

www.hmrc.gov.uk

Our helpline number:
0845 302 1444

Our textphone number:
0845 302 1474

Child Benefit - Getting your claim right

Use these notes to help you

Introduction

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 National Insurance contributions. 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.

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

Help with filling in your claim form - Page 1

Questions 10 and 28 - Where do I find my (or my partner's) National Insurance number?

This will be on:

- a P60 certificate from your employer
- a PAYE Coding Notice or a letter from us
- a payslip from your employer
- any letter from the Department for Work and Pensions or Jobcentre Plus.

Example of a National Insurance number

National Insurance number
XX 99 99 99 X

Page 2 of your claim form



Help

If you need any help with a question, please go to www.hmrc.gov.uk or phone our helpline.

Phone **0845 302 1444** (UK)
00 44 161 210 3086 (Overseas)
Textphone **0845 302 1474**

Question 18

You are 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 don't claim certain benefits, tax credits or housing help paid by the UK government (known as 'recourse to public funds'), or
- you need permission to stay in the UK (known as 'leave to enter or remain') but you don't have it.

If you are subject to immigration control, or not sure if you are, you might still be able to get Child Benefit. Please phone our helpline and ask us.

Question 14

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

It doesn't usually matter if you sometimes go to other countries on holiday or for work.

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.

It doesn't usually matter if you sometimes go to other countries on holiday or for work.

1 - About you continued

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

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

14 Have you **always** lived in the UK?
By this we mean you have never lived outside the UK. See page 3 of the notes
No I have lived outside the UK. Go to question 15
Yes I have always lived in the UK. Go to question 20

15 Do you usually live in the UK?
See page 3 of the notes
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 UK in the last three months?
No
Yes If Yes, tell us the date you arrived DD MM YYYY

18 Are you subject to immigration control now, or have you been at any time in the last three months? *See page 3 of the notes*
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
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 benefits 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

Pages 4 and 5 of your claim form



Help

If you need any help with a question, please go to www.hmrc.gov.uk or phone our helpline. Phone **0845 302 1444** Textphone **0845 302 1474**

Questions 38 and 52

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 40 and 54

You should answer 'No' to question 40 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 39 and 53

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 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 42 and 56

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

If two 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 & Customs will decide.

3 - Children you want to claim for continued

Child 1

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

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

35 Is this child male or female?

36 Child's date of birth DD MM YYYY

37 Has this child ever been known by any other name?

38 Is this child your own? See page 4 of the notes.

39 Has anyone else ever claimed Child Benefit for this child? See page 4 of the notes

Child 1 continued

40 Does this child live with you? See page 4 of the notes

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

42 Has this child lived with anyone else in the last 12 months? See page 4 of the notes

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

44 What date did the child come to live with you? DD MM YYYY

45 Are you adopting or planning to adopt this child through a local authority?

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

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Please note that these questions apply to all children on this claim form

Question 61

Child Benefit is usually paid every four weeks. However you can choose to get your Child Benefit paid weekly if you are 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, or
- income-related Employment and Support Allowance.

If you want Child Benefit to be paid weekly, tell us on page 6 of the claim form 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, or
- 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 four weeks.

Question 65

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.

If you want to use an account that is not in your name, for example, your partner or another person, you may do so. It is up to you to make sure you get the money from that person.

We can't pay into:

- an account that is in a child's name, or
- more than one account
- a Nationwide account that is in someone else's name.

Question 67

Make sure you enter the sort code shown on your bank card or statements from your bank or building society.

Question 68

Your account number is usually eight digits and is shown on your statements or cheque book. Please include any zeros - for example, 00123456.

Question 69

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, or
- an account number.

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

4 - How you will be paid

Please note
We normally pay Child Benefit every four weeks into a bank or building society account
Page 5 of the notes tell you if you can be paid every week

61 Do you want to be paid Child Benefit every week?
No If No, go to question 63
Yes If Yes, go to question 62

62 To get Child Benefit every week please 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.

63 Do you already get Child Benefit?
No If No, go to question 65
Yes

64 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

5 - Bank details

Please note
Read page 5 of the notes before filling in this section
We can't pay into an account that is in a child's name

65 Please tick the box which applies to you
 The account is in my name, now go to question 66
 The account is in someone else's name
Tell us the name in the box below
 The account is in joint names
Tell us the names in the boxes below
Name 1
Name 2

66 Name of your bank or building society if you have a Post Office® card account write 'Post Office'

67 Your branch sort code. See page 5 of the notes
 - -

68 Your account number. See page 5 of the notes

69 If your account is with a building society tell us the roll or reference number if you have one. See page 5 of the notes

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

Declaration
Please now tick the boxes that apply to you and sign the 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.

Signature

Date: DD MM YYYY

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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

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**.

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.hmrc.gov.uk/charter

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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