



You need to make a monthly return for certain looked after children (in Scotland, looked after and accommodated children) who were born on or after 1 September 2002 and before 3 January 2011, and who were under age 16 at the end of the return period.

Return periods begin on the 7th day of one month and end on the 6th day of the following month, for example, the month beginning on 7 April and ending on 6 May.

You should tell us about all children who:

- first came into your care during the return period for whom there is no appropriate person with parental responsibility, or
- were already in your care, but for whom there is no longer an appropriate person with parental responsibility and you have not previously told us about this

You should also include details of any children who were omitted from an earlier return in error.

These are children:

- born on or after 1 September 2002 and before 3 January 2011 who were looked after before 3 April 2011 but who you have not previously told us about and
- children born between 1 September 2002 and 1 August 2003 who were looked after on their seventh birthday

Nil returns are not required.

Please write in capital letters and use black ink.

More information

If you need help or more information, go to www.gov.uk/government/collections/child-trust-fund-for-local-authorities

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/government/publications/your-charter

Local authority details

Name of local authority in full

Address of local authority

Postcode

Local authority unique identifier

Please give us the following details for the liaison officer. The liaison officer is responsible for making the monthly return. This includes completing and signing the Declaration.

Name

Phone number

Fax number

Email address

What to do next

1. Turn to page 2 and give us the names of all the children that need to be included in this return.
2. Fill in form CTF15(Child) for each child. Please number each form on both sides, making sure the number matches the entries made on the checklist (on page 2 of this return). Make sure your local authority unique identifier is shown on every page. If you are not sure what this is, please refer to guidance on our website, go to www.gov.uk/government/collections/child-trust-fund-for-local-authorities
3. Fill in and sign the Declaration below.

Declaration

I confirm that the information given on this return is correct and complete.

Signature

Date DD MM YYYY

**Send the completed whole return to
Charities, Savings and International 1
HM Revenue and Customs
BX9 1AU**

Checklist

We will use this list to check that we have received a CTF15(Child) for each child named.

Local authority unique identifier

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Please give the child's full name

Child 1
Child 2
Child 3
Child 4
Child 5
Child 6
Child 7
Child 8
Child 9
Child 10

Child 11
Child 12
Child 13
Child 14
Child 15
Child 16
Child 17
Child 18
Child 19
Child 20

If you need more space, please use a separate sheet of paper and include your local authority unique identifier at the top of the page.