

Reprint ref 999999999

RECIPIENT 1 NAME MAX 35 CHARACTERSX
RECIPIENT 2 NAME MAX 35 CHARACTERSX
ADDRESS LINE 1 MAX 35 CHARACTERSXXX
ADDRESS LINE 2 MAX 35 CHARACTERSXXX
ADDRESS LINE 3 MAX 35 CHARACTERSXXX
ADDRESS LINE 4 MAX 35 CHARACTERSXXX
ADDRESS LINE 5 MAX 35 CHARACTERSXXX
POSTCODEXX

Helpline 0345 300 3900

Minicom/Textphone 0345 300 3909

For our opening hours go to
www.hmrc.gov.uk or phone us.

Tax Credit Office
PRESTON
PR1 4AT

Date DD Mmmmmmmm CCYY

As appointee for the claimant(s) named below.

CLAIMANT 1 NAME MAX 35 CHARACTERSXX

National Insurance number XX 99 99 99 X

CLAIMANT 2 NAME MAX 35 CHARACTERSXX

National Insurance number XX 99 99 99 X

Recent changes to Working Tax Credit and how this affects you

In April this year, the rules for Working Tax Credit changed for couples with children. As a result of this, we may have stopped your Working Tax Credit. Or, if you claimed after the changes were introduced we may have not awarded you any Working Tax Credit.

This is based on the information we hold about you, so it's important that you read this letter and tell us straightaway if you have increased your working hours, or one of the circumstances below applies to you or your partner.

To get Working Tax Credit, you and your partner must now normally work at least 24 hours a week between you. This means that:

- one of you works 24 hours a week or more, or
- one of you works at least 16 hours a week and when you add together your and your partner's hours, they come to 24 hours a week or more.

However, you can also get Working Tax Credit if you work less than 24 hours a week between you as long as one of you works at least 16 hours a week and:

- that person is aged 60 or over, or
- that person is entitled to the disability element of Working Tax Credit, or
- the other person is
 - incapacitated (in receipt of certain ill health or disability benefits)
 - an inpatient in hospital, or
 - in prison, or
 - entitled to Carer's Allowance (this includes people who have claimed and are entitled to Carer's Allowance but don't get any payments because they receive other benefits instead).

For more information about *incapacitated* go to www.hmrc.gov.uk/taxcredits/incapacitated or contact us.

What you need to do if you think you should be getting Working Tax Credit

Please contact us straightaway if you have increased your working hours, or one of the circumstances above applies to you or your partner.

Other help you may be able to get

Even if you can't get Working Tax Credit, you may be entitled to other help such as Housing Benefit, Council Tax Benefit, Jobseeker's Allowance or free school meals. For more information about what other help you may be entitled to go to www.hmrc.gov.uk/taxcreditsotherhelp