



# Appeal Form

Fill in this form if you want to appeal against your decision

Title, enter MR, MRS, MISS, MS, or other title

Surname

All other names

Your Date of birth

D	D	M	M	Y	Y	Y	Y
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Child Benefit number

C	H	B											
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National Insurance number

You can get this from your NI number card, payslips, tax papers or letters from the Department for Work and Pensions or Jobcentre Plus.

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Address, including postcode

Daytime phone number

Will someone represent you at your appeal?

Put 'X' in one box only.

☐

No

☐

Yes - Please give their name and address

Their full name

Their Address, including postcode

Sign here to authorise this person to act for you.

Which benefit is your appeal about?

Put 'X' in one box only.

☐

Child Benefit

☐

Guardian's allowance

What date is at the top of your decision letter?

D	D	M	M	Y	Y	Y	Y
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*Please turn over*

Use the space on the right to tell us why you think the decision is wrong.

- You must say why you think the decision is wrong. It is not enough to say, "I don't agree with the decision" or "The money is not enough".
- You must give specific reasons, for example,
  - "you have paid me from 4 July but I should be paid for two weeks before that because..."
  - "You have said I have been overpaid benefit because my daughter was not in full-time education. This is wrong as my daughter did not stop full-time education until..."
- If you are appealing against more than one decision, please tell us the date of each one, and give reasons why you disagree with each one.
- If you are appealing more than one month after the decision was made, you must say why your appeal was delayed.

Is this appeal more than one month after the date on the letter telling you about the decision?

Put 'X' in one box only.

☐

No

☐

Yes - Tell us in the space provided under 'Your Appeal' why your appeal is late.

Have you, or your partner if you have one, also appealed against a tax credit decision?

Put 'X' in one box only.

☐

No

☐

Yes

*By partner we mean a person you are married to, or a person you live with as if you are married to them.*

Date of tax credits appeal

Your signature

If someone has been officially appointed to act for you, they should sign on your behalf.

Date

### Your Appeal

- Use this space to say why you think the decision is wrong. If you need more space, use a separate sheet of paper.
- Please write your full name, Child Benefit number and National Insurance number on any extra sheets that you use.

### What to do now

- Make sure you have told us why you do not agree with the decision
- Take or send this form to the Child Benefit office that sent you the decision. Please write 'Appeal' on the front of the envelope.
- Remember that this form must reach the office within one month of the date at the top of your decision letter.