Full DDC Version - TC602 – Award Notice

|  |  |
| --- | --- |
| Version: | 1.0 |
| Document Type: | Volume 22 |
| Author: | Will Kozer |
| Status: | Approved |
| Team: | Forms Development Team |

# Document Control

### Table of Contents

Document Control 2

Table of Contents 2

Document Distribution 2

Document History 2

Authorisations 3

Associated Documents 3

Part: 1 General details 4

Part: 2 Layouts and Coding Notes 5

Coding Details - Variable data 6

Coding Details - Dynamic Messages 25

Part: 3 Document details 321

Part: 4 Operational instructions 324

### Document Distribution

| Name | Location | Responsibility | Action/Information |
| --- | --- | --- | --- |
|  | | | |
| Fred Barnett | Telford | Service Delivery Group |  |
| Steve Dalgleish | Telford | CapGemini Delivery Manager |  |
| Audrey Thom | Cumb/War | Print site manager |  |

### Document History

| Version | Date | Status | IP/Release | Change Number | Reason for Issue |
| --- | --- | --- | --- | --- | --- |
| 0.A | 08/08/13 | Draft | IP134-AugSep13 | OOP | Internal review |
| 1.0 | 12/08/13 | Approved | IP134-AugSep13 | OOP | Baselined |

### OSG Authorisations for Live Use

| Function | Reviewer(s) | Date |
| --- | --- | --- |
|  |  |  |

### Documents Associated with this Change

| Vol. 22 Version | Document  Type | Document ID/  ***Version Number*** | Title |
| --- | --- | --- | --- |
| 1.0 | OOP | 1.0 | OOPs disclaimer - Legacy TC changes - 130712.doc |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Part: 1 General details

## 

|  |  |
| --- | --- |
|  |  |
| **Description:** | The notice is to notify the applicant(s) of the value of any award made, and how this will be paid. If the Award is a result of the renewals procedure, it will also include details of the projected payments that can be expected over the next award year. Where appropriate it will detail amounts already paid, any overpayments being recovered, and any payments being carried forward to future award periods.  In some circumstances, 2 copies of the form are issued.  A number of variations of the TC602 are generated   * Initial Award for Current year (CY) * Initial Award for Past year (PY) * Amended award * Provisional award * Finalised award (estimated) * Finalised award (actual) * Finalised award (estimated taken as actual) * Finalised award (forced by operator) * Statement Like an Award | |
|  |  | |
| **Stationery :** | The form is printed on blank TC base 4 stationery, printed 2up, duplex producing a four page document. | |
|  |  | |
| **Printer :** | Printed on Laser printers at Warrington. | |
|  |  | |
| **Output**  **Handling:** | Printed versions are marked for output handling by DOC1 software.  Electronic versions are not marked for output handling | |
|  |  | |
| **Special**  **Handling:** | Printed output is despatched in a flat-pack envelope. For further details see V22.860.15 | |
|  |  | |
| **Print**  **Loadings:** | 2002/2003 - 5,847,600  2003/2004 - 7,328,203  2004/2005 - 10,711,176  Ongoing - 11,494,976*.* | |
|  |  | |
| **Special requirements** | Printed versions are routed via Middleware Print manager to Warrington for processing  Print formatting is carried out by the DOC1 applications at Warrington  The method for production/routing of electronic output is yet to be decided.  Where output is replicated to the e-Portal, both forms will be replicated, but software within e-services will determine and select the information that will be displayed. | |
|  |  |
|  |  |
|  |  |

# Part: 2 Layouts and Coding Notes

## 

PDF Layouts

Full Layout\PDF for available from HMRC Customer Information Team

**Business Rules**

The messages and formatting of the printed data are dealt with by DOC1 software. The full details of the rules for formatting and the content of the messages is held within the documentation at V22.860.15.

The DOC1 software will be set up to generate messages and format in data, dependant upon core applications supplying both variable data and “condition flags” in accordance with the ***Tag details*** table below.

The condition flags comprise of tag numbers, each of which contains a 3 digit numeric value. These values must be set by applications by reference to the ***Condition table*** below. These conditions correspond with the business rules set down by the IR for generation of text variations.

**NB: -** No blank or empty condition flags should be included in the output file – i.e. where the conditions governing the value setting for a particular flag are not met, then the flag should not be set

Please note – the tables below refer to all possible variations of the forms.

**Conditions Table**

|  |  |
| --- | --- |
| **Number** | **Description** |
| 0 | All award types |
| 1 | Initial CY Award |
| 2 | Initial PY Award |
| 3 | Amended award |
| 4 | Provisional award |
| 5 | Finalised Act award |
| 6 | Finalised Est taken as Act award |
| 7 | Finalised Est award |
| 8 | Finalised Forced award |
| 9 | SLAN |
|  |  |
| 10 | Single claimant |
| 11 | Joint claimants |
| 12 | Claimant 1 details |
| 13 | Claimant 2 details |
| 14 | Appointee present |
| 15 | Signature not required |
| 16 | Signature required |
| 17 | Euro transition |
|  |  |
| 18 | Auto renewal |
| 19 | Not auto renewal |
|  |  |
| 21 | CTC is or was paid in the award period |
| 22 | No CTC entitlement |
| 25 | Childcare is or was in payment |
| 25.1 | Childcare is not or was not in payment |
|  |  |

**Conditions Table – *continued***

|  |  |
| --- | --- |
| **Number** | **Description** |
|  |  |
| 26 | WTC is or was paid in the award period |
| 27 | No WTC entitlement |
|  |  |
| 30 | Output is R6 or later |
| 31 | Output is pre-R6 |
|  |  |
| 34 | New claim on PY form – backdating in PY – unsigned |
| 35 | New claim on PY form – backdating in PY – signature not required |
| 36 | New claim on CY form – backdating in PY – unsigned |
| 38 | CY claim – unsigned (signature required) |
| 42 | New application – nil award (tapered to zero) |
| 43 | New application – below deminimus limit |
| 44 | Award notice received – CY award was provisional |
| 45 | Claim PY but no entitlement CY – signature required |
| 46 | Signature required on Initial PY notice |
| 47 | Signature required on CY notice |
| 48 | No reply received to a previous award |
|  |  |
| 51 | S17 reply received – COC’s expected |
| 52 | S17 reply received – COC’s expected – CY provisional has been issued |
| 53 | S17 returned |
| 55 | S17 received – unsigned – system can finalise – original award was provisional |
| 57 | S17 received – unsigned – actual income or benefits – no difference – original award was Provisional |
| 58 | S17 received – signed – actual income or benefits – no difference – original award was Provisional |
| 59 | S17 received – cannot process |
|  |  |
| 60 | PVE Adjustment |
| 61 | Change from PVE to direct pay |
| 62 | Change from direct pay to PVE |
| 63 | Change of bank details |
|  |  |
| 64 | Actual income used |
| 65 | Estimated income used |
| 66 | System Estimate used |
|  |  |
| 67 | S17 not returned |
| 68 | S17 not signed |
| 69 | S17 not yet issued |

**Conditions Table – *continued***

|  |  |
| --- | --- |
| **Number** | **Description** |
|  |  |
| 70 | Both CTC and WTC suspended |
| 71 | CTC suspended |
| 73 | CTC suspended – no bank details |
| 74 | CTC + childcare suspended, no CTC bank details – WTC continuing, PVE or WTC bank details available |
| 75 | WTC only suspended |
| 76 | WTC suspended – with childcare – no PVE or Bank details for WTC – CTC continuing |
| 77 | WTC suspended – no childcare – no PVE or Bank details for WTC |
| 78 | All payments suspended - no bank account details supplied |
| 79 | Award terminated |
| 79.1 | Award = 0 |
| 79.2 | Award > 0 |
| 80 | Award is below de-minimus limit |
| 80.1 | Award is above de-minimus limit |
| 80.2 | Award = de-minimus limit |
|  |  |
| 82 | System can finalise – COC expected but not received |
| 83 | System can finalise but incomplete S17 reply |
| 83.1 | Compliance request finalisation |
| 83.2 | System can finalise – S17 not signed |
| 84 | Compliance request finalisation – can finalise |
| 86 | 1st specified date – no reply or reply incomplete |
| 87 | 1st specified date – no reply or reply incomplete – can finalise |
| 88 | 1st specified date – one reply out of two from ceased household |
| 89 | 1st specified date – one reply out of two from ceased household – can finalise |
| 94 | COC received in CY – backdating to PY – no existing award for PY |
| 95 | Finalisation incomplete – income details required |
| 97 | Finalisation incomplete – further details required |
| 98 | Finalisation incomplete – suspension renewal in process |
| 100 | Original award not signed – no other details required |
| 105 | Finalisation forced – operator message – not all info received |
| 106 | Finalisation forced – operator message – standard |
| 107 | Finalisation forced – operator message – compliance |
|  |  |

**:**

**Conditions Table – *continued***

|  |  |
| --- | --- |
| **Number** | **Description** |
|  |  |
| 112 | COC received – cannot finalise – CY entitlement ceases – S17 not returned |
| 113 | COC received – CY entitlement ends – S17 not returned |
| 114 | COC received – Auto S17 issued – S17 not returned – entitlement only affected – change affects CY data |
| 126 | COC received – entitlement ceases – direct pay |
| 127 | COC received – WTC entitlement ceases – PVE payment |
| 129 | COC received – Reply Required S17 issued but not returned – change affects CY data – cannot finalise |
| 130 | COC received – Reply Required S17 issued but not returned – change affects CY data |
| 136 | COC received – Auto S17 issued – change affects CY data |
| 137 | COC received – Auto S17 issued – change affects CY data – cannot finalise |
| 138 | COC received – Auto S17 issued – change affects CY data – CY entitlement ends |
| 139 | COC received – Auto S17 issued – change affects CY data – cannot finalise – CY entitlement ends |
| 144 | COC received – Auto S17 issued – entitlement only affected |
| 146 | COC received – Auto S17 issued – entitlement affected – cannot finalise |
| 147 | COC received – Auto S17 issued – S17 not returned – entitlement only affected – change affects CY data – CY entitlement ends – cannot finalise |
| 147.1 | COC received – Auto S17 issued – entitlement affected – change affects CY data – CY entitlement ends |
| 148 | COC received – S17 returned but unprocessed |
| 148.1 | COC received – S17 not yet received – Reply Required case |
| 148.2 | COC received for PY – S17 not yet received |
| 148.3 | No COC received for PY |
| 150 | COC received – PY entitlement ends |
| 151 | COC received – S17 still to be issued |
| 152 | COC received – S17 still to be issued – CY entitlement ends |
| 153 | COC received – Auto S17 already issued |
| 154 | COC is compliance |
| 157 | COC received – S17 issued – change affects CY data |
| 159 | COC affects CY data – appeal upheld |
|  |  |
| 160 | Applicant hours worked >0 |
| 162 | Applicant receives IS |
| 163 | Applicant receives JSA |
| 164 | Applicant receives Pension Credit |
| 165 | Neither applicant receives IS |
| 166 | Neither applicant receives JSA |
| 168 | One or more applicants receives IS/JSA/MIG/Pension Credit |
| 169 | Neither applicant is in receipt of IS/JSA/MIG/Pension Credit |
| 172 | Applicant is disabled |
| 174 | Applicant receives HCC of DLA |
| 176 | Applicant over 50 element is payable |
|  |  |

**Conditions Table – *continued***

|  |  |
| --- | --- |
| **Number** | **Description** |
|  |  |
| 180 | No qualifying children at award version end date |
| 182 | Children under 1 present at award version end date |
| 184 | Children between 1 and 16 present at award version end date |
| 186 | Young persons present at award version end date |
| 188 | Total number of qualifying children >1 at award version end date |
| 189 | Total number of qualifying children = 1 at award version end date |
| 190 | DLA addition is payable for any children at version end date |
| 192 | HCC DLA is payable for any children at award version end date |
| 194 | Notify childcare Increase >0 or Notify childcare Decrease > 0 |
|  |  |
| 216 | Self employed income for applicant in specified year |
| 219 | Household other income > 0 |
| 220 | Income is/was estimated and > 0 |
| 221 | Income is/was actual and > 0 |
| 223 | Income is PY |
| 224 | Income is CY |
| 225 | Any household income is present |
| 226 | Upper Income Notify amount > 0 and Lower Income Notify Amount = 0 |
| 227 | Lower Income Notify amount > 0 and Upper Income Notify Amount = 0 |
| 228 | Upper Income Notify amount > 0 and Lower Income Notify amount > 0 |
|  |  |

**Conditions Table – *continued***

|  |  |
| --- | --- |
| **Number** | **Description** |
|  |  |
| 230 | CTC overpayment brought forward > 0 |
| 231 | CTC overpayment carried forward > 0 |
| 232 | CTC underpayment brought forward > 0 |
| 233 | CTC underpayment carried forward > 0 |
| 234 | CTC underpaid PY or earlier |
| 235 | CTC Net payable > 0 |
| 236 | CTC Net recoverable > 0 |
| 237 | CTC overpaid PY or earlier – direct recovery in place including where a change from cross year recovery |
| 238 | CTC overpaid PY or earlier – cross year recovery in place including where a change from direct recovery |
| 238.1 | CTC overpaid PY or earlier |
| 239 | CTC – below recovery limit |
| 240 | CTC – underpaid but amount too small to pay |
| 241 | CTC – no cross year recovery of a provisional overpayment |
| 242 | CTC – cross year recovery of a provisional overpayment |
| 242.1 | CTC – direct recovery in place including where a change from cross year recovery |
| 242.2 | CTC – cross year recovery in place for overpaid years |
| 243 | CTC – all payments suspended due to recovery |
| 244 | All payments suspended – not due to cross recovery |
| 245 | CTC payments suspended – not due to cross recovery |
| 246 | CTC – payments were made |
| 247 | CTC – payments are to be made and not suspended |
| 248 | CTC payments received > 0 |
| 249 | CTC payments received < 0 |
| 250 | CTC – only payment |
| 251 | CTC – first payment – CY |
| 255 | CTC – payments by bank |
| 256 | CTC – payments by giro |
|  |  |
| 257 | CTC – payments recovered for PY |
| 258 | CTC – payments recovered from CY |
|  |  |
| 259 | ICC-C<16 element is ceasing + CTC payment is not ending due to the end of the Tax Credit period |
| 261 | ICC-BTC is ceasing + CTC payment is not ending due to the end of the Tax Credit period |
| 262 | ICC-C<19 element is ceasing + CTC payment is not ending due to the end of the Tax Credit period |
| 263 | Change in CC1/CC2 payments + CTC payment is not ending due to the end of the Tax Credit period |
|  |  |
|  |  |

**Conditions Table – *continued***

|  |  |
| --- | --- |
| **Number** | **Description** |
|  |  |
| 268 | CTC entitlement > 0 and not tapered to 0 |
| 269 | CTC entitlement exists |
| 270 | CTC entitlement ceased |
| 271 | CTC tapered to 0 |
| 272 | CTC reconciliation data exists |
| 273 | Award continues |
| 274 | Award is not continuing |
|  |  |

**Conditions Table – *continued***

|  |  |
| --- | --- |
| **Number** | **Description** |
|  |  |
| 275 | WTC entitlement exists |
| 276 | WTC entitlement ceased |
| 277 | WTC – payments are to be made and not suspended |
|  |  |
| 280 | WTC change of recipient |
| 281 | WTC – CTC entitlement > 0 and not tapered to 0 |
| 282 | WTC – tapered to 0 |
| 284 | All payments suspended due to recovery |
| 285 | WTC – payments suspended but not due to cross recovery |
| 286 | WTC – reconciliation data exists |
| 287 | WTC – current entitlement > 0 |
| 288 | WTC – amount paid > 0 |
| 289 | WTC – underpayment brought forward > 0 |
| 290 | WTC – underpayment carried forward > 0 |
| 291 | WTC – underpaid – PY or earlier |
| 292 | WTC – overpayment brought forward > 0 |
| 293 | WTC – overpayment carried forward > 0 |
| 294 | WTC – payment received > 0 |
| 294.1 | WTC – payment received < 0 |
| 295 | WTC – net payable > 0 |
| 296 | WTC – net recoverable > 0 |
| 297 | WTC – overpaid PY or earlier – direct recovery – including where a change from cross year recovery |
| 298 | WTC – overpaid PY or earlier – cross year recovery – including where a change from direct recovery |
| 298.1 | WTC – overpaid PY or earlier |
| 299 | WTC – below recovery limit |
| 300 | WTC – underpaid but amount too small to pay |
| 301 | WTC – no cross year recovery of a provisional overpayment |
| 302 | WTC – there is a cross year recovery of a provisional overpayment |
|  |  |
| 303 | Award continuing |
| 304 | Award not continuing |
| 305 | WTC – payment by bank |
| 307 | WTC – payment by PVE |
| 308 | WTC – only payment (bank) |
| 309 | WTC – only payment (giro ) |
|  |  |
| 310 | CTC – payments recovered for PY |
| 311 | CTC – payments recovered from CY |
|  |  |

**Conditions Table – *continued***

|  |  |
| --- | --- |
| **Number** | **Description** |
|  |  |
| 319 | WTC – end of over 50 element |
| 320 | WTC – LP ending |
| 321 | WTC – first payment for CY |
|  |  |
|  |  |
| **Conditions below this point refer to Release 6 output and later** | |
|  |  |
| 401 | Auto S17 notice issued |
| 402 | Reply required S17 notice has been issued to finalise PY asking for 2 years income (CY and PY) |
| 403 | Reply required S17 notice has been issued to finalise PY asking for 2 years income (PY and PY-1) |
| 404 | Auto S17 notice issued to finalise SLAN year |
|  |  |
| 410 | Further restricted in year recovery applied as requested by the claimant, not by the automatic process |
| 411 | Changes in income have been replayed in the income section |
| 412 | Income for the earlier of the two (PY-1) is absent from Annual Declaration processed |
| 413 | Income for year before SLAN year is system estimated |
|  |  |
| 420 | Any upper or lower income bands present |
| 421 | CY IY Upper Income Notify amount = 0 |
| 422 | CY IY Upper Income Notify amount > 0 |
| 423 | CY IY Lower Income Notify amount = 0 |
| 424 | CY IY Lower Income Notify amount > 0 |
| 425 | CY IY Upper Income Notify amount equal CY IY Lower Income Notify amount |
| 426 | CY IY Upper Income Notify amount not equal CY IY Lower Income Notify amount |
| 427 | PY EOY Upper income notify amount > 0 |
| 428 | PY EOY Lower income notify amount > 0 |
| 429 | CY EOY Upper income notify amount > 0 |
| 430 | CY EOY Lower income notify amount > 0 |
|  |  |
| 440 | Overpayment recovery restricted due to hardship – normal rules not applied |
| 441 | Overpayment being recovered by coding out |
| 442 | Overpayment being recovered by informal discharge and account on NTC is balanced |
| 443 | Tax credits overpaid |
| 444 | Tax credits underpaid |
| 445 | Amount not being paid is passed in from calling function |
|  |  |

### Coding Details

**PCCS Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tag** | **Description** | **Length** | **Note** |
|  | New page character | 1 |  |
|  | Barcode | 22 |  |
|  | OMR | 16 |  |
|  | REPRINT REFERENCE | 20 |  |

**Variable data**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Description** | **Length** | **Note** |
| 0001 | 0001 | 0000 | 0000 | Original issue date (for res ver) | 8 | 1 |
| 0002 | 0001 | 0001 | 0000 | Claimant 1 Name | 35 |  |
| 0002 | 0002 | 0001 | 0000 | Claimant 2 Name | 35 |  |
| 0010 | 0001 | 0001 | 0000 | Recipient Name Line 1 | 35 | 2 |
| 0010 | 0001 | 0002 | 0000 | Recipient Name Line 2 | 35 | 2 |
| 0012 | 0001 | 0001 | 0000 | Recipient Address Line 1 | 35 |  |
| 0012 | 0001 | 0002 | 0000 | Recipient Address Line 2 | 35 |  |
| 0012 | 0001 | 0003 | 0000 | Recipient Address Line 3 | 35 |  |
| 0012 | 0001 | 0004 | 0000 | Recipient Address Line 4 | 35 |  |
| 0012 | 0001 | 0005 | 0000 | Recipient Address Line 5 | 35 |  |
| 0012 | 0001 | 0006 | 0000 | Recipient Postcode | 10 |  |
| 0020 | 0001 | 0001 | 0000 | Appointee name | 35 |  |
| 0031 | 0001 | 0000 | 0000 | Claimant 1NINO | 13 | 3 |
| 0031 | 0002 | 0000 | 0000 | Claimant 2 NINO | 13 |  |
| 0036 | 0000 | 0000 | 0000 | Issue Date | 20 | 4d |
| 0042 | 0001 | 0001 | 0000 | Office Address Line 1 | 35 |  |
| 0042 | 0001 | 0002 | 0000 | Office Address Line 2 | 35 |  |
| 0042 | 0001 | 0003 | 0000 | Office Address Line 3 | 35 |  |
| 0042 | 0001 | 0004 | 0000 | Office Address Line 4 | 35 |  |
| 0042 | 0001 | 0005 | 0000 | Office Address Line 5 | 35 |  |
| 0042 | 0001 | 0006 | 0000 | Office Address Line 6 | 35 |  |
| 0042 | 0001 | 0007 | 0000 | Office Postcode | 10 |  |
| 0044 | 0000 | 0000 | 0000 | Org Unit ID | 3 |  |
|  |  |  |  |  |  |  |

**Tag details-** *continued*

**Variable data –** *continued*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Description** | **Length** | **Note** |
| 0115 | 0001 | 0001 | 0000 | CTC Account name | 35 |  |
| 0115 | 0002 | 0001 | 0000 | WTC Account name | 35 |  |
| 0116 | 0001 | 0001 | 0000 | CTC Account number | 10 |  |
| 0116 | 0002 | 0001 | 0000 | WTC Account number | 10 |  |
| 0116 | 0001 | 0002 | 0000 | CTC Sort code | 6 |  |
| 0116 | 0002 | 0002 | 0000 | WTC Sort code | 6 |  |
| 0118 | 0001 | 0001 | 0000 | CTC Bank details (Bank/Building Society name) | 35 |  |
| 0118 | 0002 | 0001 | 0000 | WTC Bank details (Bank/Building Society name) | 35 |  |
| 0119 | 0001 | 0001 | 0000 | CTC BS reference number | 18 |  |
| 0119 | 0002 | 0001 | 0000 | WTC BS reference number | 18 |  |
|  |  |  |  |  |  |  |
| 0132 | 0000 | 0000 | 0000 | Barcode | 15 |  |
| 0133 | 0001 | 0001 | 0000 | Latest award period start date | 10 | 4a |
| 0133 | 0001 | 0002 | 0000 | Latest award period end date | 10 | 4a |
| 0133 | 0002 | 0001 | 0000 | Entitlement start date | 10 | 4a |
| 0133 | 0003 | 0001 | 0000 | Tax credit period start date | 10 | 4a |
| 0133 | 0003 | 0002 | 0000 | Tax credit period end date | 10 | 4a |
| 0133 | 0003 | 0003 | 0000 | Tax credit period | 11 | 4e |
| 0134 | 0001 | 0001 | 0000 | Award Start date | 10 | 4a |
| 0134 | 0001 | 0002 | 0000 | Award End date | 10 | 4a |
| 0135 | 0001 | 0001 | 0000 | CTC total award amount (sterling or euro) | 9 |  |
| 0135 | 0002 | 0001 | 0000 | WTC total award amount (sterling or euro) | 9 |  |
| 0135 | 0003 | 0001 | 0000 | CTC & WTC total award amount (sterling or euro) | 9 |  |
| 0135 | 0004 | 0001 | 0000 | Total Annual Household income (estimated) | 9 |  |
| 0135 | 0005 | 0001 | 0000 | Total Annual Household income (actual) | 9 |  |
| 0135 | 0006 | 0001 | 0000 | Household other income amount | 9 |  |
|  |  |  |  |  |  |  |
| 0136 | 0001 | 0001 | 0000 | Nominated recipient of CTC | 35 |  |
| 0136 | 0002 | 0001 | 0000 | Nominated recipient of WTC | 35 |  |
|  |  |  |  |  |  |  |
| 0137 | 0001 | 0001 | 0000 | Award period start date | 10 | 4a |
| 0137 | 0001 | 0002 | 0000 | Award period end date | 10 | 4a |
|  |  |  |  |  |  |  |
| 0143 | 0001 | 0001 | 0000 | Income start date | 10 | 4a |
| 0143 | 0001 | 0002 | 0000 | Income end date | 10 | 4a |
|  |  |  |  |  |  |  |
| 0144 | 0001 | 0001 | 0000 | Claimant 1 Annual income | 9 |  |
| 0144 | 0001 | 0002 | 0000 | Claimant 1 self Employed Annual income | 9 |  |
| 0144 | 0002 | 0001 | 0000 | Claimant 2 Annual income | 9 |  |
| 0144 | 0002 | 0002 | 0000 | Claimant 2 self Employed Annual income | 9 |  |
| 0144 | 0003 | 0000 | 0000 | Annual income amount (sum of both applicant income) | 9 |  |

**Tag details-** *continued*

**Variable data –** *continued*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Description** | **Length** | **Note** |
| 0145 | 0001 | 0001 | 0001 | Claimant 1 earliest self-employed start date | 10 |  |
| 0145 | 0001 | 0002 | 0001 | Claimant 1 latest self-employed start date | 10 |  |
| 0145 | 0002 | 0001 | 0001 | Claimant 2 earliest self-employed start date | 10 |  |
| 0145 | 0002 | 0002 | 0001 | Claimant 2 latest self-employed start date | 10 |  |
|  |  |  |  |  |  |  |
| 0146 | 0001 | 0001 | 0000 | CTC – current entitlement amount | 9 |  |
| 0146 | 0002 | 0001 | 0000 | CTC – Amount paid | 9 |  |
| 0146 | 0003 | 0001 | 0000 | CTC – underpayment brought forward | 9 |  |
| 0146 | 0004 | 0001 | 0000 | CTC – overpayment brought forward | 9 |  |
| 0146 | 0005 | 0001 | 0000 | CTC – payments received | 9 | 14 |
| 0146 | 0006 | 0001 | 0000 | CTC – Net payable | 9 |  |
| 0146 | 0007 | 0001 | 0000 | CTC – Net recoverable | 9 |  |
| 0146 | 0008 | 0001 | 0000 | CTC – payment amount | 9 |  |
| 0146 | 0009 | 0001 | 0000 | CTC – payment date | 10 | 4a |
| 0146 | 0010 | 0001 | 0000 | CTC & WTC current entitlement amount | 9 |  |
| 0146 | 0011 | 0001 | 0000 | CTC – underpayment carried forward | 9 |  |
| 0146 | 0012 | 0001 | 0000 | CTC – overpayment carried forward | 9 |  |
| 0146 | 0013 | 0001 | 0000 | CTC – first payment amount – CY | 9 |  |
| 0146 | 0013 | 0002 | 0000 | CTC – first payment date – CY | 10 | 4a |
| 0146 | 0014 | 0001 | 0000 | CTC – first payment amount – CY + 1 | 9 |  |
| 0146 | 0014 | 0002 | 0000 | CTC – first payment date – CY + 1 | 10 | 4a |
| 0146 | 0015 | 0001 | 0000 | CTC – payments recovered for PY | 10 | 14 |
| 0146 | 0015 | 0002 | 0000 | CTC – payments recovered from CY | 10 | 14 |
|  |  |  |  |  |  |  |

**Tag details-** *continued*

**Variable data –** *continued*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Description** | **Length** | **Note** |
| 0147 | 0001 | 0001 | 0000 | WTC – Current entitlement amount | 9 |  |
| 0147 | 0002 | 0001 | 0000 | WTC – Amount paid | 9 |  |
| 0147 | 0003 | 0001 | 0000 | WTC – underpayment brought forward | 9 |  |
| 0147 | 0004 | 0001 | 0000 | WTC – overpayment brought forward | 9 |  |
| 0147 | 0005 | 0001 | 0000 | WTC – payments received | 9 | 14 |
| 0147 | 0006 | 0001 | 0000 | WTC – Net payable | 9 |  |
| 0147 | 0007 | 0001 | 0000 | WTC – Net recoverable | 9 |  |
| 0147 | 0008 | 0001 | 0000 | WTC – first payment amount – CY | 9 |  |
| 0147 | 0009 | 0001 | 0000 | WTC – first payment date – CY | 8 |  |
| 0147 | 0010 | 0001 | 0000 | WTC – first payment amount – CY+1 | 9 |  |
| 0147 | 0010 | 0002 | 0000 | WTC – first payment date – CY+1 | 8 |  |
| 0147 | 0011 | 0001 | 0000 | WTC – underpayment carried forward | 9 |  |
| 0147 | 0012 | 0001 | 0000 | WTC – overpayment carried forward | 9 |  |
| 0147 | 0016 | 0001 | 0001 | WTC – payment end date | 10 | 4a |
| 0147 | 0017 | 0001 | 0000 | WTC – payments recovered for PY | 10 | 14 |
| 0147 | 0017 | 0002 | 0000 | WTC – payments recovered from CY | 10 | 14 |
|  |  |  |  |  |  |  |

**Tag details-** *continued*

**Variable data –** *continued*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Description** | **Length** | **Note** |
| 0302 | 0003 | 0001 | 0000 | Tax year start date (year) | 4 | 4b, 6 |
| 0302 | 0003 | 0002 | 0000 | Tax year end date (year) | 4 | 4b, 6 |
| 0302 | 0003 | 0003 | 0000 | Tax year end date (full) | 10 | 4a, 6 |
| 0302 | 0004 | 0001 | 0000 | PY tax year start date (year) | 4 | 4b, 13 |
| 0302 | 0004 | 0002 | 000 | PY tax year end date (year) | 4 | 4b, 13 |
| 0302 | 0005 | 0001 | 0000 | PY-1 tax year start date (year) | 4 | 4b |
| 0302 | 0005 | 0002 | 000 | PY-1 tax year end date (year) | 4 | 4b |
|  |  |  |  |  |  |  |
| 0305 | 0001 | 0001 | 0000 | Start tax year | 4 | 4b |
| 0305 | 0001 | 0002 | 0000 | End tax year | 4 | 4b |
|  |  |  |  |  |  |  |
| 0306 | 0001 | 0001 | 0000 | CY Award start date | 10 | 4a |
| 0306 | 0001 | 0002 | 0000 | CY Award end date | 10 | 4a |
| 0307 | 0001 | 0001 | 0000 | PY Award start date | 10 | 4a |
| 0307 | 0001 | 0002 | 0000 | PY Award end date | 10 | 4a |
|  |  |  |  |  |  |  |
| 0310 | 0013 | 0000 | 0000 | PY Award date | 10 | 4a |
| 0310 | 0014 | 0000 | 0000 | CY Initial award notice issue date | 10 | 4a |
| 0310 | 0015 | 0000 | 0000 | Last PY award date | 10 | 4a |
| 0310 | 0016 | 0000 | 0000 | Award for signature date | 10 | 4a |
|  |  |  |  |  |  |  |
| 0313 | 0001 | 0000 | 0000 | 1st specified date | 10 | 4a |
| 0313 | 0002 | 0000 | 0000 | 2nd specified date | 10 | 4a |
| 0313 | 0003 | 0000 | 0000 | Reply by date | 10 | 4a |
| 0313 | 0004 | 0000 | 0000 | S17 Notice issue date | 10 | 4a |
| 0313 | 0005 | 0000 | 0000 | SLAN Issue date | 10 | 4a |
| 0313 | 0006 | 0000 | 0000 | Last award date requiring signature | 10 | 4a |
| 0313 | 0007 | 0000 | 0000 | Appeal window end date | 10 | 4a |
| 0313 | 0008 | 0000 | 0000 | Tax credit award end date | 10 | 4a |
| 0313 | 0009 | 0001 | 0000 | Adjusted award year start date | 4 | 4b |
| 0313 | 0009 | 0002 | 0000 | Adjusted award year end date | 4 | 4b |
| 0313 | 0010 | 0001 | 0000 | Return date | 10 | 4a |
| 0313 | 0011 | 0001 | 0000 | Award issue date | 10 | 4a |
|  |  |  |  |  |  |  |

**Tag details-** *continued*

**Variable data -** *continued*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Description** | **Length** | **Note** |
|  |  |  |  |  |  |  |
| 0316 | 0001 | 0001 | 0000 | Upper income threshold | 9 |  |
| 0316 | 0001 | 0002 | 0000 | Lower income threshold | 9 |  |
| 0316 | 0002 | 0001 | 0000 | Upper income notify amount | 9 |  |
| 0316 | 0002 | 0002 | 0000 | Lower income notify amount | 9 |  |
|  |  |  |  |  |  |  |
| 0317 | 0001 | 0001 | 0000 | CY In Year upper income notify amount | 9 |  |
| 0317 | 0001 | 0002 | 0000 | CY In Year lower income notify amount | 9 |  |
| 0317 | 0002 | 0001 | 0000 | PY End of Year upper income notify amount | 9 |  |
| 0317 | 0002 | 0002 | 0000 | PY End of Year lower income notify amount | 9 |  |
| 0317 | 0003 | 0001 | 0000 | CY End of Year upper income notify amount | 9 |  |
| 0317 | 0003 | 0002 | 0000 | CY End of Year lower income notify amount | 9 |  |
|  |  |  |  |  |  |  |
| 0318 | 0001 | 0000 | 0000 | CY year Income | 9 |  |
|  |  |  |  |  |  |  |
| 0323 | 0001 | 0000 | 0000 | Claimant 1 hours worked per week | 2 | 5 |
| 0323 | 0002 | 0000 | 0000 | Claimant 2 hours worked per week | 2 | 5 |
|  |  |  |  |  |  |  |
| 0331 | 0001 | 0001 | 0000 | Number of qualifying children | 2 | 5 |
| 0331 | 0002 | 0001 | 0000 | Number of qualifying children under 1 | 2 | 5 |
| 0331 | 0003 | 0001 | 0000 | Number of qualifying children between 1 and 16 | 2 | 5 |
| 0331 | 0004 | 0001 | 0000 | Number of qualifying children between 16 & 19 | 2 | 5 |
| 0331 | 0005 | 0001 | 0000 | Number of disabled children | 2 | 5 |
| 0331 | 0006 | 0001 | 0000 | Number of severely disabled children | 2 | 5 |
| 0331 | 0007 | 0001 | 0000 | Number of children requiring care costs | 2 | 5 |
|  |  |  |  |  |  |  |
| 0332 | 0001 | 0000 | 0000 | Child care costs | 9 |  |
|  |  |  |  |  |  |  |
| 0334 | 0002 | 0001 | 0000 | Increase in child care tolerance amount | 9 |  |
| 0334 | 0002 | 0002 | 0000 | Decrease in child care tolerance amount | 9 |  |
|  |  |  |  |  |  |  |
| 0355 | 0001 | 0001 | 0000 | Employer name | 60 |  |
|  |  |  |  |  |  |  |
| 0360 | 0001 | 0000 | 0000 | Claimant 1 – TP ID | 15 | 10, 11 |
| 0360 | 0002 | 0000 | 0000 | Claimant 2 – TP ID | 15 | 10, 11 |
| 0362 | 0001 | 0000 | 0000 | Claimant 1 – date of birth | 10 | 10, 4f |
| 0362 | 0002 | 0000 | 0000 | Claimant 2 – date of birth | 10 | 10, 4f |
| 0363 | 0001 | 0000 | 0000 | Duplicate indicator | 1 | 10, 12 |
|  |  |  |  |  |  |  |

**Tag details-** *continued*

**Variable data -** *continued*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Description** | **Length** | **Note** |
|  |  |  |  |  |  |  |
| **CTC payments – see notes on following page** | | | | |  |  |
|  |  |  |  |  |  |  |
| 04nn | 0001 | 0001 | 0000 | CTC – payment type | 3 | C1, C6, C7 |
| 04nn | 0001 | 0002 | 0000 | CTC – regular payments amount | 9 | C1. C7 |
| 04nn | 0002 | 0001 | 0000 | CTC – payment start date | 10 | C1, C7 |
| 04nn | 0002 | 0002 | 0000 | CTC – payment end date | 10 | C1, C7 |
| 04nn | 0003 | 0000 | 0000 | CTC – payment change amount | 9 | C1, C7 |
| 04nn | 0004 | 0000 | 0000 | CTC – payment frequency | 7 | C1, C2, C7 |
| 04nn | 0005 | 000z | 0001 | CTC – reason | 3 | C1, C3, C7 |
| 04nn | 0005 | 000z | 0002 | CTC – number of children over 16 | 2 | C1, C4, C7 |
| 04nn | 0005 | 000z | 0003 | CTC – number of children over 19 | 2 | C1, C4, C7 |
|  |  |  |  |  |  |  |

**Tag details-** *continued*

**Variable data –** *continued*

**Notes (CTC payments)**

**C1** – the payment schedule details may be made up of several payments. The “**nn**” is therefore a number 1 to 99, which refers to the incidence of each payment within the payment schedule details which is being processed.

**C2** – the frequency of a payment (where applicable) will be in this field, which can contain either “week” or “4 weeks”

**C3** – for each payment, a series of reasons for change can also be included. The ‘**z**’ is therefore a number from 1 to 9, which refers to the incidence of each reason (where the reason will relate to the corresponding payment incidence – as indicated by the “nn” number). This field can contain the following values

001 – which is set when condition 259 applies (children over 16)

002 – which is set when condition 261 applies (children over 1 year old)

003 – which is set when condition 262 applies (children aged over 16 no longer qualify)

004 – which is set when condition 263 applies (change in child care costs)

**C4** – for each payment and reason, there may be a change to the number of children to be shown in relation to that reason. The ‘**z**’ is therefore a number from 1 to 9, which refers to the incidence of each reason (where the reason will relate to the corresponding payment incidence – as indicated by the “nn” number).

**C5** – where the reason for change is complex and there are more elements to print, then this field is included at the end of the current incidence. The ‘**z**’ is therefore a number from 1 to 9, which refers to the incidence of each reason (where the reason will relate to the corresponding payment incidence – as indicated by the “nn” number).

**C6** – for each payment in a series, the type of payment may vary, according to the payment schedule, and each type of payment will trigger a different message. The value of this field will correspond to the payment type and its associated message, and will be denoted as follows:

001 – a further payment via bank

002 – a further payment via Giro

003 – a series of payments

004 – the last of a series of payments via Giro

005 – the last of a series of payments via bank

006 – a series of payments via Giro where this is not the last

007 – regular payments when a change occurs

008 – the last regular Giro payment when a change occurs

009 – last regular payments via bank when a change occurs OR regular payments via Giro and this is not the last

010 – CY+1 payment headings

011 – further Payments with no Change of Circumstances

012 – further Payments with no Change of Circumstances Giro

013 – 1st Payment CY BACS

014 – 1st Payment CY Giro

015 – 1st Payment CY+1 BACS

016 – 1st Payment CY+1 Giro

**Tag details-** *continued*

**Variable data –** *continued*

**Notes (CTC payments)** *- continued*

**C7.** – CTC payment series Example – for a series of two payments where there are two elements to the reason for change, the following tags and values will be supplied

* 0401 0001 0001 0000 001 first payment text
* 0401 0001 0002 0000 99999(1) first payment amount
* 0401 0002 0001 0000 dd/mm/ccyy(1) date associated with first payment
* 0402 0001 0001 0000 011 second payment text
* 0402 0001 0002 0000 99999(2) second payment amount
* 0402 0002 0002 0000 dd/mm/ccyy(2) date associated with first payment
* 0402 0004 0001 0000 week frequency of second payment
* 0402 0005 0001 0001 001 1st reason for change
* 0402 0005 0001 0002 02 number of children 1st reason relates to
* 0402 0005 0002 0001 003 2nd reason for change
* 0402 0005 0002 0002 01 number of children 2nd reason relates to
* 0402 0005 0001 0001 004 3rd reason for change
* 0403 0001 0001 0000 006 third payment text
* 0403 0001 0002 0000 99999(3) third payment amount
* 0403 0002 0000 0000 dd/mm/ccyy(3) date associated with third payment
* 0403 0004 0001 0000 4 weeks frequency of third payment

This example would read as follows

On dd/mm/yy(1) 99999(1) will be paid into your account

Then every week 99999(2) will be paid until dd/mm/ccyy(2)

Your payments will then change for the following reason(s)

2 of your children will be over 16. Please see Notes.

1 of your children no longer qualify for the child element for those aged between 16 and 19.

Your child care costs have changed.

Then every 4 weeks 99999(3) will be paid by giro cheque until dd/mm/ccyy(3)

**Tag details-** *continued*

**Variable data –** *continued*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Description** | **Length** | **Note** |
|  |  |  |  |  |  |  |
| **WTC payments – see notes on following page** | | | | |  |  |
|  |  |  |  |  |  |  |
| 06nn | 0001 | 0001 | 0000 | WTC – payment type (series) | 3 | W1, W5, W6. |
| 06nn | 0001 | 0002 | 0000 | WTC – payments amount (series) | 9 | W1. |
| 06nn | 0002 | 0001 | 0000 | WTC – payment start date | 10 | W1 |
| 06nn | 0002 | 0002 | 0000 | WTC – payment end date | 10 | W1 |
| 06nn | 0003 | 0000 | 0000 | WTC – payment change amount | 9 | W1 |
| 06nn | 0004 | 0001 | 0000 | WTC – payment frequency | 7 | W1, W2 |
| 06nn | 0004 | 0002 | 0000 | WTC – PVE daily rate | 7 | W1, W2 |
| 06nn | 0005 | 000z | 0001 | WTC – reason | 3 | W1, W4, |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Tag details-** *continued*

**Variable data –** *continued*

**Notes (WTC payments)**

**W1** – the payment schedule details may be made up of several payments. The “**nn**” is therefore a number 1 to 99, which refers to the incidence of each payment within the payment schedule details which is being processed.

**W2** – the frequency of a payment (where applicable) will be in this field, which can contain “week”, “2 weeks” or “4 weeks”

**W3** – where the reason for change is complex, and there are more elements to print, then this field is included at the end of the current incidence. The ‘**z**’ is therefore a number from 1 to 9, which refers to the incidence of each reason (where the reason will relate to the corresponding payment incidence – as indicated by the “nn” number).

**W4** – for each payment, a series of reasons for change can also be included. The ‘**z**’ is therefore a number from 1 to 9, which refers to the incidence of each reason (where the reason will relate to the corresponding payment incidence – as indicated by the “nn” number). This field can contain the following values

001 – which is set when condition 307 applies (If PVE)

002 – which is set when conditions 12 and 319 apply (Applicant 1 over 50)

003 – which is set when conditions 13 and 319 apply (Applicant 2 over 50)

004 – which is set when condition 320applies (LP ending)

**W5** – for each payment, the type of payment may vary, according to the payment schedule, and each type of payment will trigger a different message. The value of this field will correspond to the payment type and its associated message, and will be denoted as follows:

001 – a further payment via bank

002 – a further payment via Giro

003 – a series of payments with a following payment

004 – a series of payments with no following payment

005 – the last of a series of payments via Giro

006 – a series of payments via Giro where this is not the last

007 – last regular Giro payment

008 – regular bank payments and not the last

009 – last regular payments via bank OR regular payments via Giro and not the last

010 – first regular direct payment with overlapping PVE

011 – for each group of PVE payments

012 – first PVE payment with no overlapping direct

013 – change to PVE payment

014 – CY+ 1 payment headings

015 – a series of payments with no following payment and end date unknown

016 – a series of payments with a following payment where payment change reason unknown

017 – a regular payment with a following payment where payment change reason unknown

018 – a regular payments with no following payment and end date unknown

019 – 1st CY payment BACS

020 – 1st CY payment Giro

021 – 1st CY+1 payment BACS

022 – 1st CY+1 payment Giro

023 – All payments are direct and processing 1st payment

024 – Direct followed by PVE and processing 1st payment

**W6** – Where a payment reason exists in isolation (i.e. with no associated dates, amounts etc) – then this is still viewed as an occurrence of a payment and as such results in the nn/mm/pp value being incremented. The next payment reason (and any other associated tags/subtags) will then be part of a new payment occurrence

**Tag details *- continued***

**Condition Flags**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
| ***Header block*** | | | | | |  |
| Sign and return | 0800 | 0001 | 0000 | 0000 | [1 or 2 or 3 or 4 ] + 16 + 80.1 + 31 | 001 |
|  |  |  |  |  | [15 or 79.1 or 80.1 or 80.2] + 31 | 002 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 16 + 79.2 + 30 | 001 |
|  |  |  |  |  | [0] + [15 or 79.1] + 30 | 002 |
|  |  |  |  |  |  |  |
| Appointee | 0801 | 0001 | 0000 | 0000 | 10 + 14 | 001 |
|  |  |  |  |  | 11 + 14 | 002 |
|  |  |  |  |  |  |  |
| ***Summary block*** | | | | | |  |
|  | 0802 | 0001 | 0000 | 0000 | 9 + 31 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 5 or 6 or 7 or 8] + 31 | 002 |
|  |  |  |  |  | 4 + 31 | 003 |
|  |  |  |  |  | [4 or 9] + 30 | 001 |
|  |  |  |  |  |  |  |
|  | 0802 | 0002 | 0000 | 0000 | 10 | 001 |
|  |  |  |  |  | 11 | 002 |
|  |  |  |  |  |  |  |
| Child tax credit | 0802 | 0003 | 0001 | 0000 | [1 or 2 or 4 or (3 + 269)] + 21 + 25 | 001 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9 or (3 + 270)] + 21 + 25 | 002 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 21 + 25.1 | 003 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9] + 21 + 25.1 | 004 |
|  |  |  |  |  |  |  |
| Working tax credit | 0802 | 0004 | 0000 | 0000 | [1 or 2 or 4] or (3 + 275)] + 26 | 001 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9] or [3 + 276] + 26 | 002 |
|  |  |  |  |  |  |  |
| Total | 0802 | 0005 | 0000 | 0000 | 1 or 2 or 3 or 4 | 001 |
|  |  |  |  |  | 5 or 6 or 7 or 8 or 9 | 002 |
|  |  |  |  |  |  |  |
| Euro | 0802 | 0006 | 0000 | 0000 | [1 or 2 or 3 or 4] + 17 + [21 or 26] | 001 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9] + 17 + [21 or 26] | 002 |
|  |  |  |  |  |  |  |
| Award basis | 0802 | 0007 | 0001 | 0000 | [1 or 3 or 4] + 180 | 001 |
|  |  |  |  |  | [1 or 3 or 4] + 188 | 002 |
|  |  |  |  |  | [1 or 3 or 4] + 189 | 003 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + 180 | 004 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + 188 | 005 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + 189 | 006 |
|  |  |  |  |  |  |  |
|  | 0802 | 0007 | 0002 | 0000 | [1 or 3 or 4] + 225 + 169 | 001 |
|  |  |  |  |  | [1 or 3 or 4] + 168 | 002 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + 225 + 169 | 003 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + 168 | 004 |
|  |  |  |  |  |  |  |

**Tag details *– continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** | **Note** |
| ***Please read this block*** | | | | | |  |  |
|  | 0803 | 0000 | 0001 | 0000 | [1 + 3 + 4] + 30 + 410 | 001 |  |
|  |  |  |  |  |  |  |  |
|  | 0803 | 0001 | 0000 | 0000 | 9 + 150 | 001 |  |
|  |  |  |  |  | 9 + all other conditions | 002 |  |
|  |  |  |  |  | 4 + 34 | 003 |  |
|  |  |  |  |  | 4 + 36 | 004 |  |
|  |  |  |  |  | 4 + [136 or 137 or 138 or 139] | 006 |  |
|  |  |  |  |  | 4 + [157 or 52 or 114] | 007 |  |
|  |  |  |  |  | 4 + 148 | 008 |  |
|  |  |  |  |  | 4 + [57 or 55] | 009 |  |
|  |  |  |  |  | 4 + 60 | 010 | 9 |
|  |  |  |  |  | 4 + all other conditions | 005 |  |
|  |  |  |  |  | 2 + 42 | 011 |  |
|  |  |  |  |  | 2 + 43 | 012 |  |
|  |  |  |  |  | 2 + 94 | 013 |  |
|  |  |  |  |  | 2 + all other conditions | 014 |  |
|  |  |  |  |  | 1 + 42 | 015 |  |
|  |  |  |  |  | 1 + 43 | 016 |  |
|  |  |  |  |  | 1 + 44 | 017 |  |
|  |  |  |  |  | 1 + 58 | 018 |  |
|  |  |  |  |  | 1 + 60 | 055 |  |
|  |  |  |  |  | 1 + all other conditions | 019 |  |
|  |  |  |  |  | 3 + 127 | 020 |  |
|  |  |  |  |  | 3 + 126 | 021 |  |
|  |  |  |  |  | 3 + 159 | 022 |  |
|  |  |  |  |  | 3 + 61 | 023 |  |
|  |  |  |  |  | 3 + 62 | 024 |  |
|  |  |  |  |  | 3 + 280 | 025 |  |
|  |  |  |  |  | 3 + 79 | 026 |  |
|  |  |  |  |  | 3 + 71 | 027 |  |
|  |  |  |  |  | 3 + 75 | 028 |  |
|  |  |  |  |  | 3 + 70 | 029 |  |
|  |  |  |  |  | 3 + 78 | 030 |  |
|  |  |  |  |  | 3 + 74 | 031 |  |
|  |  |  |  |  | 3 + 73 | 032 |  |
|  |  |  |  |  | 3 + 76 | 033 |  |
|  |  |  |  |  | 3 + 77 | 034 |  |
|  |  |  |  |  | 3 + 63 | 035 |  |
|  |  |  |  |  | 3 + 154 | 053 | 9 |
|  |  |  |  |  | 3 + 60 | 054 | 9 |
|  |  |  |  |  | 3 + all other conditions | 036 |  |
|  |  |  |  |  | 6 + 67 | 037 |  |
|  |  |  |  |  | 6 + 68 | 038 |  |
|  |  |  |  |  | 6 + all other conditions | 039 |  |
|  |  |  |  |  |  |  |  |

**Tag details *– continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** | **Note** |
|  |  |  |  |  |  |  |  |
| ***Please read this block*** *– continued* | | | | | |  |  |
|  | 0803 | 0001 | 0000 | 0000 | 7 + 82 | 040 |  |
|  |  |  |  |  | 7 + 67 | 041 |  |
|  |  |  |  |  | 7 + 68 | 042 |  |
|  |  |  |  |  | 7 + 83 | 043 |  |
|  |  |  |  |  | 7 + 86 | 044 |  |
|  |  |  |  |  | 7 + 88 | 045 |  |
|  |  |  |  |  | 7 + + all other conditions | 046 |  |
|  |  |  |  |  | 5 + 87 | 047 |  |
|  |  |  |  |  | 5 + 83.2 | 048 |  |
|  |  |  |  |  | 5 + 89 | 049 |  |
|  |  |  |  |  | 5 + all other conditions | 050 |  |
|  |  |  |  |  | 8 + 105 | 051 |  |
|  |  |  |  |  | 8 + all other conditions | 052 |  |
|  |  |  |  |  |  |  |  |
|  | 0803 | 0002 | 0000 | 0000 | [4 or 1] + 60 | 001 | 9 |
|  |  |  |  |  | 3 + 154 | 002 | 9 |
|  |  |  |  |  | 3 + 60 | 003 | 9 |
|  |  |  |  |  | 7 + 84 | 004 |  |
|  |  |  |  |  | 5 + 83.1 | 005 |  |
|  |  |  |  |  | 8 + 107 | 006 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***What to do now block*** | | | | | |  |  |
| R6 | 0804 | 0000 | 0001 | 0000 | 9 + [401 + 411] + 30 | 001 |  |
|  |  |  |  |  | 9 + [402 + 412] + 30 | 002 |  |
|  |  |  |  |  |  |  |  |

**Tag details *– continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***What to do now block –*** *continued* | | | | | |  |
|  | 0804 | 0001 | 0000 | 0000 | 9 + 144 | 001 |
|  |  |  |  |  | 9 + 100 | 002 |
|  |  |  |  |  | 9 + 148.1 | 003 |
|  |  |  |  |  | 9 + 150 | 004 |
|  |  |  |  |  | 9 + 95 | 005 |
|  |  |  |  |  | 9 + 97 | 006 |
|  |  |  |  |  | 9 + 69 | 007 |
|  |  |  |  |  | 9 + 59 | 009 |
|  |  |  |  |  | 9 + all other conditions | 008 |
|  |  |  |  |  | 4 + 45 | 010 |
|  |  |  |  |  | 4 + [34 + 46] | 011 |
|  |  |  |  |  | 4 + 35 | 012 |
|  |  |  |  |  | 4 + 129 | 013 |
|  |  |  |  |  | 4 + 112 | 014 |
|  |  |  |  |  | 4 + 113 | 015 |
|  |  |  |  |  | 4 + 130 | 016 |
|  |  |  |  |  | 4 + 136 | 017 |
|  |  |  |  |  | 4 + 137 | 018 |
|  |  |  |  |  | 4 + 138 | 019 |
|  |  |  |  |  | 4 + 139 | 020 |
|  |  |  |  |  | 4 + 144 | 021 |
|  |  |  |  |  | 4 + 147.1 | 022 |
|  |  |  |  |  | 4 + 146 | 023 |
|  |  |  |  |  | 4 + 147 | 024 |
|  |  |  |  |  | 4 + 59 | 025 |
|  |  |  |  |  | 4 + 51 | 026 |
|  |  |  |  |  | 4 + 152 | 027 |
|  |  |  |  |  | 4 + 151 | 028 |
|  |  |  |  |  | 4 + 98 | 029 |
|  |  |  |  |  | 4 + 153 | 030 |
| R6 |  |  |  |  | 4 + [401 + 411] + 30 | 044 |
| R6 |  |  |  |  | 4 + [403 + 412] + 30 | 045 |
|  |  |  |  |  | 4 + all other conditions | 031 |
|  |  |  |  |  | 2 + 46 | 032 |
|  |  |  |  |  | 2 + [36 + 47] | 033 |
|  |  |  |  |  | 2 + 69 | 034 |
|  |  |  |  |  | 2 + all other conditions | 035 |
|  |  |  |  |  | 1 + 38 | 036 |
|  |  |  |  |  | 1 + all other conditions | 037 |
|  |  |  |  |  | 3 + 48 | 038 |
|  |  |  |  |  | 3 + all other conditions | 039 |
|  |  |  |  |  | 6 | 040 |
|  |  |  |  |  | 7 | 041 |
|  |  |  |  |  | 5 | 042 |
|  |  |  |  |  | 8 | 043 |

**Tag details *- continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***Other help you may get*** | | | | | |  |
|  | 0805 | 0001 | 0000 | 0000 | 1 or 3 or 4 | 001 |
|  |  |  |  |  |  |  |
| ***Form identifier – Release 6 and later*** | | | | | |  |
| Award type | 0802 | 0008 | 0000 | 0000 | 1 + 30 | 001 |
|  |  |  |  |  | 2 + 30 | 002 |
|  |  |  |  |  | 3 + 30 | 003 |
|  |  |  |  |  | 4 + 30 | 004 |
|  |  |  |  |  | 5 + 30 | 005 |
|  |  |  |  |  | 6 + 30 | 006 |
|  |  |  |  |  | 7 + 30 | 007 |
|  |  |  |  |  | 8 + 30 | 008 |
|  |  |  |  |  | 9 + 30 | 009 |
|  |  |  |  |  |  |  |
| ***About your tax credits block*** | | | | | |  |
|  | 0806 | 0001 | 0000 | 0000 | [1 or 2 or 3 or 4] | 001 |
|  |  |  |  |  | [5 or 6 or 8] | 002 |
|  |  |  |  |  | [7 or 9] + 148.2 | 003 |
|  |  |  |  |  | [7 or 9] + [148.2 or 148.3] | 005 |
|  |  |  |  |  |  |  |
| Claimant title | 0806 | 0002 | 0001 | 0000 | 10 | 001 |
|  |  |  |  |  | 11 | 002 |
|  |  |  |  |  |  |  |
| Claimant 1 | 0806 | 0002 | 0002 | 0000 | 12 | 001 |
|  |  |  |  |  |  |  |
|  | 0806 | 0003 | 0001 | 0000 | [1 or 3 or 4] +[12 + 160] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9]+ [12+ 160] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0003 | 0002 | 0000 | [1 or 3 or4] + [12 + 162] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [12 +162] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0003 | 0003 | 0000 | [1 or 3 or4] + [12 + 163] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [12 +163] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0003 | 0004 | 0000 | [1 or 3 or4] + [12 + 164] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [12 +164] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0003 | 0005 | 0000 | [1 or 3 or4] + [12 + 172] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [12 +172] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0003 | 0006 | 0000 | [1 or 3 or4] + [12 + 174] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [12 +174] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0003 | 0007 | 0000 | [1 or 3 or4] + [12 + 176] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [12 +176] | 002 |
|  |  |  |  |  |  |  |

**Tag details *- continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***About your tax credits block*** *– continued* | | | | | |  |
| Claimant 2 | 0806 | 0004 | 0000 | 0000 | 13 | 001 |
|  |  |  |  |  |  |  |
|  | 0806 | 0005 | 0001 | 0000 | [1 or 3 or 4] +[13 + 160] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9]+ [13+ 160] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0005 | 0002 | 0000 | [1 or 3 or4] + [13 + 162] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [13 +162] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0005 | 0003 | 0000 | [1 or 3 or4] + [13 + 163] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [13 +163] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0005 | 0004 | 0000 | [1 or 3 or4] + [13 + 164] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [13 +164] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0005 | 0005 | 0000 | [1 or 3 or4] + [13 + 172] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [13 +172] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0005 | 0006 | 0000 | [1 or 3 or4] + [13 + 174] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [13 +174] | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0005 | 0007 | 0000 | [1 or 3 or4] + [13 + 176] | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + [13 +176] | 002 |
|  |  |  |  |  |  |  |
| ***Qualifying children block*** | | | | | |  |
|  |  |  |  |  |  |  |
| Children | 0806 | 0006 | 0001 | 0000 | [2 or 5 or 6 or 7 or 8 or 9] + 180 | 001 |
|  |  |  |  |  | [1 or 3 or 4] + 180 | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0006 | 0002 | 0000 | 182 | 001 |
|  | 0806 | 0006 | 0003 | 0000 | 184 | 001 |
|  | 0806 | 0006 | 0004 | 0000 | 186 | 001 |
|  | 0806 | 0006 | 0005 | 0000 | 188 | 001 |
|  |  |  |  |  |  |  |
|  | 0806 | 0006 | 0006 | 0000 | [2 or 5 or 6 or 7 or 8 or 9] + 190 | 001 |
|  |  |  |  |  | [1 or 3 or 4] + 190 | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0006 | 0007 | 0000 | [2 or 5 or 6 or 7 or 8 or 9] + 192 | 001 |
|  |  |  |  |  | [1 or 3 or 4] + 192 | 002 |
|  |  |  |  |  |  |  |

**Tag details *- continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| ***Child care costs block*** | | | | | |  |
| Childcare costs | 0806 | 0007 | 0001 | 0000 | 25.1 | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + 25 | 002 |
|  |  |  |  |  | [1 or 3 or 4] + 25 | 003 |
|  |  |  |  |  |  |  |
| Changes | 0806 | 0007 | 0002 | 0000 | 194 | 001 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Tag details *- continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***Your income block*** | | | | | |  |
|  | 0806 | 0008 | 0001 | 0000 | 64 | 001 |
|  |  |  |  |  | 65 | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0008 | 0002 | 0000 | [1 or 3 or 4] + 168 | 001 |
|  |  |  |  |  | [2 or 5 or 6 or 7 or 8 or 9] + 168 | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0008 | 0003 | 0000 | 162 | 001 |
|  |  |  |  |  | [165 + 163] | 002 |
|  |  |  |  |  | [164 + 165 + 166] | 003 |
|  |  |  |  |  |  |  |
|  | 0806 | 0009 | 0001 | 0001 | 12 | 001 |
|  | 0806 | 0009 | 0001 | 0002 | [12 + 216] | 001 |
|  | 0806 | 0009 | 0002 | 0001 | 13 | 001 |
|  | 0806 | 0009 | 0002 | 0002 | [13 + 216] | 001 |
|  |  |  |  |  |  |  |
|  | 0806 | 0009 | 0003 | 0000 | 219 | 001 |
|  |  |  |  |  |  |  |
|  | 0806 | 0009 | 0004 | 0001 | 221 | 001 |
|  |  |  |  |  |  |  |
|  | 0806 | 0009 | 0004 | 0002 | [1 or 3 or 4] + 220 | 001 |
|  |  |  |  |  | [2 or 7 or 8 or 9] + 220 | 002 |
|  |  |  |  |  |  |  |
|  | 0806 | 0009 | 0004 | 0003 | [4 + 65] | 001 |
|  |  |  |  |  | [4 or 7]+ [19 + 66] | 002 |
|  |  |  |  |  | [7 + 18] + 31 | 003 |
|  |  |  |  |  | [7 + 18] + 30 | 004 |
|  |  |  |  |  |  |  |
|  | 0806 | 0009 | 0004 | 0004 | [1 or 3 or 4 or 9] + [223 + 226] + 31 | 001 |
|  |  |  |  |  | [1 or 3 or 4 or 9] + [223 + 227] + 31 | 002 |
|  |  |  |  |  | [1 or 3] + 224 + 31 | 003 |
|  |  |  |  |  | [1 or 3 or 4 or 9] + [223 + 228] + 31 | 004 |
|  |  |  |  |  |  |  |
| Income changes - R6 | 0806 | 0010 | 0001 | 0000 | [1 or 3 or 4 or 9] + 30 + 420 | 001 |
|  | 0806 | 0010 | 0002 | 0000 | [1 or 3 or 4 ] + 30 + 421 + 424 | 001 |
|  | 0806 | 0010 | 0003 | 0000 | [1 or 3 or 4 ] + 30 + 422 + 423 | 001 |
|  | 0806 | 0010 | 0004 | 0000 | [1 or 3 or 4 ] + 30 + 422 + 425 | 001 |
|  | 0806 | 0010 | 0005 | 0000 | [1 or 3 or 4 ] + 30 + 424 + 426 | 001 |
|  | 0806 | 0010 | 0006 | 0000 | [1 or 3 or 4 ] + 30 + 422 + 426 | 001 |
|  | 0806 | 0010 | 0007 | 0000 | [1 or 3 or 4 ] + 30 + 428 | 001 |
|  | 0806 | 0010 | 0008 | 0000 | [1 or 3 or 4 ] + 30 + 427 | 001 |
|  | 0806 | 0010 | 0009 | 0000 | 9 + 30 + 404 + 413 | 001 |
|  | 0806 | 0010 | 0010 | 0000 | 9 + 30 + 430 | 001 |
|  | 0806 | 0010 | 0011 | 0000 | 9 + 30 + 429 | 001 |
|  | 0806 | 0010 | 0012 | 0000 | 9 + 30 + 428 | 001 |
|  | 0806 | 0010 | 0013 | 0000 | 9 + 30 + 427 | 001 |

**Tag details *– continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***Child tax credit block*** | | | | | |  |
|  | 0807 | 0001 | 0000 | 0000 | 25 | 001 |
|  |  |  |  |  |  |  |
|  | 0807 | 0002 | 0000 | 0000 | [5 or 6 or 7 or 8 or 9] + 22 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 22 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0003 | 0000 | 0000 | [5 or 6 or 7 or 8 or 9] + 80 + 268 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 80 + 268 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0004 | 0000 | 0000 | [5 or 6 or 7 or 8 or 9] + 271 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 271 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0005 | 0000 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 244 | 001 |
|  |  |  |  |  | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 245 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0006 | 0000 | 0000 | [5 or 6 or 7 or 8 or 9] + 246 + 31 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 247 + 31 | 002 |
|  |  |  |  |  |  |  |
| R6 | 0807 | 0006 | 0001 | 0000 | [5 or 6 or 7 or 8 or 9] + 246 + 30 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 247 + 30 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0008 | 0001 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 268 + 272 | 001 |
|  |  |  |  |  | [4 or 9] + 268 + 272 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0008 | 0002 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 246 + 272 | 001 |
|  |  |  |  |  |  |  |
|  | 0807 | 0008 | 0003 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 232 + 272 | 001 |
|  |  |  |  |  | [4 or 9] + 232 + 272 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0008 | 0004 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 230 + 272 | 001 |
|  |  |  |  |  | [4 or 9] + 230 + 272 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0008 | 0005 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 248 + 272 | 001 |
|  |  |  |  |  | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 249 + 272 | 002 |
|  |  |  |  |  |  |  |
| R6 | 0807 | 0008 | 0005 | 0001 | [1 or 3 or 4] + 257 | 001 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9] + 258 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0008 | 0006 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 233 + 272 | 001 |
|  |  |  |  |  | [4 or 9] + 233 + 272 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0008 | 0007 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 231 + 272 | 001 |
|  |  |  |  |  | [4 or 9] + 231 + 272 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0008 | 0008 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 235 + 272 | 001 |
|  | 0807 | 0008 | 0009 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 236 + 272 | 001 |

**Tag details *– continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***Child tax credit block –*** *continued* | | | | | |  |
|  | 0807 | 0009 | 0001 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 237 + 247 + 31 | 001 |
|  |  |  |  |  | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 234 + 31 | 002 |
|  |  |  |  |  | [1 or 3 or 5 or 6 or 7 or 8] + 237 + 273 + 31 | 003 |
|  |  |  |  |  | [1 or 3 or 5 or 6 or 7 or 8] + 238 + 31 | 004 |
|  |  |  |  |  | [1 or 3 or 5 or 6 or 7 or 8] + 239 + 31 | 005 |
|  |  |  |  |  |  |  |
| R6 | 0807 | 0009 | 0001 | 0001 | [1 or 3 or 5 or 6 or 7 or 8] + 237 + 247 + 274 + 30 | 001 |
|  |  |  |  |  | 234 + 274 + 30 | 002 |
|  |  |  |  |  |  |  |
| R6 | 0807 | 0009 | 0001 | 0002 | [1 or 3 or 4] + 273 + 440 + 443 + 30 | 001 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9] + 273 + 441 + 443 + 30 | 002 |
|  |  |  |  |  | [1 or 3 or 4] + 273 + 442 + 443 + 30 | 003 |
|  |  |  |  |  | [1 or 3 or 5 or 6 or 7 or 8] + 273 + 238.1 + 443 + 30 | 004 |
|  |  |  |  |  | 273 + 444 + 30 | 005 |
|  |  |  |  |  |  |  |
| R6 | 0807 | 0009 | 0001 | 0003 | 273 + 242.1 + 30 | 001 |
|  |  |  |  |  | 273 + 242.2 + 30 | 002 |
|  |  |  |  |  | 273 + 239 + 30 | 003 |
|  |  |  |  |  | 273 + 445 + 30 | 004 |
|  |  |  |  |  |  |  |
| R6 | 0807 | 0009 | 0001 | 0004 | 4 + 241 + 30 | 001 |
|  |  |  |  |  |  |  |
|  | 0807 | 0009 | 0002 | 0000 | 9 | 001 |
|  | 0807 | 0009 | 0003 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 240 | 001 |
|  |  |  |  |  |  |  |
|  | 0807 | 0009 | 0004 | 0000 | 4 + 241 | 001 |
|  |  |  |  |  | 4 + 242 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0009 | 0005 | 0000 | [1 or 3] + 243 | 001 |
|  |  |  |  |  | 4 + 243 | 002 |
|  |  |  |  |  |  |  |
|  | 0807 | 0010 | 0001 | 0000 | 9 + 250 + 255 | 001 |
|  |  |  |  |  | 9 + 250 + 256 | 002 |
|  |  |  |  |  |  |  |
| First payment (CY) | 0807 | 0011 | 0001 | 0000 | [1 or 2 or 3 or 4] + 251 + 255 | 001 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***Working tax credit t block*** | | | | | |  |
|  | 0808 | 0001 | 0000 | 0000 | [1 or 3 or 4] + 25 | 001 |
|  |  |  |  |  | 2+ 25 | 002 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9] + 25 | 003 |
|  |  |  |  |  |  |  |
|  | 0808 | 0002 | 0000 | 0000 | [5 or 6 or 7 or 8 or 9] + 26 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 277 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0003 | 0000 | 0000 | [5 or 6 or 7 or 8 or 9] + 27 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 27 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0004 | 0000 | 0000 | [5 or 6 or 7 or 8 or 9] + 80+ 281 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 80 + 281 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0005 | 0000 | 0000 | [5 or 6 or 7 or 8 or 9] + 282 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 282 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0006 | 0000 | 0000 | [3 or 4 or 5 or 6 or 7 or 8 or 9] + 244 | 001 |
|  |  |  |  |  | [3 or 4 or 5 or 6 or 7 or 8 or 9] + 285 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0007 | 0000 | 0000 | [1 or 3 or 5 or 6 or 7] + 287 | 001 |
|  |  |  |  |  | [4 or 9] + 287 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0008 | 0001 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 286 + 288 | 001 |
|  |  |  |  |  |  |  |
|  | 0808 | 0008 | 0002 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 286 + 289 | 001 |
|  |  |  |  |  | [4 or 9] + 286 + 289 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0008 | 0003 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 286 + 292 | 001 |
|  |  |  |  |  | [4 or 9] + 286 + 292 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0008 | 0004 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 286 + 294 | 001 |
|  |  |  |  |  | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 286 + 294.1 | 002 |
|  |  |  |  |  |  |  |
| R6 | 0808 | 0008 | 0004 | 0001 | [1 or 3 or 4] + 286 + 310 | 001 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9] + 286 + 311 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0008 | 0005 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 286 + 290 | 001 |
|  |  |  |  |  | [4 or 9] + 286 + 290 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0008 | 0006 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 286 + 293 | 001 |
|  |  |  |  |  | [4 or 9] + 286 + 293 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0008 | 0007 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 295 | 001 |
|  |  |  |  |  |  |  |
|  | 0808 | 0008 | 0008 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 296 | 001 |

**Tag details *– continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***Working tax credit block*** *– continued* | | | | | |  |
|  |  |  |  |  |  |  |
|  | 0808 | 0009 | 0001 | 0000 | [1 or 3 or 5 or 6 or 7 or 8] + 297 + 304 + 31 | 001 |
|  |  |  |  |  | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 291 + 31 | 002 |
|  |  |  |  |  | [1 or 3 or 5 or 6 or 7 or 8] + 297 + 303 + 31 | 003 |
|  |  |  |  |  | [1 or 3 or 5 or 6 or 7 or 8] + 298 + 31 | 004 |
|  |  |  |  |  | [1 or 3 or 5 or 6 or 7 or 8] + 299 + 31 | 005 |
|  |  |  |  |  |  |  |
| R6 | 0808 | 0009 | 0001 | 0001 | [1 or 3 or 5 or 6 or 7 or 8] + 297 + 304 + 30 | 001 |
|  |  |  |  |  | 291 + 304 + 30 | 002 |
|  |  |  |  |  |  |  |
| R6 | 0808 | 0009 | 0001 | 0002 | [1 or 3 or 4] + 303 + 440 + 443 + 30 | 001 |
|  |  |  |  |  | [5 or 6 or 7 or 8 or 9] + 303 + 441 + 443 + 30 | 002 |
|  |  |  |  |  | [1 or 3 or 4] + 303 + 442 + 443 + 30 | 003 |
|  |  |  |  |  | [1 or 3 or 5 or 6 or 7 or 8] + 298.1 + 303 + 443 + 30 | 004 |
|  |  |  |  |  | 303 + 444 + 30 | 005 |
|  |  |  |  |  |  |  |
| R6 | 0808 | 0009 | 0001 | 0003 | 303 + 302.1 + 30 | 001 |
|  |  |  |  |  | 303 + 302.2 + 30 | 002 |
|  |  |  |  |  | 303 + 299 + 30 | 003 |
|  |  |  |  |  | 303 + 445 + 30 | 004 |
|  |  |  |  |  |  |  |
| R6 | 0808 | 0009 | 0001 | 0004 | 4 + 301 + 30 | 001 |
|  |  |  |  |  |  |  |
|  | 0808 | 0009 | 0002 | 0000 | 9 | 001 |
|  | 0808 | 0009 | 0003 | 0000 | [1 or 3 or 4 or 5 or 6 or 7 or 8 or 9] + 300 | 001 |
|  |  |  |  |  |  |  |
|  | 0808 | 0009 | 0004 | 0000 | 4 + 301 | 001 |
|  |  |  |  |  | 4 + 302 | 002 |
|  |  |  |  |  |  |  |
|  | 0808 | 0009 | 0005 | 0000 | [1 or 3] + 284 | 001 |
|  |  |  |  |  | 4 + 284 | 002 |
|  |  |  |  |  |  |  |
| SLAN payment | 0808 | 0010 | 0001 | 0000 | 9 + 308 | 001 |
|  |  |  |  |  | 9 + 309 | 002 |
|  |  |  |  |  |  |  |
| First payment CY | 0808 | 0012 | 0003 | 0000 | [1 or 2 or 3 or 4] + 305 + 321 | 002 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Tag details *- continued***

**Condition Flags *continued***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Tag** | **Sub 1** | **Sub 2** | **Sub 3** | **Condition criteria** | **Tag value** |
|  |  |  |  |  |  |  |
| ***Your right to appeal block*** | | | | | |  |
|  | 0809 | 0001 | 0000 | 0000 | [1 or 2 or 3 or 5] + 64 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 7] + 65 | 002 |
|  |  |  |  |  |  |  |
| ***Declaration block*** | | | | | |  |
|  | 0810 | 0001 | 0000 | 0000 | [1 or 2 or 3 or 4] + 10 + 14 | 001 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 11 + 14 + 16 | 002 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 10 + 16 | 003 |
|  |  |  |  |  | [1 or 2 or 3 or 4] + 11 + 16 | 004 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Coding notes**

1. This field contains the date that the original copy of the output was produced. It is not printed, but is required so that the original resources/messages are generated from DOC1. From Release 6, this will contain the date in the format CCYYMMDD – which will be checked to identify the suffix number for print resources

For dates 20050404 and later suffix will be **.1**

1. a) Where **appointee** is present, the Recipient will be the appointee.

b) Where appointee is not present, and the case is a **Joint** issues,

1. where no signature is required, one copy is sent separately to each claimant. The recipient will be the claimant to whom each package is addressed.
2. Where a signature is required, the package will be addressed to both Claimants, and sent to Claimant 1’s address. In this case, the recipient name should be populated as follows

* tag 0010000100010000 (Recipient name line1) – will contain first line of Claimant 1 name
* tag 0010000100020000 (Recipient name line2) – will contain first line of Claimant 2 name

c) Where appointee is not present, and the case is a **Single** claimant, then the Recipient will be the same as the Claimant

In all cases, application will apply the RLS rules for appointee and claimants, before populating the recipient and claimant fields with the correct information.

1. Provide NINO in the format “XX 99 99 99 X”
2. a) Date to be formatted as DD/MM/CCYY

b) Date to be formatted as CCYY

c) Date to be formatted as CCYY/CCYY

d) date to be formatted as DD xxxxxxxxx CCYY (where xxxxxxxxx – is the month in alpha characters)

e) date to be formatted as CCYY – CCYY

f) date to be formatted as DDMMCCYY

1. Where the number contains less than 3 characters, then leading zeros will not be present
2. “Tax year” may contain PY-1, PY, PY+1 or CY-1 tax years, depending on the type of award being processed. The business rules governing this will be included as part of the FDS.
3. Previous award issue date will be populated by application with the date of the relevant award, which could either be the latest award, or an earlier one (in accordance with the business rules provided in the FDS)
4. Pending date will contain either 1st specified date, or if this date has passed, the 2nd household specified date
5. Where tag 0803000100000000 contains values 010, 053, 054 or 055 then the application must ensure that tag 0803000200000000 does not contain the corresponding values 001, 002, 003 or 007 respectively.
6. These fields are included for Portal purposes in order to facilitate matching of the data – they are not printed
7. TPID 1 will refer to the main recipient of the output. Where the output is for a joint case, then TPID2 will refer to the second party.
8. Duplicate indiactor may be set as follows:-

* 0 – indicates that this is not a duplicate
* 1 – indicates that this is the first duplicate
* 2 – indicates that this is the second duplicate

1. For SLAN and Provisional award types, PY Tax year is the year to which the award relates
2. Reconciliation amounts need to be displayed as positive amounts so require multiplying by minus 1 if less than 0

# Part: 3 Document details

|  |  |
| --- | --- |
| **Process ID** | This is a **daily** batch process. |
|  |  |
| **File Type** | The file type will be **T**. | |
|  |  | |
| **Package Indicator** | Set to 1 for first page in the package (ie. on all main pages)  Set to 0 for all other cases (ie. for all continuation pages) | |
|  |  | |
| **Print Site** | Warrington | |

|  |  |
| --- | --- |
| **Management Names etc.** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Management Names** | **Output Requirement Number (ORN)** | **MN Index** | **Envelope Capacity** | **Lot Division Size** | **Details** |
| **TC6D2A** | 007160 | 7160 | 2 | 99 999 999 | Home cases – no signature required |
|  | 007161 |  |  |  | Home cases – signature required |
|  | 007162 |  |  |  | Abroad cases – no signature required |
|  | 007163 |  |  |  | Abroad cases – signature required |
| **TC6D2B** | 007164 | 7164 | 2 | 99 999 999 | Home cases – no signature required |
|  | 007165 |  |  |  | Home cases – signature required |
|  | 007166 |  |  |  | Abroad cases – no signature required |
|  | 007167 |  |  |  | Abroad cases – signature required |
| **TC6D2C** | 007168 | 7168 | 2 | 99 999 999 | large print cases |
| **TC6D2D** | 007169 | 7169 | 2 | 99 999 999 | Braille cases |
| **TC6D2E** | 007170 | 7170 | 2 | 99 999 999 | audio cases |
| **TC6D2F** | 007171 | 7171 | 999 | 99 999 999 | Internet cases |
| **TC6D2G** | 007172 | 7172 | 999 | 99 999 999 | Electronic replication only |
| **TC6D2M** | 007173 | 7173 | 2 | 99 999 999 | Manual issue cases |
| **TC6D2W** | 007174 | 7174 | 2 | 99 999 999 | Welsh Cases |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Print Resources** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Application/HIPfile** | **PCE ini file** | **LID** | **Form** |
| **NTC\_V6.hip** | **fujitsu\_bookletmaker.ini** | **N/A** | TC602 Release 6 (12/08 |

|  |  |
| --- | --- |
| **Format settings** |  |

|  |  |
| --- | --- |
| CONDITION | FORMAT |
|  |  |
| All cases | 001 |
|  |  |

**Part: 4 Operational instructions**

**TC602 – AWARD NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| Site: | **Warrington** | **Warrington** |  |
| Management Name: | **TC6D2A** | **TC6D2B** |  |
| Description: | **Award Notice – home/abroad print only** | **Award Notice – home/abroad print & replicate** |  |
| Stationery: | **TC BASE 4** | | | **TC BASE 4** |
| Enclosures: Hopper 1 | **ENV BR10** | **ENV BR10** |  |
|  | **TC602 (SN)** | **TC602 (SN)** |  |
|  | **N/A \*See note 2 below** | **N/A \*See note 2 below** |  |
| Dispatch Envelope | **ENV209P(PPI)** | **ENV209P(PPI)** |  |
| Handling | **See notes** | **See notes** |  |

**OPERATOR INSTRUCTIONS**

|  |  |  |
| --- | --- | --- |
| Guillotine/Fold : | **Centre cut, right and left trim. Fold to fit within envelope** | |
| Simplex/duplex : | **Duplex** | |
|  | **Reverse :** | **DOC1** |
|  | **PIM :** | **SET** |
| Colour/B&W : | **Front :** | **Black** |
|  | **Reverse :** | **Black** |
| Mailsort | **optional** | |

**NOTES**

|  |  |
| --- | --- |
| Note 1 | **Abroad cases are diverted enveloped for addition of correct postage. Pass to Postroom.** |
| Note 2 | **The “Euro notes” are detailed here for forward compatibility, but will be inserted at a future date – yet to be decided. As these inserts are not yet available, hopper 5 requires to be disabled during processing.** |
|  |  |
|  |  |
|  |  |

**TC602 – AWARD NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| Site: | **Warrington** | **Warrington** |  |
| Management Name: | **TC6D2W** | **TC6D2M** |  |
| Description: | **Award Notice – Welsh cases** | **Award Notice – manual issue cases** |  |
| Stationery: | **TC BASE 4** | | | **TC BASE 4** |
| Enclosures: Hopper 1 |  | **ENV BR10** |  |
|  |  | **TC602 Notes - 05/06** |  |
|  |  | **N/A \*See note 3 below** |  |
| Dispatch Envelope | **See note 1** | **ENV209P(PPI)**  **See note 2** |  |
| Handling | **See notes** | **See notes** |  |

**OPERATOR INSTRUCTIONS**

|  |  |  |
| --- | --- | --- |
| Guillotine/Fold : | **Centre cut, right and left trim. Fold to fit within envelope** | |
| Simplex/duplex : | **Duplex** | |
|  | **Reverse :** | **DOC1** |
|  | **PIM :** | **SET** |
| Colour/B&W : | **Front :** | **Black** |
|  | **Reverse :** | **Black** |
| Mailsort | **Optional** | |

**NOTES**

|  |  |
| --- | --- |
| Note 1 | **Welsh language cases are printed as a separate file for clerical processing. All cases should be packaged in a single envelope and sent for conversion, via Tax post, addressed as follows**  **Porthmadog Tax Office, Ty Moelwyn, Porthmadog, LL49 9NB** |
| Note 2 | **Manual issue cases are enveloped with the relevant inserts as controlled by OMR. The envelopes are then packaged together for dispatch either in a polylope, or a Taxpost bag (if there are sufficient packages to warrant it.). This should be clearly marked TAXPOST, and sent to:-**  **TCO Preston, Government Buildings, Cop Lane, Penwortham, PR1 1RA.** |
| Note 3 | **The “Euro notes” are detailed here for forward compatibility, but will be inserted at a future date – yet to be decided. These are no longer required, therefore either insert blank paper in hopper 5, or turn the hopper off.** |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Site: | **Warrington** | **Warrington** |  |
| Management Name: | **TC6D2W** | **TC6D2M** |  |
| Description: | **Award Notice – Welsh cases** | **Award Notice – manual issue cases** |  |
| Stationery: | **TC BASE 4** | | | **TC BASE 4** |
| Enclosures: Hopper 1 |  | **ENV BR10** |  |
|  |  | **TC602 Notes - 05/06** |  |
|  |  | **EURO NOTES** |  |
| Dispatch Envelope |  |  |  |
| Handling | **See Notes** | **See Notes** |  |

**OPERATOR INSTRUCTIONS**

|  |  |  |
| --- | --- | --- |
| Guillotine/Fold : | **Centre cut, right and left trim. Fold to fit within envelope** | |
| Simplex/duplex : | **Duplex** | |
|  | **Reverse :** | **DOC1** |
|  | **PIM :** | **SET** |
| Colour/B&W : | **Front :** | **Black** |
|  | **Reverse :** | **Black** |
| Mailsort | **Optional** | |

**NOTES**

|  |  |
| --- | --- |
| Note 1 | **Welsh language cases are printed as a separate file for clerical processing. All cases should be packaged in a single envelope and sent for conversion, via Tax post, addressed as follows**  **Porthmadog Tax Office, Ty Moelwyn, Porthmadog, LL49 9NB** |
| Note 2 | **Manual issue cases are enveloped with the relevant inserts as controlled by OMR. The envelopes are then packaged together for dispatch either in a polylope, or a Taxpost bag (if there are sufficient packages to warrant it.). This should be clearly marked TAXPOST, and sent to:-**  **TCO Preston, Government Buildings, Cop Lane, Penwortham, PR1 1RA.** |
| Note 3 | **Euro insert will be included depending on date of run – requirements not yet finalised** |
|  |  |
|  |  |

**TC602 – AWARD NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| Site: | **Warrington** |  |  |
| Management Name: | **TC6D2C/TC6D2D/TC6D2E** |  |  |
| Description: | **Award Notice – Special needs cases** |  |  |
| Stationery: | **TC BASE 4** | | | **TC BASE 4** |
| Enclosures: Hopper 1 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Dispatch Envelope | **See Note 2** |  |  |
| Handling |  |  |  |

**OPERATOR INSTRUCTIONS**

|  |  |  |
| --- | --- | --- |
| Guillotine/Fold : | **Centre cut, right and left trim. Fold to fit within envelope** | |
| Simplex/duplex : | **Duplex** | |
|  | **Reverse :** | **DOC1** |
|  | **PIM :** | **SET** |
| Colour/B&W : | **Front :** | **Black** |
|  | **Reverse :** | **Black** |
| Mailsort | **Optional** | |

**NOTES**

|  |  |
| --- | --- |
| Note 1 | **TC6D2C are large print cases**  **TC6D2D are Braille cases**  **TC6D2E are audio cases** |
| Note 2 | **For each of the special needs files produced:-**   * **each print file produced should be packaged and marked with the type of output (i.e. Braille, audio, or large print).** * **Packages should be sent to :- VIMU, AO Cumbernauld, St Mungo’s Road, Town Centre, Cumbernauld, Glasgow, G70 5TR** |
|  |  |
|  |  |
|  |  |