



### Make sure your tax credits are renewed now

Every year, we renew your tax credits award based on the information you've given us. To make sure you get the money you're entitled to, **check that the information on your Annual Review is right**. If you have made more than one tax credits claim you must check each of the renewal packs you get.

### Check your Annual Review

Follow these three simple steps:


Step A Check your personal circumstances at the start of your award period were correct and complete


Step B Check the changes in your personal circumstances are correct and complete

Step C Check your income details





### What to do at a glance

 **Your information is right**



**You don't need to do anything**  
we'll renew your  
tax credits automatically

 **Your information is wrong**



**You must tell us so we can get your tax credits right.**  
Phone the Tax Credit Helpline  
now on **0345 300 3900**

**You must make sure the information you give us for the 2013-14 tax year is right.** Use the notes on the back of this page to see if you need to tell us about a change in your circumstances during the year, that is not already shown on your annual review.

If we pay you too much because you've given us wrong information, you will have to pay the extra money back to us and could also face penalties and prosecution.

The notes on the back of this page give you some examples of common changes you must tell us about. A full list of changes is available online at [www.gov.uk/changes-affect-tax-credits](http://www.gov.uk/changes-affect-tax-credits)

We will not send any further award notices unless you report a change, so please keep your Annual Review in case you need it.

**Last year we charged an average penalty of £2,000 to people who renewed their tax credits claim but didn't tell us about a change in their circumstances**

**Don't delay – check your Annual Review today**



## Check your circumstances for the 2013-14 tax year are right

Below are some examples of common changes you must tell us about. A full list of changes is available online at [www.gov.uk/changes-affect-tax-credits](http://www.gov.uk/changes-affect-tax-credits)

### Your family

- you claimed as a single person before but are now married, in a civil partnership, or living with a partner as if you are married
- you claimed as part of a couple, but have separated or your partner has died
- you, or your partner, are in prison or released from prison
- you, or your partner, are no longer in hospital
- you, or your partner, no longer qualify for the disability element of Working Tax Credit.

A child or young person you claimed for previously has:

- left home
- died
- started getting benefits
- stopped full-time non-advanced education or approved training
- started training provided under a work contract
- stopped being registered with a careers service
- stopped getting Disability Living Allowance (DLA), Personal Independence Payment (PIP), the Highest Rate Care Component of DLA, or the Enhanced daily living component of PIP
- stopped being registered blind.

### Your work

- you, or your partner, stopped working or were laid off
- your, or your partner's, normal working hours changed – this is important as it may affect your entitlement to Working Tax Credits (WTC), some WTC elements and the childcare element; we may add your hours together for some of these
- you, or your partner, were on strike for more than ten days in a row
- you, or your partner, stops being treated as incapacitated for work (getting certain disability or sickness benefits)
- you, or your partner's, maternity leave lasts longer than 39 weeks.

### Your home

- you have moved
- you, or your partner, leave the UK permanently, or for more than 8 weeks (12 weeks if you go abroad because you, or someone in your family is ill, or has died)
- you lose the right to reside in the UK.

### Your income

- your total household income for 2013-14 is more than the range shown on your Annual Review
- you, or your partner, are an employee and the earned income shown on your Annual Review for 2013-14 is wrong
- you are self-employed, or have other income for 2013-14. You can give us an estimate but we must get it by 31 July 2014. If you do this you must tell us your actual income no later than 31 January 2015
- you, or your partner, have benefits in kind from your employer, which are incorrect on your Annual Review
- you, or your partner, have taxable benefits and these are not shown on your Annual Review
- you, or your partner, have other income over £300 and this is not shown on your Annual Review
- you have included any deductions that may be made for some statutory payments; Gift Aid and pension contributions.

### Your benefits

- you, or your partner, got certain income-related benefits:
  - Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - Pension Credit
- you, or your partner, were entitled to or stopped being entitled to Carer's Allowance
- you, or your partner, were entitled to or stopped being entitled to the Highest Rate Care Component of Disability Living Allowance, the Enhanced daily living component of Personal Independence Payment or Armed Forces Independence Payment.

### Your childcare

- you start using an unregistered, unapproved childminder
- a relative looks after your child in your home
- your child reaches age 15 (16 if disabled)
- you stop paying for childcare
- your average weekly childcare costs change by £10 or more, or you get vouchers or payments from a government scheme or your employer.

**If any of these changes apply to you, don't delay – phone us today**

Phone the Tax Credit Helpline on **0345 300 3900** or textphone on **0345 300 3909**

**If nothing has changed you don't need to contact us**