

015022:0000005:002

MR FIRST EXAMPLE
MRS SECOND EXAMPLE
EXAMPLE ADDRESS LINE 1
EXAMPLE ADDRESS LINE 2
EXAMPLE ADDRESS LINE 3
XX00 0XXTAX CREDIT OFFICE
PRESTON
PR1 0SD

Date 10/04/2012

Reply 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 are now ready to review your personal circumstances during the whole award period shown and receive income details from you. **Please reply as quickly as you can.**

If we have not heard from you by 31/07/2012 your payments will stop. Your payments for last year may be wrong and you may have to pay back any tax credits overpaid last year as well as all tax credits paid since 6 April this year. You may also have to pay a penalty.

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: 15/02/1993

Was aged over 16 but under 20 and in full-time education or approved training.

Child Two Example

Date of birth: 15/07/1994

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

27/02/2012 Total hours worked in a week reduced to nil.

12/03/2012 Total hours worked in a week changed to: 33

Mrs Second Example

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

Your qualifying children and young people

Child One Example

01/04/2012 You are no longer responsible for this child for tax credits purposes.

Child Two Example

27/04/2011 Left full-time education or approved training.

05/09/2011 In full-time education or approved training.

Child Three Example

01/06/2011 Born.

10/01/2012 Started 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.
12/02/2012 You told us that your average weekly childcare costs were nil.
17/03/2012 You told us that your average weekly childcare costs were £80.00.

Step C

Complete your Declaration form

When you have checked Steps A and B:

Work out your income

You need to tell us about your joint income for 2011–2012. Use the Working Sheets in the enclosed Notes to help you fill in Part 2 of your form TC603D *Annual Declaration*.

If you cannot give us your actual 2011–2012 joint income details by 31/07/2012, for example, because you are self-employed, the Notes tell you how to estimate your income. If you do this you will need to contact us again when you know your actual income. You must give us your actual joint income details by 31/01/2013.

Confirm your personal circumstances

If all the details at Steps A and B are correct and complete, put an 'X' in box 3.1 at Part 3 of your TC603D *Annual Declaration*. Make sure you sign your form before you send it back to us in the envelope provided.

If any of the details at Steps A and B are wrong or you need to tell us about a change, put an 'X' in box 3.2 at Part 3 of your TC603D *Annual Declaration* and phone us **now**.

What happens next

If we do not hear from you by 31/07/2012 your payments will stop. Your payments for last year may be wrong and you may have to pay back any tax credits overpaid last year and any money you have had since 6 April this year. You may also have to pay a penalty.

Once we have reviewed your tax credits claim we will send you a Tax credit Award Notice to tell you how much money you will get. We issue one of these every time there is a change to your award.

Contact us now if you need any help.

Your tax credits claim

By filling in your TC603D *Annual Declaration* you are:

- giving us the information we need to check you received the right amount of tax credits for last year
- making a claim for any tax credits that you are entitled to for the current tax year which started on 6 April.

Please sign the form and send it back to us by **31/07/2012**, or phone us with this information.

We have asked you to check your personal circumstances are correct and complete for the whole of the period 06/04/2011 to 05/04/2012. If your personal circumstances have changed since then, please tell us now if you have not already done so. If you wait:

- you may not be getting all the money you are entitled to, or
- you could be building up an overpayment that you have to pay back.

Phone us or send back this form
before **31/07/2012**

Tax credits Annual Declaration – year ended 5 April 2012

Your tax credits award for 06/04/2011 to 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

Before you start

1 Check your Annual Review (enclosed)

for the award period shown above. Make sure that your personal circumstances for this period are correct and complete.

If you have not yet told us about any changes or if you need to correct any of the information, tell us now. Pages 4 to 7 in the Notes tell you the changes we need to know about.

2 Details of your income for the tax year from 6 April 2011 to 5 April 2012

You may find the information you need on:

- your final payslip for the tax year, or
- your form P60 given to you by your employer, or
- your Tax Return if you are self-employed.

You will need these to work out your income details for Part 2 of this form.

3 How long you have to reply

The sooner you reply, the sooner we can work out the actual amount due to you for 2011–2012.

You can phone us or fill in this form.

If we do not hear from you by 31/07/2012 your payments will stop **and**:

- you may have to pay back any overpayment if your payments for last year are wrong
- you may have to pay back any money you have had since 6 April.

You may also have to pay a penalty.

Filling in this form

This form is machine read so it is important that you:

- use **black** ink
- write inside the boxes using one box for each letter or number

£ 1 2 8 7 0 • Estimate

- **leave blank any box that does not apply to you** – do not write 'Not applicable' or strike through the boxes that do not apply.

If you make a mistake, put a line through your entry and write the correct information underneath the box.

Read all the questions carefully. Check the Notes if you are not sure about your answer.

Send the form back **unfolded** in the envelope provided. **Do not send anything with it**, unless we have asked you to do so.

There is a survey of people's ethnic group on page 4. It will help us if you complete this survey, but you do not have to. It will not affect your award.

Couples

If you are part of a couple, make sure you each complete the correct column. You are both responsible for all the information on this form, so:

- you must both check that the information given is correct, **and**
- you must each sign and date a declaration on page 3.

Your rights and obligations

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To fill in this PART please use the 'Other income' Working Sheet on page 13 of the Notes.
Joint awards – if you are part of a couple, please enter your joint 'Other income' in box 2.5.

PART 2 INCOME DETAILS continued
 Round down to the nearest pound.

OTHER INCOME - includes interest on savings or State Pensions. But see the Notes and use the Working Sheet to work out your total 'Other income'.

Please don't include income from page 2 opposite.

2.5 Total other income

Enter the figure from the 'Other income' Working Sheet in the Notes

£ • Estimate



If any part of your income shown in boxes 2.1 to 2.5 is estimated please provide **actual figures by 31/01/2013 at the latest** or we will treat you as having declared that the amount of your actual income was as estimated and use the estimate to finalise your award.

PART 3 PERSONAL CIRCUMSTANCES FOR 06/04/2011 to 05/04/2012

You must complete this PART.

You need to check that your personal circumstances are correct and complete for the **whole of the period shown above**. Check the information shown on the Annual Review and then answer the question opposite.

The Notes tell you what changes you **must** report. If we later find that you have not reported them, we may charge a penalty.

You must answer either 'Yes' or 'No' to this question.

3.1

Do you need to report a change in your personal circumstances?

Put 'X' in this box. Then go to the Declaration at PART 4

No

3.2

Put 'X' in this box and contact us **now** with the details. Then go to the Declaration at PART 4

Yes

PART 4 DECLARATION

You must sign this declaration.

If you give false information, you may be liable to financial penalties and/or you may be prosecuted.

I declare that

- the information given on this form is correct and complete to the best of my knowledge and belief, and
- I have reported any changes that I must tell you about.

I understand that

- you will use the information on this form to decide the final amount of my tax credits award for 2011–2012
- this form is my claim to any tax credits due for 2012–2013 unless I've asked or agreed to be withdrawn from tax credits, or my award ceased in 2011–2012
- if this is a joint claim, I share responsibility with the other person named on the form, for **all** the information given and any tax credits overpaid may be recovered from both or either of us.

Signature

Date

PART 4 DECLARATION

You must sign this declaration.

If you give false information, you may be liable to financial penalties and/or you may be prosecuted.

I declare that

- the information given on this form is correct and complete to the best of my knowledge and belief, and
- I have reported any changes that I must tell you about.

I understand that

- you will use the information on this form to decide the final amount of my tax credits award for 2011–2012
- this form is my claim to any tax credits due for 2012–2013 unless I've asked or agreed to be withdrawn from tax credits, or my award ceased in 2011–2012
- if this is a joint claim, I share responsibility with the other person named on the form, for **all** the information given and any tax credits overpaid may be recovered from both or either of us.

Signature

Date





Your ethnic group

We want to make sure tax credits are being claimed by all communities. The only way we can check this is by asking you about your ethnic group.

Please make one entry to tell us the ethnic group that you consider you belong to – we will not pass this information to anyone else. You do not have to complete this part of the form. If you do not wish to disclose your ethnic group, please put 'X' in the box provided. Thank you for your help.

MR FIRST EXAMPLE

A	White	<input type="checkbox"/>
B	Mixed	
	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>
	Other, please state below	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
C	Asian including British Asian	
	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Other, please state below	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
D	Black	
	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Other, please state below	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
E	Chinese or other ethnic group	
	Chinese	<input type="checkbox"/>
	Other, please state below	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
F	I do not wish to state my ethnic group	<input type="checkbox"/>

MRS SECOND EXAMPLE

A	White	<input type="checkbox"/>
B	Mixed	
	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>
	Other, please state below	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
C	Asian including British Asian	
	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Other, please state below	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
D	Black	
	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Other, please state below	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
E	Chinese or other ethnic group	
	Chinese	<input type="checkbox"/>
	Other, please state below	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
F	I do not wish to state my ethnic group	<input type="checkbox"/>

