



HM Revenue
& Customs

Getting your tax credits claim form right

Use these Notes to help you

Claiming as a couple

You must claim as a couple if you are married, living with someone as if you are married, or in a civil partnership. If you are legally separated or your separation is likely to be permanent, you should make a single claim. For example, you are in the process of getting divorced.

You should still make a joint claim as a couple even if you are living apart temporarily. For example, one of you is working away. If you do not have a partner, you should make a single claim based on your individual circumstances.

If you are claiming as part of a couple, you need to decide at the beginning whose details will go in the 'YOU' column and whose in the 'YOUR PARTNER' column. It does not matter as long as you stick to the same column throughout the form.

It is important that you understand the differences between claiming as a single person and claiming as a couple. If you get this wrong, you could build up an overpayment that you have to pay back. You may also have to pay a penalty. For more information about claiming as a couple, go to www.gov.uk/claim-tax-credits/joint-claims

If you don't know what to put for an answer

If you are not sure what to put while filling in the form, leave the box blank for now. Make a note of the box number and carry on. When you have done as much as you can, phone us for help with the boxes you left blank.

The Tax Credit Office aims to deal with your claim within 3 weeks of receiving it, but it can take up to 5 weeks for you to receive your decision notice.

If your circumstances change in the meantime, you must tell us straightaway.

Welsh language

Ffoniwch **0300 200 1900** i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.

Backdating your claim

We can normally only backdate your tax credits for up to **1 month** from the date we get your claim. So, to avoid losing money make sure you claim straightaway.

You will need to ask for backdating if:

- you're only claiming Working Tax Credit (you're not claiming for any children), or
- you've been getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or Pension Credit

To ask for backdating, please attach a separate sheet of paper to your claim form telling us:

- your name, address and National Insurance number, and
- the date you started work, or
- the start date of Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit

If you are entitled to the disability element and you were awarded a qualifying sickness or disability benefit (for example, Disability Living Allowance or Personal Independence Payment) you may be entitled to more than 1 month's backdating.

If you think this applies to you, please tell us in your letter the date the benefit was awarded from.

You need to tell us within **1 month** of being notified of the qualifying sickness or disability benefit decision.

If you are entitled to tax credits, we may recover previously overpaid tax credits from your award.

Universal Credit

Tax credits will gradually be replaced by Universal Credit. You cannot receive Universal Credit and tax credits at the same time.

We have a range of services for disabled people. These include guidance in Braille, audio and large print. Most of our forms are also available in large print. Please contact our helplines for more information.

Page 1 of your claim form



Help

If you need any help, please go to www.gov.uk/browse/benefits/tax-credits or phone our helpline.

Phone **0345 300 3900**

Textphone **0345 300 3909**

For our opening hours, go to

www.gov.uk/hmrc/contact or phone us.

HM Revenue & Customs

Tax credits claim 2015

Tax year 6 April 2015 to 5 April 2016

Use this form between **6 April 2015 and 5 April 2016**, to claim tax credits.

Use the Notes, *Getting your tax credits claim form right*, to help you. If you need more help, phone the helpline on **0345 300 3900** (or textphone **0345 300 3909**). For our opening hours go to www.gov.uk/hmrc/contact or phone us.

For a copy of this form in:

- large print phone **0345 300 3900**
- Welsh phone **0300 200 1900**

Couples must claim tax credits jointly. You are part of a couple if you are:

- married, or
- in a civil partnership, or
- living with someone as if you were married or in a civil partnership.

There are some exceptions to this, see Notes, inside cover. Decide whose details go in the 'YOU' column and whose in the 'YOUR PARTNER' column – please stick to this throughout the form.

For information on backdating your claim, see Notes, inside cover.

Filling in this form
This form will be machine read. It is important that you:

- write in **capital** letters using **black ink**
- write neatly **inside** the boxes using one box for each letter or number
- leave blank any box that does not apply to you.

Do not write 'Not Applicable' or strike through boxes that do not apply.

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

When you have completed this form, please make sure that you have signed and dated the Declaration on page 11, then return it in the envelope provided.

PART 1 PERSONAL DETAILS

YOU

1.1 Title, enter MR, MRS, MISS, MS, or other title
Surname

1.2 First name(s)

1.3 Address
Postcode
House number
Rest of address, including house name or flat number

1.4 Date of birth
D D M M Y Y Y Y

1.5 National Insurance number. See Notes, page 1

YOUR PARTNER

1.1 Title, enter MR, MRS, MISS, MS, or other title
Surname

1.2 First name(s)

1.3 Address – leave blank if the address is the same
Postcode
House number
Rest of address, including house name or flat number

1.4 Date of birth
D D M M Y Y Y Y

1.5 National Insurance number. See Notes, page 1

1.1 Surname
As shown on official documents such as a passport, birth certificate or marriage certificate. If your surname is too long to fit here, carry on under the boxes.

1.2 First name(s)
If you have a lot of first names, just enter what there is room for.

1.4 Date of birth
As shown on official documents such as a birth certificate or passport.
Remember to write the date like this:
30 09 1970

You must answer any questions that ask for a 'Yes' or 'No' answer. If you don't, there may be a delay in dealing with your claim.

If a box is asking for information that doesn't apply to you, just leave it blank.

If you make a mistake cross it out and put the right answer below it.

your civil care provider. See Notes, page 7

1 4 2 9 1 9 7 5 3 5
7 9 7 5

1.5 National Insurance number
This will be on:

- your P60 certificate from your employer
- your PAYE Coding Notice or a letter from us
- your payslips from work
- any letter from the Department for Work and Pensions, or Jobcentre Plus

If you can't give a National Insurance number your claim could be delayed.

Example of a National Insurance number

National Insurance number
XX 99 99 99 X

Couples – enter details for you and your partner separately in the boxes provided.

Page 2 of your claim form

1.6 Phone number

Please give us phone numbers we can easily contact you on. This will allow us to contact you quickly if we have any queries.

1.9 Do you usually live in the United Kingdom?

This question is about the country you live in most of the time. The UK is England, Wales, Scotland and Northern Ireland. It doesn't include the Isle of Man or the Channel Islands. It doesn't usually matter if you sometimes go to other countries on holiday or for work.

1.12 Highest Rate Care Component of Disability Living Allowance, Enhanced daily living component of Personal Independence Payment or Higher Rate of Attendance Allowance

If you (or your partner) get one of these benefits, and you qualify for Working Tax Credit, you can get the severe disability element of tax credits.

If you are waiting to hear about a claim for one of these benefits, leave this box blank. As soon as you know that the benefit is going to be paid to you, let us know the date it will start.

If you get one of these benefits on behalf of a child, leave this box blank. We will ask you about this in Part 2.

1.13 If you or your partner are incapacitated, an inpatient in hospital, in prison either on remand or serving a custodial sentence or entitled to Carer's Allowance

Please read the notes on page 6 before you answer this question.

The image shows a portion of a tax claim form titled 'PART 1 PERSONAL DETAILS continued'. It is divided into two main columns: 'YOU' and 'YOUR PARTNER'. Each column contains several numbered questions with checkboxes and input fields. Questions 1.6 through 1.13 are highlighted with blue boxes and arrows pointing to explanatory text on the left. Question 1.13 is also highlighted with a blue box and arrow pointing to explanatory text on the right. Below the 'YOU' and 'YOUR PARTNER' sections is a 'COUPLES' section with question 1.13. A plus sign (+) is located between the 'YOU' and 'YOUR PARTNER' sections. A blue arrow points from the explanatory text for 1.13 to the 'COUPLES' section.

1.8 Subject to immigration control

You are subject to immigration control if:

- the Home Office says you can stay in the UK (known as 'leave to enter or remain') but only if you don't claim some benefits, tax credits or housing help paid by the UK government (known as 'recourse to public funds'), or
- you need permission to stay in the UK (known as 'leave to enter or remain') but you don't have it

If you are subject to immigration control, or you're not sure if you are, you might still be able to get tax credits. Please phone the helpline to ask us.

If you have been granted asylum in the UK in the last month, you must answer 'Yes' to this question.

1.11 If you have a disability

You may get extra Working Tax Credit - we call this extra amount the disability element. To get the disability element you (or your partner) **must meet all 3 qualifying conditions.**

Condition 1 - usually work 16 hours or more each week.

Condition 2 - have a disability putting you at a disadvantage in getting a job.

Condition 3 - get or have got a qualifying sickness or disability related benefit.

Please read the extra notes on pages 19 to 21 before you put an 'X' here.

Couples - enter details for you and your partner separately in the boxes provided.

Page 3 of your claim form

2.4 Help towards registered and approved childcare costs while you work

You can get help for a child up to:

- the Saturday following 1 September after their 15th birthday, or
- the Saturday following 1 September after their 16th birthday if
 - they are certified as severely sight impaired or blind by a consultant ophthalmologist, or ceased to be certified as severely sight impaired or blind by a consultant ophthalmologist in the last 28 weeks, or
 - you get Disability Living Allowance or Personal Independence Payment for them

Before you put an 'X' in this box, please read the notes on page 4 to make sure you qualify.

2.5 If you or your partner became responsible for a child on a date other than their date of birth

If the child has not lived with you since birth, you can only get Child Tax Credit from the date:

- they started living with you, and
- you became the person (or couple) with the main responsibility for them

Please read the extra information on page 4.

2.6 If this child is in full-time, non-advanced education or on an approved training course

You can claim Child Tax Credit for a child until 31 August after their 16th birthday. You can also claim for a young person who is aged between 16 and under 20. They need to be in full-time, non-advanced education or on an approved training course.

You are responsible for a child if they usually live with you. If you share responsibility for a child with someone who is not your partner, decide which of you has the main responsibility. That person should then claim Child Tax Credit for the child.

You are **not** responsible for a child if they:

- get tax credits, Employment and Support Allowance, Universal Credit, Income Support or income-based Jobseeker's Allowance in their own right
- are looked after by a local authority that is paying towards the cost of their accommodation or maintenance
- have been sentenced to more than 4 months in custody or detention
- have ceased full-time, non-advanced education or approved training and have started work for 24 hours or more a week

2.7 If this child is registered with a careers service, Connexions, local authority support service, or similar organisation

If this child:

- is under 18
 - has left full-time non-advanced education or approved training in the last 3 months, and
 - is registered with a careers service, Connexions, local authority support service, or similar organisation within the European Union
- enter the date that they left full-time non-advanced education or approved training.

2.4 If you get Disability Living Allowance or Personal Independence Payment for your child, please read the extra information on page 4.

2.5 If the child has come from abroad and is staying with you for educational purposes, please phone the helpline.

If you have more than 1 child, enter separate details for each in the boxes provided.

2.4 Put 'X' in boxes that apply to this child

Help towards registered or approved childcare costs while you work

You can get help with your childcare costs if:

- you and your partner work 16 hours a week or more, or one of you works and the other is incapacitated, an inpatient in hospital, in prison either on remand or serving a custodial sentence or entitled to Carer's Allowance, and
- you are using childcare now or have made arrangements with a provider to start in the next 7 days

Registered or approved childcare

You can get help towards your childcare costs if the childcare provider is registered or approved. Registration and approval bodies include:

- Ofsted or a childminding agency that is registered with Ofsted in England
- Care and Social Services Inspectorate in Wales
- Social Care and Social Work Improvement in Scotland
- a Health and Social Services Trust in Northern Ireland

You may still get help with your costs if you use other childcare, such as an after school club.

If you're not sure if your childcare provider is registered or approved, or to find out if your childcare provider qualifies, please go to www.hmrc.gov.uk/leaflets/wtc5.pdf or, if you do not have access to the internet, phone our helpline.

Child disability elements

If your child has a disability you may get extra Child Tax Credit - we call this extra amount the child disability element. We may pay this if:

- you get Disability Living Allowance (DLA) or Personal Independence Payment (PIP) for your child, or
- your child is certified as severely sight impaired or blind by a consultant ophthalmologist, or ceased to be certified as severely sight impaired or blind by a consultant ophthalmologist in the last 28 weeks

If you get the Highest Rate Care Component of Disability Living Allowance, Enhanced daily living component of Personal Independence Payment or Armed Forces Independence Payment for your child, we may pay the severe disability element of tax credits.

If you have made a claim for DLA or PIP for a child but are waiting to hear if you're going to get it, leave this box blank. As soon as you know that the benefit is going to be paid to you, let us know the date it will start.

2.5 The date you became responsible for the child

Enter the date the child started to live with you. You may need to put a date later than their date of birth if:

- you are a couple but only one of you was responsible for the child before - enter the date the child started to live with both of you
- you are fostering or adopting a child - enter the date the child started to live with you - if the local authority (in Northern Ireland, the Health and Social Services Trust) is making payments to you for the child, please phone the helpline
- you are claiming tax credits as a single person, having been part of a couple
- the child lived with someone else but has now come to live with you

2.6 Young people aged between 16 and 20

Full-time, non-advanced education

As long as they started, accepted or enrolled on their course before age 19, full-time, non-advanced education means the young person is:

- at school or college (not at university)
- doing subjects up to and including A level, NVQ level 3, Scottish Highers or advanced Highers (not an HNC or a degree), and
- in lessons for more than 12 hours a week in term-time, or
- on a traineeship (in England only)

The course of education must not be provided by an employer or any office they hold.

Approved training

Training is approved if it is provided under 1 of the following programmes.

In England - Access to Apprenticeships.

In Scotland - The Employability Fund.

In Wales - Foundation Apprenticeships or Traineeships.

In Northern Ireland - Training for Success (including Programme Led Apprenticeships), Pathways for Success (Pathways for Young People element) or The Collaboration and Innovation Programme.

The approved training must not be provided under a contract of employment.

A young person still counts as being in full-time, non-advanced education or approved training if they are getting ready for exams, are off sick but will come back when they're better, or have just finished a course and are registered to start another course next term. If you are not sure if your child is in full-time, non-advanced education or approved training, phone the helpline.

3.1 If your child is looked after by a relative

You will not usually get help with the cost of childcare if your child is looked after by a:

- parent or step-parent
- grandparent
- aunt or uncle
- brother or sister

But, if your child is cared for by a relative and that relative is a registered or approved childminder, go to www.hmrc.gov.uk/leaflets/wtc5.pdf for more information.

3.7 Enter the average weekly amount you pay this childcare provider

Do not include any amount:

- paid by your employer, in money or in vouchers towards your childcare costs
- you get in childcare vouchers through salary sacrifice
- paid by a local authority or local education authority towards the cost of childcare for 3 or 4 year olds
- paid by a government scheme, for example, a student childcare grant or the Upfront Childcare Fund to help you start work

If you pay childcare weekly and you pay the same amount each week, enter that amount.

If you pay childcare weekly but pay different amounts you should add up all the weekly amounts you have paid in the last 52 weeks and divide the total by 52.

Always round your average costs up to the nearest pound.

Example - you pay childcare weekly and pay different amounts each week

Ahmed usually pays £60 a week for registered childcare during term-time. In the school holidays he pays for 10 weeks at £100 a week.

His total costs for 52 weeks are $(£100 \times 10 \text{ weeks}) + (£60 \times 39 \text{ weeks}) = £3,340$.

So his average weekly costs are $£3,340$ divided by $52 = £64.23$ (round up to £65.)

Note: Only include costs for weeks that you actually pay for.

If you need help working out your average weekly childcare costs

You should go to www.gov.uk/childcare-costs-for-tax-credits or, if you do not have access to the internet, phone our helpline.

If you need to use childcare for just a short period

If you only use childcare for a short, fixed period, for example during the school holidays, you may be able to claim and get help with your childcare costs for that period. By 'fixed' we mean that you know when the period of childcare will begin and end. To claim help with your childcare costs for a short, fixed period, phone the helpline as soon as the childcare starts, or not more than 7 days before. You will need to tell us the:

- start and end dates of the childcare
- actual cost of the childcare
- childcare provider's details

If you or your partner are incapacitated, an inpatient in hospital, in prison either on remand or serving a custodial sentence or entitled to Carer's Allowance

By incapacitated we mean that you currently get one of the following benefits:

- Disability Living Allowance or Personal Independence Payment
- Attendance Allowance
- Severe Disablement Allowance
- Incapacity Benefit at the short-term higher rate or long-term rate
- contribution-based Employment and Support Allowance (ESA) for 28 weeks or more, or Statutory Sick Pay followed by contribution-based ESA for 28 weeks or more
- National Insurance credits awarded on the grounds of limited capability for work, following expiry of 12 months entitlement to contribution-based ESA
- Industrial Injuries Benefit with Constant Attendance Allowance
- War Disablement Allowance with Constant Attendance Allowance or Mobility Supplement
- Council Tax Benefit, Council Tax Reduction Scheme or Housing Benefit with a Disability Premium or Higher Pensioner Premium
- a vehicle under the Invalid Vehicle Scheme

Page 5 of your claim form

4.1 Do you currently do paid work?

Answer 'Yes' here if you or your partner are:

- doing work that you get paid for, including work as a self-employed person, or
- starting paid work in the next 7 days

Also answer 'Yes' if you or your partner are on leave, including:

- sick leave of 28 weeks or less
- maternity or adoption leave of 39 weeks or less
- ordinary paternity leave of 2 weeks or less
- additional paternity leave taken during the mother's maternity pay period

PART 4 WORK DETAILS

i This PART is about work you get paid for, including work as a self-employed person. The minimum number of hours you need to work to qualify for Working Tax Credit depends on your circumstances. For more information, see Notes, pages 7 to 10.

YOU	YOUR PARTNER
<p>4.1 Do you currently do paid work? See Notes, page 7. If you are starting paid work within the next 7 days put 'X' in the 'Yes' box</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No – go straight to PART 5</p>	<p>4.1 Do you currently do paid work? See Notes, page 7. If you are starting paid work within the next 7 days put 'X' in the 'Yes' box</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No – go straight to PART 5</p>
<p>4.2 Do you usually work in the United Kingdom? See Notes, page 7</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'No', enter the name of the country where you usually work</p> <p>_____</p>	<p>4.2 Do you usually work in the United Kingdom? See Notes, page 7</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'No', enter the name of the country where you usually work</p> <p>_____</p>
<p>4.3 How many hours a week do you usually work? If your hours vary from week to week, or you do seasonal work, see Notes, pages 7 to 9</p> <p><input type="text"/> hours</p>	<p>4.3 How many hours a week do you usually work? If your hours vary from week to week, or you do seasonal work, see Notes, pages 7 to 9</p> <p><input type="text"/> hours</p>
<p>4.4 If you have stopped claiming or will stop claiming: • Income Support, or • income-based Jobseeker's Allowance, or • income-related Employment and Support Allowance, or • Pension Credit because in the last 31 days you started work, or changed your hours so that you no longer qualified for these benefits, or you will start work in the next 7 days, enter the date you started work, when your hours changed or when you are due to start work</p> <p>D D M M Y Y Y Y</p>	<p>4.4 If you have stopped claiming or will stop claiming: • Income Support, or • income-based Jobseeker's Allowance, or • income-related Employment and Support Allowance, or • Pension Credit because in the last 31 days you started work, or changed your hours so that you no longer qualified for these benefits, or you will start work in the next 7 days, enter the date you started work, when your hours changed or when you are due to start work</p> <p>D D M M Y Y Y Y</p>
<p>Next fill in box 4.5 and: • if you are an employee, fill in boxes 4.6 to 4.10 • if you are a self-employed person fill in boxes 4.11 and 4.12 • if you are both, fill in boxes 4.6 to 4.12 on the next page.</p>	<p>Next fill in box 4.5 and: • if you are an employee, fill in boxes 4.6 to 4.10 • if you are a self-employed person fill in boxes 4.11 and 4.12 • if you are both, fill in boxes 4.6 to 4.12 on the next page.</p>

4.2 Do you usually work in the United Kingdom?

This question is about the country you work in most of the time. It doesn't matter if you sometimes go to other countries for work.

The UK is England, Wales, Scotland and Northern Ireland. It doesn't include the Isle of Man or the Channel Islands.

4.3 How many hours a week do you usually work?

Please read the notes on pages 8 and 9 before you answer this question. It doesn't matter if you're off work at the moment - it's your usual hours we need.

Help

If you need any help, please go to www.gov.uk/browse/benefits/tax-credits or phone our helpline.
 Phone **0345 300 3900**
 Textphone **0345 300 3909**
 For our opening hours, go to www.gov.uk/hmrc/contact or phone us.

Couples - enter details for you and your partner separately in the boxes provided.

What hours you need to work

If you're not responsible for children:

- If you're aged 25 or over – you need to work at least 30 hours a week.
- If you're aged 16 or over
 - you need to work at least 16 hours a week, **and**
 - qualify for the disability element of Working Tax Credit.
- If you're aged 60 or over – you need to work at least 16 hours a week.

If you're responsible for children:

- If you're aged 16 or over – you need to work at least 16 hours a week.
- If you're aged 60 or over – you need to work at least 16 hours a week.
- If you're part of a couple – you need to work 24 hours a week between you with at least one of you working 16 hours a week unless the other person is:
 - incapacitated
 - an inpatient in hospital
 - in prison either on remand or serving a custodial sentence, or
 - entitled to Carer's Allowancesee Notes page 6.

4.3 How many hours a week you usually work

If you're an employee (you work for someone else)

Enter the number of hours you work in a normal week. Include overtime you do most weeks. If you have more than 1 job, add all the hours together.

If you're self-employed (you work for yourself)

Enter the number of hours a week you normally spend working in your business, either on work billed to a client or its related activity.

If you work different hours at different times of the year

Enter the number of hours a week you are working at the moment. Tell us if your hours change or you stop working completely.

If you only work in school terms

Enter the number of hours a week you usually work in school terms.

Use the examples on page 9 to help you.

If you're a foster carer

The hours you work as a foster carer may count for tax credits if you receive payment from your local authority. If foster caring is your main source of income or your main job you may be able to get Working Tax Credit. Please phone us for more information or to find out if you can make a claim.

If you're on sick leave

Enter the number of hours you usually worked before you went on sick leave.

You can claim Working Tax Credit while you are on sick leave if:

- you've made a single claim and your usual hours are 16 hours or more a week, and
 - you're responsible for a child, or
 - you're aged 60 or over, or
- you've made a claim as a couple and
 - you or your partner are responsible for a child and
 - your combined working hours are 24 hours or more a week with at least one of you working 16 hours a week, or
- in all other cases, your usual working hours are 30 hours or more a week and you get one of the following benefits:
 - Statutory Sick Pay
 - Short Term Incapacity Benefit at the lower rate
 - Income Support paid on the grounds of incapacity for work
 - Employment and Support Allowance
 - National Insurance credits on the grounds of incapacity for work or limited capability for work

If you're on paid ordinary or additional maternity, paternity or adoption leave (or would have been on paid additional paternity leave if the qualifying conditions had been met)

Enter the number of hours you usually worked before your leave started. If you are self-employed you should enter the number of hours you usually worked before leave started if you would have qualified for paid ordinary or additional maternity, paternity or adoption leave had you been an employee.

If you're suspended from work

Enter the number of hours you usually worked before you were suspended.

If you're on strike

If you've been on strike for less than 11 days, enter the number of hours you usually worked before you went on strike.

You can only get Working Tax Credit for the first 10 days of your strike. If your strike goes on longer than 10 days, please tell us straightaway. You can't claim Working Tax Credit until you've gone back to work.

If you've left your job but are still getting paid

If you've left your job but are still getting paid because you weren't given enough notice, you don't count as being in work. So your usual hours are zero.

Phone us if you've recently finished work but are going to start a new job soon.

Example 1 - taking time off

Jim usually works 28 hours a week. This week he took 2 days off unpaid and only worked 17 hours. But he expects to work 28 hours next week, and each week for the foreseeable future. So his usual hours are 28 hours a week.

Example 2 - regular overtime

Bill is contracted to work 25 hours a week. This week he has also done 10 hours of overtime. Last week Bill did no overtime at all, but most weeks he does 5 hours of overtime.

His usual hours are therefore 30 hours a week, made up of the 25 hours a week he is contracted to work and the 5 hours overtime he usually does each week. The fact that in the last couple of weeks he has not worked exactly 30 hours does not matter.

Example 3 - different hours every other week

Sue works 14 hours 1 week and 18 hours the next. This hardly ever changes. To work out her usual weekly hours Sue should look at the average number of hours she works over her regular 2-week cycle.

Her usual hours are 16 hours a week. This is worked out as follows:
Add together the hours worked $14 + 18 = 32$.
Divide 32 by 2 (the number of weeks) = 16.

Example 4 - going back to work after being unemployed

Vijaya has not worked at all for the last 10 years. She started a new job last week, working 20 hours a week. Her usual hours are therefore 20 hours a week. The fact that she only started last week does not change the fact that she now usually works 20 hours a week.

Example 5 - working for part of the year only

Julie usually does 35 hours work a week for 3 months each summer. She can claim Working Tax Credit during this 3-month period but when she finishes this seasonal work, her Working Tax Credit will stop, unless she gets another job within a week of finishing.

If she does get another job and her usual hours are less than 30 hours a week, she must tell us about the change within 1 month. If she does not get another job she must tell us within 1 month that she has stopped working.

She cannot get Working Tax Credit until the next period in which her usual hours of work are high enough for her to qualify again.

Example 6 - working term time only

Mary works as a school dinner lady for 18 hours a week during term time. Her usual working hours are therefore 18 hours a week. It does not matter that she does not work at all in the school holidays, because these holidays are part of her regular annual working cycle and do not count in the calculation of usual working hours.

Page 6 of your claim form

4.7 Your employer's PAYE reference
Your employer's PAYE reference is on your payslips or P60 certificate from your employer or your PAYE Coding Notice from us. If you can't find this number, ask at work. If you've got a new job, make sure you enter your new employer's number.

Example of an employer's PAYE reference



Fill this part in if you are self-employed - you work for yourself.

4.11 Your tax reference
Enter your 10-digit reference number shown on page 1 of your tax return. You must register for Self-Assessment to get this. **Working Tax Credit will not be paid unless you give us this number.**

The image shows a screenshot of the 'PART 4 WORK DETAILS continued' form. It is divided into four quadrants: 'YOU - EMPLOYED', 'YOUR PARTNER - EMPLOYED', 'YOU - SELF-EMPLOYED', and 'YOUR PARTNER - SELF-EMPLOYED'. Each quadrant contains several numbered fields (4.5 to 4.12) with corresponding input boxes and labels. Blue lines connect the explanatory text boxes to the relevant fields on the form.

4.5 Number of jobs
Enter '1' if you only have 1 paid job. If you have more than 1 paid job, put the number. For example, if you had a day job and a part-time evening job as well, you would enter '2'.
Include self-employed jobs.

4.9 Employer's pay office address
The pay office address might not be the same as your workplace - check your payslip or ask at work.

4.12 If you have not yet sent us your first tax return
If you've only just started working for yourself, you might not have a tax reference yet. If so, enter the date you started working for yourself.

Couples - enter details for you and your partner separately in the boxes provided.

Page 7 of your claim form

5.1 Social security benefits

Do **not** put 'X' here if you:

- are getting **contribution-based** Jobseeker's Allowance
- have made a claim for one of these benefits but not heard if you will be paid, or
- are getting a run-on payment of one of these benefits because you
 - started work in the last 2 weeks, or
 - will start working in the next 7 days

If you are waiting to hear about a claim for one of these benefits, please tell us straightaway when you start to get paid.

5.2 Taxable social security benefits received

If you've had any of the benefits listed below, add them all together and enter the total:

- Bereavement Allowance
- **contribution-based** Employment and Support Allowance
- Carer's Allowance
- **contribution-based** Jobseeker's Allowance
- Incapacity Benefit paid after the first 28 weeks of incapacity - **do not** include Incapacity Benefit if you claimed before 1995 and have got it ever since
- taxable Income Support (this only applies if you were in a couple, and the person getting Income Support was on strike)

Enter any State Pensions in box 5.6.

If you're not sure what benefits you got, or how much, please contact your Department for Work and Pensions office or Jobcentre Plus.



Help

If you need any help, please go to www.gov.uk/browse/benefits/tax-credits or phone our helpline. Phone **0345 300 3900** Textphone **0345 300 3909**

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

5.3 Earnings as an employee

If you are an employee, do not leave this box blank. You can find out what you've earned from your P45, P60 or your final payslip.

Examples below:

'Total pay to date' on P45

Total for year' on P60

Please don't send these to us.

If you're not sure what to put, please phone us.

If you (or your partner) are self-employed your profits go in box 5.5 on page 8 of your claim form.

Couples - enter details for you and your partner separately in the boxes provided.

5.3 Working Sheet – Earnings as an employee from all jobs for the year 6 April 2014 to 5 April 2015

Please phone our helpline if you are not sure what income to enter here.

First enter your earnings

If you worked outside the UK in 2014 to 2015 you should enter your earnings in British pounds, not the foreign currency.

Total pay from all your employed work, including any tips and gratuities and Statutory Sick Pay. Enter the **gross** amount (before tax and National Insurance contributions are taken off) don't include taxable fostering allowances.

Payment from your employer because your job changed or ended. The first £30,000 redundancy payment is not taxed so don't include it here. Put any amount you got over that.

Taxable gains from security options you got because of your job, for example, company shares or bonds.

Strike pay from your trade union.

Payment for work you did in prison or on remand.

Earnings total

Now enter your deductions

Work expenses you have paid out and that your employer has not paid you back. The expenses must be wholly, exclusively and necessarily in the performance of your duties.

Tax-deductible payments you have made and have not been paid back for. For example, fees to professional bodies, agency fees, indemnity insurance.

Flat-rate expenses agreed by your employer and us to maintain or renew tools or special clothes you need for your job.

Gift Aid, personal pension contributions you paid into a registered scheme. Include Free-Standing Additional Voluntary Contributions and payments to Stakeholder pensions. Enter the gross amount. **Don't include** anything you paid into an 'occupational pension' scheme. This is where your employer took the pension contributions from your pay before deducting tax.

Statutory Maternity, Ordinary or Additional Paternity or Adoption Pay. If your payments were more than £100 a week, enter £100 in the box for each week. For example, if you got them for 30 weeks, enter £3,000. If your payments were less than £100 a week, enter the amount you got. For example, if you got £80 for 30 weeks, enter £2,400. Don't include Maternity Allowance.

Deductions total

Take away your deductions total from your earnings total. Enter this amount in box 5.3. **Don't include** the pence.

You	Your partner
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>

5.4 Working Sheet – Company car and fuel, taxable vouchers and benefits in kind for the year 6 April 2014 to 5 April 2015

Please phone our helpline if you are not sure what income to enter here.

Copy the information from your P9D or P11D form that you get from your employer. If you've had more than 1 employer, add the figures together.

Goods and assets your employer gave you (for example, gifts of food, fuel, cigarettes or clothes) - shown on P11D section A or P9D section A(2) in the third or fourth boxes.

Payments made by your employer on your behalf (for example, payment of rent or utility bills) - shown on P11D section B in the first box numbered 15, or P9D section A(2) in the first, second and fifth boxes.

Cash or non-cash vouchers and credit tokens (for example, a company credit card) - shown on P11D section C, or P9D section B (add together all the boxes). Don't include the cash equivalent of childcare vouchers if they are used to pay for registered or approved childcare.

Mileage allowance. Include payments for using your own car - enter the taxable amount shown on P11D section E. Also include running costs your employer has paid for - shown on P11D section E or included in section N. If your mileage costs are not paid by your employer, or they only pay a little of it, please phone us.

Company car - shown on P11D in box 9 of section F.

Car fuel benefit - shown on P11D in box 10 of section F.

Expenses payments made to you or on your behalf - shown on P11D section J, M or N or P9D section A(1).

You might be able to reduce this amount by claiming a deduction of expenses allowed for certain Income Tax purposes.

Please phone us.

Total. Enter this amount in box 5.4. **Don't include** the pence.

You	Your partner
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>

Please don't send us this Working Sheet

If you made Gift Aid payments, pension contributions or had trading losses

Please go to www.hmrc.gov.uk/forms/tc825.pdf or, if you do not have access to the internet, phone our helpline and ask for form TC825 if, in 2014 to 2015 you:

- made any Gift Aid payments
- made contributions to an HMRC-registered pension scheme, or
- had trading losses

5.5 Income from self-employment for the year 6 April 2014 to 5 April 2015

If you haven't filled in your tax return for 2014 to 2015

You need to estimate your profits and answer 'Yes' to question 5.7. When you know the actual amount of your profits, please tell us.

If you have filled in your tax return for 2014 to 2015

Enter your total profit for the year in box 5.5. Copy this amount from one of the following:

- Short tax return, box 3.11
- Self-employment (short) pages, box 28
- Self-employment (full) pages, box 73, or
- Partnership (short or full) pages, box 16

Round your profit down to the nearest pound before entering it in box 5.5.

For example, if your total profit was £8,345.64, enter £8345.

If you have more than 1 business

Add together:

- the adjusted profit from each of your Self-employment pages
- your share of the adjusted partnership profit from each of your Partnership (short or full) pages

If your business had other income or profits

Include these in your box 5.5 amount - for example, rental income. Include any amounts from:

- Self-employment (short) pages, box 30
- Self-employment (full) pages, box 75
- Partnership (short) pages, box 19 or 28
- Partnership (full) pages, box 76 and boxes 35, 70, 73 if appropriate

If you use averaging because you're a farmer, market gardener or creator of literary or artistic works

You can't use averaging in your tax credits claim. So you need to adjust your total profits figure to take out the averaging. This is how you do that.

You'll have entered a figure in:

- Self-employment (full) pages, box 72, or
- Partnership (short or full) pages, box 11

If the figure in either of these boxes increases your profit, take this amount away from your total profits.

If the figure in either of these boxes reduces your profit, add this amount to your total profits.

If you traded outside of the UK in 2014 to 2015

You should enter your profit in British pounds, **not** the foreign currency.

If you need any help with this, go to www.hmrc.gov.uk/exrate

Taxable income from foster caring

You should include taxable income from foster caring as self-employed income.

Your foster caring income for tax credits purposes is the same as your taxable profit from fostering.

5.6 Working Sheet – Other income for the year 6 April 2014 to 5 April 2015

Please phone our helpline if you are not sure what income to enter here.

Income from savings and investments, including dividends. Enter the **gross** amount (before tax is taken off). Don't include tax-exempt investments like ISAs. Include the full amount of any 'chargeable event gain' from a life insurance policy.

State Pensions (including Widow's Pension, Widowed Mother's Allowance, Widowed Parent's Allowance and Industrial Death Benefit). Don't include the Christmas bonus and winter fuel payment.

Other UK pensions you are getting including occupational pensions or annuities (not war pensions). If your pension includes an extra amount for work-related illness or injury, please phone us.

Property income. **Don't include** income from the 'rent a room' scheme. Don't include anything you have already included in box 5.5. If your rental property made a loss, phone us and ask for working sheet TC825 to help you.

Income from trusts, settlements and estates. Details are on certificate R185, which the trustees or administrators should have given you. Enter the **gross** amount - add together the 'net' amounts and 'tax paid' or 'tax credit' amounts.

Foreign income, for example, income from investments and property overseas. Include the full amount in British pounds whether or not it was remitted to the UK. Enter the **gross** amount in British pounds. If you get a foreign pension include 90% of it here. Deduct any bank charge or commission you paid when converting foreign currency. For more information on how to convert foreign currency, go to www.hmrc.gov.uk/exrate

Notional income. This includes things like stock dividends, or income that you could have got but chose not to. Please phone us if you need more information about this.

Total

Add together totals for you and your partner.

Take off £300 and enter this amount in box 5.6. If this makes a minus figure, just enter '0'.

If you or your partner got Adult Dependant's Grant for being a student (or in Scotland any **child** or **adult** dependant for being a student) or miscellaneous taxable income not included above, enter it here. Please phone us if you need more information about this.

You	Your partner
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>
£ <input type="text"/>	£ <input type="text"/>

Please don't send us this Working Sheet

Page 9 of your claim form

6.1 Choose how often you want us to pay you Child Tax Credit

If you are on Income Support or income-based Jobseeker's Allowance, Child Tax Credit replaces part of those benefits. You will need to decide if you still want your payments weekly.

6.2 Couples only – which of you is the main carer?

If you are claiming as a couple, decide who is the main carer. If only one of you is working, the person at home with the children will usually be the main carer.

PART 6 PAYMENT DETAILS

i Claiming tax credits
If you have children – fill in the Child Tax Credit section.
If you are working – fill in the Working Tax Credit section.
If you have children and are working – fill in both the Child Tax Credit and the Working Tax Credit parts.

CHILD TAX CREDIT
Child Tax Credit is paid to the main carer. The main carer is the person mainly responsible for looking after the children. It will be paid direct into a bank or building society or Post Office® card account. So make sure you fill in 6.5 to 6.9 on page 10. You can choose whether you want to be paid weekly or every 4 weeks.

Couples
Tell us which one of you is the main carer.

6.1 Choose how often you want us to pay you Child Tax Credit.
Put 'X' in one box only. See Notes, page 17
 Weekly Every 4 weeks

6.2 Couples only – which of you is the main carer?
Put 'X' in one box only. See Notes, page 17
 You Your partner
Make sure the person you choose gives account details in the appropriate column on page 10.

WORKING TAX CREDIT
Working Tax Credit is paid to a person who works. It will be paid direct into a bank or building society or Post Office® card account. So make sure you fill in 6.5 to 6.9 on page 10. You can choose whether you want to be paid weekly or every 4 weeks.

Couples who both work. We can only pay Working Tax Credit to one of you. You need to choose which one of you we should pay. Before deciding see Notes, page 17.

6.3 Choose how often you want us to pay you Working Tax Credit.
Put 'X' in one box only. See Notes, page 17
 Weekly Every 4 weeks

6.4 Couples who both work 16 or more hours a week.
Choose which of you is to receive payment of Working Tax Credit. Put 'X' in one box only. See Notes, page 17
 You Your partner
Make sure the person you choose gives account details in the appropriate column on page 10.



Help

If you need any help, please go to www.gov.uk/browse/benefits/tax-credits or phone our helpline.

Phone **0345 300 3900**

Textphone **0345 300 3909**

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

6.4 Couples who both work 16 or more hours a week

We can only pay Working Tax Credit to one of you. You need to say which one of you we should pay.

National Insurance credits - if one of you could be entitled to credits choose that person to make sure they get any National Insurance credits they may be entitled to.

For more information, go to

www.gov.uk/personal-tax/national-insurance

Page 10 of your claim form

Please fill in your account details carefully. If they are wrong your payments will be delayed.

6.5 Name(s) of account holder(s)
Enter the name of the account exactly as it is shown on your bank or cash card, statements, passbook or cheque book. If it is a joint account, make sure you enter both names.

If you want to use an account that is not in your name, for example, your partner or another person, you may do so. It is up to you to make sure you get the money from that person. You will still be responsible for any overpayment.

6.6 Account number
Your account number is usually 8 digits and is shown on your bank or cash card, statements or cheque book. Please include any zeros - for example, 00123456.

If your account number is longer than 8 digits, it may be because your account is with a building society or bank that used to be a building society.

PART 6 PAYMENT DETAILS continued

i We pay tax credits into a bank, building society or Post Office® card account. Couples – you only need to fill in both sides of this section if you want your Child Tax Credit and Working Tax Credit, paid into separate accounts.

You need to give us details below, of the account you want tax credits paid into. See Notes, page 18.

- You can use an existing account – you will find account details on your bank or cash card, cheque book, bank book or statement.
- If your account is with a building society, or former building society, you may need to provide details of your roll or reference number in box 6.8. You will find the roll or reference number on your bank or building society book or statement. You also need to provide details of the account number and sort code in boxes 6.6 and 6.7. See Notes, page 18.
- If you have a Post Office® card account please refer to your 'Welcome Letter' or statement for details of your account number and sort code. Leave box 6.8 blank and enter 'POST OFFICE' in box 6.9.
- If you do not have an account, see Notes, page 18.

+

YOU – ACCOUNT DETAILS	YOUR PARTNER – ACCOUNT DETAILS
6.5 Name(s) of account holder(s). See Notes, page 18	6.5 Name(s) of account holder(s). See Notes, page 18
6.6 Account number	6.6 Account number
6.7 Sort code	6.7 Sort code
6.8 If you have given details of a building society account, enter the roll or reference number, if any. Please enter any hyphens or slashes that are shown as part of the number. For example, 1756 – 789808746 or 475869607/8797. Put the hyphen or slash in its own box	6.8 If you have given details of a building society account, enter the roll or reference number, if any. Please enter any hyphens or slashes that are shown as part of the number. For example, 1756 – 789808746 or 475869607/8797. Put the hyphen or slash in its own box
6.9 Name of bank or building society For Post Office® card account, enter POST OFFICE	6.9 Name of bank or building society For Post Office® card account, enter POST OFFICE

If you do not have an account, you will need to open one. If you cannot open or use any type of account, please phone our helpline.

6.7 Sort code
Make sure you enter the sort code shown on your bank or cash card or statements from your bank or building society.

6.8 Roll or reference number
If your account is with a building society, or a bank that was a building society, you may have an additional reference number. This number may be called:

- a roll number
- an account reference, or
- an account number

If you are not sure which numbers to enter check with your bank or building society.

Couples – enter details for you and your partner separately in the boxes provided.

Do you qualify for the disability element of Working Tax Credit?

If you meet **all of the following 3 conditions** you may qualify for more Working Tax Credit.

Condition 1

You usually work for 16 hours or more a week.

Condition 2

You have a disability that puts you at a disadvantage in getting a job.

At least one of the following descriptions must apply to you.

We may ask for the name of someone involved in your care, like an occupational therapist, community nurse, district nurse or doctor, who can confirm how your disability affects you.

Physical disability

- When standing you cannot keep your balance unless you continually hold on to something.
- You cannot walk a continuous distance of 100 metres along level ground without stopping or without suffering severe pain - even when you use your usual walking aid, such as crutches, walking frame, walking stick, prosthesis or similar.
- You cannot use either of your hands behind your back, as if you were putting on a jacket or tucking a shirt into trousers.
- You cannot extend either of your arms in front of you, as if you were shaking hands with someone, without difficulty.
- You cannot, without difficulty, put either of your hands up to your head, as if putting on a hat.
- Due to a lack of ability in using your hands, you cannot pick up a coin that is 2.5 centimetres or less in diameter, such as a 10 pence coin, with 1 hand.
- You find it difficult to use your hands or arms to pick up a full, 1-litre jug and pour from it into a cup.
- You cannot turn either of your hands sideways through 180 degrees.

Visual impairment

- If you live in England or Wales - you are registered as blind or partially sighted on a register compiled by a local authority.
- If you live in Scotland - you have been certified as blind or as partially sighted. Because of this, you are also registered as blind or partially sighted on a register maintained by, or on behalf of, a regional or island council.
- If you live in Northern Ireland - you have been certified as blind or partially sighted. Because of this, you are also registered as blind or partially sighted on a register maintained by, or on behalf of, a Health and Social Services Board.
- You cannot see to read 16-point print at a distance greater than 20 centimetres, even if you are wearing your usual glasses.

This is 16-point print.
Can you read this at
a distance greater
than 20 centimetres?

Hearing impairment

- You cannot hear a phone ring when you are in the same room as the phone, even if you are using your usual hearing aid.
- You have difficulty hearing what someone 2 metres away is saying, even when they are talking loudly in a quiet room and you are using your usual hearing aid.

Other disability

- People who know you well have difficulty understanding what you say.
- When a person that you know well speaks to you, you have difficulty understanding what that person says.
- At least once a year, during waking hours, you are in a coma or have a fit where you lose consciousness.
- You have a mental illness that you receive regular treatment for under supervision of a medically qualified person.
- Due to mental disability, you are often confused or forgetful.
- You cannot do the simplest addition and subtraction.
- Due to mental disability, you strike people or damage property, or are unable to form normal social relationships.
- You cannot normally sustain an 8-hour working day or a 5-day working week, due to a medical condition or intermittent or continuous severe pain.
- As a result of an illness or accident, you are undergoing a period of habilitation or rehabilitation. This does not apply to you if you have been getting a disability element of Working Tax Credit in the past 2 years.

Condition 3

You get, or have got, a qualifying sickness or disability-related benefit.

You will meet this condition if at least one of the following 4 descriptions applies to you, or if:

- you were entitled to the disability element of Working Tax Credit within the last 8 weeks, and you are now making another claim, and
- in your earlier claim you satisfied description 2 or 3, or description 4 on page 21

1. You are currently getting **one** of the following benefits:

- Disability Living Allowance, Personal Independence Payment or Armed Forces Independence Payment
- Attendance Allowance
- Industrial Injuries Disablement Benefit, with Constant Attendance Allowance for you
- War Disablement Pension, with Constant Attendance Allowance or Mobility Supplement for you
- a vehicle provided under the Invalid Vehicle Scheme

2. For at least 1 day in the last 6 months, you have got **one** of the following:

- Employment and Support Allowance (ESA) where you have got this allowance for 28 weeks or more or you got Statutory Sick Pay (SSP) followed by ESA for a combined period of 28 weeks or more (see **Note 1** below)
- National Insurance credits awarded on the grounds of limited capability for work due to exhaustion of 12 months entitlement to contribution-based ESA
- Incapacity Benefit at the short-term higher rate or long-term rate
- Severe Disablement Allowance
- income-based Jobseeker's Allowance, with a Disability Premium or Higher Pensioner Premium for you
- Income Support, with a Disability Premium or Higher Pensioner Premium for you
- Council Tax Reduction with a Disability Premium or Higher Pensioner Premium for you
- Housing Benefit, with a Disability Premium or Higher Pensioner Premium for you

Note 1: The 28 weeks does not need to be a single continuous period. You can add together:

- any periods that you got ESA, as long as they were no more than 12 weeks apart
- any periods that you got SSP, as long as they were no more than 8 weeks apart
- any periods that you got SSP with periods that you got ESA, as long as they were no more than 12 weeks apart

3. You have been 'training for work' for at least 1 day in the last 8 weeks.

'Training for work' means attending government-run training, for example, that provided by the New Deal, Work Based Learning for Adults (Training for Work in Scotland) or a course that you attended for 16 hours or more a week to learn an occupational or vocational skill.

In the 8 weeks before you started training for work you must have been getting:

- Incapacity Benefit paid at the short-term higher rate or long-term rate, or
- Severe Disablement Allowance, or
- contribution-based Employment and Support Allowance (ESA) for 28 weeks or more, or
- Statutory Sick Pay (SSP) followed by contribution-based ESA for a combined period of 28 weeks or more (see **Note 2** below), or
- National Insurance credits awarded on the grounds of limited capability for work due to exhaustion of 12 months entitlement to contribution-based ESA

Note 2: The 28 weeks does not need to be a single continuous period.

You can add together:

- any periods that you got contribution-based ESA, as long as they were no more than 12 weeks apart
- any periods that you got SSP, as long as they were no more than 8 weeks apart
- any periods that you got SSP with periods that you got contribution-based ESA, as long as they were no more than 12 weeks apart and you met the contribution conditions for contribution-based ESA on the days that you got SSP

4. All of the following 4 points apply to you.

- You have been getting at least **one** of the benefits in box **A** or **B** for 20 weeks or more (see **Note 3**), and you got this benefit within the last 8 weeks.
- Your disability is likely to last for at least 6 months or the rest of your life.
- Your gross earnings (before tax and National Insurance contributions are taken off) are at least 20% less than they were before you had the disability.
- Your gross earnings (before tax and National Insurance contributions are taken off) are at least £15 a week less than they were before you had the disability.

A

- Statutory Sick Pay
- Occupational Sick Pay
- Incapacity Benefit paid at the short-term lower rate
- Income Support paid on the grounds of incapacity for work
- National Insurance credits awarded on the grounds of incapacity for work

B

- Employment and Support Allowance
- National Insurance credits awarded on the grounds of limited capability for work

Note 3: The 20 weeks does not need to be a single continuous period. You can add together:

- any separate periods that you got the benefits and credits in box **A**, as long as they were no longer than 8 weeks apart
- any separate periods that you got the benefits and credits in box **B**, as long as they were no longer than 12 weeks apart



Help

If you need any help, please go to www.gov.uk/browse/benefits/tax-credits or phone our helpline.

Phone **0345 300 3900**

Textphone **0345 300 3909**

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

Tax credits appointee

You are an appointee if you have been appointed to act by one or more of the following:

- a court of law
- the Department for Work and Pensions
- the Department for Social Development
- us, when you have made a previous claim for the person(s) claiming

Please tell us the date you were appointed and who appointed you.

If you are acting as appointee for the first time, please explain why the person who is claiming cannot complete and sign the form. We will then consider whether to appoint you. Before we decide, we may need to contact you for more information.

You are not an appointee if you are simply helping someone to fill in the form and they understand what you are doing. For example, you might help someone to fill in the form because you:

- work in a welfare rights organisation such as Citizens Advice
- are helping them as a friend, or
- are translating the questions into another language for them because they speak and understand very little English

If the person claiming understands the Declaration and is able to sign it then they should do so.

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.gov.uk/hmrc/your-charter

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information, go to www.gov.uk/data-protection

These notes are for guidance only and reflect the position at the time of writing. They do not affect any right of appeal.

April 2015 © Crown copyright 2015

HMRC 01/15 MMN 5014423

