# Tax credits claim 2017

Tax year 6 April 2017 to 5 April 2018

# Use this form between 6 April 2017 and 5 April 2018, 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/contact-hmrc

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're part of a couple if you are either:

- married
- in a civil partnership
- 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 is machine read. It's important that you:

- write in capital letters using black ink
- write neatly inside the boxes using one box for each letter or number

J	0	N	A	T	H	A	N	R	1	C	H	A
R	0											

• leave blank any box that does not apply to you

Fill in all relevant boxes in full. Don't write 'Not Applicable' or strike through boxes that don't apply.

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

When you have filled in this form, please make sure that you've 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
1.4	
	D D M M 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
1.5	National Insurance number. See Notes, page 1

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	YOU		YOUR PARTNER
1.6	<b>Enter a phone number,</b> we may need to contact you Daytime number in full	1.6	<b>Enter a phone number,</b> we may need to contact you Daytime number in full
	Evening number in full – if different		Evening number in full – if different
1.7	Are you male or female? Put 'X' in one box	1.7	Are you male or female? Put 'X' in one box
	Male		Male
1.8	Have you been subject to immigration control in the last month? See Notes, page 2	1.8	Have you been subject to immigration control in th last month? See Notes, page 2
	Yes No		Yes No
1.9	Do you usually live in the United Kingdom? See Notes, page 2	1.9	Do you usually live in the United Kingdom? See Notes, page 2
	Yes No		Yes No
	If 'No', enter the name of the country where you usually live in the box below		If 'No', enter the name of the country where you usuall live in the box below
Ð	<b>Disability</b> See the Notes, pages 2 and 19 to 21, to find out if you <b>If you have a child who is disabled</b> , tell us in PART 2.	u qualify	for more tax credits because of a disability.
	YOU		YOUR PARTNER
1.11	If you qualify for the disability element then put	1.11	If you qualify for the disability element then put
	an 'X' in this box		an 'X' in this box
	See Notes, page 2		See Notes, page 2
1.12	If you receive, for yourself, highest rate care	1.12	If you receive, for yourself, highest rate care
	component of Disability Living Allowance or enhanced daily living component of Personal		component of Disability Living Allowance or enhanced daily living component of Personal
	Independence Payment or higher rate of		Independence Payment or higher rate of
	Attendance Allowance, put 'X' in this box		Attendance Allowance, put 'X' in this box
	COUPLES		
	question is only for <b>couples</b> with children.		
1.13	question is only fo <b>r couples</b> with children. s one of you working 16 hours a week or more and the o	ther pers	on is incapacitated, an inpatient in hospital, in
1.13	question is only for <b>couples</b> with children. Is one of you working 16 hours a week or more and the o orison either on remand or serving a custodial sentence,	or entitle	on is incapacitated, an inpatient in hospital, in ed to Carer's Allowance? To show who is incapacitated, son either on remand or serving a custodial sentence, or

#### **PART 2 CHILDREN**



Give details of children under 20 that you (or your partner if you have one) are responsible for. See Notes, pages 3 and 4, for what we mean by 'responsible' and which children you should include. If you are responsible for more than 2 children, fill in form TC600A Additional pages and return with this claim form. If you are not responsible for any children under 20, go straight to PART 4.

	CHILD 1	JIIJIDIC	ioi any children under 20, go straight to PART 4.
2.1	Surname as shown on their birth certificate		
		2.5	If you, or your partner, became responsible for this child on a date other than their date of birth, enter
2.2	First name(s) as shown on their birth certificate		the date you became responsible. See Notes, page 4
			D D M M Y Y Y Y
2.2	Date of birth	CHILD	REN AGED BETWEEN 16 AND 20
2.5	D D M M Y Y Y Y	2.6	If this child is in full-time non-advanced education o on an approved training course put 'X' in the box. See Notes, page 4, if this child is over 16
2.4	Put 'X' in boxes that apply to this child		see Notes, page 4, it this critic is over 10
	you pay for registered or approved childcare while you work. See Notes, pages 3 and 4		
	Disability Living Allowance or Personal Independence Payment is paid for this child. See Notes, page 4	2.7	If this child is registered with a careers service, Connexions, local authority support service, or similar organisation, enter the date they left full-time
	highest rate care component of Disability Living Allowance, enhanced daily living component of		non-advanced education or approved training. See Notes, page 3
	Personal Independence Payment is paid for this child. See Notes, page 4		D D M M Y Y Y Y
	blind, by a consultant ophthalmologist. See Notes, page  CHILD 2		
2.1	Surname as shown on their birth certificate		
2.2	First name(s) as shown on their birth certificate	2.5	If you, or your partner, became responsible for this child on a date other than their date of birth, enter the date you became responsible. See Notes, page 4
			D D M M Y Y Y Y
2.3	Date of birth	CHILD	REN AGED BETWEEN 16 AND 20
	DD MM Y Y Y Y	2.6	If this child is in full-time non-advanced education o on an approved training course put 'X' in the box.
2.4	Put 'X' in boxes that apply to this child		See Notes, page 4, if this child is over 16
	you pay for registered or approved childcare while you work. See Notes, pages 3 and 4		
	Disability Living Allowance or Personal Independence Payment is paid for this child. See Notes, page 4	2.7	If this child is registered with a careers service, Connexions, local authority support service, or
	highest rate care component of Disability Living Allowance, enhanced daily living component of		similar organisation, enter the date they left full-time non-advanced education or approved training. See Notes, page 3
	Personal Independence Payment is paid for this child. See Notes, page 4		D D M M Y Y Y Y

the child is or was, certified as severely sight-impaired or blind, by a consultant ophthalmologist. See Notes, page 4

#### PART 2 CHILDREN continued

	YOU
2.8	Child Benefit reference number. If you get Child Benefit, enter the reference number, if known, in the box below. You can find it on any Child Benefit letters you've had. If you don't know it, leave the box blank.

# YOUR PARTNER 2.8 Child Benefit reference number. If you get Child Benefit, enter the reference number, if known, in the box below. You can find it on any Child Benefit letters

you've had. If you don't know it, leave the box blank.

### **PART 3** CHILDCARE COSTS – HELP FOR WORKING PARENTS

Do you pay childcare costs? If so, you may get extra help towards them through tax credits. Before you make any entries in this PART read the Notes, pages 5 and 6, to see if your childcare costs qualify. You can claim help with childcare costs if your child is 15 or under (but see Notes, page 3, box 2.4), and you work 16 hours a week or more. Couples – you can claim help with childcare costs as a couple, if both of you work 16 hours a week or more, or if one partner works 16 hours a week or more and the other partner is incapacitated, an inpatient in hospital, in prison either on remand or serving a custodial sentence or entitled to Carer's Allowance.

Answer questions 3.1 to 3.7. **If you use more than 1 childcare provider,** fill in form TC600A Additional pages and send it back with this claim form.

	CHILDCARE PROVIDER		
3.1	Name of the childcare provider. See Notes, page 5	3.5	Provider's registration or approval number. See Notes, page 5
3.2	Their address Postcode	3.6	How many of the children named in this claim are cared for by this provider?  Children
	House or building number  Rest of address, including house or building name	3.7	Work out the average weekly amount you pay this childcare provider using the Notes, page 6. If you've arranged to start using the childcare in the next 7 days, see Notes, page 6  • 0 0
3.3	Their phone number – in full		
3.4	Enter the name of the local authority or other body (for example, Ofsted) that registered or approved your childcare provider. See Notes, page 5		

#### **PART 4 WORK DETAILS**



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.

4.1		aid work? See Notes, page 7. ork within the next 7 days
	Yes	No – go straight to PART 5
4.2	<b>Do you usually work i</b> See Notes, page 7	n the United Kingdom?
	Yes	No
	If 'No', enter the name ousually work	of the country where you
	seasonal work, see Note	week to week, or you do es, pages 7 to 9
4.4	If you have stopped cla Income Support, or Income-based Jobse Income-related Emplo Pension Credit enter either, the date your was in the last 31 days, changed that meant you these benefits, or the deserver.	oyment and Support Allowance, or ou started work if this or the date your hours
4.4	If you have stopped cla Income Support, or income-based Jobsee income-related Emplo Pension Credit enter either, the date you was in the last 31 days, changed that meant you	eker's Allowance, or syment and Support Allowance, or ou started work if this or the date your hours ou no longer qualify for
you	If you have stopped cla  Income Support, or  income-based Jobsee  income-related Emplo  Pension Credit enter either, the date y was in the last 31 days, changed that meant you these benefits, or the days  Mare an employee or a second	eker's Allowance, or syment and Support Allowance, or ou started work if this or the date your hours ou no longer qualify for
you I in	If you have stopped cla  Income Support, or  income-based Jobsee  income-related Emplo  Pension Credit enter either, the date y was in the last 31 days, changed that meant you these benefits, or the d the next 7 days	eker's Allowance, or oyment and Support Allowance, or ou started work if this or the date your hours ou no longer qualify for ate you will start work in

YOUR PARTNER 4.1 Do you currently do paid work? See Notes, page 7. If you're starting paid work within the next 7 days put 'X' in the 'Yes' box Yes No - go straight to PART 5 4.2 Do you usually work in the United Kingdom? See Notes, page 7 Yes If 'No', enter the name of the country where you usually work 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 hours 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 enter either, the date you started work if this was in the last 31 days, or the date your hours changed that meant you no longer qualify for these benefits, or the date you will start work in the next 7 days

If you are an employee or a self-employed person you must fill in box 4.5 also:

- 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

on the next page

### PART 4 WORK DETAILS continued

	YOU – EMPLOYED		YOUR PARTNER – EMPLOYED
4.5	How many paid jobs do you have?	4.5	How many paid jobs do you have?
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,, ,
4.6	Employer's name	16	Employer's name
4.6	Employer's name  If you've more than one employer, tell us about the job	4.0	If you've more than one employer, tell us about the job
	where you work the most hours		where you work the most hours
			V DAVE
4.7	Your employer's PAYE tax reference See Notes, page 10 for where you can find this	4.7	Your employer's PAYE tax reference See Notes, page 10 for where you can find this
	see Notes, page 10 101 Where you can lind this		See Notes, page 10 for Where you can find this
	W		Variation and I would be a stress before and
4.8	Your payroll number, if you have one Look on your latest payslip for this	4.8	Your payroll number, if you have one Look on your latest payslip for this
	200K OH YOU MILES PRIVING TO LINE		
4.9	Employer's pay office address	4.0	Employer's pay office address
4.2	Postcode		Postcode
	D. Il Viscous Indiana		Duilding purples
	Building number		Building number
	Rest of address, including building name		Rest of address, including building name
4.10	Employer's pay office phone number – in full	4.10	Employer's pay office phone number – in full
	YOU – SELF-EMPLOYED		YOUR PARTNER – SELF-EMPLOYED
4.11	Your tax reference	4.11	Your tax reference
	You'll find this on your tax return		You'll find this on your tax return
	K	1 2 2 2	16 b a.dd £' £
4.12	If you have not yet sent us your first tax return, enter the date you started self-employment	4.12	If you have not yet sent us your first tax return, enter the date you started self-employment
	enter the date you started sen-employment		and the little last to be below

#### **PART 5 INCOME DETAILS**



The amount of tax credits you get depends on your income (both incomes for couples). Give income details in boxes 5.2 to 5.6.

**However**, if you (or your partner if you have one) get Income Support (other than in the form of a run-on payment or if your Income Support is taxable), income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit, put 'X' in the appropriate box at 5.1 and go straight to PART 6.

5.1	If you receive any of the following, put 'X' in that box. If you've just made a claim and are waiting to hear if you'll be paid, see Notes, page 11. DO NOT fill in if you're due to start work in the next 7 days and will stop claiming any of the following:	
	Income Support	
	Income-based Jobseeker's Allowance, or	
	income-related Employment and	
	Support Allowance	
	Pension Credit	

	YOUR PARTNER
5.1	If you receive any of the following, put 'X' in that box. If you've just made a claim and are waiting to hear if you'll be paid, see Notes, page 11. DO NOT fill in if you're due to start work in the next 7 days and will stop claiming any of the following:
	Income Support
	Income-based Jobseeker's Allowance, or income-related Employment and Support Allowance
	Pension Credit

In the rest of this PART give details of your income for the year 6 April 2016 to 5 April 2017. There is no need to include pence in the figures you give – round down to the nearest pound. If you want more help working out your income see Notes, pages 12 to 16. If you (or your partner if you have one) made a trading loss, or paid gross pension contributions or made Gift Aid payments, go to www.gov.uk and search for Working Sheet TC825 to help you work out your income before you make any entries in boxes 5.2 to 5.6.

## YOUR INCOME

Do not include Child Benefit, Child Tax Credit, Working Tax Credit, Pension Credit, Disability Living Allowance or Personal Independence Payment. See Notes, page 11 for what income and benefits in kind you need to include.

- 5.2 Taxable social security benefits received in the year
   from 6 April 2016 to 5 April 2017. See Notes, page 11
   for details of the benefits to include
- 5.3 Earnings as an employee from all jobs for the year
  6 April 2016 to 5 April 2017. (If you were self-employed put your income in box 5.5.) Enter your total earnings for the year, before tax and National Insurance contributions are taken off. Look for the 'total pay' or 'total for year' figure on your P60 End of Year Certificate. See the Working Sheet on page 12 of the Notes for deductions you can make including Gift Aid payments, pension contributions, Statutory Maternity, Paternity, Adoption and Shared Parental Pay. If you had more than one job in the year one after the other or at the same time you need to give us your total pay from all of them. For more help see Notes, pages 11 and 12

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#### YOUR PARTNER'S INCOME

Do not include Child Benefit, Child Tax Credit, Working Tax Credit, Pension Credit, Disability Living Allowance or Personal Independence Payment. See Notes, page 11 for what income and benefits in kind you need to include.

- 5.2 Taxable social security benefits received in the year from 6 April 2016 to 5 April 2017. See Notes, page 11 for details of the benefits to include
- 5.3 Earnings as an employee from all jobs for the year 6 April 2016 to 5 April 2017. (If you were self-employed put your income in box 5.5.) Enter your total earnings for the year, before tax and National Insurance contributions are taken off. Look for the 'total pay' or 'total for year' figure on your P60 End of Year Certificate. See the Working Sheet on page 12 of the Notes for deductions you can make including Gift Aid payments, pension contributions, Statutory Maternity, Paternity, Adoption and Shared Parental Pay. If you had more than one job in the year one after the other or at the same time you need to give us your total pay from all of them. For more help see Notes, pages 11 and 12

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#### PART 5 INCOME DETAILS continued



#### Remember, we need details for the year 6 April 2016 to 5 April 2017.

The Notes, pages 12 to 16, explain how to work out your annual income and tell you how to contact us if you need more help.

#### **YOUR INCOME**

5.4 Company car and fuel, taxable vouchers, and benefits in kind – for the year from 6 April 2016 to 5 April 2017.

If you received any of these from your employer, we need to know their total 'cash equivalent'. Look for these figures on form P11D which your employer should have given you by July 2017. See Notes, pages 13 and 14, will help you to work out the total amount you received

£ 000

- 5.5 Income from self-employment
  - If you haven't sent us a tax return for the year to 5 April 2017 or if your business receives rental income, see Notes, pages 13 and 15. These explain how to work out your profit from self-employment.
  - If you've sent us a tax return for the year to 5 April 2017, enter your total net profits, minus the gross amount of any contributions made to a pension scheme. See Notes, page 15.
     If you made a loss, enter '0.00'

€ 00

#### YOUR PARTNER'S INCOME

5.4 Company car and fuel, taxable vouchers, and benefits in kind – for the year from 6 April 2016 to 5 April 2017.

If you received any of these from your employer, we need to know their total 'cash equivalent'. Look for these figures on **form P11D** which your employer should have given you by July 2017. See Notes, pages 13 and 14, will help you to work out the total amount you received

£ 00

- 5.5 Income from self-employment
  - If you haven't sent us a tax return for the year to 5 April 2017 or if your business receives rental income, see Notes, pages 13 and 15. These explain how to work out your profit from self-employment.
  - If you've sent us a tax return for the year to 5 April 2017, enter your total net profits, minus the gross amount of any contributions made to a pension scheme. See Notes, page 15.
     If you made a loss, enter '0.00'

£ 000

#### **OTHER INCOME**

If you received any other income from 6 April 2016 to 5 April 2017 that you have not included at boxes 5.2 to 5.5, enter the amount in box 5.6.

Do not fill in this box if your total other income is less than £300.

Other income includes:

- gross income from savings, investments and dividends include interest from any bank or building society (but not Individual Savings Accounts (ISAs) or other tax-free accounts)
- State Pension or any other pensions
- **income from property** or land in the United Kingdom that you let (but not if you let a furnished room in your home for £7,500 a year or less)
- gross trust income
- foreign income see Notes, page 16
- notional income

You must use the Working Sheet in the Notes, page 16, to work out your total. Include any other income above £300, plus the full amount of any

Adult Dependant's Grant and miscellaneous taxable income. See Notes, page 16.

For example, if your total other income is £421, only include £121 (£421 minus £300). Then add the full amount of any Adult Dependant's Grant or miscellaneous taxable income. So, if you have £50 miscellaneous income, enter £171 (£121 plus £50).

If you are claiming as a couple it is your joint other income that counts.

5.6 Total other income

6			m
- Le		 1.7	

#### **ESTIMATED INCOME**

When you (or your partner if you have one) fill in this form you may not have all the information you need to give us about your income. If any of the amounts shown at 5.2 to 5.6 include estimates, we need to know.

5.7 Have you, or your partner used estimates when working out your income?
Put 'X' in one box only

No

Yes

#### **PART 6 PAYMENT DETAILS**



### 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 sections.

#### **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 these account details 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. Before deciding see Notes, page 17.

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.

6.3 Choose how often you want us to pay you

#### **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 these account details 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.

	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 ho Choose which of you is to receive payme Working Tax Credit. Put 'X' in one box only. See Notes, page 1		s to receive payment of
	_	Your partner you choose gives account iate column on page 10.



# 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, of the account you want tax credits paid into at 6.5. See Notes, page 18.

- You can use an existing account you'll 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'll 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 don't have an account, see Notes, page 18.

	YOU – ACCOUNT DETAILS
6.5	Name(s) of account holder(s). See Notes, page 18
6.6	Account number
6.7	Sort code
6./	Sort code
6.8	If you have given details of a building society
6.8	If you have given details of a building society account, enter the roll or reference number, if any. 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	account, enter the roll or reference number, if any. 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
6.8	account, enter the roll or reference number, if any. 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
6.8	account, enter the roll or reference number, if any. 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
6.8	account, enter the roll or reference number, if any. 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
	account, enter the roll or reference number, if any. 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  Name of bank or building society
	account, enter the roll or reference number, if any. 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  Name of bank or building society
	account, enter the roll or reference number, if any. 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  Name of bank or building society

	YOUR PARTNER - ACCOUNT DETAILS
6,5	
0.0	Traine(s) of account riside (s). See Hotes, page 10
6.6	Account number
6.7	Sort code
6.8	If you have given details of a building society account, enter the roll or reference number, if any. 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



#### **DECLARATIONS**



# You (both of you in the case of couples) must sign the DECLARATION.

If you give false information or do not tell us about any part of your income, you may be liable to financial penalties and/or you may be prosecuted.

I declare that the information given on this form is correct and filled in to the best of my knowledge and belief and I am not in receipt of Universal Credit.

#### I understand that:

- you may check the income information I have reported with the income information you already hold about me
- if I am claiming tax credits as part of a couple, this is a joint claim, so:
  - we share responsibility for the information given
- any tax credits overpaid may be recovered from both or either of us

I acknowledge that if more than one person is named on the form, each other's information will be disclosed to us both or our appointee (if appropriate) by HMRC in communications.

Signature	Signature
Date	Date
D D M M Y Y Y Y	D D M M Y Y Y



You are **not** an appointee if you are simply helping the customer(s) to fill in this form.

Usually, an **appointee** is a person who has been given the legal right to act on behalf of another person who is not able to control their own affairs or has a disability. See Notes, back page.

I have filled in this form on behalf of the customer(s) because	Your full name (including title Mr/Mrs/Miss/Ms or other title)		
If you give any information you know to be false or incomplete, you may be liable to financial penalties and/or you may be prosecuted.  I declare that the information given on this form is correct and filled in to the best of my knowledge and belief.  Signature	Your address Postcode House number Rest of address, including house name or flat number		
Date DD MM Y Y Y Y	Your phone number – in full		

#### What to do now

Sign the form then send it back in the envelope provided or send it to: HM Revenue and Customs, Tax Credit Office, Liverpool, Great Britain, L75 1AZ. It will need a stamp. **Make sure you pay the correct postage**. Don't send anything with it, unless we have asked you to do so. We aim to get back to you about your claim within 3 weeks of receiving it.





### Your ethnic group

We want to make sure tax credits are being claimed by all communities. The only way we can check this is by asking you about your ethnic group. Make one entry to tell us the ethnic group that you consider you belong to. You do not have to fill in this part of the form. If you do not wish to disclose your ethnic group, put 'X' in the box provided.

YO	U
Α	White
В	Mixed
	White and Black Caribbean
	White and Black African
	White and Asian
	Other, please state below
C	Asian including British Asian
	Indian
	Pakistani
	Bangladeshi
	Other, please state below
D	Black
	Caribbean
	African
	Other, please state below
E	Chinese or other ethnic group
	Chinese
	Other, please state below
F	I do not wish to state my ethnic group

YO	UR PARTNER
Α	White
В	Mixed
	White and Black Caribbean
	White and Black African
	White and Asian
	Other, please state below
c	Asian including British Asian
	Indian
	Pakistani
	Bangladeshi
	Other, please state below
D	Black
	Caribbean
	African
	Other, please state below
	Chinasa an other other arms
E	Chinese or other ethnic group Chinese
	Other, please state below
F	Chinese or other ethnic group Chinese Other, please state below  I do not wish to state my ethnic group
	my ethnic group