Child Tax Credit and Working Tax Credit.

An introduction
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We've a range of services for disabled people. These include guidance in Braille, audio and large print. Most of our forms are also available in large print. Contact our helplines for more information.

Ffoniwch 0300 200 1900 i dderbyn fersiynau Cymraeg o ffurfenni a chanllawiau.
Introduction

Child Tax Credit supports families with children (this can include children until their 16th birthday and young persons aged from 16 but under 20 years old). You can claim whether or not you're in work.

The amount you get is based on your income. As a rough guide, you may get an award of tax credits if you have:

- one child and a household income up to £26,200
- 2 children and a household income up to £32,900

It’s important to know that these figures are a guide only.

Depending on your circumstances you may still qualify if your household income is higher. For example, if you pay for registered or approved childcare, are claiming for more than 2 children or have a child with a disability. See the table on page 6.

From 6 April 2017, the following changes apply:

- the individual child element of Child Tax Credit will no longer be awarded for third and subsequent children or qualifying young persons in a household, born on or after 6 April 2017, there are exceptions, for more information go to www.gov.uk/hmrc/ctc-exceptions
- the family element of Child Tax Credit will only be payable if you’re responsible for a child or qualifying young person born before 6 April 2017

The 2 child limit doesn't apply to the childcare element of Working Tax Credit or the disability element of Child Tax Credit. You can claim these 2 elements for all children who meet the conditions.

For more information, go to GOV.UK and search for WTC5 (childcare element) or TC956 (child disability element).

To ensure you don’t miss out on what you’re entitled to, you should still report the birth of a child and any changes involving your children or young people, even if you won’t get the child or family elements for them.
Working Tax Credit supports working people on low incomes, whether employed or self-employed, by topping up earnings.

Child Tax Credit and Working Tax Credit don’t affect Child Benefit payments, which we pay separately.

To qualify for tax credits, you have to be aged 16 or over and usually live in the UK – that is, England, Scotland, Wales or Northern Ireland. The UK doesn’t include the Channel Islands or the Isle of Man.

Phone our helpline on 0345 300 3900 for more information if you don’t live in the UK but you (or your partner if you have one) are a national of a country in the European Economic Area (EEA*) or of Switzerland and you:
- work in the UK
- are a Crown servant posted overseas or their accompanying partner
- live in the EEA or Switzerland and are getting
  - UK State Pension
  - contribution-based Employment and Support Allowance
  - Industrial Injuries Disablement Benefit
  - Widow’s Benefit or Bereavement Benefit
  - Incapacity Benefit
  - Severe Disablement Allowance

* The EEA consists of all EU member states plus Norway, Iceland and Liechtenstein.

You may not be able to get tax credits if you’re subject to ‘immigration control’. Immigration control means:
- the Home Office gives you permission to stay in the UK – known as ‘leave to enter or remain’ – but this permission is given to you on the grounds that you don’t claim certain benefits, tax credits or housing assistance paid by the UK government – known as ‘recourse to public funds’
- you need permission to stay in the UK – again known as ‘leave to enter or remain’ – but you don’t have it
• you have been refused permission to stay in the UK, but you have appealed against that decision and your appeal hasn’t been decided yet
• you have been given permission to stay in the UK, but on the condition that somebody else, like a friend or relative, pays for your upkeep and provides you with somewhere to live

Sometimes if you’re subject to immigration control you might still be able to claim tax credits, for example, if you’re part of a couple and only one of you is subject to immigration control.

For more information read our factsheet WTC/FS5, ‘Tax credits - coming to the UK’.

Go to GOV.UK and search for WTC/FS5
• phone our helpline on 0345 300 3900 if you don’t have internet access

You can also get our factsheet WTC/FS6, ‘Tax credits – for people leaving the UK’.

Go to GOV.UK and search for WTC/FS6
• phone our helpline on 0345 300 3900 if you don’t have internet access

You must make a joint claim as a couple if you’re:
• married or in a civil partnership - unless you are separated under a court order or your separation is likely to be permanent
• living with somebody you’re in a relationship with as if you’re married or in a civil partnership - for example,
  - sometimes live in the same household
  - share costs and have joint financial arrangements
  - have dependent children, which you jointly care for in your household

You should still make a joint claim as a couple even if you’re apart for short periods, for example, your partner is working away from home, on holiday or in hospital.

If you don’t have a partner you should make a claim as a single person based on your individual circumstances.
Child Tax Credit

From 6 April 2017, the following changes apply:

- the individual child element of Child Tax Credit will no longer be awarded for third and subsequent children or qualifying young persons in a household, born on or after 6 April 2017, there are exceptions, for more information go to www.gov.uk/hmrc/ctc-exceptions
- the family element of Child Tax Credit will only be payable if you’re responsible for a child or qualifying young person born before 6 April 2017

The 2 child limit doesn't apply to the childcare element of Working Tax Credit or the disability element of Child Tax Credit. You can claim these 2 elements for all children who meet the conditions.

For more information, go to GOV.UK and search for WTC5 (childcare element) or TC956 (child disability element).

To ensure you don't miss out on what you're entitled to, you should still report the birth of a child and any changes involving your children or young people, even if you won't get the child or family elements for them.

Child Tax Credit supports families with children.

You can claim Child Tax Credit if you’re responsible for at least one child or young person. You don’t have to be working to claim.

You can usually claim Child Tax Credit for a child who lives with you until the 31 August after their 16th birthday. After this, you can still claim for them as long as they’re under 20 and in full-time non-advanced education or approved training.

Full-time non-advanced education will usually be in a school or college but may also include education provided at home, if the child was receiving this education before their 16th birthday and the home schooling had previously been approved.

By full-time, in this situation, we mean an average of more than 12 hours supervised study a week, during term time, not counting breaks for meals and homework.

In England full-time non-advanced education could also take place other than at a school. Here full-time would include a study programme that is delivered to a person in at least 540 hours in any 12 month period. It could also include traineeship, a condensed study programme in England which could last between 6 weeks and 6 months.
We don't mean courses or education provided by an employer or as part of a job contract.

Examples of full-time non-advanced education are:
- GCSEs, A levels and other general academic qualifications of a similar standard, for example, iGCSEs, Pre-U and the International Baccalaureate
- NVQ level 1, 2 or 3
- BTEC National Diploma, National Certificate and First Diploma
- Traineeships (England)
- National 4 and 5 (Scotland)
- SVQ level 1, 2 or 3
- Scottish Group Awards

Approved training

Training is approved if it's provided under one of the following programmes.
In Scotland - The Employability Fund
In Wales - Foundation Apprenticeships or Traineeships
In Northern Ireland:
- United Youth Pilot
- Training for Success (including Programme Led Apprenticeships)
- Pathways for Success (Pathways for Young People element) or The Collaboration and Innovation Programme

Training provided by an employer as part of a contract of employment doesn't count as approved.

If your child is 16 or 17 and has left full-time non-advanced education or approved training, you may be able to get Child Tax Credit for them for up to 20 weeks after they left. To qualify for these extra weeks, your child needs to have registered for work or training with a qualifying body, such as the:
- careers service, Connexions, local authority support service or similar organisation within the European Union
- Ministry of Defence, if they’re waiting to join the armed forces

To get these extra weeks, you must claim within 3 months of your child leaving education or training.

You can’t claim Child Tax Credit for a young person aged 16 to 19 who:
- leaves full-time non-advanced education or approved training and is in paid work for 24 hours or more a week
- gets benefits or tax credits in their own right
• is serving a custodial sentence (imposed by a court) of more than 4 months

We pay Child Tax Credit on top of Child Benefit and any Working Tax Credit you may be able to get.

The table below shows how much money you could get for the tax year 6 April 2017 to 5 April 2018 if you can’t get Working Tax Credit. You could get more if you’re in work.

The first figure in each column shows the maximum amount available and goes down as your income (or joint income, if you’re part of a couple) goes up.

In general, taxable income such as:
• earnings from employment or profits from self-employment
• some social security benefits
• income from savings

counts as income in both Child Tax Credit and Working Tax Credit claims.

The claim form notes explain in more detail what counts as income.

For more information, go to GOV.UK and search for TC600 Notes.

<table>
<thead>
<tr>
<th>Annual income (£)</th>
<th>1 child/ young person</th>
<th>2 children/ young persons</th>
<th>3 children/ young persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>No income</td>
<td>3,330</td>
<td>6,110</td>
<td>8,890</td>
</tr>
<tr>
<td>5,000</td>
<td>3,330</td>
<td>6,110</td>
<td>8,890</td>
</tr>
<tr>
<td>8,000</td>
<td>3,330</td>
<td>6,110</td>
<td>8,890</td>
</tr>
<tr>
<td>10,000</td>
<td>3,330</td>
<td>6,110</td>
<td>8,890</td>
</tr>
<tr>
<td>15,000</td>
<td>3,330</td>
<td>6,110</td>
<td>8,890</td>
</tr>
<tr>
<td>20,000</td>
<td>1,730</td>
<td>4,515</td>
<td>7,295</td>
</tr>
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<td>25,000</td>
<td>0</td>
<td>2,465</td>
<td>5,245</td>
</tr>
<tr>
<td>30,000</td>
<td>0</td>
<td>415</td>
<td>3,195</td>
</tr>
<tr>
<td>35,000</td>
<td>0</td>
<td>0</td>
<td>1,145</td>
</tr>
<tr>
<td>40,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Using this table, if your income is £15,000 a year and you have 2 children but are not eligible for Working Tax Credit, you could get an annual Child Tax Credit award of £6,110 equivalent to £117.50 a week.

Note: If you have a child with a disability, you may be entitled to more.

For more information go www.gov.uk/child-tax-credit/what-youll-get
How Child Tax Credit is paid

We pay Child Tax Credit directly to the bank, building society or Post Office® card account of the main carer for all the children in the family. You can choose who is the main carer and whether to get payments weekly or every 4 weeks.

If you're getting another benefit

You're entitled to the maximum amount of Child Tax Credit for your children if you get:
- Income Support
- income-based Jobseeker’s Allowance
- income-related Employment and Support Allowance
- Pension Credit

Working Tax Credit

Working Tax Credit is for working people (employed or self-employed) on low incomes, including those who don’t have children. There are extra amounts for:
- working households in which someone has a disability
- the costs of qualifying childcare

If you’re responsible for a child or young person and you’re not part of a couple you can claim Working Tax Credit if you’re aged 16 or over and you work at least 16 hours a week.

If you’re responsible for a child or young person and you’re part of a couple you can claim Working Tax Credit if you’re both aged 16 or over and:
- you work at least 24 hours a week between you with one partner working at least 16 hours a week
- one partner works at least 16 hours a week and that partner qualifies for the disability element of Working Tax Credit or is aged 60 or over
- one partner works at least 16 hours a week and the other partner can’t work because they’re
  – incapacitated (getting certain benefits because of disability or ill health)
  – an inpatient in hospital
  – in prison serving a custodial sentence or remanded in custody awaiting trial or sentence
  – entitled to Carer’s Allowance
If you're not responsible for a child or young person you can claim Working Tax Credit if you or your partner are aged:
- 25 or over and work at least 30 hours a week
- 16 or over, work at least 16 hours a week and qualify for the disability element of Working Tax Credit
- 60 or over and work at least 16 hours a week

The detailed rules for people with disabilities are in the claim form notes.

For more information, go to GOV.UK and search for TC600 Notes

The amount of Working Tax Credit you get is based on your circumstances, for example, how many hours you normally work, and your income (or joint income, if you're part of a couple).

The table below shows how much money you could get for the tax year 6 April 2017 to 5 April 2018 if you're in work and responsible for at least one child or young person.

<table>
<thead>
<tr>
<th>Annual income (£)</th>
<th>1 child/young person</th>
<th>2 children/young persons</th>
<th>3 children/young persons³</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,240¹</td>
<td>7,300</td>
<td>10,080</td>
<td>12,865</td>
</tr>
<tr>
<td>11,700²</td>
<td>5,945</td>
<td>8,725</td>
<td>11,510</td>
</tr>
<tr>
<td>15,000</td>
<td>4,595</td>
<td>7,375</td>
<td>10,155</td>
</tr>
<tr>
<td>20,000</td>
<td>2,545</td>
<td>5,325</td>
<td>8,105</td>
</tr>
<tr>
<td>25,000</td>
<td>495</td>
<td>3,275</td>
<td>6,055</td>
</tr>
<tr>
<td>30,000</td>
<td>0</td>
<td>1,225</td>
<td>4,005</td>
</tr>
<tr>
<td>35,000</td>
<td>0</td>
<td>0</td>
<td>1,955</td>
</tr>
<tr>
<td>40,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

¹Those with incomes of £6,240 a year are assumed to work part-time (working between 16 and 29 hours a week).

²In families with an income of £11,700 or more a year, at least one adult is assumed to be working 30 hours or more a week (consistent with the national living wage of £7.50 based on April 2017 rates for those aged 25 and over).

³For more information on child eligibility see Child Tax Credit section on page 4

Note: If you have a child with a disability, you may be entitled to more.

For more information go www.gov.uk/child-tax-credit/what-youll-get
The table below shows how much money you could get if you're in work but not responsible for any children or young persons.

<table>
<thead>
<tr>
<th>Annual income (£)</th>
<th>Working Tax Credit, for those without children (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single person aged 25 or over working 30 hours or more a week</td>
</tr>
<tr>
<td>11,700</td>
<td>605</td>
</tr>
<tr>
<td>13,000</td>
<td>75</td>
</tr>
<tr>
<td>14,000</td>
<td>0</td>
</tr>
<tr>
<td>15,000</td>
<td>0</td>
</tr>
<tr>
<td>16,000</td>
<td>0</td>
</tr>
<tr>
<td>17,000</td>
<td>0</td>
</tr>
<tr>
<td>18,000</td>
<td>0</td>
</tr>
<tr>
<td>19,000</td>
<td>0</td>
</tr>
</tbody>
</table>

1 Someone aged 25 or over, working 30 hours a week on national living wage (based on April 2017 rates) would earn £11,700 a year.

You can get a higher rate of Working Tax Credit if you (or your partner, if you have one):
- are a working person who qualifies for a disability element
- have a severe disability

You may be able to get extra help with the costs of registered or approved childcare. We call this the childcare element of Working Tax Credit. The claim form notes tell you what ‘registered’ or ‘approved’ childcare is.

You can only get the childcare element if you're working at least 16 hours a week. If you're part of a couple, generally both you and your partner must work at least 16 hours a week to qualify. Only one of you must work at least 16 hours if the other can't work because they're:
- incapacitated (getting certain benefits because of ill health or disability)
- an inpatient in hospital
- in prison serving a custodial sentence or remanded in custody awaiting trial or sentence
- entitled to Carer’s Allowance
The childcare element is worth up to 70 pence in tax credits for every £1 a week you spend on approved childcare. This is limited to a childcare cost of £175 a week if you have one child and £300 a week for 2 or more children. The maximum childcare element you can get is either:
- £122.50 a week (70% of £175) for one child
- £210 a week (70% of £300) for 2 or more children

For example, if you spend £100 a week, the childcare element is worth up to £70 in tax credits. If you spend £40 a week, the childcare element is worth up to £28.

The childcare element is in addition to the amount of Working Tax Credit you can get, but is paid with Child Tax Credit to the main carer in the family. The final amount you get will depend on your income (or joint income, if you're part of a couple).

You may get extra help with the costs of registered or approved childcare for a child, even if you don't receive the child element for them.

We pay Working Tax Credit directly to your bank, building society or Post Office® card account.

**How you can claim or get more information**

For more information about tax credits, to check if you can claim and to order a claim form, go to [www.gov.uk/taxcredits](http://www.gov.uk/taxcredits)

For an estimate of how much you may get, go to [www.gov.uk/tax-credits-calculator](http://www.gov.uk/tax-credits-calculator)

If you want any more advice about tax credits, you can:
- phone the Tax Credit Helpline on 0345 300 3900
- textphone the Tax Credit Helpline (for people with hearing or speech difficulties) on 0345 300 3909

For our opening hours, go to [www.gov.uk/contact-hmrc](http://www.gov.uk/contact-hmrc)
Help and advice

If you phone for a claim pack it will help us if you can tell us your:

- income details (and those of your partner if you have one)
  for the tax year from 6 April 2016 to 5 April 2017
- National Insurance number

Backdating your claim

We can normally only backdate your tax credits for up to one month from the date we get your claim. So, to avoid losing money make sure you claim straightaway.

You'll need to ask for backdating if any of the following apply, you're:

- receiving Income Support, income-based Jobseeker’s Allowance, income-related Employment and Support Allowance, or Pension Credit
- only claiming Working Tax Credit and haven't received Income Support, income-based Jobseeker’s Allowance, income-related Employment and Support Allowance, or Pension Credit in the last 31 days
- claiming either Working Tax Credit or Child Tax Credit or both, and have come off Income Support, income-based Jobseeker’s Allowance, income-related Employment and Support Allowance, or Pension Credit in the last 31 days

To ask for backdating, send us a separate sheet of paper with your claim form telling us:

- your name, address and National Insurance number
- the date you started work or the date you started getting one of the benefits listed above

Tax credit claims can sometimes be backdated more than a month if you apply within one month of the decision awarding you certain qualifying sickness or disability benefits, for example, Disability Living Allowance or Personal Independence Payment. Tell us the date your benefit was awarded from, if this applies to you.

For more information about backdating a claim, go to www.gov.uk/claim-tax-credits/backdate-a-claim
Universal Credit and tax credits

Universal Credit supports people who are on a low income or out of work. It’s being introduced in stages and will eventually replace Working Tax Credit and Child Tax Credit.

It will affect people at different times depending on where they live, their circumstances and what benefits they claim. To see the list of areas where you can claim Universal Credit instead of tax credits, go to

www.gov.uk/guidance/jobcentres-where-you-can-claim-universal-credit

If you're already getting tax credits, you don’t need to do anything yet. You should continue to report changes in your circumstances that could affect your tax credits straightaway.

If your change of circumstances means you become entitled to Universal Credit, for example, if you lose your job or start living with a partner who already gets Universal Credit, your tax credits payments will stop and you’ll make a Universal Credit claim instead.

You can’t claim Universal Credit and tax credits at the same time.

For more information about Universal Credit, go to www.gov.uk/universal-credit

Your rights and obligations

‘Your Charter’ explains what you can expect from us and what we expect from you. For more information, go to

www.gov.uk/hmrc/your-charter
If you give us incorrect information, we may charge you a penalty up to £3,000 or we may prosecute you. Our leaflet WTC7, ‘Tax credits penalties’ gives more information about penalties.

Go to GOV.UK and search for WTC7

- phone our helpline on 0345 300 3900 if you don’t have access to the internet
These notes are for guidance only and reflect the position at the time of writing. They don't affect any right of appeal.

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