



HM Revenue  
& Customs

# Child Benefit: Getting your claim right

Claim online, or through the HMRC app, and you could get your first payment in as little as 3 days.

To claim online, go to [www.gov.uk/claim-child-benefit](http://www.gov.uk/claim-child-benefit)

You can view and manage your claim quickly and easily by downloading the HMRC app.

We have 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 (go to page 6) for more information.

Ffoniwch 0300 200 1900 i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.

## Claim Child Benefit if you or your partner are responsible for a child, even if you decide not to get Child Benefit payments

### Who should claim

- either you or your partner should claim, if you're responsible for a child under 16 (or under 20 and they're in full-time non-advanced education or approved training)
- only one person can claim Child Benefit - the person who is awarded Child Benefit will automatically get National Insurance credits 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](http://www.gov.uk/child-benefit-move-to-uk)

### You should claim as soon as

- your baby is born and registered (babies born in the UK need to be registered at the General Register Office)
- a child comes to live with you
- you adopt a child - if you're in the process of adopting a child, apply as soon as the child comes to live with you

Make your claim now - even if you do not have all your documents because Child Benefit can only be backdated for up to 3 months. Then, send your documents as soon as you can.

### Is your or your partner's income more than £60,000?

- if either you or your partner has an individual Adjusted Net Income (ANI) of more than £60,000, 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 ANI is below £60,000**
  - you will not need to pay the tax charge unless your or your partner's ANI goes over £60,000 in any year in the future
- **the person with the highest income has ANI between £60,000 and £80,000**
  - 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 £200 of ANI between £60,000 and £80,000
  - 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 ANI of more than £80,000**
  - 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

#### **i** It's important that:

- you claim Child Benefit even if you decide not to get Child Benefit payments
- you and your partner check if your individual ANI is more than £60,000 every year you claim Child Benefit
  - to ensure you pay the correct tax charge

### How we calculate your income

- we use your 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](http://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](http://www.gov.uk/child-benefit-tax-charge)

ANI, go to [www.gov.uk/guidance/adjusted-net-income](http://www.gov.uk/guidance/adjusted-net-income)

Taxable income and benefits, look on your P60 or P11D or go to [www.gov.uk/personal-tax-account](http://www.gov.uk/personal-tax-account) - your employer or tax advisor can also help

Self Assessment, go to [www.gov.uk/self-assessment-tax-returns](http://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 Relay UK (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

If you do not know your National Insurance number, you can find this:

- online – go to [gov.uk/lost-national-insurance-number](https://www.gov.uk/lost-national-insurance-number)
- in the HMRC app
- on a document you already have, for example a payslip or P60

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. Send us your Child Benefit claim now and tell us your National Insurance number as soon as you can.

Go to [www.gov.uk/apply-national-insurance-number](https://www.gov.uk/apply-national-insurance-number)

## Page 3 of your claim form

### Question 14

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.

### 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 are not subject to immigration control if you have indefinite leave to remain or status under the EU Settlement Scheme.

EU nationals can now be subject to immigration control.

The screenshot shows the 'About you' section of the claim form. Questions 14, 15, 18, and 26 are highlighted with red dots and lines connecting them to the explanatory text boxes. Question 14 asks 'Have you always lived in the UK?'. Question 15 asks 'Do you usually live in the UK?'. Question 18 asks 'Are you subject to immigration control now, or have you been at any time in the last 6 months?'. Question 26 asks 'Your partner's National Insurance number'. The form also includes questions 16, 17, 19, 20, 21, 22, 23, 24, 25, and 27.

### Question 26

If your partner is also getting Child Benefit you must tell us their National Insurance number.

# Pages 5 and 6 of your claim form

## 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 claimed for before, and you do not have the child's birth certificate, leave questions 39 and 52 blank.

## Questions 43 and 56

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.

## Questions 45 and 58

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

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.

## Questions 42 and 55

42 and 55

If you're not the child's parent but you're looking after the child, you can still claim Child Benefit.

If you have a stepchild or a legally adopted child, they're counted as your own child.

3 Children you want to claim for - Child 1

36 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)

37 Is this child male or female?  
Male  Female

38 Child's date of birth  
DD MM YYYY

39 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

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

41 Has the name been changed by deed poll?  
No  Yes

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

43 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 45  
Yes  If Yes, go to question 44

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

45 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 46

46 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 48  
Yes  If Yes, tell us their name, address and telephone number  
Name   
Address   
Postcode   
Telephone number

47 What date did the child come to live with you?  
DD MM YYYY

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

For official use only

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These questions apply to all children on this claim form

# Page 7 of your claim form

## Question 62

Only answer this question if either you or your partner have an individual income of more than £60,000 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 £60,000' on page 2.

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

## Question 66

You should think about the benefits of having your Child Benefit paid into an account that's in:

- your name
- the name of your husband, wife or partner
- 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 get 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 stay 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 get your payments if they're paid into a different account.

## Questions 63 and 64

Child Benefit is usually paid every 4 weeks. But, you can choose to get your Child Benefit paid weekly if you're bringing up children on your own, or you or your partner get:

- Income Support
- Income-based Jobseeker's Allowance
- Pension Credit
- Income-related Employment and Support Allowance
- Universal Credit

If you want Child Benefit to be paid weekly, tell us at question 64 why you qualify.

If you qualify and choose to get your Child Benefit paid weekly, you must tell us immediately if you stop:

- bringing up children on your own
- getting at least one of the above benefits

If this happens, we may stop paying your Child Benefit weekly and change it to paying you every 4 weeks.

### 4 Higher income earners

**i** Only answer question 62 if either you or your partner have an individual income of more than £60,000 a year.  
If you or your partner have an individual income of:  
• more than £80,000 a year - a tax charge equal to the Child Benefit payment will apply, so you may not want to be paid Child Benefit.  
• between £60,000 and £80,000 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 £60,000, 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 £60,000 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?  
**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 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'll 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.  
**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 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.

Page 7

## 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 bank card or statements from your bank or building society. If the account is not in your name you'll need to get the bank account details. Include any zeros - for example, 00123456.

## Question 70

If your account is with a building society, or a bank that used to be 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, check with them what information they need from you so they can pay the money into your account.

## **i** 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](http://www.gov.uk/report-changes-child-benefit)

# Other things you might need to know

## 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](http://www.gov.uk/government/publications/hmrc-charter)

## Help

You can find more information online, go to GOV.UK and search for 'Child Benefit'.

If your circumstances have changed, go to GOV.UK and search for 'Report changes that affect your Child Benefit'.

If you cannot go online or need more help, or require an alternative format:

- call the Child Benefit helpline on 0300 200 3100
- if you're a Relay UK user - 18001 then 0300 200 3100
- if you're overseas - +44 161 210 3086

You can also write to:

HMRC Child Benefit Office  
PO Box 1  
NEWCASTLE UPON TYNE  
NE88 1AA

You'll need your National Insurance number if you call or write.

These notes are for guidance only and reflect the position at the time of writing. They do not affect any right of appeal.

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HMRC 05/24

# Additional children fill in and attach to your completed Child Benefit claim form

## 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 names

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

Male  Female

3 **Child's date of birth**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

4 **Has this child's birth been registered in England, Wales or Scotland?**

No  If No, send the documents as shown on page 4 of the CH2 Child Benefit claim 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

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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

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

No  Yes  If Yes, tell us the other name

Child's other name
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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

## Child 3 continued

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
Postcode
Telephone number

12 **What date did the child come to live with you?**

D	D	M	M	Y	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, fill in page 8

Remember to send this sheet with your completed claim form

Tear off here

For office use 17

For office use 18

Tear off here

For office use 19

For office use 20

# Additional children fill in and attach to your completed Child Benefit 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 names

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

Male  Female

**3** Child's date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**4** Has this child's birth been registered in England, Wales or Scotland?

No  If No, send the documents as shown on page 4 of the CH2 Child Benefit claim 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

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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

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

## Child 4 continued

**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
Postcode
Telephone number

**12** What date did the child come to live with you?

D	D	M	M	Y	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](http://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

For office use 21

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For office use 22

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For official use only

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Tear off here

For office use 23

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For office use 24

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Tear off here