

**Claim now
or you may lose money**

**Child Benefit cannot be backdated
more than 3 months**

**Completing this form
also helps to protect your
State Pension**

**For more information go to
www.hmrc.gov.uk/chbprotectpension**

Important

To help you fill in this form use guidance CH2 Notes, 'Child Benefit - Getting your claim right'. These notes also contain important information that you should read. Please answer all the questions that apply to you, writing clearly in capital letters and send us all the documents we ask for. If you don't, we may need to get in touch with you and this could delay your claim.

If you need more help or information:

- go to www.hmrc.gov.uk/childbenefit
- phone our helpline on **0300 200 3100**
- textphone on **0300 200 3103**

State Pension

Filling in this form helps to ensure that you are registered to receive National Insurance credits if you have a child under 12 and either look after the child at home or work but don't earn enough to pay National Insurance contributions. These 'credits' can help to protect your State Pension.

The information below only applies to you if your or your partner's individual income is more than £50,000 a year. If it does not apply, please go straight to page 2 and fill in this claim form.

Important change if you or your partner have an individual income of more than £50,000 a year

Since 7 January 2013 if either you or your partner have an individual income of more than £50,000 a year (income from all sources before personal allowances and tax is taken off, less any pension and gift aid contributions), then the partner with the higher income will have to pay a High Income Child Benefit Charge on some, or all, of the Child Benefit you receive.

If these changes apply to you or your partner, you should jointly decide whether to stop getting Child Benefit payments, and not have to pay a tax charge, or continue getting Child Benefit payments and declare them for tax purposes.

Filling in the Child Benefit claim form also ensures that you are registered to receive National Insurance credits which can help to protect your State Pension. It is therefore really important to fill in the form if you have a new child in your family even if you do not want to receive the Child Benefit payments. Part 4 of this claim form lets you tell us if you want to be paid Child Benefit.

1 I have an income between £50,000 and £60,000. Should I still claim and be paid my Child Benefit?

The tax charge applies at a rate of 1% of the Child Benefit paid for every £100 of income over £50,000. If you or your partner have an individual income between £50,000 and £60,000 the tax charge will be less than the total amount of Child Benefit so you might like to keep getting Child Benefit payments and declare them for Income Tax purposes.

2 I have an income of more than £60,000. Should I still claim, even if I don't want to be paid Child Benefit and not pay the tax charge?

If you or your partner have an individual income of more than £60,000 the tax charge will be equal to the total amount of Child Benefit so you might want to stop getting payments and not have to pay a tax charge. But it is really important to fill in the Child Benefit form if you have a new child in your family.

Filling in the Child Benefit claim form ensures you are registered to receive National Insurance credits which can help to protect your State Pension and help your child get their National Insurance number.

For more information please read the notes with this form or go to www.hmrc.gov.uk/childbenefitcharge

1 About you

1 Title

For example Mrs, Miss, Ms, Mr or Dr.

2 Your surname or family name

3 Your first name and any middle name(s)

First name

Middle name(s)

4 Have you ever been known by any other surname or family name?

Include your maiden name.

No ☐

Yes ☐ If Yes, write it below

5 Your date of birth DD MM YYYY

6 Your address

Postcode

7 Have you lived at this address for more than 12 months?

No ☐

If No, go to question 8

Yes ☐

If Yes, go to question 9

8 Please tell us your last address

Postcode

9 Your phone number(s)

Daytime number

Evening number

What time of day is best for us to phone you?

For example, morning, afternoon or evening.

10 Do you have a National Insurance number?

Read page 3 of the CH2 Notes.

No ☐

Yes ☐ If Yes, tell us your National Insurance number.

Example of a National Insurance number - QQ 12 34 56 A.

11 What is your nationality?

This is shown on your passport if you have one.

12 Have you claimed Child Benefit for any child(ren) before?

No ☐ If No, go to question 15

Yes ☐ If Yes, go to question 13

13 Tell us your Child Benefit number if you know it

This should be your Child Benefit number and not your partner's.

You can find your Child Benefit number on letters we have sent you. Example - CHB 99999999 XX.

If you don't know your Child Benefit number, you should still claim now - you don't need to answer this question.

14 Are you currently entitled to Child Benefit?

No ☐

Yes ☐ If Yes, tell us the full name and date of birth of the **eldest child you are entitled to or getting Child Benefit for**, then go to question 24.

Child's surname

Child's first name

Child's middle name(s)

Child's date of birth DD MM YYYY

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☐

1 About you continued

15 Have you always lived in the UK?

By this we mean you have never lived outside the UK.
Read page 3 of the CH2 Notes.

No ☐ I have lived outside the UK - go to
question 16

Yes ☐ I have always lived in the UK - go to
question 24

16 Do you usually live in the UK?

Read page 3 of the CH2 Notes.

No ☐ If No, go to **question 17**

Yes ☐ If Yes, go to **question 18**

17 Which country do you usually live in?

Go to **question 19**

18 Did you arrive in the UK in the last 6 months?

No ☐

Yes ☐ If Yes, tell us the date you arrived DD MM YYYY

19 Are you subject to immigration control now, or have you been at any time in the last 3 months?

Read page 3 of the CH2 Notes.

No ☐ If No, go to **question 21**

Yes ☐

20 If you have been subject to immigration control in the last 3 months, tell us the date your immigration status was granted DD MM YYYY

Please send a copy of your Home Office documents to us with this form.

21 What is your employment status?

Please tick the box or boxes that apply.

☐ Looking for work in the UK

☐ Working in the UK

☐ Self-employed in the UK

☐ None of these - I have enough money to support my family in the UK

22 Are you now, or have you at any time in the last 3 months, worked in another country or received benefit from another country?

No ☐

Yes ☐ If Yes, tell us the name of the country

23 Are you a member of HM Forces or a civil servant working abroad?

No ☐ Yes ☐

24 What is your marital or civil partnership status?

Please tick 1 box.

☐ Married or in a civil partnership **Go to question 25**

☐ Living with a partner as if you are married or a civil partner **Go to question 25**

☐ Widowed **Go to question 34**

☐ Separated **Go to question 34**

☐ Divorced **Go to question 34**

☐ Single **Go to question 34**

2 About your partner

25 Your partner's full name and date of birth DD MM YYYY

Name

26 Your partner's National Insurance number

Read page 3 of the CH2 Notes.

Example National Insurance number - QQ 12 34 56 A.

27 Your partner's nationality (this is on their passport)

28 What is your partner's employment status?

Please tick the box or boxes that apply.

☐ Looking for work in the UK

☐ Employed in the UK

☐ Self-employed in the UK

☐ None of these - they have enough money to support their family in the UK

29 Is your partner a member of HM Forces or a civil servant working abroad?

No ☐ Yes ☐

30 Does your partner now, or have they at any time in the last 3 months, worked in another country or got benefit from another country?

No ☐ Yes ☐ If Yes, tell us the country

31 Is your partner entitled to Child Benefit now or are they waiting to hear if they can get Child Benefit?

No ☐ If No, go to question 34

Yes ☐

32 Your partner's Child Benefit number if you know it

Their Child Benefit number is on any letters we have sent them. Example - CHB 99999999 XX.

If you don't know their Child Benefit number you should still claim now - you don't need to answer this question

33 What is the full name and date of birth of the eldest child your partner is entitled to Child Benefit for? DD MM YYYY

Child's surname

Child's first name(s)

3 Children you want to claim for

You don't need to tell us about children you already get Child Benefit for.

Important

If no-one else has claimed Child Benefit for the children named on this form, send us their birth certificate(s).

Please note

For each child in this claim we need to see their:

- birth certificate (full or short version)
- adoption certificate

If any child in this claim was born outside the UK we also need to see their passport(s) or their travel documents used to enter the UK.

We will normally return your documents within 4 weeks.

If you don't send the documents we need with the claim form, a decision on your claim will be delayed.

34 How many children are you claiming for on this form?

35 How many birth certificates are you sending us?

We do not accept photocopies of birth certificates

We don't need to see a birth certificate for a child that has been claimed for by you or someone else in the past.

Go to question 36

3 Children you want to claim for continued

Child 1

36

Child's surname or family name
As shown on the birth or adoption certificate.

37

Child's first name and any middle name(s)
As shown on the birth or adoption certificate.

First name

Middle name(s)

38

Is this child male or female?

Male

Female

39

Child's date of birth DD MM YYYY

40

Has this child ever been known by any other name?

No

Yes

If Yes, write it below

41

Is this child your own child?
Read page 4 of the CH2 Notes.

No

Yes

42

Has anyone else ever claimed Child Benefit for this child?
Read page 4 of the CH2 Notes.

No

If No, go to question 43

Yes

If Yes, tell us their name and address

Name

Address

Postcode

Go to question 43

Child 1 continued

43

Does this child live with you?
Read page 4 of the CH2 Notes.

No

Yes

If Yes, go to question 45

44

What is the name and address of the person this child lives with?

Name

Address

Postcode

45

Has this child lived with anyone else in the last 12 months?
Read page 4 of the CH2 Notes.

No

If No, go to question 48

Yes

46

What is the name and address of the person this child lived with?

Name

Address

Postcode

47

What date did the child come to live with you?
DD MM YYYY

48

Are you adopting or planning to adopt this child through a local authority?

No

Yes

49

Do you want to claim for any more children now?

No

If No, go to question 64

Yes

If Yes, go to question 50

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3 Children you want to claim for continued

Child 2

50

Child's surname or family name

As shown on the birth or adoption certificate.

51

Child's first name and any middle name(s)

As shown on the birth or adoption certificate.

First name

Middle name(s)

52

Is this child male or female?

Male

Female

53

Child's date of birth DD MM YYYY

54

Has this child ever been known by any other name?

No

Yes

If Yes, write it below

55

Is this child your own child?

Read page 4 of the CH2 Notes.

No

Yes

56

Has anyone else ever claimed Child Benefit for this child?

Read page 4 of the CH2 Notes.

No

If No, go to question 57

Yes

If Yes, tell us their name and address

Name

Address

Postcode

Go to question 57

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Child 2 continued

57

Does this child live with you?

Read page 4 of the CH2 Notes.

No

Yes

If Yes, go to question 59

58

What is the name and address of the person this child lives with?

Name

Address

Postcode

59

Has this child lived with anyone else in the last 12 months?

Read page 4 of the CH2 Notes.

No

If No, go to question 62

Yes

60

What is the name and address of the person this child lived with?

Name

Address

Postcode

61

What date did the child come to live with you?

DD MM YYYY

62

Are you adopting or planning to adopt this child through a local authority?

No

Yes

63

Do you want to claim for any more children now?

No

If No, go to question 64

Yes

If Yes, go to page 7 of the CH2 Notes. Fill in the additional sheet then go to question 64

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Page 6

4 Higher income earners

Please note

Only answer question 64 if either you or your partner have an individual income of more than £50,000 a year.

If you or your partner have an individual income of:

- more than £60,000 a year - a tax charge equal to the Child Benefit payment will apply, so you may not want to be paid Child Benefit
- between £50,000 and £60,000 a year - a tax charge of less than the Child Benefit payment will apply, so you may want to be paid Child Benefit

If you are not sure if either you or your partner have an individual income of more than £50,000, read page 2 of the CH2 Notes.

64 Do you want to be paid Child Benefit?

Only answer this question if either you or your partner have an individual income of more than £50,000 a year. Read page 5 of the CH2 Notes.

No ☐ I don't want to be paid Child Benefit, but I want to protect my State Pension. Go to the **declaration** on page 8

Yes ☐ I want to be paid Child Benefit. I understand that I or my partner may have to pay an Income Tax charge. Go to **question 65**

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5 How you want to be paid

Please note

We normally pay Child Benefit every 4 weeks into a bank or building society account.

Page 5 of the CH2 Notes tells you if you can be paid every week.

65 Do you want to be paid Child Benefit every week?

No ☐ If No, go to **question 67**

Yes ☐ If Yes, go to **question 66**

66 To get Child Benefit every week please tick all boxes which apply to you or your partner

☐ I am a single parent

☐ I or my partner receive one or more of the following:

- Income Support
- income-based Jobseeker's Allowance
- Pension Credit
- income-related Employment and Support Allowance
- Universal Credit

67 Do you already get Child Benefit?

No ☐ If No, go to **question 69**

Yes ☐

68 Do you want to change the bank or building society we pay your Child Benefit into?

No ☐ If No, go to the **declaration** on page 8

Yes ☐

6 Bank details

Please note

Read page 5 of the CH2 Notes before filling in this section.

We can't pay into an account that is in a child's name.

69 Please tick the box which applies to you

☐ The account is in my name - **go to question 70**

☐ The account is in someone else's name - tell us the name in the box below

☐ The account is in joint names - tell us the names in the boxes below

Name 1
Name 2

70 Name of your bank or building society

If you have a Post Office® card account write 'Post Office'.

71 Your branch sort code. Read page 5 of the CH2 Notes.

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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72 Your account number. Read page 5 of the CH2 Notes.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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73 If your account is with a building society tell us the roll or reference number if you have one

Read page 5 of the CH2 Notes.

74 If you don't have an account that we can pay into, put an 'X' in this box

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For office use 13

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For office use 14

☐

For office use 15

☐☐☐☐☐☐☐☐

Important

Please complete the declaration on page 8.

Declaration

Please now tick the boxes that apply to you and sign this form to claim Child Benefit.

☐ I am sending the **birth certificate(s)** or other documents that you need with this form.
If you don't send the documents we need with this claim form, a decision on your claim will be delayed.
Do not send photocopies.

☐ I **declare** that the information I have given on this form is correct and complete.
If I give information which I know is not correct or complete, you may take action against me.

Signature

Date DD MM YYYY

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Documents we need

You need to send us these documents with your claim form

- The birth certificate or adoption certificate for each child in this claim.
Do not send photocopies of birth certificates. If you don't send the documents we need with the claim form, a decision on your claim will be delayed
- Extra pages you've filled in if you want to claim for more than 2 children
- Any Home Office documents that we've asked you to send us
- If any child in this claim was born outside the UK we also need to see their passport(s) or their travel documents used to enter the UK - **do not send photocopies**

Make sure we have the right address to return your documents. If you move without telling us your new address we won't be able to return your documents and we may destroy them.

If we believe that any of the documents you send us are not genuine, we may keep them.

What to do now

Please fill in the address label and include it in the enclosed envelope with this claim form and any documents or pages from the list above.

If you don't have an envelope, send this form to:

Child Benefit Office (GB)
Washington
NEWCASTLE UPON TYNE
NE88 1ZD

We will normally send your document(s) back to you within 4 weeks. When we have dealt with your claim we will write to tell you if you can get Child Benefit and if so how much.

Help

If you need more help or information, go to www.hmrc.gov.uk/childbenefit or phone our helpline.

If you have a change in your circumstances please write to us at:
Child Benefit Office
PO Box 1
NEWCASTLE UPON TYNE
NE88 1AA

When you get in touch with us please tell us:

- your full name
- your National Insurance number
- your Child Benefit number (if you know it or have one)
- a daytime phone number

If you are in the UK:

- Helpline **0300 200 3100**
- Textphone **0300 200 3103**
- Ffoniwch **0300 200 1900**
i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau

If you are overseas:

- Helpline **00 44 161 210 3086**

For information about other money you may be entitled to, please read page 6 of CH2 Notes, 'Child Benefit – Getting your claim right'.

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Corres	Traced	CLI
Document(s) returned		
Birth certificate	Normal	
Passport	Recorded	
Other	Registered	

Date claim received