

**Request to reconsider recovery of tax credits**

Use this form to ask us to reconsider our decision to recover the tax credits overpaid to you. If you made a joint claim, it will need to be signed by you both.

When we find that we have paid more tax credits than you were entitled to, we usually ask you to pay back the amount overpaid. But if we have paid too much tax credit as a result of a mistake we have made and it was reasonable for you to believe we were paying you the correct amount, we will not ask you to pay back the amount overpaid. For more information, please read our Code of Practice 26 'What happens if we have paid you too much tax credit?' If you need a copy, please contact the Tax Credit Office or visit our website at [www.inlandrevenue.gov.uk/leaflets/credit.htm](http://www.inlandrevenue.gov.uk/leaflets/credit.htm)

Your name (in CAPITALS)

National Insurance Number

     

Daytime phone number

Evening phone number, if different

**For joint claims only** - Your partner's name

National Insurance Number

     

Daytime phone number

Evening phone number, if different

**Listed below are 3 options for you to choose from, to help explain why we should reconsider our decision to recover the tax credits overpaid.** You may choose more than one. Please tick the appropriate box(es), and enter your reasons in the space provided.

If you need more space continue on plain paper, clearly stating your name and National Insurance number. Please remember to sign and date this form, before returning it to the Tax Credit Office.

I/we thought the correct amount was being paid because

Please turn over

✓  
 I/we could not tell that the payments were wrong because

✓  
 I/we knew the payments were wrong and took the following steps to tell you

**Declaration** – please sign and date this form before sending it to the Tax Credit Office  
I/we declare that the information given on this form is correct and complete to the best of my/our knowledge or belief.  
I/we ask you to reconsider your decision to recover tax credits overpaid.

Your signature Your partner's signature (*joint claims only*)

Date

**Return this form to the Tax Credit Office**

If you live in England, Scotland or Wales return this form to:

Overpayments Dispute Team  
Tax Credit Office  
Preston  
PR1 0SB

If you live in Northern Ireland, or any country in the European Economic Area (EEA) listed below, return this form to:

Overpayments Dispute Team  
Tax Credit Office  
Dorchester House  
52-58 Great Victoria Street  
Belfast  
BT2 7WF

**Countries in the European Economic Area (EEA)**

- |                |         |         |               |          |             |
|----------------|---------|---------|---------------|----------|-------------|
| Austria        | Estonia | Hungary | Liechtenstein | Norway   | Spain       |
| Belgium        | Finland | Iceland | Lithuania     | Poland   | Sweden      |
| Cyprus         | France  | Ireland | Luxembourg    | Portugal | Switzerland |
| Czech Republic | Germany | Italy   | Malta         | Slovakia |             |
| Denmark        | Greece  | Latvia  | Netherlands   | Slovenia |             |