



Tax credits award for 06/04/2019 to 05/04/2020

MISS [REDACTED]

National Insurance number [REDACTED]

Continued

Income

This is the information we have about your income. Please contact us immediately if it is not correct.

Your income for the year 6 April 2019 to 5 April 2020

MISS [REDACTED]

Earnings as an employee

£ [REDACTED]

Total income for the year from 6 April 2019 to 5 April 2020

£ [REDACTED]

Has your income changed?

Please tell us if your income goes up or it goes down. This helps us to keep your payments on the right track.

Income gone down? – tell us now, you may be due more tax credits

If you are due more tax credits, we will increase your remaining payments straightaway. After 5 April 2020 we will send you a Renewal Pack. Once you have told us your actual income for the year from 6 April 2019 to 5 April 2020, we will check your whole award. If we owe you any money we will pay it.

Income gone up? – tell us now to keep your payments on the right track

This does not usually affect your tax credits payments for this year. They will stay the same until 5 April 2020 as long as there are no other changes in your income or circumstances.

From 6 April 2020 your payments will be based on income of £ [REDACTED]. If your income is more and you do not tell us until you complete your Renewal Pack, you may be paid too much from 6 April 2020 onwards. If you are overpaid, we will reduce your payments to collect back any overpaid amount.

What to do if you think that something is wrong

If you think that something on this award notice is wrong or missing then contact us straightaway and we will try to put it right. If we cannot resolve your problem and you are not satisfied, write to us at the address on page 1 and ask us to look at the decision again. You must do this within 30 days of the date of this award notice. We call this mandatory reconsideration.

When we have looked at the decision again, we will send you a notice to tell you what we have done. If you are still unhappy with the decision, the notice will tell you how to appeal. For more information:

- go to www.gov.uk/tax-credits-appeals-complaints or
- phone our helpline and ask for our factsheet WTC/AP What to do if you think our decision is wrong.

Part 2 How we work out your tax credits

The amounts shown in this Part are provisional until your actual income and personal circumstances are known and we make a final decision after 5 April 2020.

Tax credits are made up of elements. The elements you receive and the periods you receive them for are shown below. Your income may reduce the amount of tax credits you receive. We show any reductions below.

Working Tax Credit elements

Basic	from 06/04/2019 to 05/04/2020 (365 days)	£ [REDACTED]
Lone parent	from 06/04/2019 to 05/04/2020 (365 days)	£ [REDACTED]
Total Working Tax Credit elements (other than childcare)		£ [REDACTED]
Reduction due to your income		£ [REDACTED]
Amount for the period		£ [REDACTED]

Child Tax Credit elements

A child element may be paid for a child from birth until the day before 1 September following their 16th birthday.

After that, a child element may be paid for a young person under 20 who is studying for a qualification up to and including A level, NVQ level 3 or Scottish national qualifications at higher or advanced level or equivalent, or who is on an approved training course. This does not include studying for a university degree or similar qualification.

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

A child element may also be paid for 20 weeks after a young person leaves full-time non-advanced education, provided they are still under 18 and have registered for work or training with a careers service, Connexions or equivalent. To claim this, you must tell us about that registration within 3 months of the date they leave full-time non-advanced education.

Child elements for qualifying young people

[REDACTED]	from 06/04/2019 to 05/04/2020 (365 days)	£ [REDACTED]
------------	--	--------------

Family elements

Basic	from 06/04/2019 to 05/04/2020 (365 days)	£ [REDACTED]
Total Child Tax Credit elements		£ [REDACTED]
Reduction due to your income		£ [REDACTED]
Amount for the period		£ [REDACTED]