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MR FIRST EXAMPLE
MRS SECOND EXAMPLE
EXAMPLE ADDRESS LINE 1
EXAMPLE ADDRESS LINE 2
EXAMPLE ADDRESS LINE 3
XX00 0XX**Helpline** 0345 300 3900**Minicom/Textphone** 0345 300 3909For our opening hours go to
www.hmrc.gov.uk or phone us.TAX CREDIT OFFICE
PRESTON
PR1 0SD

Date 10/04/2012

Check before 31/07/2012**Please keep this for your records**

Tax credits – Annual Review for year ended 05/04/2012

Your tax credits award for 06/04/2011 to 05/04/2012

MR FIRST EXAMPLE
MRS SECOND EXAMPLENational Insurance number XX 00 00 00 X
National Insurance number XX 11 11 11 X

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 2012–2013.

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 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 31/07/2012 that:

- The final amount of your tax credits award for the period 06/04/2011 to 05/04/2012 is £547.50.
- Your tax credits award for 2012–2013 will be as shown in the **Payments** section.

If later, you think those decisions are wrong, you will have 30 days from 31/07/2012 to appeal.

If you do think something is wrong, you do not have to wait until then to contact us.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you.

For more information go to www.hmrc.gov.uk/charter

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, 06/04/2011:

You claimed tax credits as a couple.

Mr First Example

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 Second Example

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

Child One Example

Date of birth: 15/02/1999

Received the Highest Rate Care Component of Disability Living Allowance.

Child Two Example

Date of birth: 15/07/2004

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.

These are the changes we hold for the period from 06/04/2011 to 05/04/2012.

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

Mr First Example

12/02/2012 Total hours worked in a week changed to: 40

12/02/2012 Started working in Germany.

27/03/2012 Started working in the United Kingdom.

Mrs Second Example

20/06/2011 Total hours worked in a week changed to 18

Your qualifying children and young people

Child One Example

10/01/2012 Started being cared for by a registered or approved childcare provider.

13/03/2012 Stopped being cared for by a registered or approved childcare provider.

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

10/01/2012 You told us that your average weekly childcare costs were £60.00.

13/03/2012 You told us that your average weekly childcare costs were nil.

Tax credits – Annual Review for year ended 05/04/2012

MR FIRST EXAMPLE
MRS SECOND EXAMPLE

National Insurance number XX 00 00 00 X
National Insurance number XX 11 11 11 X

Continued

Step C

Complete your Annual Review

Work out your total joint income for 2011–2012. If you do not know your actual income, the Notes tell you how to estimate your income now. 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 31/01/2013.

If the details at Steps A and B **are not** correct and complete, or if any of your personal circumstances have changed since 05/04/2012, please:

- phone us **now** to tell us about any changes, **and**
- tell us your income and your partner's income for 2011–2012.

If the details at Steps A and B **are** correct and complete, and your personal circumstances have not changed since 05/04/2012, do Steps 1 and 2.

Step 1 Is your total joint income for 2011–2012 less than £45000.00?

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

Step 2 Is your total joint income for 2012–2013 likely to be between £35000.00 and £45000.00?

- No** Please phone us **now** with your estimated income for 2012–2013.
Yes **Your Annual Review is now complete and you do not need to do anything else.**
We will finalise your 2011–2012 award as shown on page 1 and your award for 2012–2013 is shown in the **Payments** section.

Warning

If we do not hear from you by 31/07/2012, 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 2012–2013 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 2012-2013 will be as shown below.

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

Child Tax Credit	£547.50
Total	£547.50
Minus	
Payments already made by us	£0.00
Amount of overpayment from earlier years already collected from payments made so far	£45.62
Amount of overpayment from earlier years we intend to collect from your payments for the rest of this award period	£501.88
Amount due to you	£0.00

You have received too much tax credit. No further payments will be made to you until the overpayment is recovered in full.

Overpayment

Up to 5 April 2012

£583.74

Of this

£190.50 has already been collected back from you.

£357.00 will be collected from the rest of your payments for this award period.

£36.24 will be collected from future award(s) by reducing your payments under section 29(4) of the Tax Credits Act 2002.

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:

A payment of £6.00 will be made on 03/05/2012.

Your payments will then change to £42.23 every 4 weeks until 03/04/2013.