

# Renewing your tax credits - Getting it right

Use these notes to help you

## Renew now -

don't risk leaving it until 31 July
If you miss the deadline:

- your payments will stop
- you will have to pay money back.

Last year over 400,000 people had their payments stopped because they did not renew on time.



#### Help

If you need any help please:

- qo to www.hmrc.gov.uk/taxcredits
- phone our helpline on **0345 300 3900** or Textphone on **0345 300 3909**. For our opening hours go to www.hmrc.gov.uk or phone us.

Ffoniwch 0845 302 1489 i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.

We have a range of services for people with disabilities, including quidance in Braille, audio and large print. Most of our forms are also available in large print. Please contact us on any of our phone helplines if you need these services.

## Remember

Tax credits are flexible and change when your life changes.

We aim to deal with your renewal within 8 weeks of receiving your declaration. When we have dealt with it, we will let you know. We will continue to pay you during this time, so you only need to contact us if you have any changes to tell us about.

#### Some important changes to Working Tax Credit from April 2012

From April 2012 couples with children will have to work at least 24 hours a week between them, with one partner working at least 16 hours. So if you're a couple and only one of you is working, that person will need to work at least 24 hours a week.

If your joint working hours are less than 24 a week, you can still get Working Tax Credit if one of the following applies:

- one of you is aged 60 or over and working at least 16 hours a week
- one of you is disabled and working at least 16 hours a week
- one of you works at least 16 hours a week, and the other person can't work because they're incapacitated, an inpatient in hospital or in prison (serving a custodial sentence, or remanded in custody awaiting trial or sentence).

# There are 3 steps you need to take to renew

We may ask you to give us proof to support your declaration.

# Check Step A

Check the personal circumstances you gave us at the start of your award period are correct on your Annual Review.

If they are not correct please let us know straightaway.

Pages 2 and 3 will help you

# Check Step B

Check the changes you gave us during your award period are correct on your Annual Review.

If they are not correct please let us know straightaway.

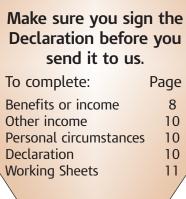
For changes to: Page Your family Disability Where you live Work or benefits Childcare

# Complete Step C

Complete your Annual Declaration with your correct details for the tax year 6 April 2011 to 5 April 2012.

**Declaration** before you send it to us.

| To complete:           | Page |
|------------------------|------|
| Benefits or income     | 8    |
| Other income           | 10   |
| Personal circumstances | 10   |
| Declaration            | 10   |
| Working Sheets         | 11   |



## **STEP** A — Your personal circumstances

# What to check at Step A on your Annual Review

Your Annual Review shows your personal circumstances at the start of your award period. If you told us about any changes, we show them at Step B.

#### You (and your partner, if you have one)

This shows if you claimed as a single person, or jointly as a couple. If you claimed as a couple we show both names. You are both responsible for making sure the information is correct. For more information see page 3.

#### Where you live

This is the country you live in most of the time. If your main home was in England, Scotland, Wales or Northern Ireland (but not the Channel Islands or the Isle of Man) we show you as living in the United Kingdom. It doesn't matter if you sometimes go to other countries for holidays for less than eight weeks.

#### Your work or benefits

This shows the country you work in most of the time and the number of paid hours a week you usually work. It doesn't matter if you sometimes go to other countries for work. It may also show if you received:

- Income Support
- income-based Jobseeker's Allowance or income-related Employment and Support Allowance
- · Pension Credit. or
- the 50-plus element of tax credits.

#### 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 to

#### At the start of your award period, 06/04/2011:

You claimed tax credits as a couple.

#### MR A N OTHER

Date of birth: 11/06/1965
Lived in the United Kingdom.
Usually worked in the United Kingdom.
Total hours worked in a week: 33
Qualified for the disability element of Working Tax Credit.

#### MRS A N OTHER

Date of birth: 14/10/1975 Lived in the United Kingdom. Usually worked in the United Kingdom. Total Jours worked in a week: 10

#### Your qualifying children and young people

#### CHILD ONE

ate of birth: 15/02/1991

#### CHILD TWO

Date of birth: 05/07/1995

Received the Highest Rate Care Component of Disability Living Allowance.

**Your childcare costs** – childcare providers must be registered or approved, see the Note You had no qualifying child care costs.



For more information about childcare costs or to check if your childcare provider qualifies see our leaflet WTC5 Working Tax Credit - Help with the costs of childcare. To get a copy go to www.hmrc.gov.uk/leaflets/wtc5.pdf or phone our helpline.

#### Disability

If you have a disability, we show this here. For more information see pages 3 and 5.

#### Qualifying children and young people

If you claimed for any children, this shows the information you gave us. 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 if they are in full-time non-advanced education or on an approved training course.

#### Child disability element

If your child has a disability, we show this here. For more information see pages 3 and 5.

#### Childcare costs

This shows if you qualify for childcare costs because you work. You get help with childcare costs if you work 16 hours a week or more. If you are a couple, both of you must work 16 hours a week, or one of you must work 16 hours a week if the other is incapacitated and getting a disability benefit, in hospital or in prison.

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 have a disability.

There is more information on pages 3 and 7.

#### **STEP** A — Your personal circumstances

# You (and your partner, if you have one)

We treat you as a couple if you are:

- · married, or
- in a civil partnership unless you are legally separated or your separation is likely to be permanent.

We treat you as a couple if you are living with someone else as if you are:

- married, or
- in a civil partnership.

We still treat you as a couple if you are living apart temporarily - for example one of you is working away.

#### If you have a disability

You may get the disability element or severe disability element of Working Tax Credit. See page 5 for the qualifying conditions.

#### Qualifying children and young people

This can include children until their 16th birthday and young people aged from 16 but under 20 years old.

#### Full-time education

A young person is in full-time non-advanced education if they started, accepted or enrolled on their current course before age 19:

- at school or college (not at university)
- are doing subjects up to and including A level, NVQ level 3, Scottish Highers or Advanced Highers (not a higher national certificate or a degree), and
- are in lessons for an average of more than 12 hours a week in term-time.

A young person still counts as being in full-time education if they:

- are on study leave (getting ready for exams)
- are off sick but will go back when they're well again
- have just finished a course and are registered to start another course next term.

The education **cannot** be provided by an employer or an office held by the young person.

If you're not sure if a young person is in full-time education, please phone our helpline.

#### Approved training courses

*In England* - Foundation Learning Programmes, Access to Apprenticeships or Programme Led Apprenticeships.

*In Scotland* - Get Ready for Work or Skillseekers.

*In Wales* - Traineeships, Foundation Apprenticeships, Skillbuild or Skillbuild+.

*In Northern Ireland* - Jobskills or Training for Success: Professional and Technical Training or Programme Led Apprenticeships (Apprenticeships NI).

A course provided by an employer as part of a job contract doesn't count as approved. For example, Modern Apprenticeships in Scotland are always provided as part of a job contract so do not count as approved training.

#### Child disability elements

If your child has a disability you may get extra Child Tax Credit if:

- you receive Disability Living Allowance (DLA) or the Highest Rate Care Component of DLA for your child, or
- the child is registered blind or came off the blind register in the 28 weeks before you claimed tax credits.

#### **Childcare costs**

You can get help towards your childcare costs if your childcare provider is registered or approved. If you're not sure, please ask them.

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

Registration and approval bodies include:

- Ofsted in England
- Care and Social Services Inspectorate Wales
- Scottish Commission for the Regulation of Care in Scotland
- a Health and Social Services Trust in Northern Ireland.

## Help

If you need any help please:

- go to www.hmrc.gov.uk/taxcredits
- phone our helpline on
   0345 300 3900 or
   Textphone on 0345 300 3909.

Are your personal circumstances correct and complete at Step A?

Yes - Go to Step B on page 4 No - Phone our helpline

# What to check at Step B on your Annual Review

Tax credits are flexible and change when your life changes.
Your Annual Review shows the changes you have already given us. If anything else has changed and you have not told us, please tell us now. Pages 4 to 7 tell you the changes you need to tell us about - they could affect the amount of money you get.

# Have you made more than one claim?

If you made more than one tax credits claim in the year you will get a renewal pack for each claim.

For example, if you claimed as an individual then later claimed as part of a couple, you may need to reply to each pack we send you.

#### Changes in your family

You must tell us within one month If you claimed:

- as a single person but you are now married or in a civil partnership, or living with someone as if you are married or in a civil partnership,
- jointly with your spouse or civil partner but you have legally separated or your separation is likely to be permanent,
- jointly with your partner but you are no longer living together as though you are married or in a civil partnership,
- jointly but your partner has died.

If a child leaves the family to live with someone else. This includes a child:

- taken into care or fostered to another family
- looked after by a local authority, or
- found guilty by a court and sentenced to custody or detention for more than four months.

If a child or young person dies.

If a child or young person stops being registered as blind.

If a child or young person starts to claim in their own right:

- Employment and Support Allowance
- Income Support
- Incapacity Benefit
- income-based Jobseeker's Allowance, or
- Child Tax Credit or Working Tax Credit.

If a young person:

- leaves full-time, non-advanced education or approved training before their 20th birthday
- starts full-time, non-advanced education provided by an employer or any office they hold
- stops being registered with the careers service, Connexions, Ministry of Defence, or similar organisation within the EU
- starts to have their training provided under their contract of employment
- starts paid work for 24 hours or more a week and they're not in full-time, non-advanced education or approved training

 under the age of 20, starts an advanced education course (for example, a course leading to a degree, a diploma of higher education, a higher national diploma, a higher national certificate of Edexcel or the Scottish Qualifications Authority, or a teaching qualification).

If a young person gets married, enters a civil partnership, or starts living with a partner as if they are married or in a civil partnership.

If you do not tell us about these changes, you could build up an overpayment that you have to pay back. You may also have to pay a penalty.

# Also please tell us as soon as you can if:

- you or your partner has a baby
- a child or young person joins your family.

If you don't tell us, you may not get all the money you are entitled to.

#### Changes in a disability

#### If you have a disability

If you receive a qualifying sickness or disability-related benefit you may be entitled to claim the disability or severe disability element of Working Tax Credit. To get the disability element you must meet all three qualifying conditions.

**Condition 1** - usually work 16 hours or more a week.

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

**Condition 3** - receive or have received a qualifying sickness or disability related benefit.

#### If you have a severe disability

You can get the severe disability element of Working Tax Credit if you receive the:

- Highest Rate Care Component of Disability Living Allowance or
- Higher Rate of Attendance Allowance.

or it has been suspended because you are in hospital.

If you are part of a couple, you don't have to be working to get the severe disability element of Working Tax Credit, as long as your partner works.

#### Child disability elements

You may get extra Child Tax Credit if:

- Disability Living Allowance (DLA) or the Highest Rate Care Component of DLA is payable for the child, or if it has been suspended because they are in hospital, or
- the child is registered blind or came off the blind register in the 28 weeks before you claimed tax credits.

You should tell us if you (or your partner, if you have one) or your child no longer meet the qualifying conditions for getting the disability or severe disability element of Working Tax Credit or Child Tax Credit.

If you do not tell us about these changes, you could build up an overpayment that you have to pay back. You may also have to pay a penalty.

- For more information on:
  - disabilities which put you at a disadvantage in getting a job
  - qualifying sickness or disability-related benefits go to www.hmrc.gov.uk/taxcredits/ tc956.pdf or phone our helpline and ask for TC956.

#### Changes to where you live

Tell us as soon as possible if you change your home address.

You must tell us within one month if you (or your partner, if you have one):

- leave the UK permanently
- go abroad for a temporary absence lasting more than eight weeks (or more than 12 weeks if you go abroad because you are ill, or because a member of your family is ill or has died)
- lose your right to reside in the UK.

If you do not tell us about these changes, you could build up an overpayment that you have to pay back. You may also have to pay a penalty.

You may still qualify for tax credits if you did not live in the UK but you were:

- a national of another country in the EEA or of Switzerland, and you work in the UK. or
- a Crown Servant posted overseas or their accompanying partner, or
- a national of
  - a country in the EEA, including the UK, or
- Switzerland
  living in the EEA or Switzerland and
  you received Incapacity Benefit,
  State Pension, Widow's
  Benefit/Bereavement Benefit,
  Industrial Injuries Disablement
  Benefit, contributions-based
  Employment and Support
  Allowance or Severe Disablement
  Allowance.
- For more information see our factsheets WTC/FS5 Tax credits coming to the United Kingdom and WTC/FS6 Tax credits leaving the United Kingdom.

  To get copies go to www.hmrc.gov.uk/taxcredits/forms-and-leaflets/leaflets.htm

#### Changes to your work or benefits

#### You must tell us within one month if:

- you get Working Tax Credit (WTC) and your maternity leave lasts longer than 39 weeks
- you stop working
- your usual working hours change so that you work
  - less than 16 hours a week, or
  - less than 24 hours a week (you can add your working hours together to make 24 hours, see the inside front cover for details of the changes from April 2012), or
  - less than 30 hours a week (for couples with children, you can add your working hours together to make 30 hours as long as one of you works at least 16 hours)
- you receive the disability element of WTC and you start working less than 16 hours a week
- you were involved in industrial action for more than 10 days in a row
- you are laid off
- you do not return to work after - paternity/additional paternity leave
  - adoption/additional adoption leave
  - illness or incapacity for work
  - strike periods
  - suspension during investigation

• you start or stop getting Income Support, income-based Jobseeker's Allowance or income-related **Employment and Support** Allowance, or Pension Credit.

For more information about the qualifying benefits go to www.hmrc.gov.uk/taxcredits/tc956.pdf

If you don't tell us about these changes, you could build up an overpayment that you have to pay back. You may also have to pay a penalty.

Please tell us as soon as you can if:

- the hours you work go up to
  - 16 hours or more a week, or
  - 24 hours or more a week (you can add your working hours together to make 24 hours, see the inside front cover for details of the changes from April 2012), or
  - 30 hours or more a week (for couples with children, you can add your working hours together to make 30 hours as long as one of you works at least 16 hours)
- you no longer meet the disability conditions, see page 5
- you change your employer.

#### Changes in your childcare

For couples to get the childcare element of WTC both must be working 16 hours or more a week, or one of vou must work 16 hours or more a week and the other is incapacitated and getting a disability benefit, or an inpatient in hospital, or in prison.

#### Changes you must tell us about

If you have been claiming for help with childcare, you must tell us about the following changes within one month:

- you no longer meet one of the conditions above
- your childcare provider stops being registered or approved
- you start using a childcare provider who is not registered or approved for tax credits purposes
- you start using a relative to look after your child, in the child's home
- your child reaches age 15 (or 16 if they are disabled), see 'Note'.

Have your childcare costs changed?

Check the information on page 7 and use the examples to help you work out your childcare costs. Note: You can only claim the childcare element 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
  - the child is registered blind, or came off the blind register in the 28 weeks before you claimed tax credits. or
  - Disability Living Allowance is in payment for that child or it has been suspended because they are in hospital.



## **1** Help

If you need any help please:

- qo to www.hmrc.qov.uk/taxcredits
- phone our helpline on **0345 300 3900** or Textphone on **0345 300 3909**. For our opening hours go to www.hmrc.gov.uk or phone us.

#### Changes in your childcare costs

# You must tell us about the following changes within one month.

- Your childcare costs stop.
- Your average weekly costs fall to zero, or fall by £10 or more because you pay less costs, you get childcare vouchers or payments from your employer, or from a government scheme.
- If you pay fixed weekly childcare costs and your actual costs go down by £10 a week or more.
   The change must be in each week for four weeks in a row.
- If you pay different amounts (either weekly or monthly) at different times (for example, you pay more in the school holidays than at term-time) and your new average weekly costs go down by £10 or more.

Also tell us if your average or fixed weekly costs go up by £10 a week or more.

For more information about childcare costs or to check if your childcare provider qualifies see our leaflet WTC5 Working Tax Credit - Help with the costs of childcare.
To get a copy go to www.hmrc.gov.uk/leaflets/wtc5.pdf or phone our helpline.

The average weekly amount you pay your childcare provider Only include costs you actually pay yourself.

#### Do not include:

- any amount paid by your employer, in money or in vouchers towards your childcare costs (including vouchers through salary sacrifice)
- any amount paid by a local authority or local education authority towards the cost of childcare for three or four-year-olds
- any amount paid by a government scheme, for example, the Upfront Childcare Fund to help you start work.

If you have just arranged a childcare provider and have not started paying them
Ask your provider how much they intend to charge you and work out your weekly average over the next 52 weeks.

# Childcare costs - paying different amounts at different times

(for example, you pay more during school holidays than term-time)

#### Example 1

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

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

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.

#### Childcare costs - 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. 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 our helpline as soon as the childcare starts, or not more than seven 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.

#### Childcare costs paid monthly

#### Example 2

Carmen pays for registered childcare monthly but the amount she pays varies from month to month.

In April she paid nothing and her other monthly payments in the last 12 months were:

£200 a month for February,
October and December £600
£400 a month for July
and August £800
£150 a month for the other
six months £900

Carmen's average weekly costs are therefore £2.300  $\div$  52 = £45.

£2,300

Are your change of circumstances correct and complete at Step B?
Yes - Go to Step C on page 8

## Parts 1 and 2 - Your benefits or income details

# You must complete Part 1 or Part 2.

If your Annual Review asks for income details for tax year 2010—11 and 2011—12, you must complete Part 1 and Part 2 if applicable.

Do you have your income details? If you don't have actual income figures you can give us an estimate.

You must tell us your actual income figures as soon as you can. If you need help working out your income please contact us.

#### **Certain benefits**

Do **not** put 'X' here if during any period covered by this Declaration you started work and received a run on payment of one of these benefits.

#### Income details

If you are an employee, do not leave this box blank. Please use the Working Sheet on page 11 to work out your earnings for the year to 5 April 2012. You can find out what you've earned from your P45 or P60 or your final payslip. Please don't send these to us.

Example - 'Total pay to date' on P45

| Complete only if Tax Code is cumulative. Make no en |
|---|
| if week 1 or month 1 applies, go straight to box 8. |
| Week number Month number                            |
| Total pay to date                                   |
| £ 9283·91   |
| Total tax to date                                   |
| £ 1336·42   |

Example - 'Total for year' on P60

| Tuy and mee               | me ran accans |
|---------------------------|---------------|
| In previous employment(s) | £ p           |
| In this employment        | 9,283.91      |
| Total for year            | 9,283.91      |

If you received Statutory Maternity,
Paternity or Adoption Pay, and for other
deductions, see Working Sheet on page 11.

| EXAMPLE +   |  |  |  |
|---|--|--|--|
| MR A N OTHER  | MRS A N OTHER  |  |  |
| PART 1 CERTAIN BENEFITS   | PART 1 CERTAIN BENEFITS  |  |  |
| 1.1 If you were receiving any of the following for the whole of the award period shown on page 1 put 'X' in the appropriate boxes. See the Notes Income Support  Income Support  Income-based Jobseeker's Allowance, or income-related Employment and Support Allowance, see page 8 of the Notes  Pension Credit  If you have put an 'X' in any box and you still get these benefits, please don't fill in PART 2, but go straight to PART 3  Please enter your income for the tax year from 6 April Use the Working Sheets in the Notes to help you work If you do not know the actual amount of any of the in see the Notes. If you do use an estimate put 'X' in the '  PART 2 TAXABLE SOCIAL SECURITY BENEFITS  Round down to the nearest pound.  2.1 Taxable social security benefits received | out your income.<br>come details we ask for below, please use an estimale –  |  |  |
| Do not include any tax retails, Child Benefit or Pension Credit. See the Notes  | 2.1 Taxable social security benefits received Do not include any tax credits, Child Benefit or Pension Credit. See the Notes  £  |  |  |
| PART 2 INCOME DETAILS   | PART 2 INCOME DETAILS  |  |  |
| Round down to the nearest pound.  | Round down to the nearest pound.   |  |  |
| Earnings as an employee from all jobs     Enter your total earnings, before tax and     National Insurance contributions are taken off.     But see the Notes for deductions you can make.      E   | 2.2 Earnings as an employee from all jobs Enter your total earnings, before tax and National Insurance contributions are taken off. But see the Notes for deductions you can make.  E  |  |  |
| 2.3 Company car and fuel, taxable vouchers, and payments in kind from all jobs if you received any of these from your employer we need to know their total 'cash equivalent'. Enter the figures from form P1D or form P9D, given to you by your employer. See the Notes  1. Income from self-employment from F1D or form P9D, given to you by your employer. See the Notes  2.4 Income from self-employment from your made a loss, enter '0.00'. See the Notes  | 2.3 Company car and fuel, taxable vouchers, and payments in kind from all jobs If you received any of these from your employer we need to know their total 'cash equivalent'. Enter the figures from form P1D or form P9D, given to you by your employer. See the Notes    L |  |  |
| £ • 0 0 Estimate  | £ • 0 0 Estimate   |  |  |

#### Benefits in kind from your employer

Your employer will give you the details you need on a form P11D or P9D. If your employer has included benefits in kind in your P60 or P45, you will need to deduct the cash equivalent from the total of your P60 and P45 and include this figure on the Working Sheet on page 12.

#### Taxable social security benefits received

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

- 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 received it ever since)
- taxable Income Support (this only applies if you were in a couple, and the person receiving Income Support was on strike).

If you're not sure what benefits you got, or how much, please contact your Social Security office or Jobcentre Plus.

#### Income from self-employment

If you are self-employed you must tell us about your profits for the year to 5 April 2012. Use the notes on page 9 to help you work out your profit or to find out what figures you need to take from your tax return.

For help with other income, personal circumstances and Declaration, go to page 10.

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

If you:

- made any Gift Aid payments
- made contributions to an HMRC-registered pension scheme
- had trading losses
  please go to www.hmrc.gov.uk/forms/
  tc825.pdf or phone our helpline and
  ask for TC825.

Do not include pension contributions to occupational pensions paid through the employer.

#### If you are self-employed

# If you haven't filled in your tax return for 2011-12

You need to estimate your **profits**. Please tell us the actual amount of your profits by 31 January or we will use your estimate.

If you don't have all the information you need, you will have to make a best guess. If it was about the same each week or month, multiply this by:

- 52 if you are paid weekly
- 12 if you are paid monthly
- 13 if you are paid every four weeks.

If you didn't get the same amount each time you were paid, you will have to add up all the money you received during the year.

# If you've filled in your tax return for 2011-12

Enter your total profit for the year in box 2.4. Copy this amount from one of the following:

- Short tax return, box 3.10
- Self-employment (short) pages, box 27
- Self-employment (full) pages, box 72, or
- Partnership (short or full) pages, box 14.

# *If you have more than one 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 2.4 amount - for example, rental income. Include any amounts from:

- Self-employment (short) pages, box 29
- Self-employment (full) pages, box 74
- Partnership (short) pages, box 17 or 26
- Partnership (full) pages, box 17, 66, 69, 72 or 73.

#### 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 71, or
- Partnership (short or full) pages, box 10.

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 2011-12

You should enter your profit in British pounds, **not** the foreign currency. Phone our helpline if you need any help with this.



If you need any help please:

- go to www.hmrc.gov.uk/taxcredits
- phone our helpline on 0345 300 3900 or Textphone on 0345 300 3909. For our opening hours go to www.hmrc.gov.uk or phone us.

# Parts 2, 3 and 4 - Your other income, personal circumstances and Declaration

#### Other income

If you have any other income, for example, interest on savings or State Pension, please use the Working Sheet on page 13. Do not fill in this box if your other income is:

- less than £300
- · a maintenance payment
- a student grant or loan.

#### Personal circumstances

At Step A of your Annual Review we ask you to check that your personal circumstances at the start of your award period are shown correctly, and at Step B, that any changes are listed correctly.

Do you need to tell us about any changes in your personal circumstances for the award period shown on your declaration?

**No** Put 'X' in box 3.1 if the information is correct and you definitely have no changes to report.

Yes Put 'X' in box 3.2 and contact us with the missing information or your change of circumstances.

If you write to tell us about a change of circumstances, please write 'Change of circumstances' on your correspondence. Write to: Tax Credit Office, PRESTON, PR1 4AT or the address shown on your Annual Review.

EXAMPLE 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 2.5 Total other income or State Pensions. But see the Notes and use the Working Enter the figure from the 'Other income Working Sheet in the Notes Please don't include income from page 2 opposite If any part of your income shown in boxes 2.1 to 2.5 is estimated please provide actual figures by 31/01/2012 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 answer either 'Yes' or 'No' to this question st complete this PART. Do you need to report a change in you to check that your personal circumstances personal circumstances? rect and complete for the whole of the period Put 'X' in this box. Then go to n above. Check the information shown on the No the Declaration at PART 4 ual Review and then answer the question opposite The Notes tell you what changes you must report. 3.2 If we later find that you have not reported them, we may Put 'X' in this box and contact us charge a penalty. now with the details. Then go to Yes the Declaration at PART 4 MR A N OTHER MRS A N OTHER PART 4 DECLARATION PART 4 DECLARATION You must sign this declaration. You must sign this declaratio If you give false information, you may be liable to financial If you give false information, you may penalties and/or you may be prosecuted. penalties and/or you may be prosecuted I declare that I declare that • the information given on this form is correct and · the information given on this form is correct ar complete to the best of my knowledge and belief, and complete to the best of my knowledge and belief, a . I have reported any changes that I must tell you about. . I have reported any changes that I must tell you about I understand that I understand that you will use the information on this form to decide the you will use the information on this form to decide the final amount of my tax credits award for 2011-2012 final amount of my tax credits award for 2011-2012 this form is my claim to any tax credits due for this form is my claim to any tax credits due for 2012-2013 unless I've asked or agreed to be withdrawn 2012-2013 unless I've asked or agreed to be withdrawn from tax credits, or my award ceased in 2011-2012 from tax credits, or my award ceased in 2011-2012 if this is a joint claim, I share responsibility with the if this is a joint claim, I share responsibility with the other person named on the form, for all the information other person named on the form, for all the information given and any tax credits overpaid may be recovered given and any tax credits overpaid may be recovered from both or either of us. from both or either of us. Signature Signature TC 603 D 12 Page 3 012345678912345

#### Declaration

Before you sign the Declaration at Part 4 please check that all the entries on your Annual Declaration form are correct.

It is very important that you give us the right information. We work out how much to pay you from what you tell us about your income and family circumstances.

If you do not tell us about a change in your personal circumstances or if you give us incorrect income details, you will not normally be able to change it after we have decided your final award.

If you give us incorrect information you may end up getting too much money and have to pay it back. You may be charged a penalty and you may be prosecuted.

If you have claimed tax credits as part of a couple, both of you may have to repay any tax credits overpaid. If either of you gives false information you may both have to pay a penalty and you may both be prosecuted.

If you act as an appointee for a couple, you only need to sign the Declaration once.

Have you filled in Part 3?
Please check you've filled in Part 3 about your personal circumstances.
We cannot renew your tax credits if you haven't.

## Working Sheet – Earnings as an employee from all jobs for the year 6 April 2011 to 5 April 2012

| Trong of the Continue of the first temptoyee from any jobs for the year of pint 2011 to 37 pint 2012                           |     |              |
|--|-----|--------------|
| Please phone our helpline if you are not sure what income to enter here.   |     |              |
| First enter your earnings  | You | Your partner |
| If you worked outside the UK in 2011-12 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 <b>gross</b> amount | £   | £            |
| (before tax and National Insurance contributions are taken off).   |     |              |
| 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.  | £   | £            |
| Strike pay from your trade difform   | -   |              |
| 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 payments and personal pension contributions you paid into a registered scheme. Include Free-Standing Additional       |     |              |
| Voluntary Contributions and payments to Stakeholder pensions. Enter the gross amount. <b>Don't include</b> contributions       | £   | £            |
| you paid through your employer.  |     |              |
| Statutory Maternity, 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 received. 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 2.2. Don't include the pence.               | £   | £            |
| Take away your deductions total from your earnings total. Enter this amount in box 2.2. bon't include the pence.               |     |              |

### Working Sheet - Company car and fuel, taxable vouchers and benefits in kind for the year 6 April 2011 to 5 April 2012

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 one 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 our helpline.

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 sections 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 our helpline.

**P9D or P11D Total**. Enter this amount in box 2.3. **Don't include** the pence.

If your employer has included benefits in kind on your P60 or P45, you will need to deduct the cash equivalent from the total of your P60 and P45 before you include this figure in box 2.3.

| You | Your partner |
|-----|--------------|
| £   | £            |
| £   | £            |
|     |              |
| £   | £            |
| £   | £            |
| £   | £            |
| £   | £            |
|     | 6            |
| £   | £            |

Please don't send us this Working Sheet

# Working Sheet - Other income for the year 6 April 2011 to 5 April 2012

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

|   | You | Your partner |
|---|-----|--------------|
| Income from savings and investments, including dividends. Enter the <b>gross</b> 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 (not war pensions). If your pension includes an extra amount for work-related illness or injury, please phone our helpline.   | £   | £            |
| Property income. <b>Don't include</b> income from the Rent a Room scheme. Don't include anything you have already included in box 2.4. If your rental property made a loss, phone our helpline and ask for Working Sheet TC825 to help you.   | £   | £            |
| Income from trusts, settlements and estates. You will find details on certificate R185, which the trustees or administrators should have given you. Enter the <b>gross</b> amount (before tax is taken off).                                  | £   | £            |
| Foreign income, for example, income from investments and property overseas. Enter the gross amount in British pounds whether or not it was remitted to the UK. If you get a foreign pension include 90% of it here. Deduct any bank charge or |     |              |
| commission you paid when converting foreign currency.   | £   | £            |
| Notional income. This includes things like stock dividends, or income that you could have received but chose not to. Please phone our helpline if you need more information about this.   | £   | £            |
| Total   | £   | £            |
| Add together totals for you and your partner  | £   |              |
| Take off £300. If this makes a minus figure, just enter 0.  | £   |              |
| If you or your partner got Adult Dependant's Grant for being a student or miscellaneous taxable income not included above,  | £   |              |
| enter it here. Please phone our helpline if you need more information about this.   | Ľ   |              |
| Total other income. Enter this amount in box 2.5. Don't include the pence.  | £   |              |

#### **Further information**

#### 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.hmrc.gov.uk and look for Data Protection Act within the Search facility.

#### 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

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

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