

Helpline 0345 300 3900
Textphone 0345 300 3909

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



Mrs Jane Smith
5 Gwalior Road
Swindon
SN3 1RJ

Tax Credit Office
Preston
PR1 4AT

Date 31/08/2017

Reply Before: **07/09/2017**

Renewing online is quick and easy, go to:

www.gov.uk/renewtaxcredits

Tax Credits – Annual Review for year ended 05/04/2016

Your Tax Credits award for 06/04/2015 to 05/04/2016

Mrs J Smith	National Insurance number: AA 99 99 99 Z
Mr N Smith	National Insurance number: AA 11 22 22 Z

We told you that we would be contacting you to review this tax credits award which has ended. We want to make sure that we paid you the correct amount for the award period showing. If you have made another claim since this one ended, you will have already been sent a separate form TC603R *Tax Credits – Annual Review* for that claim. Please treat each one separately, even though they may ask for the same information. If you do not, you may not receive the correct amount of tax credits for each claim.

We are now ready to review your personal circumstances during the whole award period shown and receive income details from you. **Please reply as quick as you can.**

If we have not heard from you by 07/09/2017 your payments may have been wrong and you may have to pay back any overpaid tax credits. You may also have to pay a penalty.

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 tax credits.

At the start of your award period, 06/04/2015:

You claimed tax credits as a couple.

Claimant 1: Mrs J Smith

Date of birth: 27/03/1973 ☐

Lives in the united Kingdom. ☐

Usually works in the united Kingdom. ☐

total hours worked in a week: 32hrs ☐

Claimant 2: Mr N Smith

Date of birth: 09/05/1975 ☐

Lives in the united Kingdom. ☐

Usually works in the united Kingdom. ☐

total hours worked in a week: 12hrs ☐

Your qualifying children and young people

A child element for a young person aged 16, 18 or 19 will automatically stop each year unless you tell us they are continuing in full-time non-advanced education or approved training. if you are receiving the child element for a young person aged 17 and they are continuing in full-time non-advanced education or approved training, you will automatically continue to receive the child element.

You must tell us straightaway if a child over 16 and under 20 enters or leaves full-time non-advanced education or approved training.

Child 1: C N Smith

Date of birth: 02/07/1997 ☐

Was aged over 16 but under 20 and in full-time non-advanced education or approved training.

Income for 2015–2016 that your employer or occupational pension provider told us about.

This is the information we held on 21/02/2015

Claimant 1: Mrs J Smith

Earned income	£16,000.00
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Payrolled Benefits in Kind	£0.00
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Claimant 2: Mr N Smith

Earned income	£8,000.00
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Payrolled Benefits in Kind	£0.00
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Other Income for the household

£0.00

(we have disregarded £300 of this income)