0mm X and Y co-ordinates from this point

HM Revenue & Customs

Top of Helpline section Y= 35mm
Arial 10pt
Leading 12pt

X = 28mm

X = 120mm

X = 171mm

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
For our opening hours go to
www.hmrc.gov.uk or phone us.
1 Line space
Minicom/Textphone   0345 300 3909
1 Line space
Tax Credit Office
PRESTON
PR1 4AT

Top of date Y= 86mm

Date DD Mmmmmmmmmm CCYY

Y = 95mm

Y = 100mm

2mm gap

Y = 118mm

As appointee for the claimant(s) named below.
CLAIMANT 1 NAME MAX 35 CHARACTERSXX
CLAIMANT 2 NAME MAX 35 CHARACTERSXX

Top of NINO Y = 100mm

National Insurance number XX 99 99 99 X
National Insurance number XX 99 99 99 X

2mm gap

4mm gap

1.5mm gap

Why we are writing to you

You may be due some tax credits for the tax year 2012–13.

In the annual review form TC603R we sent you, we told you that your income was too high to get a payment of tax credits. This was based on the household income you previously provided which could now be out of date.

Check your income

You may still be due some tax credits if your household income for the tax year 2011–12 was below a certain amount. If your household income for the tax year 2011–12 was less than £99999 please tell us straightaway.

Have any of your circumstances changed?

As well as your income details, you also need to tell us if your circumstances have changed.

We need this information to help us decide if you are entitled to tax credits for the tax year 2012–13.

Please make sure you tell us by 16 October 2012

Once we have received your household income and any changes in your circumstances, we will write to you to confirm the amount due for the current tax year 2012–13 and issue any payments due to you.

If you don't tell us by 16 October 2012

We will finalise your award for the tax year 2011–12 based on the information we already have.

For more information about entitlement to tax credits go to **www.hmrc.gov.uk/taxcredits**

Layout instructions

Stationery:
Please see FReDA for stationery type.

Fonts and spacing:
Contact information, address, date and appointee text – Arial 10pt/12pt leading, emboldened as shown.
Body text – Arial 11pt/13pt leading, emboldened as shown. Use a 2mm gap between paragraphs as shown.
Some example gaps highlighted.
Headings – Arial bold 14pt/17pt leading. Space before is 4mm (that is 4mm gap between paragraph end and headings).
Space after headings is 1.5mm before text starts. Some example gaps highlighted.

Positioning:
All text aligned left at X = 28mm except where shown
Top of Reprint ref Y= 35mm
Top of address data Y= 43mm
Top of appointee sentence Y= 95mm
Top of claimant 1 data Y= 100mm
Top of claimant 2 data Y= 107mm
Top of heading Y= 118mm

Colour chart:
Fixed text overlay is shown in Pantone Blue 286U
Variable text overlay = CYAN
Data items = Pantone Red 032U
Instructions and conditions = Pantone Violet 0631U