

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

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

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

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

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

Error Identity Codes

Displayed in notes field

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

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

BF56	Form used to record details of an appointee and the reason(s) why an appointee is required
IR37	Booklet explaining the employer funding appeals procedure
P9D	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
P11D	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
P35	Employer's annual return
P45	Four part form used by an employer to indicate an individuals pay and tax leaving details
P60	Certificate of pay and tax details
P60U	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
PNC R1	Locally generated non-conformance report to record discrepancies with valuable items
PRR3	Locally generated form for registered/recorded and special delivery post
R92 TC	Three part form used to request a manual giro
TC63	Form to record valuable items on

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

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