Child Benefit claim form

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 approved education or 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 live in the UK and already claim Child Benefit, you can phone us on 0300 200 3100 to tell us about a new child if
- they’re under 6 months old
- they were born in the UK
- their birth was registered in England, Scotland or Wales

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

You and your partner both have an individual income of less than £50,000
You will not need to pay the tax charge unless your or your partner’s income goes over £50,000 in any year in the future.

The person with the highest income has income between £50,000 and £60,000
The Child Benefit you or your partner get will be more than the tax charge. The person with the higher income must notify HMRC and pay the tax charge each year by registering for Self Assessment. Or you can decide not to get Child Benefit Payments.

The person with the highest income has income of more than £60,000
The Child Benefit you or your partner get will be the same as the tax charge. You can decide not to get the Child Benefit payments. Or the person with the higher income must notify HMRC and pay the tax charge each year by registering for Self Assessment.

You should fill in and send us this form even if you decide not to get Child Benefit payments. If you do not want to get Child Benefit payments, answer ‘no’ to question 62.

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

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 NGT relay (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.
   Yes [ ] If Yes, tell us your National Insurance number
   Q Q 1 2 3 4 5 6 7 A
   No [ ]

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 name(s)
   First name
   Middle name(s)

5 Have you ever been known by any other last name(s)
   or family name(s) including your maiden name?
   Yes [ ] If Yes, tell us the other name(s)
   Other name(s)
   No [ ]

6 Your date of birth
   D D M M Y Y Y Y

7 Your address

8 Have you lived at this address for more than 12 months?
   Yes [ ] If Yes, go to question 10
   No [ ] If No, go to question 9

9 Tell us your last address

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.
   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).

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?
   Yes [ ] If Yes, go to question 13
   No [ ] If No, go to question 14

13 Are you currently entitled to Child Benefit?
   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
   No [ ] If No, go to question 14

   Child’s last name
   Child’s first name
   Child’s middle name(s)
   Child’s date of birth
   D D M M Y Y Y Y
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
D M Y Y Y Y

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
D M Y Y Y Y

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

21 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 22
Yes ☐ If Yes, tell us the name of the 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
D M Y Y Y Y go to question 24
☐ Widowed, go to question 34
☐ Separated since
D M Y Y Y Y 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
D M Y Y Y Y

26 Your partner’s National Insurance number
Read page 3 of the CH2 Notes.
Q Q 1 2 3 4 5 6 A

27 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

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

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

Important information
If this Child Benefit claim is for a newborn child, you need to register their birth before you send your claim to us or a decision on your claim will be delayed.
Child Benefit can be backdated 3 months.
You do not need to 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
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.

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 name(s)

33  Child’s date of birth

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?
HMRC only accepts original documents so do not send photocopies. Authenticated/certified photocopies are not acceptable

birth certificates
adoption certificates
passports
travel documents
3 Children you want to claim for - Child 1

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Next Question/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 Child’s full name including last or family name</td>
<td>Name</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>37 Is this child male or female?</td>
<td>Male</td>
<td>Female</td>
</tr>
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<td></td>
</tr>
<tr>
<td>38 Child’s date of birth</td>
<td>D D M M Y Y Y Y</td>
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</tr>
<tr>
<td>39 Has this child’s birth been registered in England, Wales or Scotland?</td>
<td>No</td>
<td>If No, send the documents as shown on page 4 of this form - ‘Documents we need’</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>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</td>
</tr>
<tr>
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<tr>
<td>40 Has this child ever been known by any other name?</td>
<td>No</td>
<td></td>
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<td></td>
<td>Yes</td>
<td>If Yes, tell us the other name</td>
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<tr>
<td>41 Has the name been changed by deed poll?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>42 Is this child your:</td>
<td>Birth child</td>
<td>Adopted child</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>43 Have you or anyone else ever claimed Child Benefit for this child?</td>
<td>No</td>
<td>If No, go to question 45</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>If Yes, go to question 44</td>
</tr>
<tr>
<td>44 What is the name and address of the person who claimed Child Benefit for this child?</td>
<td>Name</td>
<td>Address</td>
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</tr>
<tr>
<td>45 Does this child live with you in the UK?</td>
<td>No</td>
<td>If No, tell us the name and address of the person the child lives with</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>If Yes, go to question 46</td>
</tr>
<tr>
<td>46 Has this child lived with anyone else at a different address to you in the last 12 months?</td>
<td>No</td>
<td>If No, go to question 48</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>If Yes, tell us their name, address and telephone number</td>
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<tr>
<td>47 What date did the child come to live with you?</td>
<td>D D M M Y Y Y Y</td>
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<tr>
<td>48 Are you adopting or planning to adopt this child through a local authority?</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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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 name(s)

50 Is this child male or female?
   Male ☐ Female ☐

51 Child’s date of birth
   D D M M Y Y Y

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
   Child’s 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 ☐

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?
   D D M M Y Y Y

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
4 Higher income earners

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

5 How you want to be paid

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

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 will 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

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 ☐

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 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 all 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'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
• normally return your documents within 4 weeks

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.
I understand if I do not send the documents you need with this claim form, a decision on my claim will be delayed. I am not sending 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. 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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Document(s) returned

<table>
<thead>
<tr>
<th>Birth certificate</th>
<th>Normal</th>
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</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Recorded</td>
</tr>
<tr>
<td>Other</td>
<td>Registered</td>
</tr>
</tbody>
</table>

Date claim received

Page 8
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 XX 1 6 AA would be shown as X X 1 6 AA.

- 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.

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

- blank box for Birth certificate(s)
- blank box for Passport(s)
- blank box for Travel document(s)
- blank box for Adoption certificate(s)
- blank box for 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.