

Child Tax Credit and you

Moving to tax credits

As advised, you will no longer be paid a child related element with your benefit from Jobcentre Plus. Instead, you will receive Child Tax Credit payments from us. Child Tax Credit is a payment from the government for people bringing up children.

The help you get such as free school meals, Healthy Start and free prescriptions will carry on when you receive Child Tax Credit.

We may contact you to ask for more information before we start paying you Child Tax Credit. Please reply quickly. This is important so that we can deal with your claim to ensure that you continue to get financial support for your child or children.

We will pay Child Tax Credit weekly but it may not be on the same day of the week as the benefit you get from Jobcentre Plus. If you need more information about your payments, please call the helpline below about Child Tax Credit or your Jobcentre Plus office about your benefits.

Checklist

We will send you a tax credits award notice. It will tell you:

- the information we have about your personal circumstances
- how much money you will get, and
- when we will pay you.

We will send you a checklist with your award notice. Use it to help you check that all the information is correct. Please tell us quickly if anything is wrong, missing or incomplete. If you delay telling us:

- you may not get all the money you are entitled to, or
- you could build up an overpayment that you have to pay back.

Change of circumstances

Tax credits are flexible and change when your life changes. Once you start getting tax credits, tell us straight away about any changes, such as:

- you start working 16 hours or more a week (as well as Child Tax Credit you may be able to get Working Tax Credit and help with childcare costs)
- you stop work
- you start or stop living with a partner
- a child leaves full-time education or stops living with you
- you have another baby.

The checklist with the award notice tells you which changes to tell us about.

Renewals

Between April and June each year, we will ask you to renew your tax credits claim. Check the information we send you in the renewal pack and contact us to renew your claim before the deadline.

Contact us

If you have any questions about tax credits, please have your National Insurance number to hand and phone our

Tax credits helpline **0845 300 3900**

Textphone **0845 300 3909**

Open from 8.00am to 8.00pm, seven days a week.

Or go to www.hmrc.gov.uk/taxcredits