Child Benefit claim form
- Getting it 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 a National Insurance contribution. 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.
Section 1 – About you continued

12. Are you already getting Child Benefit?
   No
   Yes

13. 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 14.

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

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

15. Have you always lived in the United Kingdom? See Notes, page 3
   No
   Yes

16. If yes, go to question 20

17. Do you usually live in the United Kingdom?
   See Notes, page 3
   No
   Yes

18. If yes, go to question 17

19. Which country do you usually live in?
   Go to question 18

20. If you are subject to immigration control now or at any time in the last three months, tell us the date your immigration status was granted.
   DD MM YYYY

21. What is the date you arrived in the United Kingdom in the last three months?
   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

22. Are you subject to immigration control now or at any time in the last three months?
   No
   Yes

23. If yes, tell us the name of the country

24. Are you a member of HM Forces or a civil servant working abroad?
   No
   Yes

25. 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

26. Are you already getting Child Benefit?
   No
   Yes

27. 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

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

29. Have you always lived in the United Kingdom? See Notes, page 3
   No
   Yes
   If yes, go to question 20

30. Do you usually live in the United Kingdom? See Notes, page 3
   No
   Yes
   If yes, go to question 17

31. Which country do you usually live in?
   Go to question 18

32. Did you arrive in the United Kingdom in the last three months?
   No
   Yes
   If yes, tell us the date you arrived
   DD MM YYYY

33. Are you subject to immigration control now or at any time in the last three months? See Notes, page 3
   No
   If no, go to question 20
   Yes

34. 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

35. Are you a member of HM Forces or a civil servant working abroad?
   No
   Yes

36. 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
Section 3 – Children you want to claim for continued

Child 1

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

2. Child’s first name and any middle names
   As shown on the original birth or adoption certificate

3. Child's date of birth, DD MM YYYY

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

5. Is this child your own? See Notes, page 4
   No
   Yes

6. Has anyone else ever claimed Child Benefit for this child?
   No
   Yes If Yes, please tell us their name and address and Child Benefit number

7. When did the child come to live with you?
   DD MM YYYY

8. Are you adopting or planning to adopt this child through a Local Authority?
   No
   Yes

9. Do you want to claim for any more children now?
   No
   Yes If Yes, go to question 46

Child 1 continued

10. Does this child live with you? See Notes, page 4
    No
    Yes If Yes, go to question 41

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

Questions

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

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 will not usually 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

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

If the child lives with more than one person, each person can claim Child Benefit for the same child. However, only one person can be paid Child Benefit.

If two or more children are being cared for, Child Benefit can 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.
We normally pay Child Benefit every four weeks into a bank or building society account.

Section 4 – Payment of Child Benefit

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.

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

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

Child Trust Fund
Child Trust Fund is a savings investment account for children. Every child born on or after 1 September 2002 will receive a £250 voucher to start their account as long as they live in the United Kingdom, are not subject to immigration control and Child Benefit is paid for them. The account belongs to the child and can’t be touched until they are 18. There is no form to fill in to claim Child Trust Fund. We will write to you a few weeks after you start getting Child Benefit. If you want to know more about Child Trust Fund please go to www.childtrustfund.gov.uk or phone 0845 302 1470.

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 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, 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, or
• phone the National Insurance Helpline on 0845 302 1479.

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
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**Additional children** - Please complete and attach to the Child Benefit claim form

**Child 3**

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

2. Child's first name and any middle name(s)
   
   *As shown on the original 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 Notes, page 4*
   
   No
   Yes

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

8. Does this child live with you? *See Notes, page 4*
   
   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 Notes, page 4*
    
    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 60 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 original birth or adoption certificate

2 Child's first name and any middle name(s)
  As shown on the original 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 Notes, page 4
  No
  Yes

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

8 Does this child live with you? See Notes, page 4
  No
  Yes If Yes, go to question 10

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

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

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

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 60 of your claim form
  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.

Remember to send this sheet with your claim form