



**HM Revenue  
& Customs**

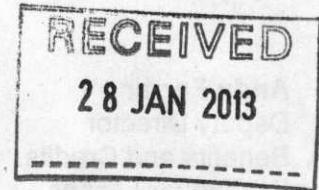
*date stamp  
and  
send  
to  
Peter  
& Catherine*

**Child Benefit Office  
Benefits & Credits**  
Waterview Park  
District 15  
Mandarin Way  
Washington  
NE38 8QG

*to all  
PDS &  
bus  
managers  
aty chur S*

Director of Children's Services  
Lynton House,  
255-259 High Road,  
Ilford,  
Essex,  
IG1 1NN

**Phone** 03000 – 550178  
For our opening hours go to [hmrc.gov.uk](http://hmrc.gov.uk) or  
phone us.



**Date** January 2013  
**Our ref** Form CH 193 – Local Authority Section

Dear Sir or Madam

**Reducing Child Benefit / tax credit customer overpayments and HM Treasury losses. Notification to HMRC confirming children being "looked-after" by a local authority or Care Trust for 8 weeks or more.**

I wrote to you on 1 October 2012 (copy enclosed) to explain the mutual benefits of increasing the number of looked-after children notifications (form CH193) that HM Revenue & Customs (HMRC) receive from local authorities and Care Trusts. These voluntary notifications allow HMRC to suspend Child Benefit and tax credit payments to the customer, preventing large overpayments and Treasury losses accruing and reducing the potential distress for our customers.

On 1 November 2012, as promised, we introduced a revised and streamlined CH193 notification form for you to download from the HMRC website and this has helped to increase the number of notifications we have received. However, you've told us that printing off a blank form to complete and posting it to HMRC, can be both time-consuming and expensive and we understand this could still be limiting the number of notifications we receive.

To make the form easier and quicker to complete for your staff, eliminate postage and stationery costs, reduce the risk of completed notifications being lost or delayed in the postal service and improve overall customer waiting times we're replacing the current print and post CH193 with an electronic version which will be available on the HMRC website from **Monday 4 February 2013**. Although we're asking for identical data, you will now be able to complete the form online and submit directly to the Local Authority Processing Team in HMRC via a secure email link shown below:

[www.hmrc.gov.uk/childbenefitchanges](http://www.hmrc.gov.uk/childbenefitchanges)

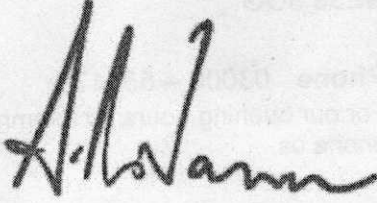
This letter is being sent to all local authorities and Care Trusts - please help us by ensuring it is circulated to the relevant teams within your organisation before 4 February 2013.

Information is available in large print, audio and Braille formats.  
Text Relay service prefix number – 18001



Thanks again for your continued support and if you require any further information please contact us on the number shown on the letterhead.

Yours faithfully



**RECEIVED**  
**Andy Farrar**  
Deputy Director  
Benefits and Credits  
Exchequer Losses

To learn more about your rights and obligations go to [hmrc.gov.uk/charter](http://hmrc.gov.uk/charter)

**MANAGING DIRECTOR**  
**29 JAN 2013**  
**CHILDRENS TRUST**

