

## Step A

### Check your personal circumstances at the start of your award period were correct and complete

The Notes tell you what to look for when you are checking and who can get extra amounts of tax credits.

#### At the start of your award period, 04/03/2017:

You claimed tax credits as a couple.

MR [REDACTED]

Date of birth: [REDACTED]

Lived in the United Kingdom.

Usually worked in the United Kingdom.

Total hours worked in a week: 16

Received the Highest Rate Care Component of Disability Living Allowance or Enhanced Daily Living Component of Personal Independence Payment, or the Higher Rate of Attendance Allowance.

MRS [REDACTED]

Date of birth: [REDACTED]

Lived in the United Kingdom.

1 Claimed the childcare element of Working Tax Credit based on the fact that you were incapacitated, or an inpatient in hospital, or in prison or entitled to Carer's Allowance.

#### Your qualifying children and young people

A child element for a young person aged 16, 18 or 19 will automatically stop each year unless you tell us they are continuing in full-time non-advanced education or approved training. If you are receiving the child element for a young person aged 17 and they are continuing in full-time non-advanced education or approved training, you will automatically continue to receive the child element.

2 You must tell us straightaway if a child over 16 and under 20 enters or leaves full-time non-advanced education or approved training.

You were not responsible for any qualifying children or young people.

## Step B

### Check that the changes in your personal circumstances listed below, are correct and complete

The Notes tell you the changes in your personal circumstances that may affect your award. We have only shown the changes that may have affected your award.

You have not told us about any changes in your personal circumstances that may have affected your award. The information we held throughout the award period from 04/03/2017 to 05/04/2017 is as shown in Step A.