Child Benefit -
Getting your claim right

Use these notes to help you
About Child Benefit
Child Benefit is a tax-free benefit paid to people bringing up children. It isn't means tested so it doesn't matter how much you earn or have saved.

Who is Child Benefit paid for?
Child Benefit can be paid for a child under the age of 16 or a young person up to the age of 20 if they are in full-time, non-advanced education or approved training.

Who should claim Child Benefit?
You should fill in this claim form if you are responsible for a child. You do not need to be the parent of the child and you may be able to get Child Benefit even if the child does not live with you. Only one person can receive Child Benefit for a child.

If you are bringing up children you may not be working or paying National Insurance contributions. If you get Child Benefit for a child under the age of 12 you will receive weekly National Insurance credits to protect your future entitlement to the basic State Pension and the State Second Pension.

If you are a couple and one of you works and pays National Insurance contributions and the other one stays at home to care for the child, the person who is not working could benefit from National Insurance credits by claiming Child Benefit.

When to claim Child Benefit
You should claim Child Benefit as soon as:
- your baby is born and registered
- a child comes to live with you, or
- you adopt a child.

We have a range of services for people with disabilities, including guidance in Braille, audio and large print. Most of our forms, leaflets and factsheets are also available in large print. Please contact any of our phone helplines if you need these services.

Ffoniwch 0845 302 1489 i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.
Are you subject to immigration control now, or have you at any time in the last three months?

See page 3 of the notes

No

If No

Go to question 20

Yes

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

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

No

Yes

If Yes, please tell us the name of the country

Are you a member of HM Forces or a civil servant working abroad?

No

Yes

What is your marital or civil partnership status?

Please tick one box

Married or in a civil partnership

Go to question 23

Living with a partner as if you are married or a civil partner

Go to question 23

Widowed

Go to question 31

Separated

Go to question 31

Divorced

Go to question 31

Single

Go to question 31

Are you already getting Child Benefit?

No

Yes

If Yes, please tell us the full name and date of birth of the eldest child you are getting Child Benefit for, then go to question 22

Child's date of birth

DD MM YYYY

What is your nationality?

This is shown on your passport if you have one

Have you always lived in the UK?

By this we mean you have never lived outside the UK

See page 3 of the notes

No

Yes

If Yes, go to question 15

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

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

No

Yes

If Yes, please tell us the name of the country

Are you a member of HM Forces or a civil servant working abroad?

No

Yes

What is your marital or civil partnership status?

Please tick one box

Married or in a civil partnership

Go to question 23

Living with a partner as if you are married or a civil partner

Go to question 23

Widowed

Go to question 31

Separated

Go to question 31

Divorced

Go to question 31

Single

Go to question 31

Help with filling in your claim form - Page 1

Questions 10 and 28 – Where do I find my (or my partner’s) National Insurance number?

This will be on:

• a P60 certificate from your employer
• a PAYE Coding Notice or a letter from us
• a payslip from your employer
• any letter from the Department for Work and Pensions or Jobcentre Plus.

Example of a National Insurance number

National Insurance number

XX 99 99 99 X

Page 2 of your claim form

Help

If you need any help with a question, please go to

www.hmrc.gov.uk

or phone our helpline.

Phone 0845 302 1444 (UK)

00 44 161 210 3086 (Overseas)

Textphone 0845 302 1474

Question 14

This question is about the country you have always lived in. The UK is England, Wales, Scotland and Northern Ireland. It does not include the Isle of Man or the Channel Islands.

It doesn’t usually matter if you sometimes go to other countries on holiday or for work.

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.

It doesn’t usually matter if you sometimes go to other countries on holiday or for work.
Pages 4 and 5 of your claim form

Help
If you need any help with a question, please go to www.hmrc.gov.uk or phone our helpline. Phone 0845 302 1444 Textphone 0845 302 1474

Questions 38 and 52
If you are not the child's parent but you are looking after the child, you can still claim Child Benefit.

Note. If you have a stepchild or a legally adopted child they are counted as your own.

Questions 39 and 53
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 four weeks (and in some cases eight weeks) after you have made your claim.

If someone else has claimed Child Benefit for the same child that you are claiming for, we will get in touch with you.

Questions 40 and 54
You should answer 'No' to question 40 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 42 and 56
If the child lives with more than one person, each person may claim Child Benefit for the same child. However, only one person may be paid Child Benefit.

If two 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 & Customs will decide.

Please note that these questions apply to all children on this claim form.
Question 61
Child Benefit is usually paid every four weeks. However you can choose to get your Child Benefit paid weekly if you are bringing up children on your own, or you (or your partner if you have one) are receiving:
- Income Support
- Income-related Employment and Support Allowance
- Pension Credit, or
- Income Support

We can’t pay into:
- an account that is in a child’s name, or
- more than one account
- a Nationwide account that is in someone else’s name.

We can pay Child Benefit into an account that is 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, or
- the names of you and a person acting on your behalf.

If you want to use an account that is not in your name, for example, your partner or another person, you may do so. It is up to you to make sure you get the money from that person.

Question 65
We can pay Child Benefit into an account that is 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, or
- the names of you and a person acting on your behalf.

If you want to use an account that is not in your name, for example, your partner or another person, you may do so. It is up to you to make sure you get the money from that person.

Question 67
Make sure you enter the sort code shown on your bank card or statements from your bank or building society.

Question 68
Your account number is usually eight digits and is shown on your statements or cheque book. Please include any zeros – for example, 00123456.

Question 69
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, or
- an account number.

If you are not sure which numbers to enter, check with your bank or building society.

If too much Child Benefit is paid into your account you will have to pay back any money you should not have been paid. For example, if you tell us something that affects how much we pay you and we do not have time to change your payment, you will have to pay back any money you should not have been paid.
Other money you may be entitled to

**Tax credits**
Working Tax Credit is for working people on a low income.
Child Tax Credit is for people bringing up children.
To find out what you could get, go online at [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits) or phone us on **0845 300 3900**.

Other things you might need to know

**National Insurance (NI) 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 basic State Pension.
From 6 April 2010, for each week that you get Child Benefit for a child under 12, you will receive weekly NI credits to protect your future entitlement to basic State Pension.
If you reach State Pension age on or after 6 April 2010, any complete tax years of HRP you have already built up before 2010 will be converted into qualifying years. Up to 22 years of HRP can be converted into qualifying years for basic State Pension.

**Earnings Factor credit**
Before 6 April 2010, if you received Child Benefit for a child under 6, you automatically built up entitlement to an additional pension through State Second Pension.
From 6 April 2010, for each week that you get Child Benefit for a child under 12, you will receive weekly Earnings Factor credits to protect your future entitlement to the State Second Pension.
You will be able to combine National Insurance and Earnings Factor credits with other qualification routes, such as NI contributions, in order to build up a year of entitlement.

**For further information**
- go to [www.direct.gov.uk/pensions](http://www.direct.gov.uk/pensions), or
- phone the Pension Service Helpline on **0845 606 0265** or textphone on **0845 606 0285**.
You can also:
- go to [www hmrc gov uk](http://www hmrc gov uk), or
- phone the National Insurance Helpline on **0845 302 1479**.

**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 hmrc gov uk/charter](http://www hmrc gov uk/charter)

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

Customer Information Team
April 2011 © Crown Copyright 2011

HMRC 04/11
### Child 3

1. **Child's surname or family name**  
   *As shown on the birth or adoption certificate*

2. **Child's first name and any middle name(s)**  
   *As shown on the birth or adoption certificate*
   - First name
   - Middle name(s)

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

4. **Child's date of birth**  
   *DD MM YYYY*

5. **Has this child ever been known by any other name?**
   - No
   - Yes  
   **If Yes, please write it below**

6. **Is this child your own?**  
   *See page 4 of the notes*
   - No
   - Yes

7. **Has anyone else ever claimed Child Benefit for this child?**  
   *See page 4 of the notes*
   - No  
   **If No, go to question 8**
   - Yes  
   **If Yes, please tell us their name and address**
   - Name
   - Postcode

8. **Does this child live with you?**  
   *See page 4 of the notes*
   - No
   - Yes  
   **If Yes, go to question 10**

9. **What is the name and address of the person this child lives with?**
   - Name
   - Postcode

10. **Has this child lived with anyone else in the last 12 months?**  
    *See page 4 of the notes*
    - No  
    **If No, go to question 13**
    - Yes

11. **What is the name and address of the person this child lived with?**
    - Name
    - Postcode

12. **What date did the child come to live with you?**  
    *DD MM YYYY*

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, please tear off this sheet then go to question 61 of your claim form**
    - Yes  
    **If Yes, please turn over**

---

**Remember to send this sheet with your claim form**
Additional children - Please complete and attach to the Child Benefit claim form

Child 4

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

2. Child's first name and any middle name(s)
   As shown on the birth or adoption certificate
   First name
   Middle name(s)

3. Is this child male or female?
   Male
   Female

4. Child's date of birth  DD MM YYYY
   
5. Has this child ever been known by any other name?
   No
   Yes
   If Yes, please write it below

6. Is this child your own? See page 4 of the notes
   No
   Yes

7. Has anyone else ever claimed Child Benefit for this child?
   See page 4 of the notes
   No
   Yes
   If Yes, please tell us their name and address

8. Does this child live with you? See page 4 of the notes
   No
   Yes
   If Yes, go to question 10

9. What is the name and address of the person this child lives with?
   Name
   
10. Has this child lived with anyone else in the last 12 months? See page 4 of the notes
    No
    Yes
    If No, go to question 13

11. What is the name and address of the person this child lived with?
    Name
    
12. What date did the child come to live with you? DD MM YYYY
    
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
    Yes
    If Yes, please answer questions 1 to 13 on a separate sheet of paper or download our additional child form by going to www.hmrc.gov.uk/findaform and look for CH2(CS) within the Search facility.

For official use only

Remember to send this sheet with your claim form