

HM Revenue and Customs
BX9 1ER

Phone 0345 300 3900
For our opening hours go to
www.gov.uk/contact-hmrc

Web www.gov.uk

Date [REDACTED]
Our Ref [REDACTED]
NI number [REDACTED]

Dear [REDACTED]

Your mandatory reconsideration request against a tax credits decision

Thank you for your letter received on 15 August 2018.

In your letter, you stated that you wanted a mandatory reconsideration against an award which was issued 27 July 2018.

Unfortunately, we cannot accept your mandatory reconsideration against this decision as this was issued before your claim was stopped due to you making a claim for Universal Credit.

We can only accept a Mandatory Reconsideration once you have received and returned the in year annual declaration that was sent on 14 August 2018 and, then we send you a decision notice based on the information provided on that form. You then have 30 days to submit a Mandatory Reconsideration from the date of that decision notice.

I have passed your letter to a team who can answer your queries about why your claim was stopped and explain how tax credits and universal credits work with each other.

If you contact us, we can deal with you more quickly if you quote the National Insurance number [REDACTED] and provide a daytime phone number.

Yours sincerely

L PARRY
CUSTOMER PROCESSING OFFICER