



**Claim now, or you could lose money**


**Child Benefit can only be backdated 3 months**

## Claiming Child Benefit can help to protect your State Pension and get your child their National Insurance number

 For more information, go to [www.gov.uk/child-benefit/what-youll-get](http://www.gov.uk/child-benefit/what-youll-get)

To help you fill in this form to claim Child Benefit, use guidance CH2 Notes, 'Child Benefit: getting your claim right'. These notes contain important information that you should read. Answer all the questions that apply to you, writing clearly in capital letters and send us all of the documents that we ask for. If you do not, we may need to get in touch with you, which will delay your claim.

If you need more help or information:

-  go to [www.gov.uk/child-benefit](http://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

Claiming Child Benefit will make sure that you're registered to receive National Insurance credits, which can help to protect your State Pension. You'll automatically receive these credits if you get Child Benefit for a child under 12.

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, go straight to page 2 and fill in this claim form.

## Important information if either you or your partner have an individual 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, then the partner with the higher income has to pay Income Tax on some, or all of the Child Benefit you receive. The tax is known as the 'High Income Child Benefit Charge'.

 For more information, go to [www.gov.uk/child-benefit-tax-charge](http://www.gov.uk/child-benefit-tax-charge)

If this applies to you or your partner, you should still claim Child Benefit for your child, as it can help to protect your State Pension and will make sure your child receives a National Insurance number. But you have a choice about whether or not you receive the payments. You can jointly decide either:

- to receive Child Benefit payments and declare them for tax purposes
- not to receive Child Benefit payments and not have to pay a tax charge

Even if you decide not to receive Child Benefit payments, it's very important that you still complete and send us this form to claim Child Benefit for your child.

Claiming Child Benefit makes sure that you get National Insurance credits to protect your State Pension.

Claiming Child Benefit will also mean that your child gets their National Insurance number shortly before their 16th birthday.

Part 4 of this claim form lets you tell us if you want to be paid Child Benefit.

### Help with making your decision

**1 I (or my partner) have an individual income between £50,000 and £60,000 a year. Should I still claim and be paid my Child Benefit?**


The tax will be charged at a rate of 1% of the Child Benefit paid for every £100 of income over £50,000. So the tax charge will be less than the total amount of Child Benefit you receive. Therefore you might want to keep getting Child Benefit payments and declare them for Income Tax purposes.

It's important that you still claim Child Benefit to help protect your State Pension.

**2 I (or my partner) have an individual income of more than £60,000 a year. Should I still claim, even if I do not want to be paid my Child Benefit?**

The tax charge you would have to pay would be equal to the total amount of Child Benefit you receive.

It's important that you still claim Child Benefit to help protect your State Pension, but you might decide not to receive the payments to avoid paying the tax charge.

 For more information, read the notes we've sent with this form or go to [www.gov.uk/child-benefit-tax-charge](http://www.gov.uk/child-benefit-tax-charge)

# 1 About you

**1 Title**  
For example Mrs, Miss, Ms, Mr or Dr

**2 Your last name 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 last name or family name?**

Include your maiden name.

No

Yes  If Yes, tell us the other name

Other name

**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 Tell us your last address**

  
  
  
Postcode


**9 Your telephone number**

We may phone you if we need more information. Our telephone number will not show up when we call you.

Telephone number

**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 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, for example British, Irish, French, Polish.

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 this number on letters we've sent you. Example - CHB 99999999 XX.

If you do not know your Child Benefit number, you should still claim now - you do not need to answer this question.

**14 Are you currently entitled to Child Benefit?**

No  If No, go to question 15

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 24

Child's last name

Child's first name

Child's middle name(s)

Child's date of birth DD MM YYYY

For office use 1

## 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

<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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**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  If Yes, go to question 20

**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

<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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**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

<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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**27 Your partner's National Insurance number**  
Read page 3 of the CH2 Notes.  
Example of a National Insurance number - QQ123456A.

<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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**28 Your partner's nationality**  
This is shown on their passport if they have one, for example British, Irish, French, Polish.

Nationality

For office use 2

## 2 About your partner continued

**29 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

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

No

Yes

**31 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 32

Yes

If Yes, tell us the country

Country

## About your partner continued

**32 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

If Yes, go to question 33

**33 Your partner's Child Benefit number if you know it**

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

If you do not know their Child Benefit number you should still claim now - you do not need to answer this question.

**34 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 name(s)

**35 Child's date of birth**

DD MM YYYY

## 3 Children you want to claim for

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

### Documents you may need to send us

**i** If this Child Benefit claim is for a new born child, you need to register their birth before you send your claim to us. Child Benefit can be backdated 3 months.

If the child's birth was registered in England, Wales or Scotland we can check their birth information so you will not need to send their birth certificate with your claim.

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

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

If your child is adopted, you must 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.

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

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

We do not accept photocopies.

birth certificates

adoption certificates

passports

travel documents

### 3 Children you want to claim for continued

#### Child 1

**38** 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 name(s)

**39** Is this child male or female?

Male  Female

**40** 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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**41** 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 you may need to send us'

Yes  If Yes, and they were born in England or Wales, do not send any documents, tell us the system number from their birth certificate - read page 4 of the CH2 Notes

System number

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

<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, tell us the other name

Child's other name

**43** Has the name been changed by deed poll?

No  Yes

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

No  Yes

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

No  If No, go to question 47

Yes  If Yes, go to question 46

#### Child 1 continued

**46** What is the name and address of the person who claimed Child Benefit for this child?

Name
Address
Postcode

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

No  If No, go to question 48

Yes  If Yes, go to question 49

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

Name
Address
Postcode

**49** 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 51

Yes  If Yes, tell us their name and address

Name
Address
Postcode

**50** 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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**51** Are you adopting or planning to adopt this child through a local authority?

No  Yes

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

No  If No, go to question 68

Yes  If Yes, go to question 53

For office use 3

For office use 4

For office use 5

For office use 6

<input type="text"/>	<input type="text"/>
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### 3 Children you want to claim for continued

#### Child 2

**53** 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 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's birth been registered in England, Wales or Scotland?

No  If No, send the documents as shown on page 4 of this form - 'Documents you may need to send us'

Yes  If Yes, and they were born in England or Wales, do not send any documents, tell us the system number from their birth certificate - read page 4 of the CH2 Notes

System number

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

<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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**57** Has this child ever been known by any other name?

No  Yes  If Yes, tell us the other name

Child's other name

**58** Has the name been changed by deed poll?

No  Yes

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

No  Yes

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

No  If No, go to question 62

Yes  If Yes, go to question 61

#### Child 2 continued

**61** What is the name and address of the person who claimed Child Benefit for this child?

Name
Address
Postcode

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

No  If No, go to question 63

Yes  If Yes, go to question 64

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

Name
Address
Postcode

**64** 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 66

Yes  If Yes, tell us their name and address

Name
Address
Postcode

**65** 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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**66** Are you adopting or planning to adopt this child through a local authority?

No  Yes

**67** Do you want to claim for any more children now?

No  If No, go to question 68

Yes  If Yes, go to page 7 of the CH2 Notes. Fill in the 'Additional children' form then go to question 68

For office use 7

For office use 8

For office use 9

For office use 10

## 4 Higher income earners

**i** Only answer question 68 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.

**68 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 69

For office use 11

## 5 How you want to be paid

**69 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 71

Yes  If Yes, go to question 70

**70 To get Child Benefit 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

**71 Do you already get Child Benefit?**

No  If No, go to question 73

Yes  If Yes, go to question 72

**72 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  If Yes, go to question 73

## 6 Bank details

**73 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 74

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

**74 Name of the bank or building society**

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

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

**76 The account number.** Read page 5 of the CH2 Notes.

**77 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.

**78 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

Complete the declaration on page 8.

## Declaration

Tick the box(es) that apply to you and sign this form to claim Child Benefit.

I'm sending the birth certificate(s) or other documents that you need with this form.  
If you do not 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'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.

Signature

Date DD MM YYYY

For office use 16

## 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 the child's birth was registered in Northern Ireland or outside the UK
- 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

If this claim is for a child you've adopted, you must send us the adoption certificate.

Do not send photocopies of any of the documents you're sending us.

- 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 the documents we need with the claim form, a decision on your claim will be delayed.

Make sure we have the right address to return your documents. If you move without telling us your new address we will 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

Fill in the address label and include it with this claim form and any documents or pages from the list above in the enclosed envelope. It will need a stamp. Make sure you pay the correct postage.

If you do not have an envelope, send this form to:

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

We'll normally send your document(s) back to you within 4 weeks. When we've dealt with your claim we'll 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](http://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](http://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're overseas,  
phone +44 (0)161 210 3086

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

- full name
- National Insurance number
- Child Benefit number
- daytime telephone number

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

## For official use only

Corres	Traced	CLI

Document(s) returned

Birth certificate	Normal		
Passport	Recorded		
Other	Registered		

Date claim received
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## 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	
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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.

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.

-----Please fold here-----

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

birth certificate(s)

other document(s)

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