



## Claim now, or you could lose money


Child Benefit can only be backdated 3 months

## Claiming Child Benefit can help to protect your State Pension and get your child their National Insurance number

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

To help you fill in this form to claim Child Benefit, use guidance CH2 Notes, 'Child Benefit - Getting your claim right'. These notes contain important information that you should read. Answer all the questions that apply to you, writing clearly in capital letters and send us all of the documents that we ask for. If you don't, we may need to get in touch with you, which will delay your claim.

If you need more help or information:

-  go to [www.gov.uk/child-benefit](http://www.gov.uk/child-benefit)
- phone the Child Benefit Helpline on 0300 200 3100
- textphone the Child Benefit Helpline on 0300 200 3103

### State Pension

Claiming Child Benefit will make sure that you're registered to receive National Insurance credits, which can help to protect your State Pension. You will automatically receive these credits if you get Child Benefit for a child under 12.

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

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

If either you or your partner have an individual income of more than £50,000 a year, then the partner with the higher income has to pay Income Tax on some, or all of the Child Benefit you receive. The tax is known as the 'High Income Child Benefit Charge'.

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

If this applies to you or your partner, you should still claim Child Benefit for your child, as it can help to protect your State Pension and will make sure your child receives a National Insurance number. But you have a choice about whether or not you receive the payments. You can jointly decide either:

- to receive Child Benefit payments and declare them for tax purposes
- not to receive Child Benefit payments and not have to pay a tax charge

Even if you decide not to receive Child Benefit payments, it's very important that you still complete and send us this form to claim Child Benefit for your child.

Claiming Child Benefit makes sure that you get National Insurance credits to protect your State Pension.

Claiming Child Benefit will also mean that your child gets their National Insurance number shortly before their 16th birthday.

Part 4 of this claim form lets you tell us if you want to be paid Child Benefit.

### Help with making your decision

#### 1 I (or my partner) have an individual income between £50,000 and £60,000 a year. Should I still claim and be paid my Child Benefit?


The tax will be charged at a rate of 1% of the Child Benefit paid for every £100 of income over £50,000. So the tax charge will be less than the total amount of Child Benefit you receive. Therefore you might want to keep getting Child Benefit payments and declare them for Income Tax purposes.

It's important that you still claim Child Benefit to help protect your State Pension.

#### 2 I (or my partner) have an individual income of more than £60,000 a year. Should I still claim, even if I don't want to be paid my Child Benefit?

The tax charge you would have to pay would be equal to the total amount of Child Benefit you receive.

It's important that you still claim Child Benefit to help protect your State Pension, but you might decide not to receive the payments to avoid paying the tax charge.

 For more information, read the notes with this form or go to [www.gov.uk/child-benefit-tax-charge](http://www.gov.uk/child-benefit-tax-charge)

# 1 About you

1 Title

For example Mrs, Miss, Ms, Mr or Dr.

2 Your last name 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 last name or family name?

Include your maiden name.

No

Yes  If Yes, write it below

5 Your date of birth

DD MM YYYY

6 Your address

  
  
  
 Postcode

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

No  If No, go to question 8

Yes  If Yes, go to question 9

8 Tell us your last address

  
  
  
 Postcode

9 Your phone number

We may phone you if we need more information. Our phone number won't be visible when we call you.

Phone number

What time of day is best for us to phone you?

For example, morning, afternoon or evening (we're only able to call up to 7pm).

10 Do you have a National Insurance number?

Read page 3 of the CH2 Notes.

No

Yes  If Yes, tell us your National Insurance number  
Example of a National Insurance number - QQ123456A.

11 What is your nationality?

This is shown on your passport if you have one, for example British, Irish, French, Polish.

Nationality

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

No  If No, go to question 15

Yes  If Yes, go to question 13

13 Tell us your Child Benefit number if you know it

This should be your Child Benefit number and not your partner's. You can find your Child Benefit number on letters we've sent you. Example - CHB 99999999 XX.

If you don't know your Child Benefit number, you should still claim now - you don't need to answer this question.

14 Are you currently entitled to Child Benefit?

No

Yes  If Yes, tell us the full name and date of birth of the eldest child you're entitled to or currently receiving Child Benefit for, then go to question 24

Child's last name

Child's first name

Child's middle name(s)

Child's date of birth

DD MM YYYY

For office use 1

## 1 About you continued

**15 Have you always lived in the UK?**

By this we mean you've never lived outside the UK.  
Read page 3 of the CH2 Notes.

No  I've lived outside the UK,  
go to question 16

Yes  I've always lived in the UK,  
go to question 24

**16 Do you usually live in the UK?**

Read page 3 of the CH2 Notes.

No  If No, go to question 17

Yes  If Yes, go to question 18

**17 Which country do you usually live in?**

Country

Go to question 19

**18 Tell us the date you arrived in the UK**

DD MM YYYY

**19 Are you subject to immigration control now, or have you been at any time in the last 6 months?**

Read page 3 of the CH2 Notes.

No  If No, go to question 21

Yes

**20 If you've been subject to immigration control in the last 3 months, tell us the date your immigration status was granted**

DD MM YYYY

**21 What is your employment status?**

Tick the box or boxes that apply.

You only need to answer this question if you've ever lived outside of the UK.

Looking for work in the UK

Working in the UK

Self-employed in the UK

None of these - I've enough money to support my family in the UK

## About you continued

**22 Are you now, or have you at any time in the last 3 months, worked in another country or received benefit from another country?**

No  If No, go to question 23

Yes  If Yes, tell us the name of the country

Country

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

No  Yes

**24 What is your marital or civil partnership status?**

Tick one box that applies. We consider you single for Child Benefit purposes unless you live with a partner.

Married or in a civil partnership, go to question 25

Living with a partner as if you're married or a civil partner, go to question 25

Widowed, go to question 36

Separated, go to question 36

Divorced, go to question 36

Single, go to question 36

## 2 About your partner

**25 Your partner's full name**

**26 Your partner's date of birth**

DD MM YYYY

**27 Your partner's National Insurance number**

Read page 3 of the CH2 Notes.

Example of a National Insurance number - QQ123456A.

**28 Your partner's nationality**

This is shown on their passport if they have one, for example British, Irish, French, Polish.

Nationality

## 2 About your partner continued

**29 What is your partner's employment status?**

Tick the box or boxes that apply.

- Looking for work in the UK
- Employed in the UK
- Self-employed in the UK
- None of these - they have enough money to support their family in the UK

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

No  Yes

**31 Does your partner now, or have they at any time in the last 3 months, worked in another country or received benefit from another country?**

No  If No, go to question 32

Yes  If Yes, tell us the country

Country

**32 Is your partner entitled to Child Benefit now or are they waiting to hear if they can get Child Benefit?**

No  If No, go to question 36

Yes

**33 Your partner's Child Benefit number if you know it**

Their Child Benefit number is on any letters we've sent them. Example - CHB 99999999 XX.

If you don't know their Child Benefit number you should still claim now, you don't need to answer this question.

**34 What is the full name of the eldest child your partner is entitled to Child Benefit for?**

Child's last name

Child's first name

Child's middle name(s)

**35 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).

**i** If this Child Benefit claim is for a new born child, you need to register their birth before you send your claim to us. Child Benefit can be backdated 3 months.

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

- birth certificate (full or short version)
- 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'll normally return your documents within 4 weeks.

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

**36 How many children are you claiming for on this form?**

**37 How many original birth certificates, passports and/or travel documents are you sending us?**

We don't accept photocopies.

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.

birth certificates

passports

travel documents

### 3 Children you want to claim for continued

#### Child 1

**38 Child's last name or family name**  
As shown on the birth or adoption certificate.

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

First name
Middle name(s)

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

Male  Female

**41 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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**42 Has this child ever been known by any other name?**

No

Yes  If Yes, tell us the other name below

**43 Has the name been changed by deed poll?**

No  Yes

**44 Is this child your own child?**  
Read page 4 of the CH2 Notes.

No  Yes

**45 Has anyone else ever claimed Child Benefit for this child?**  
Read page 4 of the CH2 Notes.

No  If No, go to question 46

Yes  If Yes, tell us their name and address

Name
Address
Postcode

Go to question 46

#### Child 1 continued

**46 Does this child live with you in the UK?**  
Read page 4 of the CH2 Notes.

No

Yes  If Yes, go to question 48

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

Name
Address
Postcode

**48 Has this child lived with anyone else in the last 12 months?** Read page 4 of the CH2 Notes.

No  If No, go to question 51

Yes

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

Name
Address
Postcode

**50 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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**51 Are you adopting or planning to adopt this child through a local authority?**

No  Yes

**52 Do you want to claim for any more children now?**

No  If No, go to question 68

Yes  If Yes, go to question 53

For office use 3

For office use 4

For office use 5

For office use 6

For official use only

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### 3 Children you want to claim for continued

#### Child 2

**53 Child's last name or family name**  
As shown on the birth or adoption certificate.

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

First name
Middle name(s)

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

Male  Female

**56 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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**57 Has this child ever been known by any other name?**

No

Yes  If Yes, tell us the other name below

**58 Has the name been changed by deed poll?**

No  Yes

**59 Is this child your own child?**  
Read page 4 of the CH2 Notes.

No  Yes

**60 Has anyone else ever claimed Child Benefit for this child?**  
Read page 4 of the CH2 Notes.

No  If No, go to question 61

Yes  If Yes, tell us their name and address

Name
Address
Postcode

Go to question 61

For office use 7

For office use 8

#### Child 2 continued

**61 Does this child live with you in the UK?**  
Read page 4 of the CH2 Notes.

No

Yes  If Yes, go to question 63

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

Name
Address
Postcode

**63 Has this child lived with anyone else in the last 12 months?** Read page 4 of the CH2 Notes.

No  If No, go to question 66

Yes

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

Name
Address
Postcode

**65 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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**66 Are you adopting or planning to adopt this child through a local authority?**

No  Yes

**67 Do you want to claim for any more children now?**

No  If No, go to question 68

Yes  If Yes, go to page 7 of the CH2 Notes. Fill in the 'Additional children' form then go to question 68

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## 4 Higher income earners

**i** Only answer question 68 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 want 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 want to be paid Child Benefit

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

### 68 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 £50,000 a year. Read 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 69

For office use 11

## 5 How you want to be paid

**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.

### 69 Do you want to be paid Child Benefit every week?

No  If No, go to question 71

Yes  If Yes, go to question 70

### 70 To get Child Benefit 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

### 71 Do you already get Child Benefit?

No  If No, go to question 73

Yes

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

No  If No, go to the declaration on page 8

Yes  If Yes, go to question 73

## 6 Bank details

**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.

### 73 Tick the box which applies to you

The account is in my name, go to question 74

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 boxes below

Name 1

Name 2

### 74 Name of the bank or building society

If you have a Post Office® card account, write 'Post Office'.

### 75 The branch sort code. Read page 5 of the CH2 Notes.

-    -

### 76 The account number. Read page 5 of the CH2 Notes.

### 77 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.

### 78 If you don't have an account that we can pay into, put an 'X' in this box

For office use 12

For office use 13

For office use 14

For office use 15

### Important

Complete the declaration on page 8.

## Declaration

Tick the boxes that apply to you and sign this form to claim Child Benefit.

I'm 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.  
Don't send photocopies.

I declare that the information I've given on this form is correct and complete.  
If I give information which I know isn't 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
  - don't send photocopies
- extra pages you've filled in if you want to claim for more than 2 children
- 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
  - don't send photocopies

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

Make sure we've the right address to return your documents. If you move without telling us your new address we won't be able 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 you need to do now


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'll normally send your document(s) back to you within 4 weeks. When we've dealt with your claim we'll write to tell you if you can get Child Benefit and if so how much.

## Help

If you need more help or information,  go to [www.gov.uk/child-benefit](http://www.gov.uk/child-benefit) or phone our helpline.

If you've a change in your circumstances:

-  go to [www.gov.uk/report-changes-child-benefit](http://www.gov.uk/report-changes-child-benefit)
- phone the Child Benefit Helpline on 0300 200 3100
- textphone the Child Benefit Helpline on 0300 200 3103
- ffoniwch 0300 200 1900  
i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau
- write to  
Child Benefit Office  
PO Box 1  
NEWCASTLE UPON TYNE  
NE88 1AA

If you're overseas, phone 00 44 161 210 3086

When you get in touch with us, tell us your:

- full name
- National Insurance number
- Child Benefit number
- daytime phone number

For information about other money you may be entitled to, read page 6 of the CH2 Notes, 'Child Benefit - Getting your claim right'.

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Corres	Traced	CLI

Document(s) returned

Birth certificate	Normal		
Passport	Recorded		
Other	Registered		

Date claim received





### Address label: 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. For example, postcode XX1 6AA would be shown as

<b>X</b>	<b>X</b>	<b>1</b>			<b>6</b>	<b>A</b>	<b>A</b>	
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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.

-----Please fold here-----

HMRC use only - we'll 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 don't need to do anything - we'll write to you again as soon as we've made a decision about your claim.