

How to make your interim claim

Please use this form to make an interim claim for tax relief on tax paid on Child Trust Fund investments.

These notes will help you to complete this form. If you need further information please refer to the Guidance Notes for CTF Providers. The Guidance Notes are updated regularly and can be found at www.hmrc.gov.uk/ctf

Please write in CAPITAL LETTERS using black ink.

Make sure that your claim reaches us no later than the last working day of the calendar month. Our payment will then reach you on the 19th day of the following month (or the next working day). Send the completed form to us at

Savings Schemes Office
Services Team 1
St. John's House
Merton Road
BOOTLE
Merseyside
L69 9BB

If your annual claim, form CTF14, is outstanding for the previous tax year, you cannot make a claim for the tax month ending 5 October (or any subsequent month).

Period of your claim

You may claim for up to six tax months using this form. A tax month begins on the 6th of the month and ends on the 5th of the following month.

Tax voucher received late

If a tax voucher is received late, you should still make a claim for the period during which the payment date (of the dividend or the interest) fell.

You can include the amount within this **interim claim** as long as

- the period of the claim does not exceed six months, and
- the payment date does not fall in an earlier tax year.

The six month period starts from the 6th day of the tax month in which the payment date fell to the 5th of the last tax month included in this claim. If the period of the claim exceeds six months or falls in an earlier tax year, you will need to make a supplementary claim.

Making a supplementary claim

If you make a supplementary claim you must make sure that it is included in your annual claim, on form CTF14. This means you must either

- include it within the annual claim you make for the tax year in which the payment date fell, or
- make a supplementary annual claim for the tax year in which the payment date fell if the annual claim for that year has already been made.

Provider details

CTF provider reference

CTF					
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Name of CTF provider

Interim Claim

I am applying for tax relief on behalf of children with Child Trust Funds managed by me under the Child Trust Funds Regulations 2004.

Period of claim

From

/	/
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 to

/	/
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Part 1 - Amount claimed

Tax deducted

£		A
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Part 2 - Amounts payable

Adjustments to previous claims

£		B
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Tax deducted on chargeable events

£		C
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Total (Box B plus Box C)

£		D
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Part 3 - Reconciliation

I claim a total of (Box A less Box D)

£		E
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or

I enclose payment of (Box D less Box A)

£		F
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Payment details

Please confirm the details of the bank or building society account we should make payment to.

The payment details you provide here should match those you have given us already. Any changes must be reported by the CTF provider liaison officer separately, in writing, before a claim is made.

Name(s) of account holder(s)

Account number (usually between 7 and 10 digits)

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Sort code

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Full name of bank or building society

Reference number or roll number, for building society accounts, if any

Certificate

I certify that

- I am keeping all records needed by the CTF Regulations.
- I hold tax vouchers for the amount claimed overleaf.
- I hold a record of all amounts summarised in this claim, separately listed, which are available for inspection as required.
- to the best of my knowledge the claim is correct.

I agree to account to HM Revenue & Customs for any sum overclaimed.

Authorised signatory

Name of authorised signatory (please print your name)

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Signature of authorised signatory

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Date

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