Child Benefit: Getting your claim right

Use these notes to help you fill in the Child Benefit claim form

There’s an online claim form you can use, go to GOV.UK and search for 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.
Fill in the Child Benefit claim 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 the 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)
- only one person can claim Child Benefit – the person who is awarded Child Benefit will automatically get National Insurance credits up until their child turns 12 - this will help to protect their State Pension
- if you're a couple and one of you does not work or does not pay National Insurance contributions, they should fill in the form to protect their State Pension
- you do not need to be the parent of the child to claim and you may be entitled to claim even if the child does not live with you
- you can claim no matter how much you earn or have in savings
- if you've arrived in the UK and you’re not working, you cannot usually claim until you've lived in the UK for at least 3 months – for more information, go to www.gov.uk/child-benefit-move-to-uk

Who should fill in the form
- if either you or your partner has an individual income of more than £50,000 in any year, then 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 (HICBC)
- if you or your partner decide not to get Child Benefit payments you will not have to pay the tax charge, so if
  - both your individual incomes are below £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 – £60,000
  - the tax charge will be less than the Child Benefit that you or your partner get - it will be charged at a rate of 1% of the amount of Child Benefit received for each £100 of income between £50,000 and £60,000
  - you will not have to pay the tax charge if you decide not to get payments (select ‘no’ on question 62)
  - if you or your partner decide to get Child Benefit payments, the person with the higher income must notify HMRC by registering for Self Assessment to pay the tax charge each year
- the person with the highest income has income of more than £60,000
  - the tax charge will be the same amount as the Child Benefit that you or your partner get
  - you will not have to pay the tax charge if you decide not to get payments (select ‘no’ on question 62)
  - if you or your partner decide to get Child Benefit payments, the person with the higher income must notify HMRC by registering for Self Assessment to pay the tax charge each year

Is your or your partner’s income more than £50,000
- 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

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

How we calculate your income
- we use your Adjusted Net Income (ANI) to determine if you need to pay the tax charge
- your ANI is not always the same as your salary or the profits that you make if you're self-employed - it’s your total taxable income including any taxable benefits you get from your job minus certain tax reliefs such as payments made gross to pension schemes

For more help or information about:
- Child Benefit, go to www.gov.uk/child-benefit
- HICBC and how to work out how much tax you may have to pay, go to www.gov.uk/child-benefit-tax-charge
- ANI, go to www.gov.uk/guidance/adjusted-net-income
- Self Assessment, go to www.gov.uk/self-assessment-tax-returns

If you cannot find the information online you can phone the Child Benefit helpline on 0300 200 3100 or NGT relay (if you cannot hear or speak on the phone) dial 18001 then 0300 200 3100
### Help with filling in your claim form – page 2

**Questions 1 and 26 – where to find your (or your partner’s) National Insurance number**

This can be found in any of the following:
- P60 certificate from your (or your partner’s) employer
- PAYE Coding Notice or a letter from us
- payslip from your (or your partner’s) employer
- letter from the Department for Work and Pensions or Jobcentre Plus
- your (or your partner’s) Personal Tax Account

Example of a National Insurance number

QQ 12 34 56 A

If you do not have a National Insurance number your claim will be delayed, as you will need to apply and receive one before you can get Child Benefit. Send us your Child Benefit claim form now, do not wait for your National Insurance number.

### Page 3 of your claim form

#### Help

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

If you need more help with a question phone the Child Benefit Helpline on:
- telephone 0300 200 3100 (UK)
- +44 (0)161 210 3086 (overseas)
- NGT relay (if you cannot hear or speak on the phone) dial 18001 then 0300 200 3100

#### Question 18

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 do not claim certain benefits, tax credits or housing help paid by the UK government – known as ‘no recourse to public funds’
- you need permission to stay in the UK – known as ‘leave to enter or remain’, but you do not have it
- you have 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 14

**This question is about the country you’ve always lived in.**

The UK is England, Wales, Scotland and Northern Ireland. It does not include the Isle of Man or the Channel Islands.

Do not include any countries that you’re visiting, for example on holiday or for work purposes.

### Question 15

**This question is about the country you live in most of the time.**

The UK is England, Wales, Scotland and Northern Ireland. It does not include the Isle of Man or the Channel Islands.

Do not include any countries that you’re visiting, for example on holiday or for work purposes.
Questions 39 and 52
If the child’s birth was registered in:
- England or Wales, you’ll need to tell us the system number – you’ll find this at the bottom left hand corner of their birth certificate.
Example of a birth certificate system number
123456789
- Scotland, you’ll need to tell us the district number, year and entry number – you’ll find this at the top of their birth certificate.
Example of a birth certificate district number, year and entry number
123 2000 456

To help us process your claim without delay enter the details clearly.
If you’re claiming for a child who has been previously claimed for, and you do not have the child’s birth certificate, leave questions 39 and 52 blank.

Questions 43 and 56
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.

Help
For more information about Child Benefit, go to www.gov.uk/child-benefit
If you need more help with a question phone the Child Benefit Helpline on:
- telephone 0300 200 3100 (UK)
+44 (0)161 210 3086 (overseas)
- NGT relay (if you cannot hear or speak on the phone) dial 18001 then 0300 200 3100

Questions 45 and 58
You should answer ‘No’ to this question if the child does not 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 46 and 59
If the child lives with more than one person, each person may submit a claim to 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 cannot agree which of you is to get the Child Benefit, someone acting on behalf of the Commissioners for HM Revenue and Customs will decide.

These questions apply to all children on this claim form.
Question [62]

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 do not want to pay the extra tax charge.

Read ‘Is your or your partner’s income more than £50,000’ on page 2.

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

Question [66]

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 is not 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 cannot pay into:
- more than one account
- a Nationwide account that’s in someone else’s name

The best way to remain in charge of your Child Benefit, is to have it paid into an account in your own name. It may not be as easy to access your payments if they’re paid into an alternative account.

Question [68]

Make sure you enter the sort code shown on your bank card or statements from your bank or building society. If the account is not 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 [69]

Your account number is usually 8 digits and is shown on your statements or chequebook. If the account is not in your name you’ll need to get the bank account details. Include any zeros - for example, 001 234 567.

Question [70]

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.

Avoid overpayments

You must tell us straightaway about any changes that affect your Child Benefit. If you do not tell us about any changes at the right time you’ll have to pay back any money you should not have been paid.

For information on changes that affect your Child Benefit go to www.gov.uk/report-changes-child-benefit
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’ve already built up before 2010 will be converted into qualifying years. Up to 22 years of HRP can be converted into qualifying years for your State Pension.

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

Your rights and obligations
‘HMRC Charter’ explains what you can expect from us and what we expect from you.

For more information, go to www.gov.uk/government/publications/hmrc-charter
**Child 3**

1. 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)

2. Is this child male or female?
   - Male
   - Female

3. Child’s date of birth
   - Day
   - Month
   - Year

4. Has this child’s birth been registered in England, Wales or Scotland?
   - No
   - 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.

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

6. Has the name been changed by deed poll?
   - No
   - Yes

7. Is this child your:
   - Birth child
   - Adopted child
   - Stepchild
   - None of these

8. 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 10
   - Yes
   - If Yes, go to question 9

9. What is the name and address of the person who claimed Child Benefit for this child?
   - Name
   - Address
   - Postcode

10. 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
    - Yes
    - If Yes, go to question 11

11. 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 13
    - Yes
    - If Yes, tell us their name, address and telephone number

12. What date did the child come to live with you?
    - Day
    - Month
    - Year

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

14. Do you want to claim for any more children now?
    - No
    - If No, tear off this sheet then go to question 62 of your claim form
    - Yes
    - If Yes, fill in page 8

Remember to send this sheet with your completed claim form.
### Child 4

1. **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)

2. **Is this child male or female?**
   - Male
   - Female

3. **Child's date of birth**
   - D D M M Y Y Y

4. **Has this child's birth been registered in England, Wales or Scotland?**
   - No
   - Yes
   - If No, send the documents as shown on page 4 of the CH2 Child Benefit claim form - ‘Documents we need’
   - 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
   - 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

5. **Has this child ever been known by any other name?**
   - No
   - Yes
   - If Yes, tell us the other name
   - Child's other name

6. **Has the name been changed by deed poll?**
   - No
   - Yes

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

8. **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 10
   - Yes
   - If Yes, go to question 9

9. **What is the name and address of the person who claimed Child Benefit for this child?**
   - Name
   - Address
   - Postcode

10. **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 11

11. **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 13
    - Yes
    - If Yes, tell us their name, address and telephone number
    - Name
    - Address
    - Telephone number
    - Postcode

12. **What date did the child come to live with you?**
    - D D M M Y Y Y

13. **Are you adopting or planning to adopt this child through a local authority?**
    - No
    - Yes

14. **Do you want to claim for any more children now?**
    - No
    - If No, tear off this sheet then go to question 62 of your claim form
    - Yes
    - If Yes, answer questions 1 to 14 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 Claim Child Benefit for additional children (form additional children CH2(CS))

Remember to send this sheet with your completed claim form