

Tax credit renewals

Gingerbread
Single parents, equal families

If you get tax credits you'll receive a renewal pack from HMRC.

The pack should arrive by 27 June 2016.

Act now to be sure to keep your tax credits.

Received your renewal pack?

No renewal pack yet?



HM Revenue
& Customs

It's time to renew
your tax credits

YOUR BANK

1234 5678 9876 5432

MS CUSTOMER

09/201



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**If you've not received your
renewal pack by 27 June 2016
you should contact HMRC.**

They will send one to you.

Online:

www.gov.uk/manage-your-tax-credits

By phone:

Telephone: 0345 300 3900

Textphone: 0345 300 3909

Call charges are up to 12p per minute from a landline
and up to 45p per minute from a mobile.

Outside UK: +44 2890 538 192
(international call charges apply)

Post:

HM Revenue and Customs –
Tax Credit Office, Comben House,
Farriers Way, Netherton L75 1AX
United Kingdom

**DOWNLOAD
ANSWER**

New claim this tax year?

If you first started claiming tax credits after April this year
you don't need to renew this tax year – you won't receive
a renewal pack until after April next year.

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What type of pack have you received?



HM Revenue
& Customs

Letter with a red line

which says
'reply now'

reply now



HM Revenue
& Customs

Letter without a red line

which says
'check now'

check now

**Make sure you take action now even if
your circumstances mean you won't
be getting tax credits in the future.**

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You need to renew your tax credits claim by 31 July 2016.

It is important to do this as your tax credits will stop if you don't renew.

Check the details in the renewal pack carefully, complete and return the forms in the pack – or you can do it online.

You will receive a finalised award notice from HMRC.

Make sure you check the amount of the award notice. Check each page carefully, using this **checklist**.

If anything looks wrong, make sure you **contact HMRC** and tell them.

How do I renew?

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How to renew:

Online:

www.gov.uk/manage-your-tax-credits

You will need a mobile phone, your national insurance number and the online reference number from your renewals pack.

Or by phone:

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Or by post:

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Tax Credit Office,
Comben House,
Farriers Way,
Netherton
L75 1AX
United Kingdom**

If you respond by post, you can do this at a post office and ask for a certificate of posting (free) to keep as a record.

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You need to check all of the details in the renewal pack.

You only need to contact HMRC if any of the details are wrong.

Make sure you check the amount of the award notice. Check each page carefully, using this **checklist**.

If anything looks wrong, make sure you **contact HMRC** and tell them.

My details are correct

If the details are all correct, you don't need to contact HMRC.

Your tax credits will carry on as usual.

My details are incorrect

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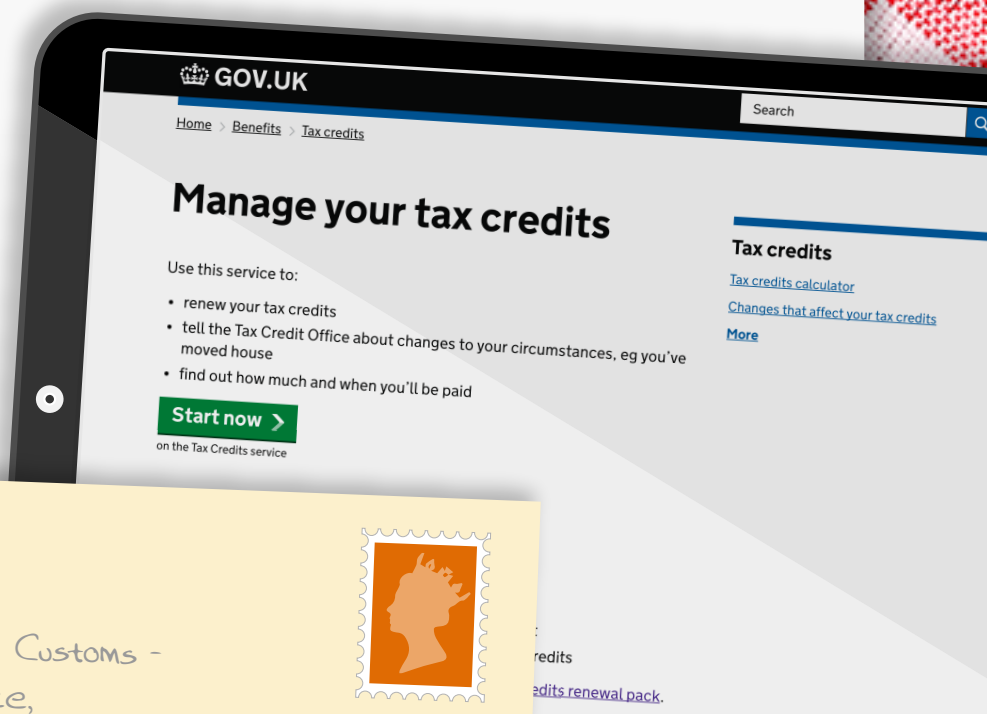
You need to tell HMRC which details are wrong.

You can do this online, by phone or by post.

Make sure you check the amount of the award and what it says you're entitled to. Check each page of the award notice carefully, using this [checklist](#).

If anything looks wrong, make sure you [contact HMRC](#) and tell them.

HMRC contact details



HM Revenue and Customs -
Tax Credit Office,
Comben House,



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