



About this form

To qualify for the disability element of Working Tax Credit the person claiming must notify us within 1 month of the disability benefit provider's decision and they meet the 3 conditions shown in the helpsheet 'Tax credits: disability helpsheet TC956'. Go to www.gov.uk and search for 'TC956'.

Please note that if the disability benefit has been backdated into a period where the person in receipt of the disability benefit was working we can still consider the disability element.

To qualify for the Severe disability element of Working Tax Credit the person claiming must notify us within 1 month of the disability benefit provider's decision.

If the person claiming the Severe disability element is working or their partner (in joint claims) is or was working, they may be entitled to the additional disability element.

If the person claiming has had their Severe disability element reduced to the Standard disability element they need to meet the 3 conditions shown in helpsheet 'Tax credits: disability helpsheet TC956'.

If you think you may qualify for the additional disability element, you must notify us within 1 month of the date of the notification of the disability benefit provider's decision.

Is today's date within 1 month of the date the decision was notified? Put an 'X' in the box that applies

No ☐ you do not qualify for the backdated disability payment

Yes ☐ please complete this form

Your details

1 Name <input type="text"/> <input type="text"/>	5 Start date of the disability award DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2 Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Postcode</small>	6 Date you were notified of the decision DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3 National Insurance number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	7 What benefit has been awarded? Put an 'X' in the box that applies
4 Name of the person the disability benefit has been awarded to <input type="text"/> <input type="text"/>	<ul style="list-style-type: none">• Adult Disability Payment <input type="checkbox"/>• Armed Forces Independence Payment <input type="checkbox"/>• Attendance Allowance <input type="checkbox"/>• Child Disability Payment <input type="checkbox"/>• Disability Living Allowance <input type="checkbox"/>• Pension Age Disability Payment <input type="checkbox"/>• Personal Independence Payment <input type="checkbox"/>

Your details continued

8 What rate of benefit has been awarded? Put an 'X' in the boxes that apply

Standard rate

- Adult Disability Payment
(lower or middle rate care component
or lower rate mobility component) ☐
- Attendance Allowance (lower rate) ☐
- Child Disability Payment
(lower or middle rate care component
or lower rate mobility component) ☐
- Disability Living Allowance
(lower or middle rate care component
or lower rate mobility component) ☐
- Pension Age Disability Payment
(lower rate) ☐
- Personal Independence Payment
(standard daily living component) ☐

Severe rate

- Adult Disability Payment
(highest rate care component) ☐
- Attendance Allowance (higher rate) ☐
- Armed Forces Independence Payment ☐
- Child Disability Payment
(highest rate care component) ☐
- Disability Living Allowance
(higher rate care component) ☐
- Pension Age Disability Payment
(higher rate) ☐
- Personal Independence Payment
(enhanced daily living component) ☐

About your job

If you've been awarded the Standard Rate of disability or the Severe Rate of disability has been reduced to the Standard Rate disability please answer the following questions.

9 Do you, or did you, have a disability that puts you at a disadvantage getting a job? This may mean you're limited in the type of job or number of hours you can do because of your disability. Please read Condition 2 on the 'Tax credits: disability helpsheet TC956' and answer the questions based on the date the disability benefit has been awarded from till the date your job or Tax Credits ended.

No ☐ Yes ☐

10 Do you, or did you, usually work for 16 hours or more a week?

Answer 'Yes' below if:

- you usually work, or worked, for 16 hours or more a week
- you're absent (or were absent) from work (for up to 28 weeks) because of an illness which started while you were working 16 hours or more a week and you receive any of the following
 - Statutory Sick pay
 - Income Support paid because of your incapacity to work
 - Employment and Support Allowance
 - National Insurance credits awarded because of incapacity or limited capability for work

No ☐ Yes ☐

If 'No', what date did you stop working 16 hours or more a week? DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Declaration

You must sign this declaration. If you give false information, you may be liable to financial penalties and you may be prosecuted.

I declare that:

- I've reported any changes I must tell you about
- the information given in this document is correct and complete to the best of my knowledge and belief

Your full name use capital letters

Your email address - read 'HMRC's email disclaimer' below

Your signature

Your mobile telephone number

Your home telephone number - including area code

Date DD MM YYYY

Preferred time to contact you - AM or PM

What you need to do now

Please email the filled in form to claimtcfollowinganawardofdisability@hmrc.gov.uk

In the subject line of the email please enter 'Claiming Tax Credits following notification of a backdated disability benefit'.

By providing an email address you understand and waive any perceived data security risks which may arise from the use of email communication. For more information, read 'HMRC's email disclaimer' on page 4.

What happens next

We will:

- check your claim to see if you qualify for the backdated disability payment
- contact you within 42 days of receiving your form
- try and do this by telephone to advise you of our decision and if you qualify, how we will make the payment
- write to you if we cannot reach you by phone

HMRC's email disclaimer

Confidentiality

You've a right to the same high degree of confidentiality that all customers have. We've a legal duty to keep your affairs completely confidential and cannot give information to others about your Tax Credit claim, unless the law permits us to do so. This means we may only discuss a customer's claim with an authorised intermediary or an appointee.

Use the following information to decide whether you want to deal with us by email. We take the security of personal information very seriously. Email is not secure, so it's very important that you understand the risks before you email us. We will not deal with you by email unless you tell us you accept the risks of doing so.

About the risks

The main risks associated with using email that concern HMRC are:

- confidentiality and privacy - there's a risk that emails sent over the internet may be intercepted
- confirming your identity - it's crucial that we only communicate with established contacts at their correct email addresses
- there's no guarantee that an email received over an insecure network, like the internet, has not been altered during transit
- attachments could contain a virus or malicious code

How we can reduce the risks

We'll desensitise information, for example by only quoting part of any unique reference numbers. We can also use encryption. We're happy to discuss how you may do the same but still give the information we need.

If you do not want to use email

You may prefer that we do not respond by email, for example because other people have access to your email account. If so, we're happy to respond by another method. We'll agree this with you either by telephone or in writing by post.

If you do want to use email

If you would like to use email as one of the ways HMRC will contact you, we'll need you to confirm in writing by post or email:

- that you understand and accept the risks of using email
- that you're content for financial information to be sent by email
- that attachments can be used

If you're the authorised intermediary or an appointee, we'll need you to confirm in writing by post or email that your client understands and accepts the risks.

Also:

- send us the names and email addresses of all people you would like us to use email with - for example, you, your staff, your representative, your agent
- confirm that your junk mail filters are not set to reject and/or automatically delete HMRC email

How we use your agreement

Your confirmation will be held on file and will apply to future email correspondence. We'll review the agreement at regular intervals to make sure there are no changes.

Opting out

You may opt out of using email at any time by letting us know.

More information

You can find more information on HMRC's privacy policy. Go to www.gov.uk and search for 'HMRC Privacy Notice'.