HM Revenue & Customs

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

Finalise your tax credits now using the simple steps below

Use these guidance notes to help check the details on your Annual Review and make your declaration. These notes are also available on GOV.UK

Documents you may need to help you make your declaration:

P60

P45

P11D

Your business accounts

Do not send these documents to us

For more information, go to www.gov.uk/paye-forms-p45-p60-p11d

Follow these 3 easy steps – tick when completed

Step A ☐ Check the personal circumstances and 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, phone our helpline now on 0345 300 3900.

Step C ☐ Check the income details in your Annual Review before filling in your declaration. You must tell us your income for the whole year even if your award was only for part of the year.

You can now finalise your tax credits

By phone
- 0345 300 3900
- Relay UK (if you cannot hear or speak on the phone) 18001 then 0345 300 3900

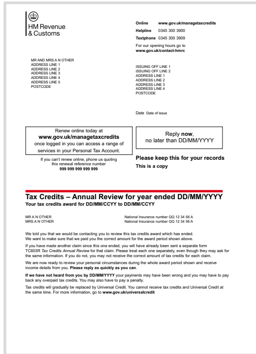
By post
Send the form back in the envelope provided. It'll need a stamp.

After you've made your declaration

If you finalise by post or phone and we have an up-to-date mobile number, we'll text you confirmation of receipt.

Contents

Annual Review TC603RR



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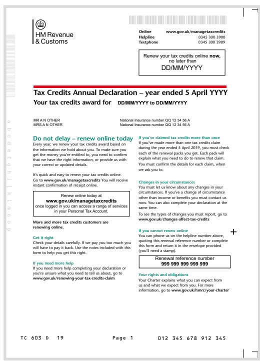

Checking your personal circumstances and any changes

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 single person

Make sure you've told us if, during your award period you:

- started living with someone as a couple
- got married or entered into a civil partnership

One of the most common reasons people need to pay back money is because they did not tell us they were living with someone. If you're not sure if we would consider you to be part of a couple, phone our helpline for advice.

If you made a claim with someone else

If you claimed as a couple, we show both names and you're both responsible for making sure your details are right.

You should have made a joint claim if you were:

- married or in a civil partnership – unless you separated under a court order, or expected your separation to be permanent
- living with someone you were in a relationship with as if you were married or in a civil partnership, for example you
  – sometimes lived in the same household
  – shared costs and had joint financial arrangements
  – had dependent children, which you jointly cared for in your household

Make sure you've told us if, during your award period:

- you permanently separated from your partner
- 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.

To get the disability element of Working Tax Credit, you must have met all 3 qualifying conditions.

Condition 1 – you usually worked 16 hours or more each week.
Condition 2 – you had a disability which puts you at a disadvantage in getting a job.
Condition 3 – you received, or had received, a qualifying sickness or disability-related benefit.

You can get the severe disability element if you or your partner got:

- highest rate care component of Disability Living Allowance (DLA)
- enhanced daily living component of Personal Independence Payment (PIP) or Adult Disability Payment (ADP) in Scotland
- Armed Forces Independence Payment
- Attendance Allowance/Pension Age Disability Payment (PADP) (higher rate)

You did not have to be working to qualify for the severe disability element as long as your partner was.

Make sure you've told us:

- if you no longer qualify for the disability or severe disability element
- within one month of being awarded a disability benefit following a review or an appeal – you may have been entitled to the disability element even though 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
- 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 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
- did not return to work after:
  – paternity leave
  – adoption/additional adoption leave
  – shared parental leave
  – illness or incapacity for work
  – strike periods
  – suspension during investigation
- 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 about this, go to 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 Carer’s Allowance or Carer Support Payment

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

About your children and young people

The Child element of Child Tax Credit was not paid for a third or later child born after 6 April 2017 unless one of the exceptions applied – for more information, go to www.gov.uk/hmrc/ctc-exceptions

You would still have been paid the disability element of Child Tax Credit and the childcare element of Working Tax Credit for all children if eligible.

To make sure you do not miss out on what you’re entitled to, you should still report the birth of a child and any changes.

Your Annual Review shows any:
- children you were responsible for up until their 16th birthday
- young people you were responsible for aged between 16 and 20 years old, who met the conditions below

Qualifying conditions for young people

The young person must have been enrolled, accepted or started full-time non-advanced education or approved training, before age 19.

Full-time non-advanced education

We treat a young person as being in full-time non-advanced education if they were:
- at school or college (not university) doing subjects up to and including A level, NVQ level 3, Scottish Highers or Scottish Advanced Highers (not a higher national certificate or a degree), and in lessons for an average of more than 12 hours a week in term time
- on a Study Programme (in England only)

A young person still counts as being in full-time non-advanced education if they had:
- an interruption to their education for a period of up to 6 months, if it’s reasonable – for example, due to illness or moving house
- a period of illness or disability and it was always the young person’s intention to return to study immediately after the interruption
- just finished a course and were registered to start another course next term

The education cannot be provided by an employer. If you’re not sure if a young person was in full-time non-advanced education, phone our helpline.

Approved training

We treat the following UK schemes as approved training in:

- England – see full-time non-advanced education above
- Scotland – No One Left Behind
- Wales – Foundation Apprenticeships, Traineeships or the Jobs Growth Wales+ scheme
- Northern Ireland – Training for success or Skills for Life and Work

If the qualifying young person is aged 16 or 17, and has left full-time non-advanced education or approved training, you may be able to get Child Tax Credit for them for up to 20 weeks after they left. To qualify for these extra weeks, they need to have registered with:

- a careers service, Connexions, local authority support service or similar organisation (in Northern Ireland, the Department for Communities or the Education Authority)
- the Ministry of Defence, if they're waiting to join the armed forces
- any corresponding body in an EEA member state or Switzerland

To get these extra weeks you must have claimed within 3 months of your child leaving education or training.

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 were 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, for example, they
  - started to get Income Support, income-based Jobseeker's Allowance, Employment and Support Allowance or Universal Credit themselves
  - 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

You may have received extra Child Tax Credit because your child had a disability. We call this extra amount the child disability element. You may have been entitled to this (even if you did not get the child element for that child), if:

- you got Disability Living Allowance (DLA) or Child Disability Payment (CDP) in Scotland for your child
- you got Personal Independence Payment (PIP) or Adult Disability Payment (ADP) in Scotland for your child
- 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

You may have been entitled to this (even if you did not get the child element for that child), if you got:

- the highest rate care component of DLA/CDP for your child
- the enhanced daily living component of PIP/ADP for your child
- Armed Forces Independence Payment for your child

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

- Disability Living Allowance (DLA) or Child Disability Payment (CDP) in Scotland or the highest rate care component of DLA for your child
- Personal Independence Payment (PIP) or 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 (even if you did not get the child element for that child), was:

- 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
- 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 shows the average weekly childcare costs that you were paying at the start of your award period. It also shows any childcare changes you told us about or we made. You need to check if the childcare costs shown are correct and tell us now if they're not.

Changes you must tell us if they're not shown on your Annual Review

You must tell us now if:

- you stopped being responsible for the child you're claiming childcare for
- you or your partner stopped working
- your normal working hours, or your partner's, went below 16 hours a week
- you or your partner stopped
  - – being an inpatient in hospital
  - – being in prison serving a custodial sentence or remanded in custody awaiting trial or sentence
  - – getting a disability benefit
  - – being entitled to Carer's Allowance or Carer Support Payment
- your childcare provider stopped being registered or approved
- you stopped using a registered or approved childcare provider
- your average weekly childcare costs went down by £10 or more, or fell to zero
- you started getting other help towards your childcare costs
- your child stopped attending childcare for more than 4 weeks when they normally would

For more information, go to GOV.UK and search for WTC5.

How to work out if your average weekly childcare costs changed

Your childcare costs went up or down

How you work out changes in your average weekly childcare costs will depend on how you worked out your average weekly childcare costs in the first place.

If you always paid the same amount

To work out your new average weekly costs, go to GOV.UK and search for WTC5 and read page 12.

You paid weekly

If your new average weekly costs were at least £10 lower or higher each week, for 4 weeks in a row, than before, you should have told us about it.

You paid monthly or any other frequency

Compare your new average weekly costs with the old average you gave us. If it's different by £10 a week or more, you should have told us about it.

You did not always pay the same amount

To work out your new average weekly costs:

1. Add up what you paid in total over the last 52 weeks (or 12 months if you paid monthly or any other frequency).
2. Divide the total by 52 – this is your new average weekly childcare costs.
3. Compare your new average weekly costs with the old average you gave us. If it's different by £10 a week or more, you should have told us about it.

You paid childcare for more than one child or to more than one provider

It's the change in the total you paid each week that we're interested in:

1. Add together all the average weekly costs you paid for your children – this is your new average weekly childcare costs.
2. Compare your new weekly average costs with the old average you gave us. If it's different by £10 a week or more, you should have told us about it.

How changes to your childcare costs affect your payments

If your new average weekly childcare costs were at least £10 lower than the old average you gave us, the help for your childcare would not go down in the week the change happened or for the following 3 weeks afterwards.

Example – childcare costs went down by £10 a week or more

Ahmed's childcare costs varied, because he paid more in the school holidays. His average weekly costs are £65. On 2 October, Ahmed started working shorter hours and needed his childminder to look after his children for fewer hours each week.

In the next 52 weeks Ahmed now pays:

10 school holiday weeks at £80 a week	10 x £80 = £800
term-time weeks at £40 a week	39 x £40 = £1,560
3 weeks summer holidays with grandparents	£0
Total for 52 weeks	£2,360

To work out the new weekly average, the total amount is divided by 52 (amount of weeks in a year).

So Ahmed's new average weekly costs are	£2,360 ÷ 52 = £45.38 (round up to £46)

This is more than £10 lower than his old average of £65 a week. Ahmed should have told us about this change within one month of it happening.

Ahmed must tell us now of this past childcare change in order for the annual review declaration to be correct for the award period. Ahmed has only included costs for weeks that he has actually paid for.

The help for your childcare will not go down in the week the change happened or for the following 3 weeks.

Your average weekly childcare costs go up by £10 or more

If you paid the same amount every week, this is when your new costs were at least £10 higher than your old costs for 4 weeks in a row.

If you paid a different amount every week, or did not pay weekly, this is when your new average weekly childcare costs were at least £10 higher than your old average weekly costs.

The help for your childcare should have increased from the first week of the change.
If you did not tell us about your childcare costs going up on time, you will not have got as much tax credits as you should have.

We can only backdate any increase in childcare costs by one month from the date you told us about it.

Examples when childcare costs went up £10 a week or more

Example 1
Shahida usually pays £300 a month for approved childcare. Her average weekly childcare costs of £70 a week, worked out like this:

Multiply the monthly amount by 12	£300 x 12 = £3,600
Divide by 52	£3,600 ÷ 52 = £69.23
Round up to	£70.00

On 2 July Shahida's children started to go to a new childminder who charges £350 a month. She needed to work out her new average weekly costs like this:

Multiply the monthly amount by 12	£350 x 12 = £4,200
Divide by 52	£4,200 ÷ 52 = £80.77
Round up to	£81.00

That's an increase of £10 or more a week on average. Shahida should tell us straightaway and within one month, to make sure she does not lose out on tax credits.

Example 2
Pat's average weekly childcare costs are £50. Then his costs dropped for 6 weeks to £45 a week. He ignored this, as the change was less than £10 a week on average.

After those 6 weeks, he started paying £70 a week and expected this to be his payment from then. That's an increase of £10 or more a week on average. He should have told us straightaway, as he was entitled to more help with his childcare.

If the change in your childcare costs were less than £10 a week on average

This is not a relevant childcare change and you do not have to tell us.

For more information, go to GOV.UK and search for WTC5.

Example – non-relevant change that you do not need to tell us about
Jane's average weekly childcare costs were £50 because she always paid that fixed weekly amount.

For 2 weeks, she needed her childminder to look after her child for more hours and paid her an extra £20 a week. Things got back to normal, and Jane was again paying her childminder £50 a week.

There was no need for Jane to report this to us, the increase in the actual childcare charges by £10 or more a week did not last for 4 weeks in a row, it only applied to 2 of the weeks.

Your income

Your Annual Review may show income which your employers or occupational pension providers have provided to HM Revenue and Customs. The figure on your Annual Review will be the total income they provided for this period. If you have more than one employer or occupational pension provider, the total income from all of them will be shown. If you're claiming as a couple and both working, your individual incomes will be shown separately.

Although we've been told about this income, this is shown as a guide only. We still need you to work out and tell us your income details for the award period shown on your Annual Review.

As well as earnings through employment you may have other income, such as self-employed income, taxable benefits or benefits in kind. There may also be deductions you can make to your income when you're working out your figures for tax credits.

Use the Working Sheets on pages 16 to 20 to help you work out your total (joint) income for the tax year 2024 to 2025.

If you need more help to work out your total income, go to www.gov.uk/tax-credits-working-out-income or phone our helpline.

Income you need to tell us about includes:

- earnings from employment – you and your partner's total earned income
- occupational pensions – the total of any pensions you and your partner receive from a previous or continuing employment
- some benefits in kind – you and your partner's total benefits in kind from an employment
- profits from self-employment – you and your partner's total profit from self-employment
- 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

There may be deductions you can make from your total income figure.

For a list of deductions you can make, go to www.gov.uk/tax-credits-working-out-income

Use the Working Sheets on pages 16 to 20 to help you work out your income and deductions.

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.

Making your declaration

How to make your declaration

Carefully check all the details shown on your Annual Review are correct and complete. Use these notes to help you check your details and make your declaration.

If any of the details are wrong, you need to tell us now. It's important you do this now, so that we can make sure you received the right amount of money.

You can post your declaration to us or phone us. Contact details are at the back of these notes.

The following guidance and Working Sheets at pages 16 to 20 may help you complete your declaration.

If you're returning your TC603D declaration by post, you and your partner must:

- make sure you fill in the correct columns
- check that the information you provide is correct
- sign and date the declaration on page 3

It's important you get this right because you're both responsible for all the information on this form. If you act as an appointee for a couple, you only need to sign the declaration once.

Entering your details

The following 'Part' and 'Box' references relate to the sections on the TC603D if you're making your declaration by post.

Part 1 – Certain benefits

Box 1.1 on your declaration

Only put 'X' in the box if you received one of the benefits listed for the whole of the award period.

Do not put 'X' if during any of the award period you:

- started work and received a 'run on payment' of one of the listed benefits
- only got contribution-based Jobseeker's Allowance or contribution-based Employment and Support Allowance

Part 2 – Taxable social security benefits

Box 2.1 on your declaration

If you've received any of the taxable benefits listed below, you need to add the amounts you got together and enter the total in box 2.1.

These benefits are:

- Bereavement Allowance
- contribution-based Employment and Support Allowance
- Carer's Allowance or Carer Support Payment (if you live in Scotland do not include the Carer's Allowance Supplement)
- contribution-based Jobseeker's Allowance
- Incapacity Benefit (but do not include if you started claiming this before 1995)

Do not include any tax credits, Child Benefit, Pension Credits, income-based Jobseeker's Allowance, Council Tax Reduction (sometimes called Council Tax Support), Housing Benefit Rate Relief (in Northern Ireland), Universal Credit, Housing Benefit, income-related Employment and Support Allowance or non-taxable Income Support.

Part 2 – Income details

Box 2.2 on your declaration – Earnings as an employee from all jobs

Enter your total gross earnings from all jobs in the award period. You can check all your P45s, P60s or payslips from your employer to see how much your earnings were last year. If benefits in kind are included in your earned income, see box 2.3.

Deductions

Your employer may not have told us about deductions that are processed through your payroll.

These include:

- pension contributions you make to a registered scheme paid out of your net income including any tax relief due – do not deduct contributions paid out of your gross income
- the actual amount paid, up to £100 for each weekly payment of Statutory Maternity, Paternity, Shared Parental, Parental Bereavement and Adoption Pay
- work expenses which have not been paid back to you by your employer

You can only deduct actual payments you've made or received for the award period shown on your Award Review.

Work out any deductions you can make before entering an income figure at box 2.2.

You can use income Working Sheet 1 on pages 16 and 17 to help you.

Box 2.3 on your declaration – Company car and fuel, taxable vouchers and benefits in kind from all jobs

Your employer may give you the annual details of benefits in kind you receive on form P11D.

Payrolled benefits in kind

Step B of your Annual Review may show payrolled benefits in kind you've received in the year. Your employer may have included these benefits in kind in the earned income figure on your P60 or payslips. If this is the case:

- deduct the amount of all payrolled benefits in kind from the total pay figure shown on your P60 or payslips
- enter the remaining earned income figure at the top of Working Sheet 1 and follow the stages to calculate the income figure to enter at box 2.2
- use Working Sheet 2 on page 18 to calculate the figure you need to enter in box 2.3

Non payrolled benefits in kind

You need to include certain benefits in kind that you have not received through your payroll, for example, a company car. Use Working Sheet 2 on Page 18 to work out the benefits in kind you've received and need to show at box 2.3.

For more information, go to www.gov.uk/tax-credits-working-out-income

Box 2.4 on your declaration – Income from self-employment

If you're self-employed, you should use the profit or loss figure you declared on your tax return for 2024 to 2025 and enter this in box 2.4. Do not include any transition profits. If you have not filled in your tax return for this period, or you do not know an actual figure, you must estimate your profit or loss and:

- enter the profit figure or £0.00 for a loss in box 2.4 and put a tick in the 'estimate' box beside it
- give us these details by the date shown on your annual review

If you do this, you'll need to contact us again when you know your actual income. You must do this by 31 October 2025. For information about transition profits, go to www.gov.uk/guidance/changes-to-reporting-income-from-self-employment-and-partnerships

Part 2 – Total other income

Box 2.5 on your declaration

If you have any other income, for example, all dividends income, interest on savings, some rental income and State Pension or occupational pension, you need to work out the gross amount (before tax is taken off) you received for the award period shown on your Annual Review and minus £300 from the gross amount.

If this information is not available you'll need to estimate your other income and:

- enter the other income figure or £0.00 (if you're left with a minus figure after taking off the £300), in box 2.5 and put a tick in the 'estimate' box beside it
- give us these details by the date shown on your annual review

If you do this, you'll need to contact us again when you know your actual other income. You must do this by 31 October 2025.

When completing box 2.5, do not include any maintenance payments, student grants, bursaries or loans.

You can use the Working Sheet 3 on page 19 to help you.

Household deductions

You can make deductions from your total household income for any payments you or your partner have made during your award period for:

- contributions to a registered personal pension scheme
- donations to charity by Gift Aid
- contributions to a retirement annuity contract
- trading losses sustained for the award period

Gift Aid donations, personal pension contributions and retirement annuity contributions

You can deduct the gross amount of any payments you've made in Gift Aid donations, personal pension or retirement annuity contributions.

Retirement annuity contributions are paid as gross amounts. As Gift Aid donations and retirement pension contributions are paid after tax, you'll need to work out their gross amounts.

Example

If you're a 20% taxpayer the total amount of Gift Aid and/or personal pension contributions made during award period = £370

£370 multiplied by 100 and then divided by 80 = £462.50

Deduct the total gross amount from the boxes in the order in which they appear on your Annual Declaration.

Trading losses

If you're self-employed and have made a trading loss, you can deduct this from:

- any other income you may have for that year
- in a joint claim, any other income which you and your partner have for that year

Unrelieved trading losses carried forward from previous years must be deducted from your self-employed profits.

Losses from previous years cannot be deducted from other household income.

Use TC825 – 'Working Sheet for tax credits relief for Gift Aid donations, pension contributions and trading losses'. Go to GOV.UK and search for TC825. Then follow Steps 2 and 3 to work out your total losses.

If the total amount is:

- less than your total income, deduct the amount from the boxes in the order in which they appear on your Annual Declaration
- equal to or more than your total income, enter '0' in every box in Part 2 of your Annual Declaration

If you need help with working out your reliefs or losses, phone our helpline.

After you've made your declaration

If you finalise by post or phone and we have an up-to-date mobile number, we'll text you confirmation.

Use these sheets to help you work out your income.
Do not send to us – keep for your records.

Working Sheet 1: Working out your earnings as an employee from all jobs for year 6 April 2024 to 5 April 2025

If you worked outside of the UK, you should still show your earnings in British pounds.

Your earnings

Total pay from all your employed work, including any tips and gratuities, Statutory Sick Pay, Statutory Maternity, Paternity, Shared Parental, Parental Bereavement and Adoption Pay. Enter the taxable amount (before tax and National Insurance are taken off). You can find these details for the year on all your P60s, P45s or notification letter from your employer.

If your income includes payrolled benefits in kind, deduct this figure from your total pay before entering an amount in the box. Benefits in kind are shown on your P11D if you receive one.

You	£	Your Partner	£

Taxable gains from security or share options you got because of your job. For example, company shares or bonds.

You	£	Your Partner	£

Strike pay from your trade union received during the award period.

You	£	Your Partner	£

Payment for work you did in prison or on remand received during the award period.

You	£	Your Partner	£

Earnings total

You	£	Your Partner	£

Use these sheets to help you work out your income.
Do not send to us – keep for your records.

Working Sheet 1: Working out your earnings as an employee from all jobs for year 6 April 2024 to 5 April 2025 continued

Your deductions

Work-related expenses you've paid out and that your employer has not paid back to you during the award period. These are expenses you had to pay out in doing your job and which related only to doing your job. Do not include expenses you've incurred for the costs of travelling between your home and your usual workplace.

You	£	Your Partner	£

Tax-deductible payments you've made and have not been paid back. For example, fees to professional bodies, agency fees, indemnity insurance and allowable union subscriptions/fees. For additional guidance go to GOV.UK and search for 'Professional bodies approved for tax relief (list 3)'.

You	£	Your Partner	£

Flat-rate expenses agreed by your employer or representative organisation and HMRC, to maintain or renew tools or special clothes you need for your job.

You	£	Your Partner	£

Free Standing Additional Voluntary Contributions, payments to stakeholder pensions, or pension contributions to a registered scheme paid out of your net income made during your award period. Enter the gross amount – go to GOV.UK and search for TC825. Do not include anything you paid into an occupational pension scheme paid out of your gross income.

You	£	Your Partner	£

Statutory Maternity, Paternity, Shared Parental, Parental Bereavement and Adoption Pay. If your payments were more than £100 a week, enter £100 in the box for each week. For example, if you got them for 30 weeks, enter £3,000. If your payments were less than £100 a week, enter the amount you received. For example, if you got £80 for 30 weeks, enter £2,400. Do not include Maternity Allowance.

You	£	Your Partner	£

Total deductions

You	£	Your Partner	£

Take away your deductions total from your earnings total. Enter this amount in box 2.2

You	£	Your Partner	£

Use these sheets to help you work out your income.
Do not send to us – keep for your records.

Working Sheet 2: Company car and fuel, taxable vouchers and payments in kind from all jobs

Your employer may give you the annual details of benefits in kind you receive on form P11D. Copy the amounts of the relevant benefits in kind you've received and enter them in the boxes below. If you or your partner have had more than one employer add the figures together.

Goods and assets your employer gave you (for example, cars and property) – shown on P11D section A.

You	£	Your Partner	£

Payments made by your employer on your behalf (for example, payment of rent or utility bills) – shown on P11D section B in the first box numbered 15.

You	£	Your Partner	£

Cash or non-cash vouchers and credit tokens (for example, a company credit card used to purchase items for personal use) shown on P11D section C (add together all the boxes). Do not include the cash equivalent of childcare vouchers if they're used to pay for registered or approved childcare.

You	£	Your Partner	£

Mileage allowance – include payments for using your own car, enter the taxable amount shown on P11D section E. Also include running costs and passenger payments your employer has paid for – shown on P11D section E or included in section N. If your mileage costs are not paid by your employer, or they only pay a little of it, phone our helpline for more advice.

You	£	Your Partner	£

Company car – shown on P11D in box 9 of section F.

You	£	Your Partner	£

Company car fuel benefit – shown on P11D in box 10 of section F.

You	£	Your Partner	£

Expenses payments paid to you or on your behalf – shown on P11D sections I, J, M or N. You might be able to reduce this amount by claiming a deduction of expenses allowed for certain Income Tax purposes. Phone our helpline for more advice.

You	£	Your Partner	£

Total - Enter this amount in box 2.3

You	£	Your Partner	£

Use these sheets to help you work out your income.
Do not send to us – keep for your records.

Working Sheet 3: Other income

Income from savings and investments, including dividends.
Enter the gross amount, but do not include tax exempt savings like ISAs.
Include the full amount of any ‘chargeable event gain’ from a life insurance policy.

You	£	Your Partner	£

State Pensions – do not include the Christmas bonus and Winter fuel payment.

You	£	Your Partner	£

Other UK pensions you’re getting including occupational pensions or annuities (but not tax exempt war pensions). Use your P60 for details of your occupational pension. Phone our helpline if your pension includes an extra amount for work related illness or injury.

You	£	Your Partner	£

Property income – include all taxable property income. When calculating your allowable expenses for tax credits, you should deduct 100% of your finance costs. Do not include income from the Rent a Room scheme if it is under £7,500 or £3,750 if you’re a joint owner. If your rental property made a loss, there’s a working sheet available online to work out your trading losses. Go to GOV.UK and search for TC825.

You	£	Your Partner	£

Income from trusts, settlements and estates – you’ll find details on certificate R185, which the trustees or administrators should have given you.

You	£	Your Partner	£

Foreign income – for example, from investments and property overseas. Enter the gross amount in British pounds even if it was paid in another currency. If you get a foreign pension include it here. Deduct any bank charge or commission you paid when converting foreign currency.

You	£	Your Partner	£

Notional income – this includes things like stock dividends, or income that you could have received but chose not to. Phone our helpline if you need more information about this.

You	£	Your Partner	£

Use these sheets to help you work out your income.
Do not send to us – keep for your records.

Working Sheet 3: Other income continued

Total

You	£	Your Partner	£

Add the totals together for you and your partner

£

Take off £300 (If this makes it a minus figure, just enter 0)

£

Total other income

Enter this amount in box 2.5. Do not include pence

£

How to make your declaration and finalise your tax credits

By phone

- 0345 300 3900
- Relay UK (if you cannot hear or speak on the phone) 18001 then 0345 300 3900

For our opening hours, go to www.gov.uk/contact-hmrc

By post – your declaration is read by machine, so it's important that you:

- use black ink
- write inside the boxes, using one box for each letter or number
- leave any boxes that do not apply to you blank – do not write 'not applicable' or strike through them
- put a line through your entry if you make a mistake, and write the correct information underneath the box
- read all of the questions carefully

Send the form back in the envelope provided. It'll need a stamp. Make sure you pay the correct postage. Do not send anything with it, unless we've asked you to do so.

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

More information

We regularly check tax credits awards to make sure you got the right amount and to prevent fraud, so make sure you provided the right information.

How we use your information

HM Revenue and Customs is a Data Controller under the Data Protection Act 2018. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.
We may get information about you from others, or we may give information to them.

If we do, it'll only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue and Customs unless the law permits us to do so.

Your rights and obligations

'HMRC Charter' explains what you can expect from us and what we expect from you.
For more information go to www.gov.uk/government/publications/hmrc-charter