Child Benefit claim

October 2008



Please read the notes that came with this form before you fill it in.

They will give you more information about Child Benefit and help you to fill in this claim form.

Please make sure you

- answer all the questions on this form that apply to you, and your partner if you have one
- give us details of an account into which we can pay your Child Benefit
- send us all the documents we ask for.

If you do not, it may take longer to pay you Child Benefit, or we may not be able to pay you at all.

PART 1 PERSONAL DETAILS

National Insurance number. See notes, page 9	If you do not know your National Insurance number, have you ever had one or used one at any time? Yes
Title, enter MRS, MISS, MS, MR or other title	
Surname or family name	
First name(s)	
All other surnames or family names you have been known by. Please include maiden name, all former married names and all changes of family name.	
Date of birth	D D M M Y Y
Address (including postcode) If you, or your partner if you have one, are a UK Crown Servant posted overseas, enter one of the following • your full BFPO address or • an address care of a member of HM Armed Forces unit or • for civil servants, your employing department's address.	Postcode
Have you ever claimed Child Benefit before?	Yes Please tell us the Child Benefit number we gave you C H B You can find this on letters we have sent you. If you cannot find the number do not delay sending this form back to us.
Are you getting any Child Benefit now?	No Please tell us the full name of the eldest child you are getting Child Benefit for What is this child's date of birth?

PART 1 PERSONAL DETAILS – continued

Daytime phone number				
What is this number?	Home	Work	Mobile	Fax
Please tell us your last two addresses				
		Postcode		
		Postcode		
Diagon tallius vour marital status	Cinglo	Living with	n a partner	
Please tell us your marital status See notes, page 4 or page 11	Single Married	Separated	i a pai triei	
	Widowed	Divorced		
Do you usually live in the United Kingdom?	No If no, plea	ase tell us the name	of the country you i	ısı ıally live in
You usually live in the UK, if	in no, pied	ase tell as the hame v	or the country you t	asadily live iii
you live in the UK oryou have recently come to the UK but		me to live in the UK v		nths,
intend to live here continuously oryou are a UK Crown Servant posted	please te	II us when you arrive	ed	
overseas. See notes, page 10	D D	MMY	Y	
What is your nationality?				
Are you subject to immigration control? See notes, page 10	No Yes			
Have you been granted your current immigration status in the last 3 months?	No Yes If yes, on	what date was your	immigration status	granted?
	D D	M M Y	Y	grantour
What is your Home Office reference number?				
Are you, or your partner if you have one, a	No 🗍			
UK Crown Servant posted overseas?	Yes			

PART 1 PERSONAL DETAILS – continued

In the last 3 months, were you or your partner employed in Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10. Are you or your partner currently employed in Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10 In the last 3 months, did you or your partner receive a benefit from Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10 Are you or your partner currently receiving benefit from Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10 No President Part of the European Economic Area (not including the UK)? See notes, page 10		
Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10 In the last 3 months, did you or your partner receive a benefit from Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10 Are you or your partner currently receiving benefit from Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10	employed in Switzerland or a country in the European Economic Area (not including the	
receive a benefit from Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10 Are you or your partner currently receiving benefit from Switzerland or a country in the European Economic Area (not including the Yes	Switzerland or a country in the European Economic Area (not including the UK)?	
benefit from Switzerland or a country in the European Economic Area (not including the Yes	receive a benefit from Switzerland or a country in the European Economic Area	
	benefit from Switzerland or a country in the European Economic Area (not including the	

PART 2 PARTNER'S DETAILS



If you have a partner, read the notes on pages 11 and 17 to 21 to help you decide who should claim Child Benefit.

They tell you about protecting your Basic State Pension if you give up work to care for a child you get Child Benefit for.

Do you have a partner? See notes, page 11	No Go to Part 3 Yes Please answer the questions below
What is your partner's nationality See notes, page 9	
Is your partner • already getting, or • waiting to hear if they can get Child Benefit for any children?	No Go to Part 3 Yes Give details below
Your partner's name (in full)	
Your partner's National Insurance number	
Your partner's Child Benefit number	СНВ
Full name of the eldest child your partner gets Child Benefit for (or is waiting to hear about Child Benefit for) See notes, page 4	
What is this child's date of birth?	D D M M Y Y

PART 3 CHILDREN YOU WANT TO CLAIM FOR



Please tell us about the children you want to claim for now. Do not tell us about any children you already get Child Benefit for. Please enter the name exactly as shown on the child's birth or adoption certificate. If you want to claim for more than 4 children, use the space in Part 6 to tell us about them.

1st CHILD		
Surname		
Other name(s)		
Sex	Male Female	For office
Date of birth	D D M M Y Y	use 3
2nd CHILD		
Surname		
Other name(s)		
Sex	Male Female	For office
Date of birth	D D M M Y Y	use 4
3rd CHILD		1
Surname		
Other name(s)		
Sex	Male Female	For office
Date of birth	D D M M Y Y	use 5
4th CHILD		
Surname		
Other name(s)		
Sex	Male Female	For office
5		use 6
Date of birth		ш
We need to see the original birth certificate, oradoption certificatefor each child in this claim. Do not send photocopies.	Please tell us how many certificates you are sending with this form. If you cannot send any certificates with the form please tell us why in Part 6 How many birth certificates	
If you have, or someone else has, received Child Benefit for the child in the past, do not send us the birth certificate.	How many adoption certificates	

Has anyone else ever claimed Child Benefit for any of the children you want to claim for? See notes, page 12	Yes If yes, please tell us about the person who made the claim The full name of the person who claimed (if you know it) The address the claim was made from (if you know it)
	Postcode The Child Benefit number (if you know it) C H B
Have any of the children you want to claim for used a different name • from the one they have now, or • from the one shown on their birth or adoption certificate?	No Pes If yes, please tell us the child's current name and previous name Child's name Previous name Child's name Previous name Child's name Previous name Child's name Previous name Previous name
Are any of the children you want to claim for living at a different address to yours? Please note, this includes children living outside the UK, even if they are living with another family member. See notes, page 12	No Yes If yes, please tell us the names of the children

For Child Benefit Office use only - not for completion by DWP offices or HMRC Enquiry Centres - birth certificates extraction

	Signature 1	Name in capitals	Signature 2	Name in capitals	Date
Child 1					
Child 2					
Child 3					
Child 4					

PART 3 CHILDREN YOU WANT TO CLAIM FOR continued

Have any of the children you want to claim for lived at a different address to yours in the last 3 months? Please note, this includes children who have lived outside the UK, even if they were living with another family member.	No	For office use 8
Are you including any children on this claim that are not your own? See notes, page 12 Please note, stepchildren and children you have legally adopted count as your own	No Go to Part 5, page 8 Yes Go to Part 4, page 7	For office use 9

If any of the children you want to claim for • are not your own, and • you are not planning to adopt them please tell us • the child's name, • any previous surname (if you know it) • the mother's name (if you know it) • the father's name (if you know it) This will help us deal with your claim more quickly. Child's name Previous surnames Mother's name Father's name Child's name Father's name Father's name Father's name Father's name	are not your own, and you are not planning to adopt them please tell us the child's name, any previous surname (if you know it) the mother's name (if you know it) the father's name (if you know it) This will help us deal with your claim more quickly. Child's name Previous surnames Mother's name Father's name Child's name Father's name Child's name Father's name Child's name Father's name Child's name Previous surnames Mother's name Child's name Previous surnames Mother's name Child's name Previous surnames Mother's name Father's name There's name Child's name Previous surnames Mother's name Mother's name Anne Child's name Previous surnames Mother's name Mother's name	Are you planning to adopt any of the children?	No See If yes, please tell us the names of the children you plan to add and then go to Part 5, page 8
Mother's name Father's name Child's name Previous surnames Mother's name Father's name Child's name Father's name Mother's name	Mother's name Father's name Child's name Previous surnames Mother's name Father's name Child's name Previous surnames Mother's name	 are not your own, and you are not planning to adopt them please tell us the child's name, any previous surname (if you know it) the mother's name (if you know it) the father's name (if you know it) This will help us deal with your claim more	Previous surnames Mother's name Father's name Child's name
Father's name Child's name Previous surnames Mother's name	Father's name Child's name Previous surnames Mother's name	quickly.	Mother's name Father's name Child's name
Mother's name	Mother's name		Father's name Child's name
			Mother's name

PART 5 HOW WE WILL PAY YOU



We pay your Child Benefit directly into a bank, building society or Post Office® card account. You can use an account held by you or your partner or somebody who is acting on your behalf. We cannot pay Child Benefit into an account held in a child's name or an account that is in your name and a child's name.

- You can use an existing account or open a new one.
- If you are unable to open an account, please contact us.

Please read the notes on pages 13 to 16 before completing the rest of this form.

	<u> </u>	<u> </u>		
Are you already getting Child Benefit?	No			
	Yes	If yes, please tick the statement th	nat ap	oplies to you
		I am paid direct into an account		Go to Part 6
		I want my Child Benefit paid direct into an account		Go to page 9 to give account details
		I am unable to open an account		We will contact you about this. Go to Part 6
Are you - claiming Child Benefit for the first time,	No 🗌			
or	Yes	If yes, please tick the statement th	nat ap	oplies to you
 claiming again after Child Benefit has stopped? 		I want my Child Benefit paid direct into an account		Go to page 9 to give account details
		I want more information about opening an account		We will contact you about this. Go to Part 6
		I have applied (or, I am going to apply) for an account, but do not yet have account details		We will contact you about this. Go to Part 6
		I am unable to open an account		We will contact you about this. Go to Part 6

PART 5 HOW WE WILL PAY YOU - continued For office Account name We need to know whether the account is in your name. use 10 Your Child Benefit can be paid into a The account is bank account or Post Office® card account, in your name · Alliance and Leicester account, · building society account, or in your partner's name · National Savings account. in the name of both yourself and your partner in the name of someone acting on your behalf in the names of both yourself and someone acting on your behalf. What name or names is the account in? Please note, if the account includes the name of someone acting on your behalf, you are confirming that they will use the money in the way you tell them to. Please tick the box against the type of account you want your Child Benefit paid into. Then fill in the account details. You will find your account details on your cheque book, pass book, or statements For office use 11 BANK account or Post Office® card account Name of bank (for Post Office® card accounts write 'Post Office') Branch name Address Postcode Sort code Account number ALLIANCE & LEICESTER current account – not a deposit account. Account number BUILDING SOCIETY savings account or cheque account - not a mortgage account or business account. Name of building society Sort code Building society roll or account number For office use 12

NATIONAL SAVINGS BANK investment account - not an ordinary account. Account number

> For office use - For completion of supp. claims only Corres End of case

Type of account

HOW WE WILL PAY YOU - continued PART 5 If you want to be paid weekly, tick the box next to the statement Child Benefit is usually paid every 4 weeks. that applies to you However, we can pay you weekly, if you are bringing up children on your own · you are bringing up children on your own, or you or your partner are receiving Income Support · you or your partner are receiving Income Support, or you or your partner are receiving income-based • you or your partner are receiving income-based Jobseeker's Allowance Jobseeker's Allowance. See notes, page 16 For office use 13 For office use 14 PART 6 OTHER INFORMATION Please use this space to tell us anything else you think we might need to know. For example • any other names you have been known by other children you want to claim for that you have not told us about in Part 3 why you cannot send any certificates with this form.

PART 7 DECLARATION

I declare that the information I have given on this form is correct and complete.
I declare that I have read and understood that by claiming Child Benefit I may also get Home Responsibilities Protection, as explained on pages 17 to 21 of the notes.
I declare that I have read and understood the conditions applying to payment by direct payment which are on pages 13 to 16 of the notes.
I understand that if I give information which I know is incorrect or incomplete, action may be taken against me.
This is my claim for Child Benefit.
Signature
Date D D M M Y Y
PART 8 WHAT TO DO NOW
1 Check that you have answered all the questions that apply to you
2 Check that you have signed the form at Part 7
3 Enclose the children's original birth certificates or adoption certificates with this form. Do not send photocopies.
4 Check that you have completed the address label that came with this pack
Send everything to the Child Benefit Office.
Payment of any Child Benefit may be delayed if • you do not answer all the questions that apply to you, and to your partner if you have one • you do not send us all the documents we ask for. If you need help or more information please contact us as soon as possible. See notes, pages 6 and 7.
What will happen next We will return the birth or adoption certificate(s) to you within 4 weeks. If you have not received it back by then, you should contact us to make sure we have your claim. See notes, pages 6 and 7. Make sure that you keep the Notes in a safe place for future reference.
When we have dealt with your claim, we will write to tell you if you can get Child Benefit, and if so how much will be paid.
Remember Child Benefit can only be backdated for up to 3 months from the date we receive your claim. If you delay in sending us your claim you may lose money.

For office use of	only			
				Date claim received
	Claims section			
YES 1	Corres	Child traced	CLI	End of case
NO 2				
NO Z				
Details of traced	d children			
CHB number				
Child(ren)				
CHB number				
Child(ren)				
Birth certificates	s/Adoption certificates/			
Other document	ts returned by	hand		
		post		Date D M M Y
		recorded delive	ry 🗌	Initials
		registered mail		
Test check	Officer's name	stamn		Date D D M M Y Y
rest cricer	Officer shame			CBOL CBOL
				CBIX CBIX
				DCI DCI
				CAPS
Record of phone	e call on DD M	M Y Y		
Identity check				
identity eriook		Yes No		
Customer's full r	name and address			
Customer's date	of birth			
	ıll name and date of birth			
Partner's name				
Details of conve	ersation			
Name				