



HM Revenue
& Customs

EXAMPLE OF TAX CREDIT AWARD

Online www.gov.uk/managedtaxcredits

Helpline 0345 300 3900

Textphone 0345 300 3909

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

XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXX
XXXXXX

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXXXX
XXXX

Date XX/XX/XXXX

Renew online today at
www.gov.uk/managedtaxcredits
once logged in you can access a range of
services in your Personal Tax Account.

Check **now**,
no later than XX/XX/XXXX

If you can't renew online, phone us quoting
this renewal reference number
000 001 083 473 828

Please keep this for your records

Tax credits - Annual Review for year ended DATE

Your tax credits award for DATE to DATE

National Insurance number XXXXXXXXX

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 DATE .

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

If you need to tell us about anything once you have completed your Annual Review, **please contact us**. 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 DATE that: DATE

- The final amount of your tax credits award for the period DATE to DATE is £XXXX .
- Your tax credits award for DATE will be as shown in the **Payments** section.

If later, you think those decisions are wrong, you will have 30 days from DATE to ask us to look at the decision again. We call this mandatory reconsideration. If you do think something is wrong, you do not have to wait until then to contact us.

Tax credits will gradually be replaced by Universal Credit. You cannot receive tax credits and Universal Credit at the same time. For more information, go to www.gov.uk/universalcredit

ENSURE ALL PAGES ARE PROVIDED AS EVIDENCE

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, DATE

You claimed tax credits as an individual.

Date of birth: XX/XX/XXXX

Lived in the United Kingdom.

Received income-based Jobseeker's Allowance or income-related Employment and Support Allowance.

Received the Highest Rate Care Component of Disability Living Allowance or Enhanced Daily Living Component of Personal Independence Payment, or the Higher Rate of Attendance Allowance.

Your qualifying children and young people

A child element for a young person aged 16, 18 or 19 will automatically stop each year unless you tell us they are continuing in full-time non-advanced education or approved training. If you are receiving the child element for a young person aged 17 and they are continuing in full-time non-advanced education or approved training, you will automatically continue to receive the child element.

You must tell us straightaway if a child over 16 and under 20 enters or leaves full-time non-advanced education or approved training.

For children born on or after 6 April 2017 we normally only pay the child element for up to 2 children and young people. The children and young people we are paying child element for are detailed in this letter.

For more information see the notes.

Date of birth: XX/XX/XXXX

Was receiving the child element

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

You had no qualifying childcare 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. We have only shown the changes that may have affected your award.

These are the changes we hold for the period from DATE to DATE .

Your qualifying children and young people

In full-time non-advanced education or approved training.

Tax Credits - Annual Review for year ended DATE

National Insurance number XXXXXXXXXX

Continued

Step C

Complete your Annual Review

Your award for tax year DATE was based on you receiving Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance and/or Pension Credit for the whole of the award period shown.

If you received any income as well as these benefits, you will need to work out your total income for XXXX-XXXX. Please do not include any of your Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance and/or Pension Credit in your calculations.

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

- contact us **now** to tell us about any changes, **and**
- tell us your total income for XXXX-XXXX

If the details at Steps A and B are correct and complete, and your personal circumstances have not changed since DATE, do Steps 1 to 3.

Step 1 Is your total income for DATE less than £XXXX?
No Please contact us **now** with your total income figure for DATE.
Yes Go to Step 2

Step 2 Are you still receiving these benefits?
No Please contact us **now** with your work details
Yes Go to Step 3

Step 3 Is your total income for DATE likely to be less than £XXXX?
No Please contact us now with your estimated income for DATE
Yes **Your Annual Review is now complete and you do not need to do anything else.** We will finalise your DATE award as shown on page 1 and your award for DATE is shown in the **Payments** section.

Warning

If your details are not correct and we do not hear from you by DATE, we will treat this Annual Review as correct and complete for the award period shown. 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 XXXX XXXX will be as shown below.

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

Child Tax Credit	£
Total	£
Minus	
Payments already made by us	£
Amount due to you	£

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Child Tax Credit still to be paid
to

£XXXX

Tax credits payments

We will continue to make payments in the same way as before. Any changes in your personal circumstances may affect the amount of payments shown below:

Child Tax Credit

A payment of £xxxx will be made on DATE

Your payments will then change to £xxxx every week until DATE

A further payment of £xxxx will be made on DATE

Your payments will then change to £xxxx every week until DATE

The above payments assume that all of your children who are aged 16 or over no longer qualify for the child element of Child Tax Credit because they will not be in full-time non-advanced education or approved training.

EXAMPLE

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