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

**Helpline** 0345 300 3900

**Minicom/Textphone** 0345 300 3909

For our opening hours go to  
[www.hmrc.gov.uk](http://www.hmrc.gov.uk) or phone us.

TAX CREDIT OFFICE  
PRESTON  
PR1 0SD



Date 26 April 2013

**Check before 31/07/2013**

**Please keep this for your records**

## **Tax credits – Annual Review for year ended 05/04/2013**

**Your tax credits award for 06/04/2012 to 05/04/2013**

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 this 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 2013-2014.

We need you to review your personal circumstances during the whole award period shown above and check your income.

If you need to tell us about anything once you have completed your Annual Review, **please phone us straight away**. If you do not have anything to tell us **you need do nothing more** and you will not receive another notice from us for this year. This TC603R *Tax credits Annual Review* is also your Award Notice and the amount of your award is shown below.

We will decide on 31/07/2013 that:

- the final amount of your tax credits award for the period 06/04/2012 to 05/04/2013 is £540.00
- your tax credits award for 06/04/2013 to 05/04/2014 will be shown in the **Payments** section.

If later, you think those decisions are wrong, you will have 30 days from 31/07/2013 to appeal. If you do think something is wrong, you do not have to wait until then to contact us.



## Tax credits – Annual Review for period ended 05/04/2013

MR FRANK PEACH  
MRS PAULINE PEACH

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

Continued

### Step C

#### Complete your Annual Review

Work out all your joint income for 2012–2013. If you are self-employed or have Other Income from Self Assessment and you cannot give us your actual 2012–2013 income details by 31/07/2013, the Notes tell you how to estimate your income. If you do estimate your income, you will need to do Steps 1 and 2 again when you know your actual income. You must do this by 31/01/2014.

If the details at Steps A and B **are not** correct and complete, or if any of your circumstances have changed since 05/04/2013, please:

- phone us **now** to tell us about any changes, **and**
- tell us your income and your partner's income for 2012–2013.

If the details at Steps A and B **are** correct and complete and your personal circumstances have not changed since 05/04/2013, do steps 1 and 2.

**Step 1** Is all your joint income for 2012–2013 exactly the same as shown in Step B?

- No** Please phone us **now** with your income and your partner's income figures.  
**Yes** Go to Step 2.

**Step 2** Is your total joint income for 2013–2014 likely to be between £29,306.00 and £36,806.00?

- No** Please phone us **now** with your estimated income for 2013–2014.  
**Yes** **Your Annual Review is now complete and you do not need to do anything else.**  
We will finalise your 2012–2013 award as shown on page 1 and your award for 2013–2014 is shown in the **Payments** section.

#### Warning

**If your details are not correct and we do not hear from you by 31/07/2013**, we will treat this Annual Review as correct and complete for the award period shown. We will also regard you as having claimed tax credits for the year 2013–2014 based on this information. If you do not want this to happen, please write to us. If we later find this information was incorrect or incomplete, you may have to pay back any tax credits overpaid. You may also have to pay a penalty.

### Payments

If the information on this form is correct and complete, we have worked out that your award for 2013–2014 will be as shown below.

If you think any of these details are wrong, please contact us.

Child Tax Credit	£540.00
<b>Total</b>	<b>£540.00</b>
<b>Minus</b>	
Payments already made by us	£0.00
Amount of overpayment from earlier years already collected from payments made so far	£38.12
Amount of overpayment from earlier years we intend to collect from your payments for the rest of this award period	£200.00
Amount due to you	<u>£301.88</u>

