



HM Revenue
& Customs

 www.gov.uk/child-benefit

Child Benefit Helpline number
0300 200 3100

Child Benefit textphone number
0300 200 3103

Child Benefit - Getting your claim right

Use these notes to help you

There's an online claim form you can use at

 www.gov.uk/government/publications/child-benefit-claim-form-ch2

We've a range of services for disabled people. These include guidance in Braille, audio and large print. Most of our forms are also available in large print. Contact our helplines for more information.

Ffoniwch 0300 200 1900 i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.

Introduction

About Child Benefit

Child Benefit can be paid to people bringing up a:

- child under the age of 16
- young person up to the age of 20, if they're in full-time non-advanced education or approved training

When to claim Child Benefit

You should claim Child Benefit as soon as:

- your baby is born and registered (babies born in the UK need to be registered at the General Register Office)
- a child comes to live with you
- you adopt a child - if you're in the process of adopting a child, apply for Child Benefit as soon as the child comes to live with you

Who should claim Child Benefit

If you've arrived in the UK and you aren't working, you usually won't be able to claim Child Benefit until you've lived in the UK for 3 months.

 For more information, go to www.gov.uk/child-benefit-move-to-uk

You should fill in the enclosed claim form if you're responsible for a child. You don't need to be the parent of the child and you may be entitled to Child Benefit even if the child doesn't live with you.

Only one person can receive Child Benefit for a child. If you or your partner already get Child Benefit, the same person normally claims for any new children.

If you're bringing up children, you may not be working or paying a National Insurance contribution. If you get Child Benefit for a child under the age of 12, you'll receive weekly National Insurance credits to protect your future entitlement to the State Pension.

If you're a couple and one of you works and pays National Insurance contributions and the other one stays at home to care for the child, the person who's not working could protect their State Pension by claiming Child Benefit.

You can claim Child Benefit no matter how much you earn or have in savings.

If you or your partner have an individual income of £50,000 a year or less, you'll not be affected by the following even if both of your incomes add up to more than £50,000.

Child Benefit for people who have an income of more than £50,000 a year

If either you or your partner have an individual income of more than £50,000 a year the person with the higher income will have to pay an extra Income Tax charge on some or all of the Child Benefit that you get paid. When making your claim you can choose either:

- not to have Child Benefit paid to you - if you get Child Benefit for any other children, those payments will also stop, and you or your partner will not have an extra tax charge
- to have Child Benefit paid to you, but you or your partner will need to pay an extra tax charge on the Child Benefit you receive

The extra tax charge will be:

- 1% of the Child Benefit paid for every £100 of income received over £50,000 and up to £60,000
- a charge equal to the full amount of Child Benefit paid for income over £60,000

If you or your partner have an individual income between £50,000 and £60,000, you may want to be paid Child Benefit as the extra tax charge will be less than the amount of benefit you can get.

If you or your partner have to pay the extra tax charge, you should register for self-assessment if you haven't already done so.

 For more information, go to www.gov.uk/register-for-self-assessment

It's important to fill in the Child Benefit claim form even if you don't want to be paid, as this can help to protect your future State Pension and help your child get their National Insurance number.

Child Benefit for people who aren't sure if their income is more than £50,000

If you're not sure if either you or your partner have an individual income of more than £50,000 a year, you should decide to be paid Child Benefit. You or your partner will be liable to an extra tax charge later if one of you does have an income of more than £50,000.

 For more information about the tax charge, go to www.gov.uk/child-benefit-tax-charge

Help with filling in your claim form – Page 2

Questions 10 and 27 – where I find my (or my partner's) National Insurance number

This will be on a:

- P60 certificate from your employer
- PAYE Coding Notice or a letter from us
- payslip from your employer
- letter from the Department for Work and Pensions or Jobcentre Plus

Example of a National Insurance number

National Insurance number
QQ 12 34 56 A

Page 3 of your claim form



Help

If you need more help with a question phone the Child Benefit Helpline.

Phone 0300 200 3100 (UK)

00 44 161 210 3086 (Overseas)

Textphone 0300 200 3103

For more information about Child Benefit, go to www.gov.uk/child-benefit

Question 19

You're subject to immigration control if:

- the Home Office says you can stay in the UK - known as 'leave to enter or remain', but only if you don't claim certain benefits, tax credits or housing help paid by the UK government - known as 'recourse to public funds'
- you need permission to stay in the UK - known as 'leave to enter or remain', but you don't have it
- you've leave to enter and remain as a result of a written undertaking given by another person to be responsible for your maintenance and accommodation

If you're subject to immigration control, or not sure if you are, you might still be able to get Child Benefit.

Question 15

This question is about the country you've always lived in. The UK is England, Wales, Scotland and Northern Ireland. It doesn't include the Isle of Man or the Channel Islands.

Don't include any countries that you're visiting, for example on holiday or for work purposes.

Question 16

This question is about the country you live in most of the time. The UK is England, Wales, Scotland and Northern Ireland. It doesn't include the Isle of Man or the Channel Islands.

Don't include any countries that you're visiting, for example on holiday or for work purposes.

1 About you continued

15 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 16

Yes I've 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?
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 6 months?
Read page 3 of the CH2 Notes.

No If No, go to question 21

Yes

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

21 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

Working 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

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 If No, go to question 23

Yes If Yes, tell us the name of the country
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?
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 25

Living with a partner as if you're married or a civil partner, go to question 25

Widowed, go to question 36

Separated, go to question 36

Divorced, go to question 36

Single, go to question 36

2 About your partner

25 Your partner's full name

26 Your partner's 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 shown on their passport if they have one, for example British, Irish, French, Polish.
Nationality

Page 3

Pages 5 and 6 of your claim form



Help

If you need more help with a question phone the Child Benefit Helpline.

Phone 0300 200 3100 (UK)

00 44 161 210 3086 (Overseas)

Textphone 0300 200 3103

For more information about Child Benefit, go to www.gov.uk/child-benefit

Questions 44 and 59

If you're not the child's parent but you're looking after the child, you can still claim Child Benefit.

If you've a stepchild or a legally adopted child, they're counted as your own child.

Questions 46 and 61

You should answer 'No' to this question if the child doesn't live with you in the UK. If the child lives with someone else but you pay towards the cost of looking after them and both of you claim the benefit, the person who the child lives with will usually get the Child Benefit.

Questions 45 and 60

45 and 60

If the child lives with you but Child Benefit is being paid to someone else, in some circumstances we can transfer the benefit to you.

If we do transfer the benefit, you may not get a payment of Child Benefit until 4 weeks (and in some cases 8 weeks) after you've made your claim.

If someone else has claimed Child Benefit for the same child that you're claiming for, we'll get in touch with you.

Questions 48 and 63

48 and 63

If the child lives with more than one person, each person may claim Child Benefit for the same child. However, only one person can be paid Child Benefit.

If 2 or more children are being cared for, Child Benefit may be paid to each person for a different child.

If you can't agree which of you is to get the Child Benefit, someone acting on behalf of the Commissioners for HM Revenue and Customs will decide.

3 Children you want to claim for continued

Child 1

38 Child's last name 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.

40 Is this child male or female?

41 Child's date of birth
DD MM YYYY

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

43 Has the name been changed by deed poll?

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

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

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

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

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

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

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

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

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

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Page 5



These questions apply to all children on this claim form.

Page 7 of your claim form

Question 68

Only answer this question if either you or your partner have an individual income of more than £50,000 a year. It's important to claim Child Benefit to protect your State Pension.

You can decide not to be paid Child Benefit if you don't want to pay the extra tax charge. See 'Child Benefit for people who have an income of more than £50,000 a year' on page 2.

If you're not sure of your or your partner's individual income, see 'Child Benefit for people who aren't sure if their income is more than £50,000' on page 2.

 For more information, go to www.gov.uk/child-benefit-tax-charge

Questions 69 and 70

Child Benefit is usually paid every 4 weeks. However, you can choose to get your Child Benefit paid weekly if you're bringing up children on your own, or you (or your partner if you have one) are receiving:

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

If you want Child Benefit to be paid weekly, tell us at question 70 why you qualify.

If you qualify and choose to get your Child Benefit paid weekly, you must tell us immediately if you stop:

- bringing up children on your own
- getting at least one of the above benefits

If this happens, we may stop paying your Child Benefit weekly and change it to paying you every 4 weeks.

Question 73

We encourage you to consider the benefits of having your Child Benefit paid into an account that's in:

- your name
- the name of your husband, wife or partner - if you have one
- the names of you and your husband, wife or partner
- the name of someone acting on your behalf
- the names of you and a person acting on your behalf

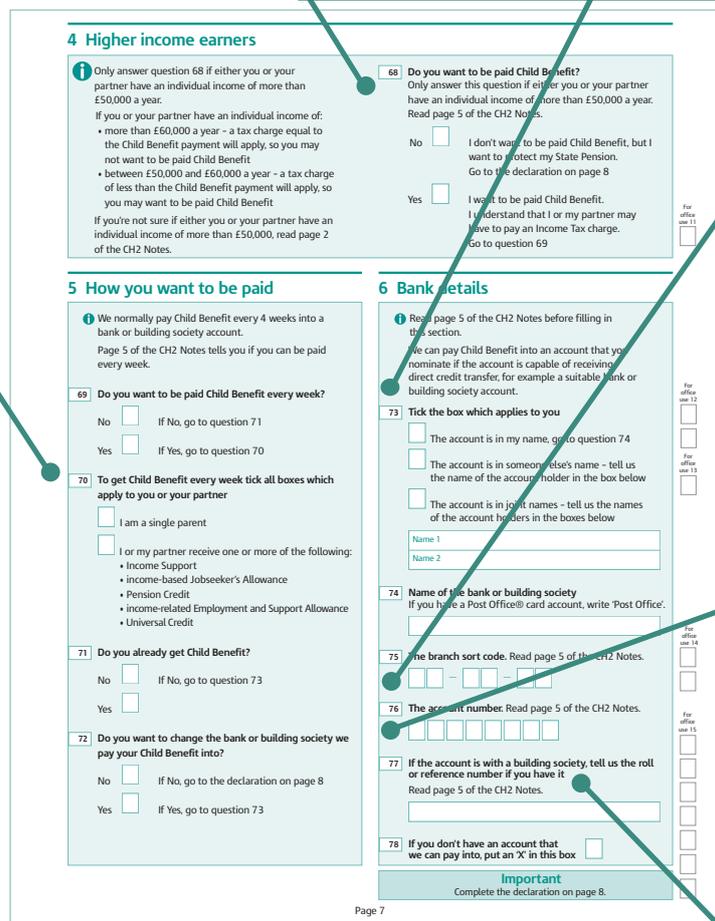
Payment into an account in your own name allows you to access your Child Benefit when you need it.

However, if you want to use an account that isn't in your name, you may do so. It'll be your responsibility to make sure you get the money or that the money is used in the way you want.

We can't pay into:

- more than one account
- a Nationwide account that's in someone else's name

If you want to remain in charge of your Child Benefit, the best way to do that is to have it paid into an account in your own name. It may not be as easy to access your payments if these are paid into an alternative account.



The image shows a screenshot of page 7 of the Child Benefit claim form. It is divided into four main sections: 4 Higher income earners, 5 How you want to be paid, 6 Bank details, and 7 Important. Annotations with green lines and circles point from the explanatory text boxes to specific questions on the form: Question 68 to question 68, Questions 69 and 70 to questions 69 and 70, Question 73 to question 73, Question 75 to question 75, Question 76 to question 76, and Question 77 to question 77. The form includes various checkboxes and text input fields for providing account details.

Question 75

Make sure you enter the sort code shown on your bank card or statements from your bank or building society. If the account isn't in your name you'll need to get the branch sort code. This is usually 6 digits. Include any zeros - for example, 00 11 22.

Question 76

Your account number is usually 8 digits and is shown on your statements or chequebook. If the account isn't in your name you'll need to get the bank account details. Include any zeros - for example, 00123456.



If too much Child Benefit is paid into your account you'll have to pay back any money you shouldn't have been paid.

For example, if you tell us something that affects how much we pay you and we don't have time to change your payment, you'll have to pay back any money you shouldn't have been paid.

Question 77

If your account is with a building society, or a bank that was a building society, you may have an additional reference number. This number may be called:

- a roll number
- an account reference
- an account number

If you're not sure which numbers to enter, check with your bank or building society. If your account is not with a bank or building society, for example an account with a Credit Union or other provider, you should always check with them what information they need from you in order to pay the money into your account.

Other money you may be entitled to

Tax credits

Working Tax Credit is for working people on a low income.

Child Tax Credit is for people bringing up children.

To find out what you could get:

 go to www.gov.uk/taxcredits

- phone the Tax Credit Helpline on 0345 300 3900
- textphone the Tax Credit Helpline on 0345 300 3909

Changes to Child Tax Credit from 6 April 2017

From 6 April 2017, the following changes apply:

- the individual child element of Child Tax Credit will no longer be awarded for third and subsequent children or qualifying young persons in a household, born on or after 6 April 2017, there are exceptions, for more information go to www.gov.uk/hmrc/ctc-exceptions
- the family element of Child Tax Credit will only be payable if you're responsible for a child or qualifying young person born before 6 April 2017

The 2 child limit doesn't apply to the childcare element of Working Tax Credit or the disability element of Child Tax Credit. You can claim these 2 elements for all children who meet the conditions.

 For more information, go to GOV.UK and search for WTC5 (childcare element) or TC956 (child disability element).

To ensure you don't miss out on what you're entitled to, you should still report the birth of a child and any changes involving your children or young people, even if you won't get the child or family elements for them.

 These changes only apply to customers claiming tax credits, not Child Benefit.

Other things you might need to know

National Insurance credits

Before 6 April 2010, if you received Child Benefit for a child under 16, you automatically qualified for a scheme called Home Responsibilities Protection (HRP), which helped to protect your State Pension.

From 6 April 2010, for each week that you're entitled to Child Benefit for a child under 12, you'll receive weekly National Insurance credits to protect your future entitlement to the State Pension.

If you reach State Pension age on or after 6 April 2010, any complete tax years of HRP you have already built up before 2010 will be converted into qualifying years. Up to 22 years of HRP can be converted into qualifying years for the State Pension.

For more information phone the National Insurance Helpline on 0300 200 3500.

Your rights and obligations

'Your Charter' explains what you can expect from us and what we expect from you.

 For more information, go to www.gov.uk/hmrc/your-charter

These notes are for guidance only and reflect the position at the time of writing. They don't affect any right of appeal.

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HMRC 04/17

Additional children fill in and attach to the Child Benefit claim form

Child 3

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

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

First name
Middle name(s)

3 Is this child male or female?

Male Female

4 Child's date of birth
DD MM YYYY

<input type="text"/>							
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5 Has this child ever been known by any other name?

No

Yes If Yes, tell us the other name below

6 Has the name been changed by deed poll?

No Yes

7 Is this child your own child?

Read page 4 of these notes.

No Yes

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

Read page 4 of these notes.

No If No, go to question 9

Yes If Yes, tell us their name and address

Name
Address
Postcode

Go to question 9

Child 3 continued

9 Does this child live with you in the UK?
Read page 4 of these notes.

No

Yes If Yes, go to question 11

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

Name
Address
Postcode

11 Has this child lived with anyone else in the last 12 months? Read page 4 of these notes.

No If No, go to question 14

Yes

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

Name
Address
Postcode

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

<input type="text"/>							
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14 Are you adopting or planning to adopt this child through a local authority?

No Yes

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

No If No, tear off this sheet then go to question 68 of your claim form

Yes If Yes, fill in page 8

Tear off here

For office use 17

For office use 18

Tear off here

For office use 19

For office use 20

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Remember to send this sheet with your claim form.

Additional children fill in and attach to the Child Benefit claim form

Child 4

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

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

First name
Middle name(s)

3 Is this child male or female?

Male Female

4 Child's date of birth
DD MM YYYY

<input type="text"/>							
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5 Has this child ever been known by any other name?

No
Yes If Yes, tell us the other name below

6 Has the name been changed by deed poll?

No Yes

7 Is this child your own child?

Read page 4 of these notes.

No Yes

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

Read page 4 of these notes.

No If No, go to question 9

Yes If Yes, tell us their name and address

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

Go to question 9

Child 4 continued

9 Does this child live with you in the UK?

Read page 4 of these notes.

No

Yes If Yes, go to question 11

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

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

11 Has this child lived with anyone else in the last 12 months? Read page 4 of these notes.

No If No, go to question 14

Yes

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

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

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

DD MM YYYY

<input type="text"/>							
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14 Are you adopting or planning to adopt this child through a local authority?

No Yes

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

No If No, tear off this sheet then go to question 68 of your claim form

Yes If Yes, answer questions 1 to 15 on a separate sheet of paper or download the 'Additional children' form

 Go to www.gov.uk/government/publications/child-benefit-claim-form-ch2 and select 'Child Benefit claim form: additional children (CH2(CS))'.

Remember to send this sheet with your claim form.

For office use 21

For office use 22

For office use 23

Tear off here

For office use 24

Tear off here

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