



HM Revenue
& Customs


 www.gov.uk/child-benefit

Child Benefit Helpline number
0300 200 3100

NGT relay (if you cannot hear or
speak on the phone) dial 18001
then 0300 200 3100

Child Benefit: Getting your claim right

Use these notes to help you fill in the Child Benefit claim form

 There's an online claim form you can use, go to GOV.UK and search for CH2

We've a range of services for disabled people. These include guidance in Braille, audio and large print. Most of our forms are also available in large print. Contact our helplines for more information.

Ffoniwch 0300 200 1900 i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.

Fill in the Child Benefit claim form if you or your partner are responsible for a child, even if you decide not to get Child Benefit payments

Who should fill in the form

- either you or your partner should fill in this form, if you're responsible for a child under 16 (or under 20 and they're in approved education or training)
- only one person can claim Child Benefit - the person who is awarded Child Benefit will automatically get National Insurance credits up until their child turns 12 - **this will help to protect their State Pension**
- if you're a couple and one of you does not work or does not pay National Insurance contributions, they should fill in the form to protect their State Pension
- you do not need to be the parent of the child to claim and you may be entitled to claim even if the child does not live with you
- you can claim no matter how much you earn or have in savings
- if you've arrived in the UK and you're not working, you cannot usually claim until you've lived in the UK for at least 3 months - for more information, go to www.gov.uk/child-benefit-move-to-uk

You should claim as soon as

- your baby is born and registered (babies born in the UK need to be registered at the General Register Office)
- a child comes to live with you
- you adopt a child - if you're in the process of adopting a child, apply as soon as the child comes to live with you

If you live in the UK and already claim Child Benefit, you may be able to tell us about a new child if

- they're under 6 months old
- they were born in the UK
- their birth was registered in England, Scotland or Wales

by phoning the Child Benefit helpline on 0300 200 3100.

Do not delay making your claim because Child Benefit can only be backdated 3 months

Is your or your partner's income more than £50,000


- if either you or your partner has an individual income of more than £50,000 in any year, then the person with the higher income may have to pay a tax charge on some or all of the Child Benefit you get
 - it's called the High Income Child Benefit Charge (HICBC)
- if you or your partner decide not to get Child Benefit payments you will not have to pay the tax charge, so if
 - **both your individual incomes are below £50,000**
 - you will not need to pay the tax charge unless your or your partner's income goes over £50,000 in any year in the future
 - **the person with the highest income has income between £50,000 – £60,000**
 - the tax charge will be less than the Child Benefit that you or your partner get - it will be charged at a rate of 1% of the amount of Child Benefit received for each £100 of income between £50,000 and £60,000
 - you will not have to pay the tax charge if you decide not to get payments (select 'no' on question 62)
 - if you or your partner decide to get Child Benefit payments, the person with the higher income must notify HMRC by registering for Self Assessment to pay the tax charge each year
 - **the person with the highest income has income of more than £60,000**
 - the tax charge will be the same amount as the Child Benefit that you or your partner get
 - you will not have to pay the tax charge if you decide not to get payments (select 'no' on question 62)
 - if you or your partner decide to get Child Benefit payments, the person with the higher income must notify HMRC by registering for Self Assessment to pay the tax charge each year


 It's important that you fill in and send us the form even if you decide not to get Child Benefit payments


How we calculate your income


- we use your Adjusted Net Income (ANI) to determine if you need to pay the tax charge
- your ANI is not always the same as your salary or the profits that you make if you're self-employed - it's your total taxable income

For more help or information about:

 Child Benefit, go to www.gov.uk/child-benefit

 HICBC and how to work out how much tax you may have to pay, go to www.gov.uk/child-benefit-tax-charge

 ANI, go to www.gov.uk/guidance/adjusted-net-income

 Self Assessment, go to www.gov.uk/self-assessment-tax-returns

If you cannot find the information online you can phone the Child Benefit helpline on 0300 200 3100 or NGT relay (if you cannot hear or speak on the phone) dial 18001 then 0300 200 3100

Help with filling in your claim form – page 2

Questions 1 and 26 – where to find your (or your partner's) National Insurance number

This can be found in any of the following:

- P60 certificate from your (or your partner's) employer
- PAYE Coding Notice or a letter from us
- payslip from your (or your partner's) employer
- letter from the Department for Work and Pensions or Jobcentre Plus
- your (or your partner's) Personal Tax Account

Example of a National Insurance number

QQ 12 34 56 A

If you do not have a National Insurance number your claim will be delayed, as you'll need to apply and receive one before you can get Child Benefit. Send us your Child Benefit claim form now, do not wait for your National Insurance number.

 go to www.gov.uk/apply-national-insurance-number

Page 3 of your claim form

Help

 For more information about Child Benefit, go to www.gov.uk/child-benefit

If you need more help with a question phone the Child Benefit Helpline on:

- telephone 0300 200 3100 (UK)
+44 (0)161 210 3086 (overseas)
- NGT relay (if you cannot hear or speak on the phone) dial 18001 then 0300 200 3100

Question 18

You're subject to immigration control if:

- the Home Office says you can stay in the UK – known as 'leave to enter or remain', but only if you do not claim certain benefits, tax credits or housing help paid by the UK government – known as 'recourse to public funds'
- you need permission to stay in the UK – known as 'leave to enter or remain', but you do not have it
- you have leave to enter and remain as a result of a written undertaking given by another person to be responsible for your maintenance and accommodation

If you're subject to immigration control, or not sure if you are, you might still be able to get Child Benefit.

Question 14

This question is about the country you've always lived in. The UK is England, Wales, Scotland and Northern Ireland. It does not include the Isle of Man or the Channel Islands.

Do not include any countries that you're visiting, for example on holiday or for work purposes.

Question 15

This question is about the country you live in most of the time. The UK is England, Wales, Scotland and Northern Ireland. It does not include the Isle of Man or the Channel Islands.

Do not include any countries that you're visiting, for example on holiday or for work purposes.

1 About you continued

14 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 15

Yes ☐ I've always lived in the UK, go to question 22

15 Do you usually live in the UK?
Read page 3 of the CH2 Notes.

No ☐ If No, go to question 16

Yes ☐ If Yes, go to question 17

16 Which country do you usually live in?
Country

17 Tell us the date you arrived in the UK
DD MM YY

18 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 20

Yes ☐ If Yes, go to question 19

19 If you've been subject to immigration control in the last 3 months, tell us the date your immigration status was granted
DD MM YY

20 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

☐ Employed 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

21 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 22

Yes ☐ If Yes, tell us the name of the country
Country

22 Are you a member of HM Forces or a civil servant working abroad?
No ☐ Yes ☐

23 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 24

☐ Living with a partner as if you're married or a civil partner since
DD MM YY go to question 24

☐ Widowed, go to question 34

☐ Separated since
DD MM YY go to question 34

☐ Divorced, go to question 34

☐ Single, go to question 34

2 About your partner

24 Your partner's full name

25 Your partner's date of birth
DD MM YY

26 Your partner's National Insurance number
Read page 3 of the CH2 Notes.

QQ 12 34 56 A

27 Your partner's nationality
This is shown on their passport if they have one, for example British, Irish, French, Polish.
Nationality

Page 3

Pages 5 and 6 of your claim form

Questions 39 and 52

If the child's birth was registered in:

- England or Wales, you'll need to tell us the system number - you'll find this at the bottom left hand corner of their birth certificate

Example of a birth certificate system number

123456789

- Scotland, you'll need to tell us the district number, year and entry number - you'll find this at the top of their birth certificate

Example of a birth certificate district number, year and entry number

123 2000 456

To help us process your claim without delay enter the details clearly.

If you're claiming for a child who has been previously claimed for, and you do not have the child's birth certificate, leave questions 39 and 52 blank.

Questions

43 and 56

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 may not get a payment of Child Benefit until 4 weeks (and in some cases 8 weeks) after you've made your claim.

If someone else has claimed Child Benefit for the same child that you're claiming for, we'll get in touch with you.

Help



For more information about Child Benefit, go to www.gov.uk/child-benefit

If you need more help with a question phone the Child Benefit Helpline on:

- telephone 0300 200 3100 (UK)
- +44 (0)161 210 3086 (overseas)
- NGT relay (if you cannot hear or speak on the phone) dial 18001 then 0300 200 3100

Questions

42 and 55

If you're not the child's parent but you're looking after the child, you can still claim Child Benefit.

If you have a stepchild or a legally adopted child, they're counted as your own child.

3 Children you want to claim for - Child 1

<p>36 Child's full name including last or family name As shown on their birth or adoption certificate.</p> <p>Child's last name</p> <p>Child's first name</p> <p>Child's middle name(s)</p> <p>37 Is this child male or female? Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>38 Child's date of birth DD MM YYYY</p> <p>39 Has this child's birth been registered in England, Wales or Scotland? No <input type="checkbox"/> If No, send the documents as shown on page 4 of this form - 'Documents we need' Yes <input type="checkbox"/> If Yes, and they were born in England or Wales, do not send any documents, tell us the 9 digit system number from the bottom left hand corner of their birth certificate - read page 4 of the CH2 Notes Yes <input type="checkbox"/> If Yes, and they were born in Scotland, do not send any documents, tell us the district number, year and entry number from their birth certificate - read page 4 of the CH2 Notes</p> <p>40 Has this child ever been known by any other name? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, tell us the other name Child's other name</p> <p>41 Has the name been changed by deed poll? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>42 Is this child your: Read page 4 of the CH2 Notes. Birth child <input type="checkbox"/> Adopted child <input type="checkbox"/> Stepchild <input type="checkbox"/> None of these <input type="checkbox"/></p>	<p>43 Have you or anyone else ever claimed Child Benefit for this child? Read page 4 of the CH2 Notes. No <input type="checkbox"/> If No, go to question 45 Yes <input type="checkbox"/> If Yes, go to question 44</p> <p>44 What is the name and address of the person who claimed Child Benefit for this child? Name Address Postcode</p> <p>45 Does this child live with you in the UK? Read page 4 of the CH2 Notes. No <input type="checkbox"/> If No, tell us the name and address of the person the child lives with Name Address Postcode Yes <input type="checkbox"/> If Yes, go to question 46</p> <p>46 Has this child lived with anyone else at a different address to you in the last 12 months? Read page 4 of the CH2 Notes. No <input type="checkbox"/> If No, go to question 48 Yes <input type="checkbox"/> If Yes, tell us their name, address and telephone number Name Address Postcode Telephone number</p> <p>47 What date did the child come to live with you? DD MM YYYY</p> <p>48 Are you adopting or planning to adopt this child through a local authority? No <input type="checkbox"/> Yes <input type="checkbox"/></p>
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Page 5

Questions

45 and 58

You should answer 'No' to this question if the child does not live with you in the UK. 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

46 and 59

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

If 2 or more children are being cared for, Child Benefit may 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 and Customs will decide.



These questions apply to all children on this claim form

Page 7 of your claim form

Question 62

Only answer this question if either you or your partner have an individual income of more than £50,000 a year.

It's important to claim Child Benefit to protect your State Pension.

You can decide not to be paid Child Benefit if you do not want to pay the extra tax charge.

Read 'Is your or your partner's income more than £50,000' on page 2.

 For more information, go to www.gov.uk/child-benefit-tax-charge

Question 66

We encourage you to consider the benefits of having your Child Benefit paid into an account that's 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
- the names of you and a person acting on your behalf

Payment into an account in your own name allows you to access your Child Benefit when you need it.

However, if you want to use an account that is not in your name, you may do so. It'll be your responsibility to make sure you get the money or that the money is used in the way you want.

We cannot pay into:

- more than one account
- a Nationwide account that's in someone else's name

The best way to remain in charge of your Child Benefit, is to have it paid into an account in your own name. It may not be as easy to access your payments if they're paid into an alternative account.

Questions 63 and 64

Child Benefit is usually paid every 4 weeks. However, you can choose to get your Child Benefit paid weekly if you're bringing up children on your own, or you (or your partner if you have one) are receiving:

- Income Support
- Income-based Jobseeker's Allowance
- Pension Credit
- Income-related Employment and Support Allowance
- Universal Credit

If you want Child Benefit to be paid weekly, tell us at question 64 why you qualify.

If you qualify and choose to get your Child Benefit paid weekly, you must tell us immediately if you stop:

- bringing up children on your own
- getting at least one of the above benefits

If this happens, we may stop paying your Child Benefit weekly and change it to paying you every 4 weeks.

4 Higher income earners

i Only answer question 62 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.

62 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 do not 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 63

5 How you want to be paid

63 Do you want to be paid Child Benefit every week?
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.

- No ☐ If No, go to question 65
- Yes ☐ If Yes, go to question 64

64 To get Child Benefit paid 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

65 Do you already get Child Benefit?

- No ☐ If No, go to question 66
- Yes ☐ If Yes, we will use the bank or building society account we already pay your Child Benefit into. Go to the declaration on page 8

6 Bank details

66 Tick the box which applies to you

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.

- ☐ The account is in my name, go to question 67
- ☐ 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 box below

Name 1

Name 2

67 Name of the bank or building society

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

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

70 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.

71 If you do not have an account that we can pay into, put an 'X' in this box ☐

Important

Fill in the declaration on page 8.

Page 7

Question 68

Make sure you enter the sort code shown on your bank card or statements from your bank or building society. If the account is not in your name you'll need to get the branch sort code. This is usually 6 digits. Include any zeros - for example, 00 11 22.

Question 69

Your account number is usually 8 digits and is shown on your statements or chequebook. If the account is not in your name you'll need to get the bank account details. Include any zeros - for example, 00123456.

Question 70

If your account is with a building society, or a bank that was a building society, you may have an additional reference number. This number may be called:


- a roll number
- an account reference
- an account number

If you're not sure which numbers to enter, check with your bank or building society.

If your account is not with a bank or building society, for example an account with a Credit Union or other provider, you should always check with them what information they need from you in order to pay the money into your account.

i Avoid overpayments

You must tell us straightaway about any changes that affect your Child Benefit. If you do not tell us about any changes at the right time you'll have to pay back any money you should not have been paid.

 For information on changes that affect your Child Benefit go to www.gov.uk/report-changes-child-benefit

Other things you might need to know

National Insurance 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 State Pension.


From 6 April 2010, for each week that you're entitled to Child Benefit for a child under 12, you'll receive weekly National Insurance credits to protect your future entitlement to the State Pension.

If you reach State Pension age on or after 6 April 2010, any complete tax years of HRP you've already built up before 2010 will be converted into qualifying years. Up to 22 years of HRP can be converted into qualifying years for your State Pension.

For more information phone the National Insurance Helpline on 0300 200 3500.

Your rights and obligations

'Your Charter' explains what you can expect from us and what we expect from you.

 For more information, go to www.gov.uk/hmrc/your-charter

These notes are for guidance only and reflect the position at the time of writing. They do not affect any right of appeal.

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HMRC 05/20

Additional children fill in and attach to the Child Benefit claim form

Child 3

- 1 **Child's full name including last or family name**
As shown on their birth or adoption certificate.

Child's last name

Child's first name

Child's middle name(s)

- 2 **Is this child male or female?**

Male ☐ Female ☐

- 3 **Child's date of birth**

- 4 **Has this child's birth been registered in England, Wales or Scotland?**

No ☐ If No, send the documents as shown on page 4 of the CH2 Child Benefit claim form - 'Documents we need'

Yes ☐ If Yes, and they were born in England or Wales, do not send any documents, **tell us the 9 digit system number from the bottom left hand corner of their birth certificate** - read page 4 of the CH2 Notes

Yes ☐ If Yes, and they were born in Scotland, do not send any documents, tell us the district number, year and entry number from their birth certificate - read page 4 of the CH2 Notes

- 5 **Has this child ever been known by any other name?**

No ☐ Yes ☐ If Yes, tell us the other name

Child's other name

- 6 **Has the name been changed by deed poll?**

No ☐ Yes ☐

- 7 **Is this child your:**
Read page 4 of the CH2 Notes.

Birth child ☐ Adopted child ☐

Stepchild ☐ None of these ☐

- 8 **Have you or anyone else ever claimed Child Benefit for this child?** Read page 4 of the CH2 Notes.

No ☐ If No, go to question 10

Yes ☐ If Yes, go to question 9

Child 3 continued

- 9 **What is the name and address of the person who claimed Child Benefit for this child?**

Name

Address

Postcode

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

No ☐ If No, tell us the name and address of the person the child lives with

Name

Address

Postcode

Yes ☐ If Yes, go to question 11

- 11 **Has this child lived with anyone else at a different address to you in the last 12 months?**
Read page 4 of the CH2 Notes.

No ☐ If No, go to question 13

Yes ☐ If Yes, tell us their name, address and telephone number

Name

Address

Postcode

Telephone number

- 12 **What date did the child come to live with you?**

- 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, tear off this sheet then go to question 62 of your claim form

Yes ☐ If Yes, fill in page 8

Remember to send this sheet with your claim form

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Additional children fill in and attach to the Child Benefit claim form

Child 4

- 1 Child's full name including last or family name
As shown on their birth or adoption certificate.

Child's last name

Child's first name

Child's middle name(s)

- 2 Is this child male or female?

Male ☐

Female ☐

- 3 Child's date of birth

- 4 Has this child's birth been registered in England, Wales or Scotland?

No ☐

If No, send the documents as shown on page 4 of the CH2 Child Benefit claim form - 'Documents we need'

Yes ☐

If Yes, and they were born in England or Wales, do not send any documents, tell us the 9 digit system number from the bottom left hand corner of their birth certificate - read page 4 of the CH2 Notes

Yes ☐

If Yes, and they were born in Scotland, do not send any documents, tell us the district number, year and entry number from their birth certificate - read page 4 of the CH2 Notes

- 5 Has this child ever been known by any other name?

No ☐

Yes ☐

If Yes, tell us the other name

Child's other name

- 6 Has the name been changed by deed poll?

No ☐

Yes ☐

- 7 Is this child your:

Read page 4 of the CH2 Notes.

Birth child ☐

Adopted child ☐

Stepchild ☐

None of these ☐

- 8 Have you or anyone else ever claimed Child Benefit for this child? Read page 4 of the CH2 Notes.

No ☐

If No, go to question 10

Yes ☐

If Yes, go to question 9

Child 4 continued

- 9 What is the name and address of the person who claimed Child Benefit for this child?

Name

Address

Postcode

- 10 Does this child live with you in the UK?

Read page 4 of the CH2 Notes.

No ☐

If No, tell us the name and address of the person the child lives with

Name

Address

Postcode

Yes ☐

If Yes, go to question 11

- 11 Has this child lived with anyone else at a different address to you in the last 12 months?

Read page 4 of the CH2 Notes.

No ☐

If No, go to question 13

Yes ☐

If Yes, tell us their name, address and telephone number

Name

Address

Postcode

Telephone number

- 12 What date did the child come to live with you?

- 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, tear off this sheet then go to question 62 of your claim form

Yes ☐

If Yes, answer questions 1 to 14 on a separate sheet of paper or download the 'Additional children' form

Go to www.gov.uk/government/publications/child-benefit-claim-form-ch2 and select Claim Child Benefit for additional children (form additional children CH2(CS))

Remember to send this sheet with your claim form

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