/2008 Total hours worked in a week changed to: 18

Your qualifying children and young people

HAYLEY PEACH

01/04/2008 You are no longer responsible for this child for tax credits purposes.

JONATHAN PEACH

20/06/2007 Started being cared for by a registered or approved child care provider.

12/02/2008 Stopped being cared for by a registered or approved child care provider.

ROSE PEACH

23/11/2007 Born.
06/03/2008 Disability Living Allowance started being paid for this child, or they were registered blind (or they were taken off the register in the 28 weeks before your claim).
15/03/2008 Started being cared for by a registered or approved child care provider.

Your child care costs – child care providers must be registered or approved, see the Notes.

20/06/2007 You told us that your average weekly child care costs were £60.00.
12/02/2008 You told us that your average weekly child care costs were nil.
15/03/2008 You told us that your average weekly child care costs were £100.00.

Step C

Complete your Declaration form

Once you have completed Steps A and B:

Work out your income

We need you to tell us about your joint income for 2007-2008. Use the working sheets in the enclosed Notes to help you complete Part 2 of your form *TC603D Annual Declaration*.

If you are not able to give us your actual 2007-2008 joint income details by 31/07/2008, for example, because you are self-employed and have not yet completed your Tax Return, the Notes tell you how to estimate that part of your income. If you do use estimated income you will need to contact us again when you know your actual income. You must let us have your actual joint income details by 31/01/2009.

Confirm your personal circumstances

If all the details at Steps A and B are correct and complete, put an 'X' in box 3.1 of Part 3 of the enclosed form *TC603D Annual Declaration*, then go to **What to do next**.

If any of the details at Steps A and B are wrong or you need to tell us about a change, put an 'X' in box 3.2 of Part 3 of the enclosed form *TC603D Annual Declaration* and make a note of any changes, then go to **What to do next**.

What to do next

- If there are any changes in your personal circumstances that you need to tell us about, phone us **now**.
- Once your form *TC603D Annual Declaration* is fully completed, either phone us straight away with the information we have asked for or sign the form and send it back to us in the envelope provided.

If we have not heard from you by 31/07/2008 your payments will stop. Your payments for last year may be wrong and you may be asked to pay back any tax credits overpaid last year as well as all tax credits paid since 6 April this year. You also may be liable to financial penalties.

Contact us now if you need help with any part of this form.

Your tax credits claim

By completing your form TC603D *Annual Declaration* you are:

- giving us the information we need to check you received the right amount of tax credits for last year
- making a claim for any tax credits that you are entitled to for the current tax year which started on 6 April.

Make sure that you either phone us with this information or sign the form and send it back to us by **31/07/2008**.

We have asked you to check your personal circumstances are correct and complete for the whole of the award period 06/04/2007 to 05/04/2008. If your personal circumstances have changed since the end of this period, tell us about any changes you have not already told us about straight away. If you wait:

- you may not be getting all the money you are entitled to, or
- you could be building up an overpayment that you have to pay back.

If your tax credits claim is renewed

We will issue an award form to tell you the amount of your award. You may receive more than one form because we issue an award form **each time** there is a change.

Example

Stimulus Material: Tax Credit Annual Declaration Form



HM Revenue & Customs

Example



Helpline 08:00 to 20:00

0845 300 3900

Minicom/Textphone

0845 300 3909

Phone us or send back this form before 31/07/2008

Tax credits Annual Declaration – year ended 5 April 2008

Your tax credits award for 06/04/2007 to 05/04/2008

MR FRANK PEACH
MRS PAULINE PEACH

National Insurance number AB 34 56 78 D
National Insurance number CD 55 56 66 B

Before you start

1 Please use the Annual Review form (enclosed) for the award period shown above, to make sure that the information we have about your personal circumstances during this period is correct and complete. Tell us about any changes you have not yet told us about or if you need to correct any of the information. The Notes tell you the changes in your circumstances we need to know about.

2 Details of your income for the tax year from 6 April 2007 to 5 April 2008

You may find the information you need on:

- your final payslip for the tax year, or
- your form P60 given to you by your employer, or
- your Tax Return if you are self-employed.

You will need these to work out the income details required in Part 2 of this form.

3 How long you have to reply

The sooner you reply, the sooner we can work out the actual amount due to you for 2007–2008.

You can phone us or fill in this form.

If we do not hear from you by 31/07/2008

- any payments you are getting will stop
- we may ask you to pay back any overpayment if your payments for last year are wrong
- we may ask you to pay back any payments you have had since 6 April
- you may be liable to financial penalties.

Filling in this form

This form is machine read so it is important that you:

- use **black ink**
- write inside the boxes using one box for each letter or number

£ 1 2 8 7 0 . 0 0 Estimate X

- **leave blank any box that does not apply to you** – do not write 'Not applicable' or strike through the boxes that do not apply.

If you make a mistake, put a line through your entry and write the correct information underneath the box.

Read all the questions carefully. Check the Notes if you are not sure about your answer.

Send the form back **unfolded** in the envelope provided. **Do not send anything with it**, unless we have asked you to do so.

There is a survey of people's ethnic group on page 4. It will help us if you complete this survey, but you do not have to. It will not affect your award.

Couples

If you are part of a couple, make sure you each complete the correct column. As a couple you share responsibility for all the information on this form, so:

- you must both check that the information given on this form is correct
- you must each sign and date a declaration on page 3 of this form.

a
b
c
d
e
f
g
h
i
j
k
l
m
n
o
p

+

Example



MR FRANK PEACH

MRS PAULINE PEACH

PART 1 CERTAIN BENEFITS

PART 1 CERTAIN BENEFITS

1.1 If you were receiving any of the following for the whole of the award period shown on page 1 put 'X' in the appropriate boxes. See the Notes

Income Support

Income-based Jobseeker's Allowance

Pension Credit

1.1 If you were receiving any of the following for the whole of the award period shown on page 1 put 'X' in the appropriate boxes. See the Notes

Income Support

Income-based Jobseeker's Allowance

Pension Credit



If you (or if this is a joint award, **either of you**) have put an 'X' in any box in PART 1, and you are still receiving these benefits, we do not need income details. Please go to PART 3.

We need you to enter your income for the tax year from **6 April 2007 to 5 April 2008** below.

There are working sheets in the Notes to help you calculate your income.

If you do not know the actual amount of any of the income details we ask for below, please use an estimate – see the Notes. If you do use an estimate put 'X' in the 'Estimate' box.

PART 2 TAXABLE SOCIAL SECURITY BENEFITS

Round down to the nearest pound.

2.1 Taxable social security benefits received

Do not include any tax credits, Child Benefit or Pension Credit. See the Notes

£ . 0 0 Estimate

PART 2 TAXABLE SOCIAL SECURITY BENEFITS

Round down to the nearest pound.

2.1 Taxable social security benefits received

Do not include any tax credits, Child Benefit or Pension Credit. See the Notes

£ . 0 0 Estimate

PART 2 INCOME DETAILS

Round down to the nearest pound.

2.2 Earnings as an employee from all jobs

Enter your total earnings for the year, before tax and National Insurance contributions and other deductions are taken off. See the Notes

£ . 0 0 Estimate

PART 2 INCOME DETAILS

Round down to the nearest pound.

2.2 Earnings as an employee from all jobs

Enter your total earnings for the year, before tax and National Insurance contributions and other deductions are taken off. See the Notes

£ . 0 0 Estimate

2.3 Company car and fuel, taxable vouchers, and payments in kind from all jobs

If you received any of these from your employer we need to know their total 'cash equivalent'. Enter the figures from form P11D or form P9D, given to you by your employer. See the Notes

£ . 0 0 Estimate

2.3 Company car and fuel, taxable vouchers, and payments in kind from all jobs

If you received any of these from your employer we need to know their total 'cash equivalent'. Enter the figures from form P11D or form P9D, given to you by your employer. See the Notes

£ . 0 0 Estimate

2.4 Income from self-employment

If you made a loss, enter '0.00'. See the Notes

£ . 0 0 Estimate

2.4 Income from self-employment

If you made a loss, enter '0.00'. See the Notes

£ . 0 0 Estimate

Example



i To fill in this PART please use the 'Other income' working sheet in the Notes.
Joint awards – if two claimants are named on page 2, box 2.5 should be completed jointly.

PART 2 INCOME DETAILS continued Round down to the nearest pound.

OTHER INCOME - see the Notes, for the types of income that should be included.

Please use the 'Other income' working sheet in the Notes to work out your total other income.

2.5 Total other income

Enter the figure from the 'Other income' working sheet in the Notes

£ • 0 . 0 Estimate

i If any part of your income shown in boxes 2.1 to 2.5 is estimated please provide **actual figures by 31/01/2009** at the latest or we will treat you as having declared that the amount of your actual income was as estimated and use the estimate to finalise your award.

PART 3 PERSONAL CIRCUMSTANCES FOR 06/04/2007 to 05/04/2008

You must complete this PART.

You need to check that your personal circumstances are correct and complete for the whole of the period shown. Check the information shown on the Annual Review form.

The Notes tell you what changes you **must** report. If we later find that you have not reported them, we may charge a penalty.

You must answer either 'Yes' or 'No' to this question.

3.1 Do you need to report a change in your personal circumstances?

No Go to the Declaration at PART 4

3.2

Yes Contact us **now** with details, then go to the Declaration at PART 4

MR FRANK PEACH

MRS PAULINE PEACH

PART 4 DECLARATION

You must sign this declaration.

If you give false information, you may be liable to financial penalties and/or you may be prosecuted.

I declare that

- the information given on this form is correct and complete to the best of my knowledge and belief, and
- I have reported any changes that I must tell you about.

I understand that

- you will use the information on this form to decide the final amount of my tax credits award for 2007–2008
- this form is my claim to any tax credits due to me for 2008–2009 and the amount due will be worked out using the information given
- if this is a joint claim, I share responsibility with the other person named on the form, for **all** the information given and any tax credits overpaid may be recovered from both or either of us.

Signature

Date

DD MM CCYY

PART 4 DECLARATION

You must sign this declaration.

If you give false information, you may be liable to financial penalties and/or you may be prosecuted.

I declare that

- the information given on this form is correct and complete to the best of my knowledge and belief, and
- I have reported any changes that I must tell you about.

I understand that

- you will use the information on this form to decide the final amount of my tax credits award for 2007–2008
- this form is my claim to any tax credits due to me for 2008–2009 and the amount due will be worked out using the information given
- if this is a joint claim, I share responsibility with the other person named on the form, for **all** the information given and any tax credits overpaid may be recovered from both or either of us.

Signature

Date

DD MM CCYY

Example



Your ethnic group

We want to make sure tax credits are being claimed by all communities. The only way we can check this is by asking you about your ethnic group.

Please make one entry to tell us the ethnic group that you consider you belong to – we will not pass this information to anyone else. You do not have to complete this part of the form. If you do not wish to disclose your ethnic group, please put 'X' in the box provided. Thank you for your help.

MR FRANK PEACH

MRS PAULINE PEACH

A White

A White

B Mixed

B Mixed

White and Black Caribbean

White and Black Caribbean

White and Black African

White and Black African

White and Asian

White and Asian

Other, please state below

Other, please state below

Grid for other ethnic group options

C Asian including British Asian

C Asian including British Asian

Indian

Indian

Pakistani

Pakistani

Bangladeshi

Bangladeshi

Other, please state below

Other, please state below

Grid for other ethnic group options

D Black

D Black

Caribbean

Caribbean

African

African

Other, please state below

Other, please state below

Grid for other ethnic group options

E Chinese or other ethnic group

E Chinese or other ethnic group

Chinese

Chinese

Other, please state below

Other, please state below

Grid for other ethnic group options

F I do not wish to state my ethnic group

F I do not wish to state my ethnic group

