

**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.gov.uk/child-benefit/what-youll-get**

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.gov.uk/child-benefit
- phone the Child Benefit Helpline on **0300 200 3100**
- textphone the Child Benefit Helpline 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.gov.uk/child-benefit-tax-charge

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

For office use 1

 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 (we are only able to call up to 7pm).

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 - QQ123456A

11 What is your nationality?
This is shown on your passport if you have one.

Nationality

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

C H B

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 currently receiving Child Benefit for**, then go to question 25.

Child's surname

Child's first name

Child's middle name(s)

Child's date of birth DD MM YYYY

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 25

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?

Country

Go to **question 19**

18 Tell us the date you arrived in the UK

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. Remember you only need to answer this question if you have ever lived outside of the UK.

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

About you continued

22 Do you have comprehensive sickness insurance?

No If No, go to **question 23**

Yes If Yes, tell us the policy number

Policy number

23 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 If No, go to **question 24**

Yes If Yes, tell us the name of the country

Country

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

No Yes

25 What is your marital or civil partnership status?

Please tick 1 box. We consider you single for Child Benefit purposes unless you live with a partner.

Married or in a civil partnership **Go to question 26**

Living with a partner as if you are married or a civil partner **Go to question 26**

Widowed **Go to question 36**

Separated **Go to question 36**

Divorced **Go to question 36**

Single **Go to question 36**

2 About your partner

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

27 Your partner's National Insurance number

Read page 3 of the CH2 Notes.

Example of a National Insurance number - QQ123456A.

28 Your partner's nationality

This is on their passport

Nationality

2 About your partner continued

29 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

30 Does your partner have comprehensive sickness insurance?

No If No, go to question 31

Yes If Yes, tell us the policy number

Policy number

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

No Yes

32 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 If No, go to question 33

Yes If Yes, tell us the country

Country

33 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 36

Yes

34 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.

C H B

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

35 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.

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

37 How many original birth certificates, passports and/or travel documents are you sending us?

We do not accept any photocopies.

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.

birth certificates

passports

travel documents

3 Children you want to claim for continued

Child 1

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

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

First name
Middle name(s)

40 Is this child male or female?

Male Female

41 Child's date of birth DD MM YYYY

<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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42 Has this child ever been known by any other name?

No

Yes If Yes, has the name been changed by Deed Poll?

No

Yes If Yes, write it below

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

No Yes

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

No If No, go to **question 45**

Yes If Yes, tell us their name and address

Name
Address
Postcode

Child 1 continued

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

No

Yes If Yes, go to **question 47**

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

Name
Address
Postcode

47 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 50**

Yes

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

Name
Address
Postcode

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

<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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50 Are you adopting or planning to adopt this child through a local authority?

No

Yes

51 Do you want to claim for any more children now?

No

If No, go to **question 66**

Yes

If Yes, go to **question 52**

For office use 3

For office use 4

For office use 5

For office use 6

For official use only

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3 Children you want to claim for continued

Child 2

52 Child's surname or family name

As shown on the birth or adoption certificate.

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

As shown on the birth or adoption certificate.

First name
Middle name(s)

54 Is this child male or female?

Male Female

55 Child's date of birth DD MM YYYY

<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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56 Has this child ever been known by any other name?

No
 Yes If Yes, has the name been changed by Deed Poll?

No
 Yes If Yes, write it below

57 Is this child your own child?

Read page 4 of the CH2 Notes.

No Yes

58 Has anyone else ever claimed Child Benefit for this child?

Read page 4 of the CH2 Notes.

No If No, go to **question 59**

Yes If Yes, tell us their name and address

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

Go to **question 59**

Child 2 continued

59 Does this child live with you in the UK?

Read page 4 of the CH2 Notes.

No
 Yes If Yes, go to **question 61**

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

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

61 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 64**
 Yes

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

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

63 What date did the child come to live with you?

DD MM YYYY

<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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64 Are you adopting or planning to adopt this child through a local authority?

No Yes

65 Do you want to claim for any more children now?

No If No, go to **question 66**
 Yes If Yes, go to **page 7 of the CH2 Notes**. Fill in the additional sheet then go to **question 66**

For office use 7

For office use 8

For office use 9

For office use 10

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<input type="text"/>	<input type="text"/>
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4 Higher income earners

Please note

Only answer question 66 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.

66 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 67**

For office use 11

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.

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

No If No, go to **question 69**

Yes If Yes, go to **question 68**

68 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 1 or more of the following:

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

69 Do you already get Child Benefit?

No If No, go to **question 71**

Yes

70 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.

71 Please tick the box which applies to you

- The account is in my name - go to **question 72**
- 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

72 Name of your bank or building society

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

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

74 Your account number. Read page 5 of the CH2 Notes.

75 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.

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

For office use 12

For office use 13

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

For
office
use 16

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 you need 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.gov.uk/child-benefit or phone our helpline.

If you have a change in your circumstances:

- go to www.gov.uk/report-changes-child-benefit
- phone the Child Benefit Helpline on **0300 200 3100**
- textphone the Child Benefit Helpline on **0300 200 3103**
- ffoniwch **0300 200 1900**
i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau
- write to
Child Benefit Office
PO Box 1
NEWCASTLE UPON TYNE
NE88 1AA

If you are overseas, phone **00 44 161 210 3086**

When you get in touch with us, tell us:

- your full name
- your National Insurance number
- your Child Benefit number
- your daytime phone number

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

Date claim received

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

Address label - please fill in and send this back with your completed claim form.

- ← Name
- ← Address line 1
- ← Address line 2
- ← Town/City
- ← County
- ← Postcode

Please fill in your name and address above in block capitals using a black pen and send this address label back to us with your completed claim form.

Make sure your postcode is shown correctly within the boxes. For example, postcode XX1 6AA would be shown as

X	X	1		6	A	A	
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Important - if you don't send this address label with your claim form, it may take us longer to send your documents back to you and to make a decision on your claim.

HMRC use only - we will use this when we send your documents back to you.

Your documents

Thank you for sending us your claim form. I have enclosed your

- birth certificate(s).
- other document(s).

You do not need to do anything - we will write to you again as soon as we have made a decision about your claim.