



EMPLOYER FUNDING APPLICATION

As an employer, you must use Pay As You Earn (PAYE) deductions, Student Loan (SL) deductions, National Insurance contributions (NICs), and Construction Industry Scheme (CIS) deductions which you are due to pay over to us to fund payments of tax credit.

If you estimate that the total amount of tax credit we have asked you to pay to your employees in any pay period will be more than the amount of PAYE/SL/NICs/CIS deductions you expect to pay over to us for the same pay period, use this form to apply for funding to cover the difference.

When making supplementary payments to employees, deductions must always be used to cover tax credit payments before any others (Statutory Maternity, Paternity or Adoption Pay). If you need funding for Statutory Maternity, Paternity or Adoption Pay you should contact the Employer's Helpline on 0845 7 143 143. Do not use this form.

How to apply

- Complete sections 1 to 3 of this form, and section 5 if necessary.
- Sign and date the declaration in section 4.
- Send it to Accounts Office Cumbernauld.

There are notes included in this form to help you complete it and you can get more help from the Employer's Helpline on 0845 7 143 143.

You can get extra copies of this form from

- our website at www.inlandrevenue.gov.uk/employers/emp-form.htm or
- the Employer's Orderline number on 0845 7 646 646.

If any of the information you have given in this application changes, please tell us by phoning

- 0845 602 3518 or
- by using Employer Funding - Change of Circumstances, form TC717.

Section 1 Employer's details

1.1 Employer's PAYE Reference

1.2 Accounts Office Reference

1.3 Employer name

1.4 Business address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Please enter details at 1.5 and 1.6 only if they are different to those shown on the most recent Tax Credit Notice and you have not already told us of the change.

1.5 Correspondence name (if different)
(All payroll correspondence will be sent to this person)

1.6 Correspondence address (if different)
(All payroll correspondence will be sent to this address)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Section 2 About the funding you need

We will calculate the funding you need, based on

- the information you give us below, and
- information we hold about the amount of tax credit payments we have asked you to make.

Please try to be as accurate as possible to avoid being paid too much or too little funding.

2.1 Enter the Start Date for funding
This is the date you would like funding to be calculated from, not the date you require payment by. Applications can only be backdated to the start of the current tax year.

D	D	M	M	Y	Y	Y	Y
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2.2 Estimated pay-over
Please enter the amount you normally expect to collect and pay over to your Accounts Office each month, before paying any tax credit. This cannot be a negative amount. Include the following

- Pay As You Earn (PAYE) deductions
- Student Loan (SL) deductions
- National Insurance contributions (NICs)
- Construction Industry Scheme (CIS) deductions.

£	<input type="text"/>		<input type="text"/>
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If you estimate that the amount you collect and pay over may change throughout the year and you wish to inform us of these changes now, please complete section 5.

Section 3 Payment details

Funding payments will be made into your bank account so that they are available to be drawn from the 6th of each month. You will be told each month, on form TC712, of the amount of funding that you will receive for that month. A standard funding month runs from the 6th of a month to the 5th of the following month. Please give details of the bank account into which you wish us to pay funding. You can find these details on your cheque book, passbook or statements. We will not pay funding into accounts that are held outside the United Kingdom.

3.1 Enter the account name exactly as it is shown on your cheque book, passbook or statement	<input type="text"/>
3.2 Enter the account number of the account you want funding paid into	<input type="text"/>
3.3 Enter the sort code of the bank or building society branch	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3.4 Enter the name of bank or building society	<input type="text"/>
3.5 If your account has a building society reference, please enter it here <i>Check with your building society if you are not sure.</i>	<input type="text"/>
3.6 Enter the address of the branch where the account is held	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode

Section 4 Declaration

You must complete this section.

If you give false information, you may be liable to financial penalties and/or prosecution. The details you provide will be checked against information held when processing this application.

I declare that the information on this form is correct to the best of my knowledge and belief.

I understand that any funding supplied as a result of this application is paid for the specific purpose of enabling me to pay tax credit as instructed by you and I shall hold those funds for that purpose.

Signature

Date

Name *(Please print forename followed by surname)*

Position held in company

If you agree that we can contact you by phone or fax please give these numbers below

Phone number

Fax number

Now please return the form to the address below.

AO Cumbernauld
St Mungo's Road
Cumbernauld
Glasgow
G67 1YZ

Tel: 0845 602 3518
Fax: 0845 602 3519

Section 5 Seasonal variations (optional)

Use this section if you believe the amount you will collect and pay over may change throughout the year and you wish to inform us about these changes now.

Period

Amount

Apr 6th – May 5th

£	
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May 6th – Jun 5th

£	
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Jun 6th – Jul 5th

£	
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Jul 6th – Aug 5th

£	
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Aug 6th – Sep 5th

£	
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Sep 6th – Oct 5th

£	
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Oct 6th – Nov 5th

£	
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Nov 6th – Dec 5th

£	
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Dec 6th – Jan 5th

£	
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Jan 6th – Feb 5th

£	
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Feb 6th – Mar 5th

£	
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Mar 6th – Apr 5th

£	
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