



Fill in this form if you or your partner are responsible for a child, even if you decide not to get Child Benefit payments

Who should fill in this form

- either you or your partner should fill in this form, if you're responsible for a child under 16 (or under 20 and they're in full-time non-advanced education or approved training)
- if you're a couple and one of you is not working or paying National Insurance contributions, they should fill it in to protect their State Pension - they'll automatically get National Insurance credits until their child turns 12, which will protect their State Pension

If you're a UK or Irish national, living in the UK and you already claim Child Benefit, you can phone us on 0300 200 3100 to tell us about a new child if (all of the following apply):

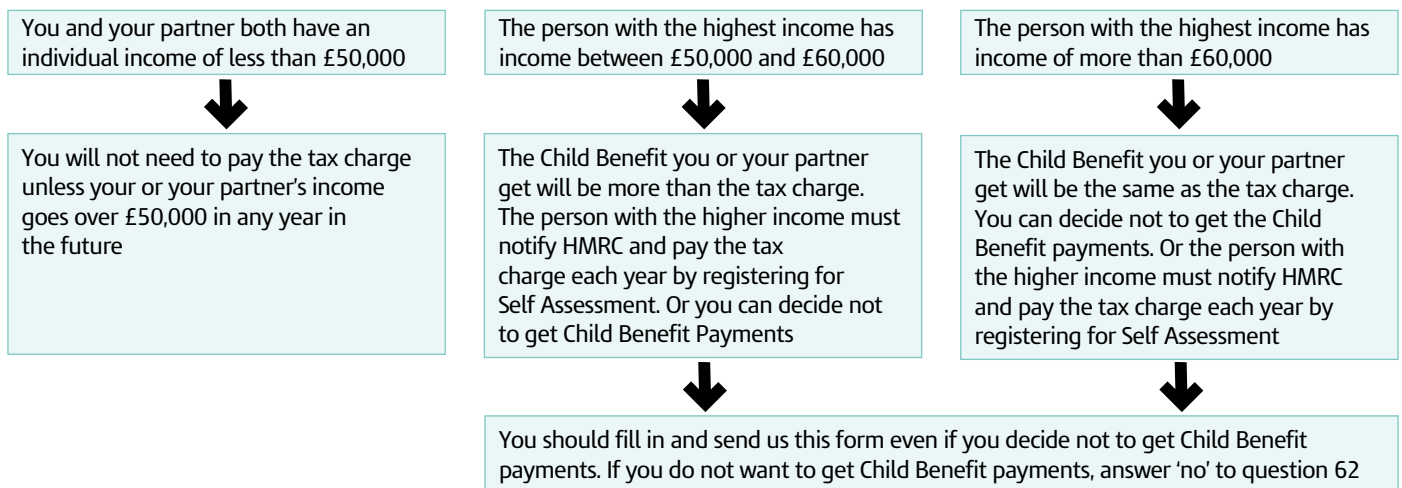
- they're under 6 months old and live with you
- they were born in the UK
- their birth was registered in England, Scotland or Wales more than 24 hours ago

Is your or your partner's income more than £50,000?

If either you or your partner has an individual income of more than £50,000 in any year, the person with the higher income may have to pay a tax charge on some or all of the Child Benefit you get. It's called the High Income Child Benefit Charge. You can find out more, including how much you may have to pay at www.gov.uk/child-benefit-tax-charge

You may decide not to get Child Benefit payments, in which case the tax charge will not apply. It's still important that you fill in this form to protect your State Pension (you'll get National Insurance credits until your child turns 12) and help your child get their National Insurance number automatically at 16.

How the tax charge works



How to fill in this form

- answer all the questions that apply to you, writing clearly in capital letters
- send us all of the documents that we ask for, to avoid delays to your claim - **as we can only backdate 3 months, if you will not have your documents in that time, then put in your claim without them and send the documents as soon as you can afterwards**

For more information on Child Benefit, go to www.gov.uk/child-benefit or read the CH2 Notes, 'Child Benefit: Getting your claim right'.

If you cannot find the information online you can phone the Child Benefit helpline on 0300 200 3100 or use Relay UK (if you cannot hear or speak on the phone) dial 18001 then 0300 200 3100.

Do not delay making your claim because Child Benefit can only be backdated 3 months

1 About you

1 Do you have a National Insurance number?

Read page 3 of the CH2 Notes.

No

Yes If Yes, tell us your National Insurance number

2 Your title

For example Mrs, Miss, Ms, Mr or Dr

3 Your last name or family name

4 Your first name and any middle names

5 Have you ever been known by any other last names or family names including your maiden name?

No

Yes If Yes, tell us the other names

6 Your date of birth

7 Your address

Postcode

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

No If No, go to question 9

Yes If Yes, go to question 10

9 Tell us your last address

Postcode

10 Your mobile number or landline if you do not have a mobile

We may contact you about your claim. Our number may not show up if we call you.

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

For example, morning, afternoon or evening (we're only able to call up to 8pm).

11 What is your nationality?

This is shown on your passport if you have one, for example, British, Irish, French, Polish.

12 Have you claimed Child Benefit for any children before?

No If No, go to question 14

Yes If Yes, go to question 13

13 Are you currently entitled to or receiving Child Benefit?

No If No, go to question 14

Yes If Yes, tell us the full name and date of birth of the eldest child you're entitled to or currently receiving Child Benefit for, then go to question 14

Child's last name

Child's first name

Child's middle names

Child's date of birth

For office use 1

1 About you continued

14 Have you always lived in the UK?

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

No I've lived outside the UK, go to question 15

Yes I've always lived in the UK, go to question 22

15 Do you usually live in the UK?

Read page 3 of the CH2 Notes.

No If No, go to question 16

Yes If Yes, go to question 17

16 Which country do you usually live in?

Country

17 Tell us the date you arrived in the UK

18 Are you subject to immigration control now, or have you been at any time in the last 6 months?

Read page 3 of the CH2 Notes.

No If No, go to question 20

Yes If Yes, go to question 19

19 If you've been subject to immigration control in the last 3 months, tell us the date your immigration status was granted

20 What is your employment status?

Tick the box or boxes that apply.
You only need to answer this question if you've ever lived outside of the UK.

Looking for work in the UK

Employed in the UK

Self-employed in the UK

None of these - I've enough money to support my family in the UK

About you continued

21 Do you work in another country or receive benefit from another country, or have you at any time in the last 3 months?

No If No, go to question 22

Yes If Yes, tell us the name of the country

Country

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

No Yes

23 What is your marital or civil partnership status?

Tick one box that applies. We consider you single for Child Benefit purposes unless you live with a partner.

Married or in a civil partnership, go to question 24

Living with a partner as if you're married or a civil partner since

go to question 24

Widowed, go to question 34

Separated since

go to question 34

Divorced, go to question 34

Single, go to question 34

2 About your partner

24 Your partner's full name

25 Your partner's date of birth

26 Your partner's National Insurance number

Read page 3 of the CH2 Notes.

27 Your partner's nationality

This is shown on their passport if they have one, for example British, Irish, French, Polish.

Nationality

2 About your partner continued

28 What is your partner's employment status?
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 received benefit from another country?

No If No, go to question 31

Yes If Yes, tell us the country

About your partner continued

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 If Yes, go to question 32

32 What is the full name of the eldest child your partner is entitled to Child Benefit for?

Child's last name

Child's first name

Child's middle names

33 Child's date of birth

3 Children you want to claim for

You do not need to tell us about children you already get Child Benefit for.

i Important information

If this Child Benefit claim is for a newborn child, you should register their birth before you send your claim to us or a decision on your claim could be delayed.

Child Benefit can be backdated 3 months.

Do not send us a birth certificate if either:

- the child's birth was registered in England, Wales or Scotland as we can check their birth information
- you or someone else has claimed for this child in the past

Documents we need

If the child's birth was registered in Northern Ireland or outside the UK, send us a birth certificate for each child in this claim.

If your child is adopted, you should send us the 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'll normally return your documents within 4 weeks.

If you do not 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 original birth certificates, adoption certificates, passports and/or travel documents are you sending us?
If you do not send original documents a decision on your claim may be delayed

Birth certificates - only send if the child's birth was registered in Northern Ireland or outside the UK

Adoption certificates

Passports

Travel documents

3 Children you want to claim for - Child 1

36 Child's full name including last or family name
As shown on their birth or adoption certificate.

Child's last name

Child's first name

Child's middle names

37 Is this child male or female?
 Male Female

38 Child's date of birth

39 Has this child's birth been registered in England, Wales or Scotland?
 No If No, send the documents as shown on page 4 of this form - 'Documents we need'
 Yes If Yes, and they were born in England or Wales, do not send any documents, **tell us the 9 digit system number from the bottom left hand corner of their birth certificate** - read page 4 of the CH2 Notes

Yes If Yes, and they were born in Scotland, do not send any documents, **tell us the district number, year and entry number from their birth certificate** - read page 4 of the CH2 Notes

40 Has this child ever been known by any other name?
 No Yes If Yes, tell us the other name

41 Has the name been changed by deed poll?
 No Yes

42 Is this child your:
 Read page 4 of the CH2 Notes.
 Birth child Adopted child
 Stepchild None of these

43 Have you or 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, go to question 44

44 What is the name and address of the person who claimed Child Benefit for this child?
 Name
 Address

 Postcode

45 Does this child live with you in the UK?
 Read page 4 of the CH2 Notes.
 No If No, tell us the name and address of the person the child lives with
 Name
 Address

 Postcode
 Yes If Yes, go to question 46

46 Has this child lived with anyone else at a different address to you in the last 12 months?
 Read page 4 of the CH2 Notes.
 No If No, go to question 48
 Yes If Yes, tell us their name, address and telephone number
 Name
 Address

 Postcode
 Telephone number

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

48 Are you adopting or planning to adopt this child through a local authority?
 No Yes

For official use box 3

For office use 5

For office use 6

For official use 4

3 Children you want to claim for - Child 2

49 Child's full name including last or family name
As shown on their birth or adoption certificate.

Child's last name

Child's first name

Child's middle names

50 Is this child male or female?
 Male Female

51 Child's date of birth

52 Has this child's birth been registered in England, Wales or Scotland?
 No If No, send the documents as shown on page 4 of this form - 'Documents we need'
 Yes If Yes, and they were born in England or Wales, do not send any documents, **tell us the 9 digit system number from the bottom left hand corner of their birth certificate** - read page 4 of the CH2 Notes

 Yes If Yes, and they were born in Scotland, do not send any documents, **tell us the district number, year and entry number from their birth certificate** - read page 4 of the CH2 Notes

53 Has this child ever been known by any other name?
 No Yes If Yes, tell us the other name

54 Has the name been changed by deed poll?
 No Yes

55 Is this child your:
 Read page 4 of the CH2 Notes.

Birth child Adopted child
 Stepchild None of these

For office use 7

For office use 8

56 Have you or anyone else ever claimed Child Benefit for this child? Read page 4 of the CH2 Notes.
 No If No, go to question 58
 Yes If Yes, go to question 57

57 What is the name and address of the person who claimed Child Benefit for this child?
 Name
 Address

 Postcode

58 Does this child live with you in the UK?
 Read page 4 of the CH2 Notes.
 No If No, tell us the name and address of the person this child lives with
 Name
 Address

 Postcode
 Yes If Yes, go to question 59

59 Has this child lived with anyone else at a different address to you in the last 12 months?
 Read page 4 of the CH2 Notes.
 No If No, go to question 61
 Yes If Yes, tell us their name, address and telephone number
 Name
 Address

 Postcode
 Telephone number

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

61 Are you adopting or planning to adopt this child through a local authority?
 No Yes

If you want to claim for any more children, go to page 7 of the CH2 Notes and fill in the 'Additional children' form

For office use 9

For office use 10

4 Higher income earners

i Only answer question 62 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're not sure if either you or your partner have an individual income of more than £50,000, read page 2 of the CH2 Notes.

62 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 do not 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 63

For office use 11

5 How you want to be paid

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

i 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.

No If No, go to question 65

Yes If Yes, go to question 64

64 To get Child Benefit paid every week 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

65 Do you already get Child Benefit?

No If No, go to question 66

Yes If Yes, we'll use the bank or building society account we already pay your Child Benefit into.

Go to the declaration on page 8

6 Bank details

66 Tick the box which applies to you

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

We can pay Child Benefit into an account that you nominate if the account is capable of receiving direct credit transfer, for example a suitable bank or building society account.

The account is in my name, go to question 67

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

The account is in joint names - tell us the names of the account holders in the box below

Name 1

Name 2

67 Name of the bank or building society

68 The branch sort code. Read page 5 of the CH2 Notes.

69 The account number. Read page 5 of the CH2 Notes.

70 If the account is with a building society, tell us the roll or reference number if you have it

Read page 5 of the CH2 Notes.

71 If you do not 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

Fill in the declaration on page 8.

Documents we need

You need to send us these documents with your claim form if the child has not been claimed for before:

- the birth certificate for each child in this claim, if their birth was registered in Northern Ireland or outside the UK
- the passport or travel documents used to enter the UK, if the child was not born in the UK
- the adoption certificate if you've adopted the child

You also need to send us any extra pages you've filled in if you want to claim for more than 2 children.

If you do not send all the documents we need with the claim form, a decision on your claim could be delayed, however your payments can be backdated to the date we receive your claim once our decision is made. You'll still need to send the documents as soon as you can after submitting your claim.

Make sure we have the right address to return your documents. If you move without telling us your new address, we'll not 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

After you've signed and dated the declaration below, return your form with any documents we need. If you do not have a pre-addressed envelope, send your form to:

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

You'll need a stamp for your envelope; make sure you pay the correct postage. If you're sending us any documents you want returning, fill in the address label (CH3) and enclose with your claim form.

What happens next

We'll review your claim and write to tell you if you can get Child Benefit and how much you'll get. We'll normally return your documents within 4 weeks.

Help

If you need more help or information, go to www.gov.uk/child-benefit or phone our helpline below.

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
- use Relay UK (if you cannot hear or speak on the phone) dial 18001 then 0300 200 3100
- ffoniwch 0300 200 1900
i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau
- write to
HM Revenue and Customs
Child Benefit Office
PO Box 1
NEWCASTLE UPON TYNE
NE88 1AA
- if you're overseas,
phone +44 161 210 3086

When you get in touch with us, tell us your:

- full name
- National Insurance number
- daytime telephone number

Declaration

Tick the boxes that apply to you and sign this form to claim Child Benefit.

I'm sending the birth certificates or other documents that you need with this form. I understand if I do not send the documents you need with this claim form, a decision on my claim will be delayed.

I declare that the information I've 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. I'll tell you about changes to my circumstances when they happen and understand I could be overpaid and may have to pay money back if I do not.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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For office use 16

For official use only

Corres	Traced	CLI

Date claim received

Documents returned			
Birth certificate	Normal		
Passport	Recorded		
Other	Registered		



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

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

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	
---	---	---	--	---	---	---	--

- fill in your name and address above in block capitals using a black pen
- send this address label back to us with your completed claim form
- you'll need a stamp for the envelope - make sure you pay the correct postage

Important - if you do not 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'll use this when we send your documents back to you.

Your documents

Thank you for sending us your claim form, I have enclosed your:

- | | |
|---|--|
| <input type="checkbox"/> Birth certificate(s) | <input type="checkbox"/> Passport(s) |
| <input type="checkbox"/> Travel document(s) | <input type="checkbox"/> Adoption certificate(s) |
| <input type="checkbox"/> Other document(s) | |

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