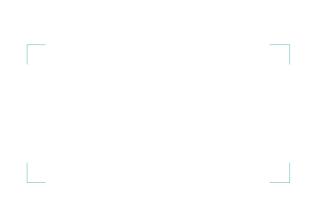


Tax credits overpayment



Please use this form if you think you should not have to pay back your tax credits overpayment because you met your responsibilities but we did not meet ours.

You must send this form back to us within three months from the date of your award notice telling you of the overpayment. The time limit applies to all overpayments on the award notice whether they are new or from previous years.

Do not use this form if you need more time to pay the overpayment. You will need to contact the Overpayment Helpline on **0845 302 1429**. If you want to appeal against the decision about the amount of tax credits that you are entitled to, go to **www.hmrc.gov.uk/taxcreditsappeals** or phone the Tax Credit Helpline on **0345 300 3900**.

If you need more information about the overpayment, please phone the Tax Credit Helpline.

You must tell us within a month of receiving your award notice if any of the information on it about your circumstances is wrong or incomplete. You must also tell us about most changes of circumstances within one month of the change.

Your details
Your surname
Your first name(s)
Your National Insurance number
Did the overpayment you are disputing happen in a
joint claim?
Yes No
If Yes, please go to question 5.
If No, please go to question 8.

Tax Credit Helpline0345 300 3900Minicom/Textphone0345 300 3909If you prefer to speak in Welsh0300 200 1900Text Relay service prefix number18001

Overpayments Dispute Team Tax Credit Office PRESTON PR1 4AT

Your responsibilities are to:

- give us accurate and up to date information
- tell us when your circumstances change
- check the information about your circumstances shown on your award notices and tell us if anything is wrong, missing or incomplete
- check that your payments match the amounts shown on your award notices and tell us if they don't.

Our responsibilities are to:

- give you the correct advice
- accurately record and use the information you give us
- change your award, if appropriate, within 30 days of the date we receive new information
- use the information you give us to pay you the right amounts of tax credits.

To find out what you can expect from us and what we expect from you go to **www.hmrc.gov.uk/charter** and have a look at *Your Charter.*

	Your partner's details
	5 Your partner's surname
	6 Your partner's first name(s)
	7 Your partner's National Insurance number
pen in a	

About the disputed	overpayment			
8 In what tax year, or in what This information can be four any letters we have sent you	-	ou are disputing hap	open?	
9 Did you contact us to tell u	s that:			
• the award notice showed	 the award notice showed wrong or incomplete personal circumstances? 			
• your payments did not m	rd notice?	Yes	No	
10 Do you think that the over	ayment happened because:			
 we didn't change your av a change that reduced yo 	vard within 30 days of you telli our payments?	ng us about	Yes	No
• we made a mistake?		Yes	No	
 we gave you incorrect ad 		Yes	No	
happened and when you go	d in questions 9 and 10, please ot in touch with us. If you need arance number at the top and at Details	more space, please co		
	uestions 9 and 10, please give of al circumstances that meant you			
13 We may need more informa	ition from you			
Please give us your address				
Postcode				
Please give us your phone n	umber to help us deal with your	query as soon as pos	sible	
Daytime		Mobile		
Please give us a time of day,	between 8.30am and 5pm Mono	day to Friday, that you	ı will be availab	le for us to phone you
14 Please sign and date this fo	rm			
Signature		Date DD MM YYYY		_
Please send this form to the	address shown on page 1.			