

**Claim now
or you may lose money**

Child Benefit cannot be backdated
more than three months

**Completing this form
also helps to protect your
State Pension**

For more information go to
www.hmrc.gov.uk/chbprotectpension

Important

To help you fill in this form use *Child Benefit - Getting your claim right* (CH2 Notes). These notes also contain important information that you should read. Please answer **all** the questions that apply to you, writing clearly in capital letters and send us **all** the documents we ask for. If you **don't**, we may need to get in touch with you which could delay your claim. If you need more help or information, please go to www.hmrc.gov.uk/childbenefit or phone our helpline on **0300 200 3100** or textphone on **0300 200 3103**.

State Pension

Filling in this form helps to ensure that you are registered to receive National Insurance credits if you have a child under 12 and either look after the child at home, or work but don't earn enough to pay National Insurance contributions. These 'credits' can help to protect your State Pension.

The information below only applies to you if your or your partner's individual income is more than £50,000 a year. If it does not apply, please go straight to page 2 and fill in this claim form.

Important change if you or your partner have an individual income of more than £50,000 a year

From 7 January 2013 if either you or your partner have an individual income of more than £50,000 a year, then the partner with the higher income will have to pay a High Income Child Benefit Charge on some, or all, of the Child Benefit you receive.

If these changes apply to you or your partner you should jointly decide whether to stop getting Child Benefit payments, and not have to pay a tax charge, or continue getting Child Benefit payments and declare them for tax purposes.

Filling in the Child Benefit claim form also ensures that you are registered to receive National Insurance credits which can help to protect your State Pension. It is therefore really important to fill in the form if you have a new child in your family even if you do not wish to receive the Child Benefit payments. Part 4 of this claim form lets you tell us if you want to be paid Child Benefit.

1. I have an income between £50,000 and £60,000. Should I still claim and be paid my Child Benefit?

The tax charge applies at a rate of 1% of the Child Benefit paid for every £100 of income over £50,000. If you or your partner have an individual income between £50,000 and £60,000 the tax charge will be less than the total amount of Child Benefit so you might like to keep getting Child Benefit payments and declare them for Income Tax purposes.

2. I have an income of more than £60,000. Should I still claim, even if I don't want to be paid Child Benefit and not pay the tax charge?

If you or your partner have an individual income of more than £60,000 the tax charge will be equal to the total amount of Child Benefit so you might wish to stop receiving payments and not have to pay a tax charge. But it is really important to fill in the Child Benefit form if you have a new child in your family.

Completing the Child Benefit claim form ensures you are registered to receive National Insurance credits which can help to protect your State Pension and help your child get their National Insurance number.

For more information please read the notes with this form or go to www.hmrc.gov.uk/childbenefitcharge.htm

1 - About you

1 Title *for example Mrs, Miss, Ms, Mr, Dr*

2 Your surname or family name
3 Your first name and any middle name(s)

First name
Middle name(s)

4 Have you ever been known by any other surname or family name? *Include your maiden name*

No

Yes If Yes, please write it below

5 Your date of birth *DD MM YYYY*

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6 Your address

Postcode

7 Have you lived at this address for more than 12 months?

No If No, please go to **question 8**

Yes If Yes, please go to **question 9**

8 Please tell us your last address

Postcode

For office use 1

9 Do you have a National Insurance (NI) number?
See page 3 of the CH2 Notes

No

Yes If Yes, please tell us your NI number
Example of a National Insurance number XX 99 99 99 X

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10 Your phone number(s)

Daytime number
Evening number

11 Have you claimed Child Benefit for any child(ren) before?

No If No, go to **question 14**

Yes If Yes, go to **question 12**

12 Tell us your Child Benefit number if you know it
Example of a Child Benefit number CHB 99999999 XX

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You can find your Child Benefit number on letters we have sent you or on your bank statements

If you don't know your Child Benefit number you should still claim now

13 Are you currently entitled to Child Benefit?

No

Yes If Yes, please tell us the full name and date of birth of the eldest child you are entitled to or getting Child Benefit for, then go to **question 23**

Child's surname
Child's first name
Child's middle name(s)

Child's date of birth *DD MM YYYY*

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1 - About you continued

14 What is your nationality?
This is shown on your passport if you have one

15 Have you **always** lived in the UK?
*By this we mean you have never lived outside the UK
See page 3 of the CH2 Notes*

No I have lived outside the UK
Go to **question 16**

Yes I have always lived in the UK
Go to **question 21**

16 Do you usually live in the UK?
See page 3 of the CH2 Notes

No

Yes If Yes, go to **question 18**

17 Which country do you usually live in?

Go to **question 19**

18 Did you arrive in the UK in the last three months?

No

Yes If Yes, tell us the date you arrived
DD MM YYYY

19 Are you subject to immigration control now, or have you been at any time in the last three months?
See page 3 of the CH2 Notes

No If No, go to **question 21**

Yes

20 If you have been subject to immigration control in the last three months, tell us the date your immigration status was granted *DD MM YYYY*

Please send a copy of your Home Office documents to us with this form

21 Are you now, or have you at any time in the last three months, worked in another country or received benefit from another country?

No

Yes If Yes, please 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?
Please tick one box

Married or in a civil partnership **Go to question 24**

Living with a partner as if you are married or a civil partner **Go to question 24**

Widowed **Go to question 32**

Separated **Go to question 32**

Divorced **Go to question 32**

Single **Go to question 32**

For office use 2

2 - About your partner

24 Is your partner a member of HM Forces or a civil servant working abroad?

No Yes

25 What is your partner's nationality?
This is shown on their passport if they have one

26 Does your partner now, or have they at any time in the last three months, worked in another country or received benefit from another country?

No

Yes If Yes, tell us the name of the country

27 Is your partner receiving Child Benefit now or are they waiting to hear if they can get Child Benefit?

No If No, go to **question 32**

Yes

28 Your partner's full name and date of birth

Partner's date of birth DD MM YYYY

29 Your partner's National Insurance number
See page 3 of the CH2 Notes
Example of a National Insurance number XX 99 99 99 X

30 Your partner's Child Benefit number *if you know it*
Example of a Child Benefit number CHB 99999999 XX

Their Child Benefit number is on any letters we have sent them

If you don't know their Child Benefit number you should still claim now

31 The full name and date of birth of the eldest child your partner is receiving Child Benefit for

Child's date of birth DD MM YYYY

3 - Children you want to claim for

You don't need to tell us about children you already get Child Benefit for.

Important

If no-one else has claimed Child Benefit for the children named on this form, send us their birth certificate(s)

Please note

For each child in this claim we need to see their:

- birth certificate (full or short version), or
- 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 do not accept photocopies of birth certificates

If you don't send the documents we need with the claim form, a decision on your claim will be delayed.

32 How many children are you claiming for on this form?

33 How many birth certificates are you sending with this form? ***We do not accept photocopies of birth certificates***
We don't need to see a birth certificate for a child that has been claimed for by you or someone else in the past

Please now go to **question 34**

3 - Children you want to claim for continued

Child 1

34 Child's surname or family name
As shown on the birth or adoption certificate

35 Child's first name and any middle name(s)
As shown on the birth or adoption certificate

First name

Middle name(s)

36 Is this child male or female?

Male

Female

37 Child's date of birth *DD MM YYYY*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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38 Has this child ever been known by any other name?

No

Yes If Yes, please write it below

39 Is this child your own? *See page 4 of the CH2 Notes*

No Yes

40 Has anyone else ever claimed Child Benefit for this child?
See page 4 of the CH2 Notes

No If No, go to **question 41**

Yes If Yes, please tell us their name and address

Name

 Postcode

Go to **question 41**

Child 1 continued

41 Does this child live with you? *See page 4 of the CH2 Notes*

No

Yes If Yes, go to **question 43**

42 What is the name and address of the person this child lives with?

Name

 Postcode

43 Has this child lived with anyone else in the last 12 months?
See page 4 of the CH2 Notes

No If No, go to **question 46**

Yes

44 What is the name and address of the person this child lived with?

Name

 Postcode

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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46 Are you adopting or planning to adopt this child through a local authority?

No Yes

47 Do you want to claim for any more children now?

No If No, go to **question 62**

Yes If Yes, go to **question 48**

For office use 3

For office use 4

For office use 5

For office use 6

For official use only

<input type="text"/>	<input type="text"/>
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3 - Children you want to claim for continued

Child 2

48 Child's surname or family name
As shown on the birth or adoption certificate

49 Child's first name and any middle name(s)
As shown on the birth or adoption certificate

First name
Middle name(s)

50 Is this child male or female?

Male

Female

51 Child's date of birth *DD MM YYYY*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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52 Has this child ever been known by any other name?

No

Yes If Yes, please write it below

53 Is this child your own? *See page 4 of the CH2 Notes*

No Yes

54 Has anyone else ever claimed Child Benefit for this child?
See page 4 of the CH2 Notes

No If No, go to **question 55**

Yes If Yes, please tell us their name and address

Name
Postcode

Go to **question 55**

Child 2 continued

55 Does this child live with you? *See page 4 of the CH2 Notes*

No

Yes If Yes, go to **question 57**

56 What is the name and address of the person this child lives with?

Name
Postcode

57 Has this child lived with anyone else in the last 12 months?
See page 4 of the CH2 Notes

No If No, go to **question 60**

Yes

58 What is the name and address of the person this child lived with?

Name
Postcode

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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60 Are you adopting or planning to adopt this child through a local authority?

No Yes

61 Do you want to claim for any more children now?

No If No, go to **question 62**

Yes If Yes, go to **page 7 of the CH2 Notes**. Fill in the additional sheet then go to **question 62**.

For office use 7

For office use 8

For office use 9

For office use 10

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4 - Higher income earners

Please note

Only fill in 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 wish 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 wish to be paid Child Benefit.

If you are not sure if either you or your partner have an individual income of more than £50,000 see page 2 of the CH2 Notes.

62 Do you want to be paid Child Benefit?

See page 5 of the CH2 Notes

No I don't 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**

For office use 11

5 - How you want to be paid

Please note

We normally pay Child Benefit every four weeks into a bank or building society account

Page 5 of the CH2 Notes tells you if you can be paid every week

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

No If No, go to **question 65**

Yes If Yes, go to **question 64**

64 To get Child Benefit every week please 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.

65 Do you already get Child Benefit?

No If No, go to **question 67**

Yes

66 Do you want to change the bank or building society we pay your Child Benefit into?

No If No, please go to the **Declaration** on page 8

Yes

6 - Bank details

Please note

Read page 5 of the CH2 Notes before filling in this section

We can't pay into an account that is in a child's name

67 Please tick the box which applies to you

The account is in my name, go to **question 68**

The account is in someone else's name Tell us the name in the box below

The account is in joint names Tell us the names in the boxes below

Name 1

Name 2

68 Name of your bank or building society If you have a Post Office® card account write 'Post Office'

69 Your branch sort code. See page 5 of the CH2 Notes

 - -

70 Your account number. See page 5 of the CH2 Notes

71 If your account is with a building society tell us the roll or reference number if you have one See page 5 of the CH2 Notes

72 If you do not have an account that we can pay into please put an 'X' in this box

For office use 12

For office use 13

For office use 14

For office use 15

Important

Please complete the Declaration on page 8.

Declaration

Please now tick the boxes that apply to you and sign this form to claim Child Benefit.

I am sending the **birth certificate(s)** or other documents that you need with this form.

If you don't send the documents we need with this claim form, a decision on your claim will be delayed.

Do not send photocopies.

I **declare** that the information I have 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.

Signature

Date DD MM YYYY

For office use 16

Documents we need

You need to send us these documents with your claim form:

- The birth certificate or adoption certificate for each child in this claim.

Do not send photocopies of birth certificates.

If you don't send the documents we need with the claim form, a decision on your claim will be delayed.

- Extra pages you've filled in if you want to claim for more than two children.
- Any Home Office documents that we've asked you to send us. *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.*

Make sure we have the right address to return your documents. If you move without telling us your new address we will be unable 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 to do now

Please fill in the address label and include it in the enclosed envelope with this claim form and any documents or pages from the list above.

If you don't have an envelope send this form to:

Child Benefit Office (GB)
Washington
NEWCASTLE UPON TYNE
NE88 1ZD

We will normally send the document(s) back to you within four weeks. When we have dealt with your claim we will write to tell you if you can get Child Benefit and if so how much.

Help

If you need more help or information, please go to hmrc.gov.uk or phone our helpline.

If you have a change in your circumstances please write to us at:
Child Benefit Office
PO Box 1
NEWCASTLE UPON TYNE
NE88 1AA

When you get in touch with us please tell us:

- your full name
- your National Insurance number
- your Child Benefit number (if you know it or have one), and
- a daytime phone number.

If you are in the United Kingdom:

- Helpline **0300 200 3100**
- Textphone **0300 200 3103**
- Ffoniwch **0300 200 1900**
i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.

If you are overseas:

Helpline **00 44 161 210 3086**

For information about other money you may be entitled to, please read page 6 of *Child Benefit – Getting your claim right (CH2 Notes)*.

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Corres	Traced	CLI

Document(s) returned

Birth certificate	Normal		
Passport	Recorded		
Other	Registered		

Date claim received

Address label - please 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

Example

Postcode XX1 6AA would be shown as

X	X	1			6	A	A	
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Please fill in your name and address above in block capitals using a black pen and send this address label back to us with your completed claim form.

Important - if you don't 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.

HMRC use only - we will use this when we send your documents back to you.

Your documents

Thank you for sending us your claim form. I have enclosed your

birth certificate(s).

other document(s).

You do not need to do anything - we will write to you again as soon as we have made a decision about your claim.