

Your right to appeal

If you think that something on your notice is wrong or missing then contact us straight away and we will try to put it right without the need for an appeal.

If we cannot resolve your problem and you are not satisfied you still have the right to make an appeal.

Appeals must be made in writing within 30 days of the date of the award notice.

For more information:

- go to www.hmrc.gov.uk and under *quick links* select *Complaints & Appeals* or
- phone our Helpline and ask for our leaflet *What to do if you think our decision is wrong (WTC/AP)*.

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 2012.

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 (other than childcare)

Basic	from 06/04/2011 to 05/04/2012 (366 days)	£1921.50
Lone parent	from 06/04/2011 to 05/04/2012 (366 days)	£1950.78
Total Working Tax Credit elements (other than childcare)		£3872.28
Reduction due to your income		£0.00
Amount for the period		£3872.28

Childcare element of Working Tax Credit

Childcare element	from 05/09/2011 to 05/04/2012 (214 days)	£2937.07
Total childcare element of Working Tax Credit		£2937.07
Reduction due to your income		£0.00
Amount for the period		£2937.07

Child Tax Credit elements

The single baby element stops from April 2011. You may be paid part of this element if at least one child is under the age of one and you qualify to backdate your claim to before April 2011.

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.

A child element may also be paid for 20 weeks after a young person leaves full-time 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 education.

Contact us if a child (over 16) enters or leaves full-time education or training, or if you want more information.

This is a qualifying Working Tax Credit as reduction due to income is 0.00

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Working Tax Credit elements

Basic	from 06/04/2011 to 05/04/2012 (366 days)	£1921.50
Second adult	from 06/04/2011 to 05/04/2012 (366 days)	£1950.78
30-hour element	from 06/04/2011 to 05/04/2012 (366 days)	£790.56
Total Working Tax Credit elements (other than childcare)		£4662.84
Reduction due to your income		£1555.11
Amount for the period		£3107.73

Child Tax Credit elements

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A child element may also be paid for 20 weeks after a young person leaves full-time 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 education.

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Child elements for children

qualifying children	from 06/04/2011 to 31/08/2011 (148 days)	£2069.04
[redacted] is no longer a child, for tax credit purposes, after 31/08/2011		

This is not a qualifying Working Tax Credit as reduction due to income is not £0.00

Child Tax Credit is not relevant as applicant receives Working Tax Credit, even if the reduction to the Child Tax Credit is £0.00 or the annual income is less than £16,190

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Working Tax Credit elements

You are not entitled to Working Tax Credit.

Child Tax Credit elements

The single baby element stops from April 2011. You may be paid part of this element if at least one child is under the age of one and you qualify to backdate your claim to before April 2011.

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Contact us if a child (over 16) enters or leaves full-time education or training, or if you want more information.

Child elements for children

[REDACTED]	from 05/04/2011 to 31/08/2011 (148 days)	£4138.08
[REDACTED]	[REDACTED], for tax credit purposes, after	
[REDACTED]	from 01/09/2011 to 05/04/2012 (218 days)	£4571.46

We only look at the Child Tax Credit element if the applicant is not entitled to Working Tax Credit