



Completing the monthly return

The monthly return of looked after children is made up of 2 parts:

- **Local authority details and declaration (form CTF15)**

- **Child's details (form CTF15(Child))**

Complete one form for each child.

You can get copies of the return from our website www.gov.uk/government/collections/child-trust-fund-for-local-authorities

Local Authority unique identifier

Please make sure that you quote your unique identifier on both sides of every page you send to us. If you do not do this, we will not be able to use the information given and will have to return the form to you.

If you are not sure what your unique identifier is, go to www.gov.uk/government/collections/child-trust-fund-for-local-authorities and see Annex A of:

- Guidance for local authorities in England and Wales
- Guidance for local authorities in Scotland, or
- Guidance for Health and Social Service Trusts in Northern Ireland

Please note, for Northern Ireland, 'local authority' means 'Health and Social Services Trust'.

How to complete form CTF15(Child)

1 Child's surname

2 Child's first name(s)

Please enter the child's name as it appears on the birth certificate, where available.

3 Is the child male or female?

Tick the relevant box.

4 Child's date of birth

Enter the child's date of birth in DD MM YYYY format. For example, enter 3 May 2009 as 03 05 2009.

5 Child's Unique Reference Number

Please tell us the child's Unique Reference Number shown on the CTF voucher, if known.

6 Immigration control

Tick this box if you have any information that suggests the child is subject to immigration control and complete the additional information box on page 2.

7 Date child was first looked after by this authority

Enter the date the child first became looked after by this authority. Use DD MM YYYY format.

8 Was the child looked after on their 7th birthday?

You only need to complete this box if the child was born before 1 August 2003.

9 Is this the first time you have reported this child?

Tick the relevant box.

10 Appropriate person with parental responsibility

If there is an appropriate person with parental responsibility, please enter their name and address at question 14.

We will write to this person about the child's

Child Trust Fund account, unless you put a tick in the box at question 14 to tell us not to write to them.

The term 'parental responsibility' is used within the meaning of section 3(9) Child Trust Funds Act 2004. In Scotland, read 'parental responsibility' as 'parental responsibilities'.

Only a person with parental responsibility for a child can manage that child's Child Trust Fund account. Where there is no such appropriate person, we may ask the Official Solicitor/Accountant of Court to manage the account. For more information, go to Part 4 of the Guidance for local authorities on our website at www.gov.uk/government/collections/child-trust-fund-for-local-authorities

Important

If a child's circumstances change and they no longer have an appropriate person with parental responsibility you should tell us, as soon as you can, on the next monthly return.

11 Different names

We will check to see whether we have a record for this child using these names.

12 Child has died

If the child has died please enter the date of death in DD MM YYYY format then go straight to question 14 and enter the contact details of the personal representative.

13 Birth parent's details

In many cases, the birth mother will have applied for Child Benefit for the child in the past. We will use this information to make sure that the child has only one Child Trust Fund account. We will write to this person about the child's Child Trust Fund account if their details are entered at question 14 unless you have told us not to write to them.

14 Contact details

We will usually write to this person giving details of the child's Child Trust Fund account. If it would not be appropriate to do so, please put a tick in the box.

Additional information

Use the space provided to tell us about any additional information. For example details of any cultural or religious wishes or beliefs of the child that may affect the type of Child Trust Fund account opened. We will pass any relevant information to the Official Solicitor/Accountant of Court.