

**Claim now
or you may lose money**
Child Benefit cannot be backdated
more than three months

www.hmrc.gov.uk

Our helpline number:
0845 302 1444

Our textphone number:
0845 302 1474

Important

Please use the Notes *Child Benefit claim form - Getting it right (CH2 Notes)* to help you fill in this form. Please answer **all** the questions that apply to you and send us **all** the documents we ask for. If you don't, we may need to get in touch with you. **This can delay payment.** If you need more help or information, please go to our website or phone our helpline above.

Section 1 - About you

1 Title *for example Mrs, Miss, Ms, Mr, Dr, etc*

2 Your surname 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 surname or family name? *Include your maiden name*

No

Yes If Yes, please write it below

5 Your date of birth *DD MM YYYY*

6 Your phone number(s)

Daytime number

Evening number

7 Your address

Postcode

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

No

Yes If Yes, please go to **question 10**

9 Please tell us your last address

Postcode

10 Do you have a National Insurance (NI) number?
See Notes, page 3

No

Yes If Yes, please tell us your NI number
Example of a National Insurance number XX 99 99 99 X.

11 Have you ever claimed Child Benefit before?

No If No, go to **question 13**

Yes If Yes, please tell us your Child Benefit number *if you know it*
Example of a Child Benefit number CHB 99999999 XX.

You can find your Child Benefit number on letters we have sent you.

If you don't know your Child Benefit number you should still claim now.

Section 1 – About you *continued*

For office use 2

12 Are you already getting Child Benefit?

No

Yes

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

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

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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13 What is your nationality?

This is shown on your passport if you have one

14 Have you always lived in the United Kingdom?

See Notes, page 3

No

Yes

If Yes, go to **question 20**

15 Do you usually live in the United Kingdom?

See Notes, page 3

No

Yes

If Yes, go to **question 17**

16 Which country do you usually live in?

Go to question 18

17 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

<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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18 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

19 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

<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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Please send a copy of your Home Office documents to us with this form.

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

No

Yes

If Yes, please tell us the name of the country

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

No

Yes

22 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 2 - About your partner

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

No Yes

24 What is your partner's nationality?

This is shown on their passport if they have one

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

No

Yes If Yes, tell us the name of the country

26 Is your partner receiving Child Benefit now or are they waiting to hear if they can get Child Benefit?

No If No, go to **question 31** below

Yes

27 Your partner's full name and date of birth

Partner's name

Partner's date of birth DD MM YYYY

28 Your partner's National Insurance number

See Notes, page 3

Example of a National Insurance number XX 99 99 99 X.

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

Example of a Child Benefit number CHB 99999999 XX.

Their Child Benefit number is on any letters we have sent them.

If you don't know their Child Benefit number you should still claim now.

30 The full name and date of birth of the eldest child your partner is receiving Child Benefit for

Child's surname

Child's first name

Child's middle name(s)

Child's date of birth DD MM YYYY

Section 3 - Children you want to claim for

Important

You don't need to tell us about children you already get Child Benefit for.

31 Please tell us how many children you are claiming for on this form

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

- *birth certificate (long or short version), or*
- *adoption certificate.*

We do not accept photocopies.

Please note

If you don't have the original documents you should still fill in this claim form and send it to us. We will then get in touch with you.

Before you send your certificate(s)

- If you, or someone else, has received Child Benefit for the child in the past, don't send us the birth certificate.
- Make sure we have the right address to return your documents. If you move without telling us your new address we will destroy them.
- If we believe that any of the original documents you send us are not genuine, we may keep them.

Please now go to **question 32**.

Section 3 – Children you want to claim for continued

Child 1

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

33 Child's first name and any middle name(s)
As shown on the original birth or adoption certificate

First name
Middle name(s)

34 Is this child male or female?

Male

Female

35 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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36 Has this child ever been known by any other name?

No

Yes If Yes, please write it below

37 Is this child your own? *See Notes, page 4*

No Yes

38 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

Name
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

C	H	B	<input type="text"/>	<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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If you don't know the Child Benefit number you should still claim now.

For office use 3

For office use 4

Child 1 continued

39 Does this child live with you? *See Notes, page 4*

No

Yes If Yes, go to **question 41**

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

Name
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

41 Has this child lived with anyone else in the last 12 months?
See Notes, page 4

No If No, go to **question 44**

Yes

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

Name
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

43 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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44 Are you adopting or planning to adopt this child through a Local Authority?

No Yes

45 Do you want to claim for any more children now?

No If No, go to **question 60**

Yes If Yes, go to **question 46**

For office use 5

For office use 6

Section 3 – Children you want to claim for continued

Child 2

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

47 Child's first name and any middle name(s)
As shown on the original birth or adoption certificate

First name
Middle name(s)

48 Is this child male or female?

Male

Female

49 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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50 Has this child ever been known by any other name?

No

Yes If Yes, please write it below

51 Is this child your own? See Notes, page 4

No Yes

52 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

Name
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

C	H	B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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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If you don't know the Child Benefit number you should still claim now.

For office use 7

For office use 8

Child 2 continued

53 Does this child live with you? See Notes, page 4

No

Yes If Yes, go to **question 55**

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

Name
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

55 Has this child lived with anyone else in the last 12 months?
See Notes, page 4

No If No, go to **question 58**

Yes

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

Name
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

57 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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58 Are you adopting or planning to adopt this child through a Local Authority?

No Yes

59 Do you want to claim for any more children now?

No If No, go to **question 60**

Yes If Yes, go to **page 7 of your Notes**. Fill in the additional sheet then go to **question 60** on this form.

For office use 9

For office use 10

Section 4 – Payment of Child Benefit

We normally pay Child Benefit every four weeks into a bank or building society account.

60 Do you want to be paid Child Benefit every week?
Please read the Notes on page 5

No If No, go to **question 62**

Yes

61 Please tick all boxes which apply to you

I am a single parent

I am receiving one or more of the following:

- Income Support
- income-based Jobseeker's Allowance
- Pensions Credit
- income-related Employment and Support Allowance.

My partner is receiving one or more of the following:

- Income Support
- income-based Jobseeker's Allowance
- Pensions Credit
- income-related Employment and Support Allowance.

62 Do you already get Child Benefit?

No If No, go to **question 64**

Yes

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

No If No, please go straight to the **Declaration**

Yes

Please note

We can't pay into an account that is in a child's name.
If you need help to fill in **questions 64 to 68**, see *Notes, page 5* or contact your bank or building society.

64 Whose name is the account in? See *Notes, page 5*
If it is a joint account please tell us both names

65 Name of your bank or building society
If you have a Post Office® card account write Post Office

66 Your branch sort code. See *Notes, page 5*

- -

67 Your account number. See *Notes, page 5*

68 If your account is with a building society tell us the roll or reference number if you have one. See *Notes, page 5*

69 If you do not have an account that we can pay into please put an 'X' in the box

For office use 11

For office use 12

For office use 13

For office use 14

Please now complete the declaration below

Declaration

Please read the declaration below, tick the boxes that apply to you, then sign this form to claim Child Benefit.

I am sending the **birth certificate(s)** or other documents that you need with this form.
*If you don't have the documents you should still send your claim form to us. **Do not send photocopies.***

I **declare** that the information I have given on this form is correct and complete.
If I give information which I know is not correct or complete, you may take action against me.

This is my claim for Child Benefit. *Your claim will be delayed if you do not sign this form.*

Signature

Date DD MM YYYY

For office use 15

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. **Do not send photocopies.**
If you don't have a certificate you should still send your claim form to us.
- Extra pages you've filled in if you want to claim for more than two children.
- Any Home Office documents that we've asked you to send us.

What to do now

Please fill in the address label and send it to us with this form and any documents or pages listed above, in the enclosed envelope. It doesn't need a stamp. If you don't have an envelope send this form to:

Child Benefit Office (Washington)
Freepost
NEA 10463
PO Box 133
Washington
NE38 7BR

What happens next?

If we need more information to help us deal with your claim we will get in touch with you.

We will normally send the certificate(s) back to you within four weeks. When we have dealt with your claim we will write to tell you if you can get Child Benefit and if so how much.

If you need more help

Please go to www.hmrc.gov.uk or phone our helpline.

If you are in the United Kingdom:

Helpline **0845 302 1444**

Textphone **0845 302 1474**

Ffoniwch **0845 302 1489** i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau

If you are overseas:

Helpline **00 44 161 210 3086**

Write to us at:

Child Benefit Office
PO Box 1
Newcastle Upon Tyne
NE88 1AA

When you get in touch with us please tell us your full name, your National Insurance number, your Child Benefit number (if you know it or have one) and a daytime phone number.

Other money we can pay you

For information about other money you may be entitled to, please read page 6 of your Notes *Child Benefit claim form – Getting it right (CH2 Notes)*.

For official use only

	Name	Date
1		
2		
3		
4		

Date claim received

Corres	Traced	CLI

Document(s) Returned	Normal		
	Recorded		
	Registered		

1	2	3	4
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