Team name: User to enter team name

**UK Child Benefit Tax credits for people coming from abroad**

There are rules for claiming Child Benefit tax credits for people coming from abroad. You can find more information about this at [www.gov.uk](http://www.gov.uk)

We will use the information you give us on this form to help us deal with any Child Benefit tax credits claims you make.

**What you need to do next**

Please answer all the questions on this form for you and your partner, if you have one. By partner we mean a person you are married to, in a civil partnership with or live with as if you are married or civil partners.Send this form back to us with the documents we have asked for by user to enter date.

If you don’t reply by this date, or you don’t answer all of the questions on this form, or send all the documents we have asked for, we will make a decision based on the information we already have. If we don’t have enough information by this date your claim will be disallowed rejected and you will not be paid.

We will normally send your documents back to you within 4 weeks. If we believe that any of the documents you send us are not genuine, we may keep them.
### About you

**What is your nationality?**
If you have dual nationality, please tell us the names of both countries

<table>
<thead>
<tr>
<th>Country 1</th>
<th>Country 2</th>
</tr>
</thead>
</table>

**What is your identity number in the country you have arrived from?**

<table>
<thead>
<tr>
<th>Address</th>
<th>Country</th>
</tr>
</thead>
</table>

**What is your Rodné číslo number?**

<table>
<thead>
<tr>
<th>Address</th>
<th>Country</th>
</tr>
</thead>
</table>

**What was the name of the voivodeship you were resident in when you lived in Poland?**

<table>
<thead>
<tr>
<th>Address</th>
<th>Country</th>
</tr>
</thead>
</table>

**Have you been out of the UK since user to enter date?**
No [ ] Yes [ ]

If Yes, tell us your address, including the country

<table>
<thead>
<tr>
<th>Address</th>
<th>Country</th>
</tr>
</thead>
</table>

If Yes, what dates were you there?
From DD MM YYYY
To DD MM YYYY
About your partner
Fill in this section if you have a partner

<table>
<thead>
<tr>
<th>Title</th>
<th>For example Mrs, Miss, Ms, Mr, Dr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>First name(s)</td>
<td></td>
</tr>
</tbody>
</table>

**Address**
Including house/flat number or house name

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

**National Insurance number** (if they have one)
For example QQ 12 34 56 A

| QQ 12 34 56 A | |

**What is your partner's nationality?**
If they have dual nationality, please tell us the names of both countries

|                                            |                                      |

**Do they live in the UK?**

| No | Yes |

If No, tell us their full address, including house/flat number or house name, then go to

About your partner's work abroad

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
</table>

If Yes, what was their address in the country you have arrived from?

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
</table>

**What was their address in the country you have arrived from?**

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
</table>

**Have they been out of the UK since user to enter date?**

| No | Yes |

If Yes, tell us their address, including the country

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
</table>

**If Yes, what dates were they there?**

<table>
<thead>
<tr>
<th>From DD MM YYYY</th>
<th>To DD MM YYYY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DD MM YYYY</th>
<th>DD MM YYYY</th>
</tr>
</thead>
</table>

If Yes, what was the name of the voivodeship they were resident in when they lived in Poland?

|                                      |                                      |

If Yes, what is their Rodné číslo number?

|                                      |                                      |

If Yes, what is their identity number in the country you have arrived from?

|                                      |                                      |

If Yes, what date did they arrive in the UK?

<table>
<thead>
<tr>
<th>DD MM YYYY</th>
<th></th>
</tr>
</thead>
</table>

If Yes, what is their PESEL number?

|                                      |                                      |

If Yes, what is their identity number in the country you have arrived from?

|                                      |                                      |

If Yes, what is their identity number in the country you have arrived from?

|                                      |                                      |

If Yes, what is their identity number in the country you have arrived from?

|                                      |                                      |

If Yes, what date did they arrive in the UK?

<table>
<thead>
<tr>
<th>DD MM YYYY</th>
<th></th>
</tr>
</thead>
</table>

If Yes, what is their PESEL number?

|                                      |                                      |
**About your employment in the UK**

Only fill in this section if you work for an employer in the UK.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been employed in the UK at any time since enter date?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you worked for more than 1 employer?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current employment details**

- **Employer’s Name**
- **Employer’s Address**
- **Postcode**

**How many hours do you work each week?**

| Enter your hours here |

**What is your annual income for the period from 6 April enter CY to 5 April enter CY?**

This is your income before tax and National Insurance contributions are taken off.

| Enter your income here |

**What was your annual income for the period from 6 April enter PY to 5 April enter PY?**

This is your income before tax and National Insurance contributions were taken off.

| Enter your income here |

**IMPORTANT** You need to send us copies of payslips and bank statements showing your salary from enter date to the current date. If you started working after this date, you need to send us payslips and bank statements from the date you started work.

**PAYE/Employer number**

| Enter your number here |

**Do you expect your employment to continue for more than 3 months?**

| Yes | No |

**Has your employment in the UK ended?**

| Yes | No |

**If Yes, why did it end?**

| Enter your reason here |
### About your employment in the UK continued

**Are you registered with the Worker Authorisation Requirement?**

- [ ] No  [ ] Yes

If Yes, what is your reference number?

---

**If Yes, what is your date of registration?**  DD MM YYYY

- [ ]  [ ]  [ ]

**IMPORTANT** You need to send us your registration certificate with this form.

---

**Are you registered with any of the following Home Office employment schemes:**

- [ ] Workers Authorisation Scheme
- [ ] Seasonal Agricultural Workers Scheme
- [ ] Sectors Based Scheme
- [ ] Highly Skilled Migrant Scheme

- [ ] No  [ ] Yes

If Yes, please tick the relevant box

- [ ] Workers Authorisation Scheme
- [ ] Seasonal Agricultural Workers Scheme
- [ ] Sectors Based Scheme
- [ ] Highly Skilled Migrant Scheme

- [ ] What is your scheme reference number

- [ ] What is your date of registration?  DD MM YYYY

- [ ]  [ ]  [ ]

**IMPORTANT** You need to send your registration certificate with this form.

---

**If No, are you exempt from registration?**

- [ ] No  [ ] Yes

If yes, tell us why

---

**If No, are you exempt from registration?**

- [ ] No  [ ] Yes

If yes, tell us why

---
About your partner’s employment in the UK

Only fill in this section if your partner works for an employer in the UK.

Have they been employed in the UK at any time since enter date?

No   Yes

If Yes, when did their employment start?  DD MM YYYY

Current employment details

Name

Address

Postcode

How many hours do they work each week?

What is their annual income for the period from 6 April enter CY to 5 April enter CY?

This is their income before tax and National Insurance contributions are taken off.

£ 0 0

What was their annual income for the period from 6 April enter PY to 5 April enter PY?

This is their income before tax and National Insurance contributions were taken off.

£ 0 0

IMPORTANT You need to send us copies of payslips and bank statements showing their salary from enter date to the current date. If they started working after this date, you need to send us payslips and bank statements from the date they started work.

PAYE/Employer number

Do you expect their employment to continue for more than 3 months?

No   Yes

If No, when do they expect it to end?  DD MM YYYY

Have they worked for more than 1 employer?

No   Yes

If Yes, please tell us about their previous employment

Name

Address

Postcode

If Yes, how many hours did they work each week?

If yes, what was their annual income?

This is their income before tax and National Insurance contributions are taken off.

£ 0 0

From  DD MM YYYY

To  DD MM YYYY

Have they paid or will they pay UK National Insurance contributions?

No   Yes

If Yes, from what date?  DD MM YYYY

Has their employment in the UK ended?

No   Yes

If Yes, when did it end?  DD MM YYYY

If Yes, why did it end?
About your partner’s employment in the UK continued

Are they registered with the Worker Authorisation Requirement?

No    Yes

If Yes, what is their reference number?

If Yes, what is their date of registration? DD MM YYYY

IMPORTANT You need to send us their registration certificate with this form.

About your partner’s employment in the UK continued

Are they registered with any of the following Home Office employment schemes:

- Workers Authorisation Scheme
- Seasonal Agricultural Workers Scheme
- Sectors Based Scheme
- Highly Skilled Migrant Scheme

No    Yes

If Yes, please tick the relevant box

Workers Authorisation Scheme
Seasonal Agricultural Workers Scheme
Sectors Based Scheme
Highly Skilled Migrant Scheme

What is their scheme reference number

What is their date of registration? DD MM YYYY

IMPORTANT You need to send their registration certificate with this form.

If No, are they exempt from registration?

No    Yes

If yes, tell us why

If No, are they exempt from registration?

No    Yes

If yes, tell us why
About looking for work in the UK
Only fill in this section if you are looking for work in the UK.

Did you come to the UK only to look for work?
No  Yes

What type(s) of work have you been looking for?

Have you applied for any jobs?
No  Yes
If Yes, what type(s) of jobs have you applied for?

IMPORTANT You need to send us evidence of jobs you have applied for. For example, invitations to interviews, notification of results of interview, evidence of registration with job agency or website

Are you registered with the Department for Work and Pensions?
No  Yes
If No, why not?

Are you doing any vocational training?
No  Yes
If Yes, what type of training?

About your partner looking for work in the UK
Only fill in this section if your partner is looking for work in the UK.

Did they come to the UK only to look for work?
No  Yes

What type(s) of work have they been looking for?

Have they applied for any jobs?
No  Yes
If Yes, what type(s) of jobs have they applied for?

IMPORTANT You need to send us evidence of jobs they have applied for. For example, invitations to interviews, notification of results of interview, evidence of registration with job agency or website

Are they registered with the Department for Work and Pensions?
No  Yes
If No, why not?

Are they doing any vocational training?
No  Yes
If Yes, what type of training?
About your self-employment in the UK

Only fill in this section if you are self-employed in the UK.

Have you been self-employed in the UK at any time since enter date?

No □  Yes □

If No, go to ‘About benefits claimed in the UK’ section

If Yes, when did you become self-employed?

DD MM YYYY

Have you registered as self-employed with HMRC?

No □  Yes □

If Yes, what is your Unique Tax Reference (UTR) number?

If Yes, when did you register?  DD MM YYYY

What address do you work from?

Address

Postcode

How many hours do you work each week?

What are your annual profitable earnings for the period 6 April enter CY to 5 April enter CY?

This should be your earnings before any tax or National Insurance contributions are taken off

£ □□□□□□□• □0 □

IMPORTANT You need to send us copies of payslips and bank statements showing your salary from enter date to the current date. If you started working after this date, you should send us payslips and bank statements from the date you started work.

What were your annual profitable earnings for the period 6 April enter PY to 5 April enter PY?

This should be your earnings before any tax or National Insurance contributions were taken off

£ □□□□□□□• □0 □

What were your annual profitable earnings for the period 6 April enter PY-1 to 5 April enter PY-1?

This should be your earnings before any tax or National Insurance contributions were taken off

£ □□□□□□□• □0 □

Do you expect your self-employment to continue for more than 3 months?

No □  Yes □

If No, when will it end?  DD MM YYYY

About your self-employment in the UK continued

Have you been trading for more than 3 months?

Complete the following table with the details since the start of your trading.

If you have been trading for less than 3 months, then complete the table with the last 12 weeks hours worked

<table>
<thead>
<tr>
<th>Week number</th>
<th>Date (week commencing)</th>
<th>Hours worked</th>
<th>Self-employed income</th>
<th>Self-employed expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
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<td></td>
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<tr>
<td>Week 4</td>
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<td>Week 5</td>
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<td>Week 6</td>
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<td>Week 7</td>
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<td>Week 8</td>
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<tr>
<td>Week 9</td>
<td></td>
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</tr>
<tr>
<td>Week 10</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Week 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### About your self-employment in the UK continued

**What type of work do you do?**
For example, scrap metal dealer, cleaner, construction worker

**Do you have public liability insurance?**
No □  Yes □
If Yes, send us your insurance document

**Do you have a VAT registration number?**
No □  Yes □
If Yes, what is your VAT registration number?

**Do you have a separate bank account for your business?**
No □  Yes □

**IMPORTANT** You need to send us copies of payslips and bank statements showing your salary from [enter date] to the current date. If you started working after this date, you should send us payslips and bank statements from the date you started work.

**About your self-employment in the UK continued**

**Do you have an accountant?**
No □  Yes □
If Yes, tell us their name and address

**How do you get customers?**
For example, adverts, word of mouth

**How many customers do you have?**

You need to send us copies of any adverts you’ve used.
About your partner’s self-employment in the UK

Only fill in this section if your partner is self-employed in the UK.

Have they been self-employed in the UK at any time since enter date?

No [] Yes []

If No, go to ‘About benefits your partner claimed in the UK’ section

If Yes, when did they become self-employed?

DD MM YYYY

Have they registered as self-employed with HMRC?

No [] Yes []

If Yes, what is their Unique Tax Reference (UTR) number?

If Yes, when did they register? DD MM YYYY

What address do they work from?

Address

Postcode

How many hours do they work each week?

What are their annual profitable earnings for the period 6 April enter CY to 5 April enter CY?

This should be their earnings before any tax or National Insurance contributions are taken off

£ £ £ £ £ £ £ £ 0 0

IMPORTANT You need to send us copies of payslips and bank statements showing their salary from enter date to the current date. If they started working after this date, you need to send us payslips and bank statements from the date they started work.

What were their annual profitable earnings for the period 6 April enter PY to 5 April enter PY?

This should be their earnings before any tax or National Insurance contributions were taken off

£ £ £ £ £ £ £ £ 0 0

What were their annual profitable earnings for the period 6 April enter PY-1 to 5 April enter PY-1?

This should be their earnings before any tax or National Insurance contributions were taken off

£ £ £ £ £ £ £ £ 0 0

Do they expect their self-employment to continue for more than 3 months?

No [] Yes []

If No, when will it end? DD MM YYYY

About your partner’s self-employment in the UK continued

Have they been trading for more than 3 months?

Complete the following table with the details since the start of their trading.

If they have been trading for less than 3 months, then complete the table with the last 12 weeks hours worked

<table>
<thead>
<tr>
<th>Week number</th>
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<tr>
<td>Week 2</td>
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<td>Week 3</td>
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<tr>
<td>Week 4</td>
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</tr>
<tr>
<td>Week 5</td>
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</tr>
<tr>
<td>Week 6</td>
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<td>Week 7</td>
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<td>Week 8</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
About your partner’s self-employment in the UK continued

What type of work do they do?
For example, scrap metal dealer, cleaner, construction worker

Do they have an accountant?
No ☐ Yes ☐
If Yes, tell us their name and address
Name
Address
Postcode

Do they have public liability insurance?
No ☐ Yes ☐
If Yes, send us their insurance document

Do they have a VAT registration number?
No ☐ Yes ☐
If Yes, what is their VAT registration number?

If Yes, you need to send us their registration certificate.

Do you they have a separate bank account for their business?
No ☐ Yes ☐

IMPORTANT You need to send us copies of payslips and bank statements showing their salary from enter date to the current date. If they started working after this date, you need to send us payslips and bank statements from the date they started work.

How do they get customers?
For example, adverts, word of mouth

You need to send us copies of any adverts they have used.

How many customers do they have?

If you are your partner is you or your partner are self-employed
You need to send us the following information from user to enter date
• copies of payslips and bank statements for you your partner you and your partner
• a summary/diary of bookings and/or appointments taken or made
• invoices for work you haveyour partner hasyou or your partner have done
• receipts for expenses only relating to your business
• details of any vehicles you useyour partner usesyou and your partner use including a photocopy of the registration and insurance documents
• details of any trade or business qualifications you haveyour partner hasyou or your partner have
• evidence of any Class 2 National Insurance contributions you have madeyour partner has madeyou or your partner have made

If you are a scrap metal dealer your partner is a scrap metal dealer or your partner are scrap metal dealers you need to send us:
• your licence(s) from the local council
• your environment licence(s)

If you are a cleaner your partner is a cleaner or your partner are cleaners you need to send us the names and addresses of any regular customers.

If you are a construction worker your partner is a construction worker or your partner are construction workers you need to send us:
• the payment and deduction statements from your contractors
• your Construction Industry Scheme registration letter(s)

If you are a street vendor your partner is a street vendor or your partner are street vendors you need to send us your permit issued by the police.
About benefits claimed in the UK

Have you claimed or received any contribution-based benefits since user to enter date?

No [ ] Yes [ ]

If Yes, tell us the name of the benefit

[ ] [ ] [ ]

If Yes, when was it awarded? DD MM YYYY

[ ] [ ] [ ]

Has the benefit stopped?

No [ ] Yes [ ]

If Yes, when did it stop? DD MM YYYY

[ ] [ ] [ ]

About benefits your partner claimed in the UK

Have they claimed or received any contribution-based benefits since user to enter date?

No [ ] Yes [ ]

If Yes, tell us the name of the benefit

[ ] [ ] [ ]

If Yes, when was it awarded? DD MM YYYY

[ ] [ ] [ ]

Has the benefit stopped?

No [ ] Yes [ ]

If Yes, when did it stop? DD MM YYYY

[ ] [ ] [ ]

About your work or self-employment abroad

Were you working or self-employed in the country where you were living before coming to the UK?

No [ ] Yes [ ]

If Yes, what was your annual income?

£ [ ] [ ] [ ] [ ] [ ]

From DD MM YYYY

[ ] [ ] [ ] [ ]

To DD MM YYYY

[ ] [ ] [ ] [ ]

Which country did you pay National Insurance contributions to?

[ ] [ ] [ ] [ ]

If you were paying UK National Insurance contributions, do you have a certificate?

For example, E101, E102 or A1

No [ ] Yes [ ]

If Yes, you need to send a copy with this form

Were you a UK Crown servant posted overseas?

No [ ] Yes [ ]

If Yes, were you present and ‘ordinarily resident’ in the UK prior to that posting?

No [ ] Yes [ ]

By ‘ordinarily resident’ we mean:

• you are resident in the UK year after year

• when you arrive in the UK it is clear you plan to stay for at least 3 years

• you were present in the UK immediately prior to the posting
**About your partner’s work or self-employment abroad**

Complete this section if your partner worked or was self-employed abroad before coming to the UK, or if they are still abroad.

If your partner lives abroad, are they working or self-employed in the country where they are living? Or, if they live in the UK, were they working or self-employed in the country where they were living before coming to the UK?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

If Yes, what was their annual income?

| £ | 0 | 0 |

From DD MM YYYY

To DD MM YYYY

Which country did they pay National Insurance contributions to?

**If they were paying UK National Insurance contributions, do they have a certificate?**

For example, E101, E102 or A1

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

If Yes, you need to send a copy with this form

**Were they a UK Crown servant posted overseas?**

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

If Yes, were they present and ‘ordinarily resident’ in the UK prior to that posting?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

By ‘ordinarily resident’ we mean:

- they are resident in the UK year after year
- when they arrive in the UK it is clear they plan to stay for at least 3 years
- they were present in the UK immediately prior to the posting

**About benefits you claimed abroad**

Are you or were you getting family benefits, for example Child Benefit, in another country?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

If Yes, what is the name of the benefit?

**Are you or were you getting a social security benefit in another country?**

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

If Yes, what is the name of the benefit?

**Has the benefit stopped?**

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

If Yes, what period did the last payment cover?

From DD MM YYYY

To DD MM YYYY

**Has the benefit stopped?**

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

If Yes, what period did the benefit cover?

From DD MM YYYY

To DD MM YYYY
### About benefits your partner claimed abroad

**Are they or were they getting family benefits, for example Child Benefit, in another country?**

No [ ] Yes [ ]

If Yes, what is the name of the benefit?

If Yes, what is the benefit reference number?

If Yes, what is the name and address of the office that paid the benefit?

**Has the benefit stopped?**

No [ ] Yes [ ]

If Yes, what period did the last payment cover?

From DD MM YYYY

To DD MM YYYY

---

**Are they or were they getting a social security benefit in another country?**

No [ ] Yes [ ]

If Yes, what is the name of the benefit?

If Yes, what is the benefit reference number?

If Yes, what is the name and address of the office that paid the benefit?

**Has the benefit stopped?**

No [ ] Yes [ ]

If Yes, what period did the benefit cover?

From DD MM YYYY

To DD MM YYYY
About your money

Do you have any other money apart from what you have already told us about, that you use to support yourself and your family? For example, savings or child maintenance payments

No ☐ Yes ☐

If Yes, give details

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<tr>
<th>Income type</th>
<th>Amount</th>
<th>Currency</th>
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<td></td>
<td>In the currency you receive it</td>
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<td></td>
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<td>For example, pounds, euros</td>
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</table>

How often do you get the money?

- Daily ☐
- Weekly ☐
- Monthly ☐
- Other ☐

If Other, please give details

For example, every 3 months, yearly

Do you have Comprehensive Sickness Insurance (CSI) in the UK for you and your family members? For example, a European Health Insurance Card (EHIC) from the country you arrived from.

If you have CSI, you must renew it each year. If you don’t, you must tell us straightaway.

No ☐ Yes ☐

If Yes, when did the insurance cover start? DD MM YYYY

You need to send us the insurance document or EHIC.

IMPORTANT You need to send us a copy of your bank statements showing this money.
## About your partner’s money

Do they have any other money apart from what you have already told us about, that they use to support yourself and your family?  
For example, savings or child maintenance payments  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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If Yes, give details

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<th>How often do they get the money?</th>
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<td>Daily</td>
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</table>

If Other, please give details  
For example, every 3 months, yearly  

IMPORTANT You need to send us a copy of their bank statements showing this money.

---

## About your children

When we talk about ‘education’ we mean primary school, secondary school or college.

<table>
<thead>
<tr>
<th>Name of child</th>
<th>Date of arrival in UK</th>
<th>Are they or have they been in education</th>
<th>If Yes, when did they start education?</th>
<th>If they are no longer in education, when did it stop?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD MM YYYY</td>
<td>Yes / No</td>
<td>DD MM YYYY</td>
<td>DD MM YYYY</td>
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</tbody>
</table>

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Do they have Comprehensive Sickness Insurance (CSI) in the UK for themselves and their family members?  
For example, a European Health Insurance Card (EHIC) from the country they arrived from.  

<table>
<thead>
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<th>Yes</th>
<th>No</th>
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If they have CSI, they must renew it each year. If they don’t, you must tell us straightaway  

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<th>Yes</th>
<th>No</th>
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</table>

If Yes, when did the insurance cover start?  

DD MM YYYY

You need to send us the insurance document or EHIC.
About your children

Do all of the children live with you?
No ☐ Yes ☐

Do you regularly give money or help towards the child(ren)’s support?
No ☐ Yes ☐
If No, please go to the Declaration
If Yes, please tell us when it started? DD MM YYYY

If Yes, How much do you pay each week?
£ _______ _______ _______ * 0 0

IMPORTANT
You need to send evidence of any payments you give to help towards the child(ren)’s support. For example:
- international money transfer slips
- bank account statements showing details of money being transferred
- solicitor’s letter confirming in detail that the required payments are being made
- receipts for toys, clothing or gifts bought for the child(ren)

Were you employed in the UK on or before the date the children first started education?
No ☐ Yes ☐

What is the full name and address of the school or college the children last attended abroad?
Name
Address
Name
Address

What was the date of the last day of term at the school or college abroad? DD MM YYYY

On what date did the children last attend a school or college abroad? DD MM YYYY

If any of the children left school abroad before the end of term and started a new course when they arrived in the UK, tell us why
About your children

If there have been any gaps in the children’s education abroad during term time, give dates and tell us why

As the child(ren) is/are aged 18 or over, do they continue to need your support and care in order to complete their formal education?

No ☐ Yes ☐

Do any of the children have a parent who is a national of a European Economic Area (EEA) country or Switzerland?
The EEA includes Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK

No ☐ Yes ☐

If Yes, what is the nationality of the parent?

Was this parent living in the UK on or before the date that the children first attended formal education?

No ☐ Yes ☐

Was this parent employed in the UK on or before the date the children first attended formal education?

No ☐ Yes ☐

About the person your children live with

Is this the person you have told us about in the section ‘About your partner’?

No ☐ Yes ☐

If yes, go to ‘About the childrens’ birth or adoptive parent’
If no, answer the following questions

Please give the name and address of the person the children live with

Name

Address

What is the relationship between this person and the child(ren)?
For example, mother or father

What is the relationship between this person and you?
For example, partner, partner separated by distance, ex-partner, relative
About the person your children live with

If they are from Poland, what is their PESEL number and voivodeship?

PESEL number

Voivodeship

If they are from Slovakia, what is their Rodné číslo number?

What is their identity number?
For example, if in the UK, tell us their National Insurance number

Is this person or their partner employed or self-employed in the country they live in?

No  Yes

If Yes, tell us the full name and address of their employer (if self-employed, write ‘self-employed’ in the ‘name’ space)

Name

Address

If they live abroad, are they working or self-employed in the country where they are living? Or, if they live in the UK, were they working or self-employed in the country where they were living before coming to the UK?

No  Yes

If Yes, what was their annual income?

£ 0 0

From  DD MM YYYY

To  DD MM YYYY

Which country did they pay National Insurance contributions to?

If they were paying UK National Insurance contributions, do they have a certificate?
For example, E101, E102 or A1

No  Yes

If Yes, you need to send a copy with this form
### About the person your children live with

**Were they a UK Crown servant posted overseas?**

| No | Yes |

If Yes, were they present and ‘ordinarily resident’ in the UK prior to that posting?  
By ‘ordinarily resident’ we mean:
- they are resident in the UK year after year  
- when they arrive in the UK it is clear they plan to stay for at least 3 years

| No | Yes |

**Are they, or were they, getting family benefits for example Child Benefit, in another country?**

| No | Yes |

If Yes, what is the name of the benefit?

- 

If Yes, what is the benefit reference number?

- 

If Yes, what is the name and address of the office that paid the benefit?

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**Has the benefit stopped?**

| No | Yes |

If Yes, what period did the last payment cover?

**From** DD MM YYYY  

| | | | | |
| | | | | |

**To** DD MM YYYY  

| | | | | |
| | | | | |
About the person your children live with

Are they or were they getting a social security benefit in another country?

No ☐ Yes ☐

If Yes, what is the name of the benefit?

If Yes, what is the benefit reference number?

If Yes, what is the name and address of the office that paid the benefit?

Name

Address

Has the benefit stopped?

No ☐ Yes ☐

If Yes, what period did the last payment cover?

From DD MM YYYY

From DD MM YYYY

Do they have any other money apart from what you have already told us about, that they use to support themselves and their family?

For example, savings or child maintenance payments

No ☐ Yes ☐

If Yes, give details

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<tr>
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</table>
About the person your children live with

How often do they get the money?

- Daily
- Weekly
- Monthly
- Other

If Other, please give details
For example, every 3 months, yearly

IMPORTANT You need to send us a copy of their bank statements showing this money.

Do they have Comprehensive Sickness Insurance (CSI) in the UK for themselves and their family members?
For example, a European Health Insurance Card (EHIC) from the country they arrived from. If they have CSI, they must renew it each year. If they don’t, you must tell us straightaway

- No
- Yes

If Yes, when did the insurance cover start? DD MM YYYY

IMPORTANT You need to send us the insurance document or EHIC.

Is this person the children’s birth or adoptive parent?

- No
- Yes

If Yes, go to ‘About the children’s birth or adoptive parent’

About the children’s birth or adoptive parent

Is this the person you have told us about in the section ‘About your partner’?

- No
- Yes

If yes, go to ‘About where your children lived before they came to the UK’
If no, answer the following questions
About the childrens’ birth or adoptive parent

What is full name and address of the children’s birth or adoptive parent?

Name

Address

If they are from Poland, what is their PESEL number and voivodeship?

PESEL number

Voivodeship

If they are from Slovakia, what is their Rodné číslo number?


What is their identity number?

For example, if in the UK, tell us their National Insurance number

If they live abroad, are they working or self-employed in the country where they are living? Or, if they live in the UK, were they working or self-employed in the country where they were living before coming to the UK?

No [ ] Yes [ ]

If Yes, what was their annual income?

£ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

From DD MM YYYY

To DD MM YYYY

Which country did they pay National Insurance contributions to?

If they were paying UK National Insurance contributions, do they have a certificate?

For example, E101, E102 or A1

No [ ] Yes [ ]

If Yes, you need to send a copy with this form

Were they a UK Crown servant posted overseas?

No [ ] Yes [ ]

If Yes, were they present and ‘ordinarily resident’ in the UK prior to that posting?

By ‘ordinarily resident’ we mean:

• they are resident in the UK year after year

• when they arrive in the UK it is clear they plan to stay for at least 3 years

No [ ] Yes [ ]
About the childrens’ birth or adoptive parent

Are they, or were they, getting family benefits for example Child Benefit, in another country?

No ☐ Yes ☐

If Yes, what is the name of the benefit?

__________________________________________________________

If Yes, what is the benefit reference number?

__________________________________________________________

If Yes, what is the name and address of the office that paid the benefit?

Name

__________________________________________________________

Address

__________________________________________________________

Has the benefit stopped?

No ☐ Yes ☐

If Yes, what period did the last payment cover?

From DD MM YYYY

__________________________________________________________

To DD MM YYYY

__________________________________________________________
About the childrens’ birth or adoptive parent

Are they or were they getting a social security benefit in another country?

No ☐   Yes ☐

If Yes, what is the name of the benefit?

If Yes, what is the benefit reference number?

If Yes, what is the name and address of the office that paid the benefit?

Name

Address

Has the benefit stopped?

No ☐   Yes ☐

If Yes, what period did the last payment cover?

From DD MM YYYY

To DD MM YYYY
About the childrens’ birth or adoptive parent

Do they have any other money apart from what you have already told us about, that they use to support themselves and their family?
For example, savings or child maintenance payments

No ☐ Yes ☐

If Yes, give details

<table>
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<th>Income type</th>
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</table>

How often do they get the money?

Daily ☐
Weekly ☐
Monthly ☐
Other ☐

If Other, please give details
For example, every 3 months, yearly

IMPORTANT You need to send us a copy of their bank statements showing this money.

Do they have Comprehensive Sickness Insurance (CSI) in the UK for themselves and their family members?
For example, a European Health Insurance Card (EHIC) from the country they arrived from. If they have CSI, they must renew it each year. If they don’t, you must tell us straightaway

No ☐ Yes ☐

If Yes, when did the insurance cover start? DD MM YYYY

IMPORTANT You need to send us the insurance document or EHIC.

Now go to the ‘Additional questions’ section and ‘Declaration’.

About where your children lived before they came to the UK

Did the children live with somebody else before they came to live with you in the UK?

No ☐ Yes ☐

If No, go to ‘Other information’
### About where your children lived before they came to the UK

**Full name and address of the person the child(ren) lived with**

| Name |  
|------|---
| Address |  
|  
|  
|  

**What is the relationship between this person and the child(ren)?**

For example, mother or father

|  
|  

**What is the relationship between this person and you?**

For example, partner, partner separated by distance, ex-partner, relative

|  
|  

**If they are from Poland, what is their PESEL number and voivodeship?**

| PESEL number |  
| Voivodship |  

**If they are from Slovakia, what is their Rodné číslo number?**

|  
|  

**What is their identity number?**

For example, if in the UK, tell us their National Insurance number

|  
|  

**Before they came to live with you in the UK, were you regularly giving money or help towards their support?**

| No | Yes |  
|----|-----|---

If Yes, when did the payments start?  DD MM YYYY

|  
|  

When did the payments stop?  DD MM YYYY

|  
|  

How much did you pay each week?  £

| * 0 | 0 |  

About where your children lived before they came to the UK

Is this person or their partner employed or self-employed in the country they live in?

No ☐ Yes ☐

If Yes, tell us the full name and address of their employer (if self-employed, write 'self-employed' in the 'name' space

Name

Address

Has this person claimed family benefits (for example, Child Benefit) in the UK or in the country they are living in?

No ☐ Yes ☐

If Yes, what is the name of the benefit?

If Yes, what is the benefit reference number?

If Yes, what is the name and address of the office that paid the benefit?

Name

Address

When did the benefit start? DD MM YYYY

When did the benefit stop? DD MM YYYY
### About where your children lived before they came to the UK

**Does this person or their partner get a social security benefit (for example, Incapacity Benefit or retirement pension) from the country they are living in?**

- No [ ]
- Yes [ ]

If Yes, what is the full name of the person getting the benefit?

If Yes, what is the name of the benefit?

If Yes, what is the benefit reference number?

If Yes, what is the name and address of the office that paid the benefit?

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### Additional questions

**User to enter additional question(s)**

Please answer in the space below

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Declaration
I declare that:
- the information I have given on this form is correct and complete
- if I tell you information which I know is incorrect or incomplete, action may be taken against me
- I will tell HMRC if my circumstances change

I give permission for HMRC to contact:
- employers and other government departments
- social security offices in the country I am/was living in by email

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date  DD MM YYYY</th>
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Daytime phone number

What you need to do now
Send this form back to us with all of the documents we have asked for by user to enter reply date. If you don't reply by this date or you don't answer all the questions on this form or send all the documents we have asked for, we will make a decision based on the information we already have. If we don't have enough information, your claim will be disallowed/rejected and you will not be paid.

<table>
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<tr>
<th>HMRC use only</th>
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<tr>
<td>Name: Recipient Name insert</td>
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