

## Child Tax Credit/Working Tax Credit Codes And Abbreviations

### Common Abbreviations

AA	Attendance Allowance
ACC	Accounts
ACG	Applicant Compliance Guide
ACO	Applicant Compliance Officer
ACT	Automated Credit Transfer
ADD	Address
ALS	Appeal Leaflet Sent
AMDT	Amendment
ANS	Applicant Not Satisfied
ANS/PHON	Answer Phone
AO	Accounts office
AP(1)/(2)	Applicant 1 or 2
AP1/2NS	Applicant 1 or 2 Not Signed
APNTEE	Appointee
APPLCTN	Application
APP	Appeals
ASAP	As Soon As Possible
AV	Average
AWD	Award
B/A	Business Address
BACS	Bankers Automated Clearing Service
BAFH	Business Anti-Fraud Hotline
B/CERT	Birth Certificate
B/DAT	Backdating
BF	Brought Forward Date
BIK	Benefit In Kind
BNKDET	Bank Details
BOTHNS	Both Applicants Not Signed
BTWB	Back To Work Bonus
CAA	Constant Attendance Allowance
CAB	Citizens Advice Bureau
CALB	Call Back
CALC	Calculated
CBC	Child Benefit Centre
CBO	Child Benefit Office
CBO (NI)	Child Benefit Office Northern Ireland
CCC	Child Care Charges
CCM	Claimant Compliance Manual
CCPr	Child Care Provider
CCSG	Contact Centre Support Group
CH	Child
CHB	Child Benefit
CHBLP	Child Benefit Lone Parent
CHCP	Childcare Provider
CHNG	Change
CLM	Claim
CLMT1 OR 2	Claimant 1 or 2
CLMTS1OR2NS	Claimants 1 or 2 not signed

<b>COP</b>	<b>Computerisation Of Pay As You Earn</b>
<b>COP EX</b>	<b>Code Of Practise For Examinations</b>
<b>CORRES</b>	<b>Correspondence</b>
<b>CSA</b>	<b>Child Support Agency</b>
<b>CSM</b>	<b>Customer Service Manager</b>
<b>CTB</b>	<b>Council Tax Benefit</b>
<b>CTSA</b>	<b>Corporation Tax Self Assessment</b>
<b>CST</b>	<b>Customer Service Team</b>
<b>CTC</b>	<b>Child Tax Credit</b>
<b>CVU</b>	<b>Customer Verification Unit</b>
<b>CY</b>	<b>Current Tax Year</b>
<b>DCI</b>	<b>Departmental Central Index</b>
<b>DECD</b>	<b>Deceased</b>
<b>DET</b>	<b>Details</b>
<b>DFEE</b>	<b>Department For Education And Employment</b>
<b>DIR</b>	<b>Director</b>
<b>DISBLD</b>	<b>Disabled</b>
<b>DISC</b>	<b>Discrepancy</b>
<b>DLA</b>	<b>Disability Living Allowance</b>
<b>DLO</b>	<b>Dead letter Office</b>
<b>DISTEST</b>	<b>Disability Test</b>
<b>DOB</b>	<b>Date Of Birth</b>
<b>DOCS</b>	<b>Documents</b>
<b>DOD</b>	<b>Date Of Death</b>
<b>DOM</b>	<b>Date Of Marriage</b>
<b>DOS</b>	<b>Date Of Separation</b>
<b>DOW</b>	<b>Date Of Widowhood</b>
<b>DP</b>	<b>Disabled premium</b>
<b>DPTC</b>	<b>Disabled Person Tax Credit</b>
<b>DSD</b>	<b>Department For Social Development</b>
<b>DUP</b>	<b>Duplicate</b>
<b>DWP</b>	<b>Department For Work And Pensions</b>
<b>EBS</b>	<b>Electronic Business Services</b>
<b>EC</b>	<b>Employer Compliance</b>
<b>ECH</b>	<b>Employer Compliance Handbook</b>
<b>ECO</b>	<b>Employer Compliance Officer</b>
<b>EDUC</b>	<b>Education</b>
<b>EDI</b>	<b>Electronic Data Interchange</b>
<b>EG</b>	<b>Explanation Given</b>
<b>EH</b>	<b>Enquiry Handbook</b>
<b>EI</b>	<b>Employer Index</b>
<b>ELT</b>	<b>Employer Liaison Team</b>
<b>EM</b>	<b>Electronic Mail</b>
<b>EMPD</b>	<b>Employed</b>
<b>EMPT</b>	<b>Employment</b>
<b>EMPYR</b>	<b>Employer</b>
<b>EMPREF</b>	<b>Employer Reference (PAYE number)</b>
<b>ENQ</b>	<b>Enquiry</b>
<b>EOY</b>	<b>End Of Year</b>
<b>ER</b>	<b>Explanation Requested</b>
<b>EST</b>	<b>Estimated</b>
<b>EXAM</b>	<b>Examination</b>
<b>EXP</b>	<b>Expenses</b>

<b>FAO</b>	<b>Financial Accounts Office</b>
<b>FTNAE</b>	<b>Full Time Non – Advanced Education</b>
<b>FTS</b>	<b>Fast Track Scheme (Disability)</b>
<b>GMS</b>	<b>General Matching System</b>
<b>HB</b>	<b>Housing Benefit</b>
<b>HCC</b>	<b>Higher Care Component</b>
<b>H/O</b>	<b>Home Office</b>
<b>HORN</b>	<b>Home Office Reference Number</b>
<b>HPP</b>	<b>Higher Pension Premium</b>
<b>HR</b>	<b>Higher Rate</b>
<b>HRS</b>	<b>Hours</b>
<b>HSSB</b>	<b>Health And Social Services Board</b>
<b>IB</b>	<b>Incapacity Benefit</b>
<b>IB(LT)</b>	<b>Incapacity Benefit Long Term</b>
<b>IB(STHR)</b>	<b>Incapacity Benefit Short Term Higher Rate</b>
<b>IB(STLR)</b>	<b>Incapacity Benefit Short Term Lower Rate</b>
<b>ICA</b>	<b>Invalid Care Allowance</b>
<b>IIDB</b>	<b>Industrial Injuries Disablement Benefit</b>
<b>INFCOMP</b>	<b>Infomal Complaints</b>
<b>INTV</b>	<b>Interview</b>
<b>IOP</b>	<b>Instrument Of Payment</b>
<b>IRCC</b>	<b>Inland Revenue Call Centre</b>
<b>IREC</b>	<b>Inland Revenue Enquiry Centre</b>
<b>IS</b>	<b>Income Support</b>
<b>ISSD</b>	<b>Issued</b>
<b>JSA</b>	<b>Job Seeker’s Allowance</b>
<b>JSA (C)</b>	<b>Job Seeker’s Allowance (Contributions Based)</b>
<b>JSA (IB)</b>	<b>Job Seeker’s Allowance (Income Based)</b>
<b>K/A</b>	<b>Known As</b>
<b>KIV</b>	<b>Keep In View</b>
<b>LA</b>	<b>Local Authority</b>
<b>LECO</b>	<b>Large Employer Compliance Office</b>
<b>LR</b>	<b>Lower Rate</b>
<b>LTAHAW</b>	<b>Living Together As Husband And Wife</b>
<b>LYC</b>	<b>Last Year Cleared</b>
<b>MAN/C</b>	<b>Manually Captured</b>
<b>MC</b>	<b>Management Check</b>
<b>ME</b>	<b>Mandatory Enquiry</b>
<b>MIG</b>	<b>Minimum Income Guarantee</b>
<b>MNRESP</b>	<b>Main Responsibility</b>
<b>MR</b>	<b>Mandatory Review</b>
<b>MTH</b>	<b>Month</b>
<b>MNRESP</b>	<b>Main Responsibility</b>
<b>N/A</b>	<b>Not Available</b>
<b>NATNLTY</b>	<b>Nationality</b>
<b>NBFH</b>	<b>National Benefit Fraud Hotline</b>
<b>NC</b>	<b>No Change</b>
<b>NFAD</b>	<b>No Fixed Address</b>
<b>NI</b>	<b>Northern Ireland</b>
<b>NIAT</b>	<b>National Intelligence And Analyst Team</b>
<b>NIC</b>	<b>National Insurance Contributions</b>
<b>NICO</b>	<b>National Insurance Contributions Office</b>
<b>NINO</b>	<b>National Insurance Number</b>
<b>NIRS2</b>	<b>National Insurance Recording System</b>
<b>N/K</b>	<b>Not known</b>

NMW	National Minimum Wage
NOR	Not Ordinary Resident
NRP	Non Resident Parent
N/T	No Trace
O/B	Order Book
OCCP	Other Occupational Pension
O/INC	Other Income
O/P	Overpayment
O/SSBEN	Other Social Security Benefit
OSP	Occupational Sick Pay (Fast Track QB)
PAB	Personal Acting Body
PARS	Payment And Accounting Reconciliation System
PAYE	Pay As You Earn
PC	Pension Credit
PCC	Process Compliance Cases
PEWC	Person With Care
PFA	Persons From Abroad
PFREQ	Pay Frequency
P/PEN	Private Pension
PSE	Potential Selection For Examination / Enquiry
P/T	Part time
PVE	Payment Via Employer
PWC	Parent With Care
PY	Previous Year
PYT	Payment
QB	Qualifying Benefit
RE	Regarding
RE-CAL	Recalculated
RECD	Received
REDPD	Redress Payment Made
REDRF	Redress Payment Refused
REF	Reference
REFRD	Referred
REK	Reject/Rejection
REGNO	Registration Number
REMR	Reminder
RIAT	Risk, Analysis And Research Team
RLS	Return Letter Service
SA	Self Assessment
SDA	Severe Disablement Allowance
SADT	Service Delivery Team
SCO	Special Compliance Office
S/E	Self Employed
SLD	School Leaving Date
SMP	Statutory Maternity Pay
SUP	Specialist Management Unit
SSP	Statutory Sick Pay
STU	Specialist Trace Unit
TAS	The Appeals Service
T/BEN	Taxable Benefit
TCCS	Tax Credit Compliance System
TCO	Tax Credit office

<b>TCOCT</b>	<b>Tax Credit Office Compliance Team</b>
<b>TCW</b>	<b>Tax Credit Workbench</b>
<b>TEL</b>	<b>Telephone Number</b>
<b>TELIN</b>	<b>Telephone Call In</b>
<b>TELO</b>	<b>Telephone Call Out</b>
<b>TI</b>	<b>Taxpayer Index</b>
<b>TIDO</b>	<b>Taxes Information Distribution Office</b>
<b>TPI</b>	<b>Third Party Information</b>
<b>T/REF</b>	<b>Tax Reference</b>
<b>U/P</b>	<b>Underpayment</b>
<b>UTC</b>	<b>Unsuccessful Telephone Call</b>
<b>UTR</b>	<b>Unique Tax Reference</b>
<b>VT</b>	<b>Verification And Tracing</b>
<b>VIMU</b>	<b>Visually Impaired Media Unit</b>
<b>WAA</b>	<b>Working Age Agency</b>
<b>WFTC</b>	<b>Working Families Tax Credit</b>
<b>WKLY</b>	<b>Weekly</b>
<b>WK NO</b>	<b>Works Number</b>
<b>W/L</b>	<b>Work List</b>
<b>WRK</b>	<b>Work</b>
<b>WTC</b>	<b>Working Tax Credit</b>
<b>XD</b>	<b>Ex Directory</b>
<b>YRLY</b>	<b>Yearly</b>

### Error Identity Codes

Displayed in notes field

<b>A</b>	<b>Applicant 1</b>
<b>B</b>	<b>Applicant 2</b>
<b>C</b>	<b>Child 1</b>
<b>D</b>	<b>Child 2</b>
<b>E</b>	<b>Child 3</b>
<b>F</b>	<b>Child 4</b>
<b>G</b>	<b>Child 5</b>
<b>H</b>	<b>Child Care Provider 1</b>
<b>I</b>	<b>Child Care Provider 2</b>

Number following the letter identifies the question on the claim form where the error is, except that the point separator will be removed e.g. question 2.4 on the claim form will be displayed as 24.

### Error Messages

Error message codes displayed in notes field relate to the following :-

- 6016 – Invalid name (provide)
- 6018 – Invalid NINO
- 6019 – Invalid sex
- 6021 – Invalid bank details
- 6031 – Invalid Child DOB / Adoption date / connexions date / 50+date
- 6083 – Invalid amount (for all financial values)
- 6099 – Appointee field
- 6134 – Invalid DOB

6723 – Both Country fields completed (Nationality/ Work)  
6378 – Both incapacitated  
6741 – CC & FTE selected  
6739 – No employed income  
6740 – No self employed income  
6725 – Double entry CTC recipient  
6728 – Double entry WTC recipient

e.g. Child 3's dat of birth incorrect E24 6031

### Award Status

**Award Waiting - Claim requires further action prior to decision**

**Award Issued – Claim has been processed and is awaiting calculation/has been calculated**

**Ceased – Claim ended due to change of circumstances**

**Finalised – An award that is no longer current i.e. a change or correction to the claim details that means there is no longer entitlement or the level of entitlement has changed**

**Man/Capture – Information entered on system manually**

**Partial Capture – Has been stored on system but not all information is present for decision to be made**

**Rejection – No entitlement to payment**

**Termination – Claim present on system but not in payment.**

### Forms

<b>BF56</b>	<b>Form used to record details of an appointee and the reason(s) why an appointee is required</b>
<b>IR37</b>	<b>Booklet explaining the employer funding appeals procedure</b>
<b>P9D</b>	<b>Form used by an employer to give details of all expenses and the cash equivalent of any benefits provided to employees who earns less than £8500</b>
<b>P11D</b>	<b>Form used by an employer to give details of all expenses and the cash equivalent of any benefits provided by them to certain types of employees, or their families, dependants and guests</b>
<b>P35</b>	<b>Employer's annual return</b>
<b>P45</b>	<b>Four part form used by an employer to indicate an individuals pay and tax leaving details</b>
<b>P60</b>	<b>Certificate of pay and tax details</b>
<b>P60U</b>	<b>Form issued by Department for Work and Pensions at the end of the tax year to notify somebody in receipt of JSA of their total taxable income including JSA for the tax year</b>
<b>PNC R1</b>	<b>Locally generated non-conformance report to record discrepancies with valuable items</b>
<b>PRR3</b>	<b>Locally generated form for registered/recorded and special delivery post</b>
<b>R92 TC</b>	<b>Three part form used to request a manual giro</b>
<b>TC63</b>	<b>Form to record valuable items on</b>

TC116	Form to request a scanned image of a tax credits application form
TC228	Form sent to a potential appointee to clarify why an appointee is needed
TC241	Giro declaration form
TC600	Tax credit application form and supporting notes
TC609	A computerised letter providing three options:- A request for further information A reminder Returning an application form
TC618	To return an unsigned award notice to the applicant for signature
TC628	Opening letter for pre award examinations
TC630	A formal information notice issued to an applicant or their acting body
TC631	Closing letter for pre award examinations
TC632	Closing letter for pre award examinations – Formal Notice
TC633	An informal notice issued to a third party
TC646	General purpose form used during rapid data capture to:- Return correspondence to the applicant Notify the applicant that the application has been passed received Request information from the applicant
TC648	General purpose form used to:- Record information and action taken Refer information, documents and responsibility to another office or part of the same office
TC6489A	Form used to notify a change of circumstances either:- To the Child Benefit Office Or From the Child Benefit Office
TC652	A computerised letter providing two options:- A request to clarify incorrect or incomplete bank account details A request for employer and PAYE reference number details
TC655	A computerised letter providing two options:- A request to confirm a child's details A request for additional information when it needs to be confirmed if the same child or different children appear in more than one award
TC656	A computerised letter requesting additional information to clarify why the same child appears in more than one award
TC657	A computerised letter providing two options:- A request to ask for an applicant's personal details when an applicant needs to be traced A request to clarify an applicant's personal details following an applicant in more than one award verification failure
TC659	A computerised letter providing two options:- A request to clarify why the applicant has been included as a young person in a different award A request to clarify why the same applicant has appeared in more than one award
TC660	A computerised letter to clarify why a young person has been included as an applicant in a different award

TC666	Form that is sent to the Local or General Registrar to issue a replacement birth certificate to the applicant
TC668	A computerised letter to request the PAYE reference number from the employer
TC699	A form used to:- Refer correspondence for sensitive cases to the responsible Management Unit (MU) Notify the responsible MU of an attempt to access a computer record for a sensitive case
TC675	To advise the applicant that their application will be put into payment provisionally
TC676	Closing letter for discrepancy cases
TC677	Opening letter for giro offence cases
TC678	Closing letter for giro offence cases
TC679	Post award formal examination closing letter
TC680	Post award informal examination closing letter
TC681	General purpose form used to refer cases and information to other Inland Revenue offices
TC700	Notification to an employer telling them to start paying tax credits
TC700 (Man)	Manual version of a notification to an employer telling them to start paying tax credits
TC701	Notification to an employer telling them that an amendment has been made to the daily rate of a tax credit award that they are responsible for paying
TC701 (Man)	Manual version of a notification to an employer telling them that an amendment has been made to the daily rate of a tax credit award that they are responsible for paying
TC702	Notification to an employer telling them to stop paying tax credits
TC702 (Man)	Manual version of a notification to an employer telling them to stop paying tax credits
TC703	Notification to an employer confirming an agreed date for them to stop paying tax credits
TC703 (Man)	Manual version of a notification to an employer confirming an agreed date for them to stop paying tax credits
TC704	Notification to an employer telling them to restart paying tax credits
TC704 (Man)	Manual version of a notification to an employer telling them to restart paying tax credits
TC711	Form used by employers to apply for funding
TC712	Form issued to an employer where the amount of funding has been calculated
TC717	Form used by an employer to notify changes of circumstances to the original funding application
TC912	Form sent to DWP asking them to appoint an appointee

**Codes Used In Application Version Screen – Area Of Change**

<b>Applicant 1 Designatory</b>	<b>Ap1</b>
<b>Applicant 2 Designatory</b>	<b>Ap2</b>
<b>Address</b>	<b>Add</b>
<b>Child</b>	<b>Ch</b>
<b>Work</b>	<b>Wk</b>
<b>Childcare</b>	<b>CC</b>
<b>Income</b>	<b>Inc</b>
<b>Payment</b>	<b>Pm</b>
<b>Appointee</b>	<b>Apt</b>
<b>Application</b>	<b>Apn</b>