

DO NOT SEND THIS CHECKLIST WITH YOUR CLAIM FORM

TC600 Claim Form - Common Errors Checklist

Please use this guide to check that all questions on the claim form relevant to the customer have been completed. Please also refer to the claim form Notes provided or <http://www.hmrc.gov.uk/forms/tc600-notes.pdf> to help the customer complete the form to avoid delays in processing their claim.

Have all relevant PARTS of the claim form (<i>check partners' section if joint claim</i>) been completed including the following		Check
General	Use black ink and CAPITAL LETTERS	
General	Use one box for each letter/number starting from the first box provided	
PART 1	PERSONAL DETAILS	
	Has a FULL address been entered? <i>Note – partner address details should be left blank unless the partner lives abroad or at a different address to the customer, whereby both sections of the claim form MUST be completed in FULL for each applicant</i>	
	Has the customer/partner entered their correct year of birth (<i>not the current year</i>)?	
	Has the customer/partner entered their National Insurance number in the correct format e.g. AB000000C?	
	Has the customer/partner answered YES or NO to the immigration question and entered the name of the country they usually live in if applicable? <i>Refer to Claim form Notes if unsure</i>	
	Does the customer meet the disability and qualifying benefit tests set out in the Claim form notes? <i>Disability Help sheet - TC956 available on http://www.hmrc.gov.uk/taxcredits/tc956.pdf</i>	
	For joint claims, if the customer/partner are incapacitated, in hospital, entitled to carer's allowance or in prison refer to Claim Form Notes	
PART 2	CHILDREN	
	Is the child's surname, first name(s) and date of birth the same as shown on their birth certificate? <i>E.g. Susan not Sue</i>	
	Is the Child Benefit reference number in the correct format? (<i>this will be on any Child Benefit letter received and it is eight numbers followed by two letters e.g. 12345678AB</i>)	
	Do any of the customer's children meet the conditions for the disabled child element or severely disabled child element? <i>Refer to Claim form Notes</i>	
PART 3	CHILDCARE COSTS	
	If applicable (<i>refer to Claim form Notes</i>) have FULL childcare provider details been provided?	
	Has the name and registration/approval number for the local authority or childcare approving body been entered? <i>Customer should ask their childcare provider</i>	
	Check with the customer that the average weekly childcare costs have been calculated and entered correctly (<i>refer to the Claim form Notes</i>).	
PART 4	WORK DETAILS	
	If the customer or their partner is NOT currently in paid work or NOT about to start paid work within 7days, have they entered 'X' in the NO box and gone straight to the income section?	
	If the customer or their partner usually work outside the United Kingdom, has the name of the country where they work been provided?	
	Has the customer/partner entered their usual total weekly hours? (<i>see claim form notes</i>)	
	Has the customer/partner entered their total number of paid jobs? <i>Include Self Employed jobs here e.g. If their only job is Self Employed enter a 1</i>	
	Has a start date been entered for a new job OR change in hours where the customer or their partner stopped claiming any of the income related benefits listed for the reason specified?	
	Have FULL employment details and pay office address & telephone number been entered? Ask customer to refer to payslip/P60 to find <i>Employer PAYE reference</i> e.g. 123/KJ123456, 123/H or 123/45	
	If the customer or their partner is self-employed, has their tax reference been entered?- <i>this is a ten digit number and can be found on their Tax Return</i>	

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PART 5	INCOME DETAILS	
	If the customer/partner receives one or more of the benefits listed have they entered ' X ' in the correct box and gone straight to the payment section?	
	Has the right income figure been entered in the right box? <i>E.g. State Pension should be entered in the other income box.</i>	
	If in paid work as an employee/self employed or both, has a previous year income been entered? - <i>0.00 to be entered in the relevant income box if there is no previous year income – refer to Income Section of Claim Form Notes.</i>	
	Has the estimated income question been answered YES or NO?	
PART 6	PAYMENT DETAILS	
	If claiming Child Tax Credit has the frequency of payment and main carer been selected?	
	If claiming Working Tax Credit (WTC) has the frequency of payment and WTC recipient been selected <i>(only paid to person working, if both working only one person can receive WTC)</i>	
	Have FULL bank account details including name of account holder (not branch name) been entered? - <i>An account number is mainly eight digits long or nine (for some building society accounts); sort code must be six digits</i>	
	DECLARATIONS	
	Has the claim form been signed and dated?	
	APPOINTEE	
	Check the customer has not entered their own details or used the space to provide additional information - <i>refer to Notes for guidance.</i>	
Ask the customer to complete/amend any questions missed or incorrect		
<i>Please remind the customer that they are fully responsible for ensuring the information provided is correct.</i>		
<p>Note 1 - For children that live abroad Tax Credits will have to verify the household that live in the Other Member State (OMS). These requests to the OMS can take up to 3 months for a response. During this time we will look to award Working Tax Credit (WTC) as long as there is eligibility (WTC without children eligibility).</p> <p>Note 2 - For international claims manual payments can only be made 4 weekly.</p>		