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
• 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

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
### 1 About you

<table>
<thead>
<tr>
<th>1</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>For example Mrs, Miss, Ms, Mr or Dr.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Your last name or family name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Your first name and any middle name(s)</th>
</tr>
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<tbody>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Middle name(s)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>Have you ever been known by any other last name or family name? Include your maiden name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Yes If Yes, write it below</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>Your date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD MM YYYY</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6</th>
<th>Your address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7</th>
<th>Have you lived at this address for more than 12 months?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No If No, go to question 8</td>
<td></td>
</tr>
<tr>
<td>Yes If Yes, go to question 9</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8</th>
<th>Tell us your last address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>Your phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>We may phone you if we need more information. Our phone number won't be visible when we call you.</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th>What time of day is best for us to phone you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>For example, morning, afternoon or evening (we're only able to call up to 7pm).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11</th>
<th>Do you have a National Insurance number?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read page 3 of the CH2 Notes.</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Yes If Yes, tell us your National Insurance number Example of a National Insurance number - Q0123456A.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>What is your nationality?</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is shown on your passport if you have one, for example British, Irish, French, Polish.</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13</th>
<th>Have you claimed Child Benefit for any child(ren) before?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No If No, go to question 15</td>
<td></td>
</tr>
<tr>
<td>Yes If Yes, go to question 13</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14</th>
<th>Tell us your Child Benefit number if you know it</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>If you don't know your Child Benefit number, you should still claim now - you don't need to answer this question.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15</th>
<th>Are you currently entitled to Child Benefit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16</th>
<th>Child's last name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>17</th>
<th>Child's first name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>18</th>
<th>Child's middle name(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>19</th>
<th>Child's date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD MM YYYY</td>
<td></td>
</tr>
</tbody>
</table>
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  
Yes  
I've lived outside the UK,  
go to question 16  
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  
Yes  
If No, go to question 17  
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  
Yes  
If No, go to question 21  
If Yes, go to question 20

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

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  
Yes  
If No, go to question 23  
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

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 About your partner

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).

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.
### Child 1

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Child's last name or family name</td>
<td>As shown on the birth or adoption certificate.</td>
</tr>
<tr>
<td>39 Child's first name and any middle name(s)</td>
<td>As shown on the birth or adoption certificate.</td>
</tr>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Middle name(s)</td>
<td></td>
</tr>
<tr>
<td>40 Is this child male or female?</td>
<td>Male</td>
</tr>
<tr>
<td>41 Child's date of birth</td>
<td>DD MM YYYY</td>
</tr>
<tr>
<td>42 Has this child ever been known by any other name?</td>
<td>No</td>
</tr>
<tr>
<td>If Yes, tell us the other name below</td>
<td></td>
</tr>
<tr>
<td>43 Has the name been changed by deed poll?</td>
<td>No</td>
</tr>
<tr>
<td>44 Is this child your own child?</td>
<td>No</td>
</tr>
<tr>
<td>Read page 4 of the CH2 Notes.</td>
<td></td>
</tr>
<tr>
<td>45 Has anyone else ever claimed Child Benefit for this child?</td>
<td>No</td>
</tr>
<tr>
<td>Read page 4 of the CH2 Notes.</td>
<td>If No, go to question 46</td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>46 Does this child live with you in the UK?</td>
<td>No</td>
</tr>
<tr>
<td>Read page 4 of the CH2 Notes.</td>
<td>If Yes, go to question 48</td>
</tr>
<tr>
<td>47 What is the name and address of the person this child lives with?</td>
<td>Name</td>
</tr>
<tr>
<td>48 Has this child lived with anyone else in the last 12 months?</td>
<td>No</td>
</tr>
<tr>
<td>Read page 4 of the CH2 Notes.</td>
<td>If No, go to question 51</td>
</tr>
<tr>
<td>49 What is the name and address of the person this child lived with?</td>
<td>Name</td>
</tr>
<tr>
<td>50 What date did the child come to live with you?</td>
<td>DD MM YYYY</td>
</tr>
<tr>
<td>51 Are you adopting or planning to adopt this child through a local authority?</td>
<td>No</td>
</tr>
<tr>
<td>52 Do you want to claim for any more children now?</td>
<td>No</td>
</tr>
<tr>
<td>If No, go to question 68</td>
<td>If Yes, go to question 53</td>
</tr>
</tbody>
</table>

Go to question 46
3 Children you want to claim for  

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  

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  

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  

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's form then go to question 68
4 Higher income earners

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.

5 How you want to be paid

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.

Do you want to be paid Child Benefit every week?

No ❑ If No, go to question 71
Yes ❑ If Yes, go to question 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

Do you already get Child Benefit?

No ❑ If No, go to question 73
Yes

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

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.

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

Name of the bank or building society

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

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

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

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.

If you don’t have an account that we can pay into, put an ‘X’ in this box

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**  

**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 or phone our helpline.

If you've a change in your circumstances: go to 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 ffurfenni 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’.
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.