



# Canada Child Benefits Application

## Who should use this form?

Use this form to apply for all child benefit programs. The information you give on this form will be used for all programs, unless you indicate otherwise on a note attached to your application. For more information about our programs, go to [www.cra.gc.ca/benefits](http://www.cra.gc.ca/benefits), see Booklets T4114, *Canada Child Benefits*, and RC4210, *GST/HST Credit*, or call 1-800-387-1193.

## How do I apply?

You can apply for the Canada Child Tax Benefit (CCTB) by using the "Apply for child benefits" online service on My Account at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount) or by sending this completed form, with any **other required documents**, to your tax centre (see "Where do you send this form?" on the next page).

If you are the mother of a newborn and you live in a province or a territory that offers the Automated Benefits Application (ABA) service, you can use this service to apply for all your child benefits. If this is the case, do **not** re-apply using the CRA online service or this form. For more information on the ABA service, go to [www.cra.gc.ca/aba](http://www.cra.gc.ca/aba).

Apply as soon as possible after the child is born or begins to live with you, or when you become a resident of Canada for income tax purposes.

You should apply even if:

- your child only lives with you part of the time (see "Do you share custody of a child?" on the next page);
- your child is living with you for a temporary period of time, for example, over the summer holidays (see the notes below); or
- your current adjusted family net income is too high. We recalculate your entitlement every July based on your adjusted family net income for the previous year.

### Notes

A temporary change in care must be for more than **14 days** and has to include the first day of any month and the last day of the previous month.

A temporary shared custody situation must be for more than **4 weeks** and has to include the first day of any month and the last day of the previous month.

## Part 1 – Information about the applicant

### Who should complete Part 1?

The person who is **primarily responsible** for the care and upbringing of the child should complete Part 1.

For CCTB purposes, when both a male and a female parent live in the same home as the child, the **female parent is usually considered to be primarily responsible** (defined on the next page) for the child and should apply. However, if the male parent is primarily responsible, he can apply if he attaches to his application a signed note from the female parent that states he is primarily responsible for all of the children in the household.

### Supporting documents

Once we receive your application, we may ask you to provide supporting documents to prove you are primarily responsible for the care and upbringing of the child, such as, but not limited to, the following:

- a signed statement from a nursery or school authority confirming the child's home address and guardian on record;
- a signed statement from a person in a position of authority (such as a doctor, lawyer, or social worker);
- a registration form or a receipt from an activity or club the child was enrolled in for the period you indicated; or
- a court order, decree or separation agreement.

You do not have to provide these documents with your application. However, if you choose to do so, we may contact you only if we need more information or when the review is complete.

### Does your application include a period that started more than 11 months ago?

If so, you must attach clear photocopies of both sides of all pages of the following documents for the entire period that started more than 11 months ago:

- Proof of citizenship status (for example, a Canadian birth certificate) or immigration status in Canada for you and your spouse or common-law partner, if you have one.
- Proof that you resided in Canada, such as a lease agreement, rent receipts, utility bills, or bank statements.
- Proof of birth for each child (see Part 3 below).
- Proof that you were the person who is **primarily responsible** (defined on the next page) for the care and upbringing of the child(ren) (see "Supporting documents" on this page).

### Note

If your application is late, you may not get payments for the entire period requested.

### What is your current marital status?

Tick "Married" if you have a spouse. Tick "Living common-law" if you have a common-law partner. If you have been separated for less than 90 days, you are still considered to be married or living common-law. For more information, see the definitions on the next page.

## Part 2 – Information about your spouse or common-law partner

Complete Part 2 of the application only if you ticked box 1 or 2 in Part 1.

## Part 3 – Information about the child(ren)

Complete this part to provide information about the child(ren).

Do **not** provide information about a child for whom you have already applied, or for whom you already get benefits.

### Note

If a child left your care and has now returned to your care, you have to provide information about that child again.

### When do you need to provide proof of birth?

You need to attach proof of birth for the child if we have not previously paid benefits to anyone for this child, and any of the following applies:

- the child was born outside Canada; **or**
- the child was born in Canada **and** is one year of age or older.

Attach **clear photocopies of both sides of all pages** of one of the following documents for proof of birth:

- birth certificate or birth registration;
- hospital record of birth or record of the physician, nurse, or midwife who attended the birth;
- passport;
- Record of Landing or Confirmation of Permanent Residence issued by Citizenship and Immigration Canada;
- citizenship certificate; or
- Notice of Decision or a Temporary Resident's Permit issued under the *Immigration and Refugee Protection Act*.

## Do you share custody of a child?

A child may live with two different individuals on a more or less equal basis. For example:

- the child lives with one parent four days a week and the other parent three days a week;
- the child lives with one parent one week and the other parent the following week; or
- any other regular cycle of alternation.

In these cases, both individuals may be considered primarily responsible for the child's care and upbringing when the child lives with them. If this is the case, each individual will get 50% of the payment he or she would have received if the child lived with him or her all of the time.

If you have already notified us of your shared custody situation, you do not have to contact us. The changes to your payments will be automatic and reflected on your July 2011 notices of determination. Your eligibility for child benefits and credits will continue unless we are advised of a change in your situation.

If you have just entered into a shared custody situation and you already get the CCTB for your child(ren), send us a letter explaining the shared custody situation and we will recalculate your CCTB payments accordingly.

If you have just entered into a shared custody situation and you do **not** get the CCTB for your child(ren), you have to apply for the CCTB by using the "Apply for child benefits" online service on My Account at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount) or by sending us this completed form.

## Part 4 – Change of recipient

Complete this part if the child(ren) had been living with another individual or were maintained by an agency.

## Part 5 – Certification

You have to sign and complete this part. If you completed Part 2, your spouse or common-law partner also has to sign and complete this part.

## Direct deposit

 You can have your payments deposited directly into your account at a financial institution in Canada. To get this service or change your banking information, use My Account at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount) or attach a completed Form T1-DD(1), *Direct Deposit Request – Individuals*.

## Child and family benefits online calculator

You can use our online calculator to get an estimate of your child benefits by going to [www.cra.gc.ca/benefits-calculator](http://www.cra.gc.ca/benefits-calculator).

## Definitions

**Common-law partner** – This applies to a person who is **not your spouse**, with whom you are living in a conjugal relationship, and to whom at least **one** of the following situations applies. He or she:

- a) has been living with you in a conjugal relationship for at least 12 continuous months;
- b) is the parent of your child by birth or adoption; or
- c) has custody and control of your child (or had custody and control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support.

In addition, an individual immediately becomes your common-law partner if you previously lived together in a conjugal relationship for at least 12 continuous months and you have resumed living together in such a relationship. **Under proposed changes**, this condition will no longer exist. The effect of this proposed change is that a person (other than a person described in b) or c) above) will be your common-law partner only after your **current** relationship with that person has lasted at least 12 continuous months. This proposed change will apply to 2001 and later years.

Reference to "12 continuous months" in this definition includes any period that you were separated for less than 90 days because of a breakdown in the relationship.

**Primarily responsible** – "Primarily responsible for the care and upbringing of a child" means that you are responsible for such things as supervising the child's daily activities and needs, making sure the child's medical needs are met, and arranging for child care when necessary. If there is a female parent who lives with the child, we usually consider her to be this person.

### Note

You may not be considered primarily responsible for the care and upbringing of the child if the child is legally, physically, or financially maintained by a child welfare agency. For more information, follow the "Children's Special Allowances (CSA)" link at [www.cra.gc.ca/cctb](http://www.cra.gc.ca/cctb) and select "CSA fact sheet" or call **1-800-387-1193**.

**Separated** – You are separated when you start living separate and apart from your spouse or common-law partner because of a breakdown in the relationship and this separation lasts for at least 90 days during which time you have not reconciled.

### Note

Once you have been separated for 90 days (because of a breakdown in the relationship), the effective day of your separated status is the day you started living separate and apart.

**Spouse** – This applies only to a person to whom you are legally married.

## For more information

For more information, go to [www.cra.gc.ca/benefits](http://www.cra.gc.ca/benefits) or call **1-800-387-1193**.

To get our forms or publications, go to [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms) or call **1-800-959-2221**.

## Where do you send this form?

Send this completed form or your letter to the tax centre that serves your area. Use the chart below to identify your tax centre.

If your tax services office is located in:	Send your correspondence to the following address:
British Columbia, Regina, or Yukon	Surrey Tax Centre 9755 King George Boulevard Surrey BC V3T 5E1
Alberta, London, Manitoba, Northwest Territories, Saskatoon, Thunder Bay, or Windsor	Winnipeg Tax Centre PO Box 14005, Station Main Winnipeg MB R3C 0E3
Barrie, Sudbury (the area of Sudbury/Nickel Belt only), Toronto Centre, Toronto East, Toronto North, or Toronto West	Sudbury Tax Centre PO Box 20000, Station A Sudbury ON P3A 5C1
Laval, Montréal, Nunavut, Ottawa, Rouyn-Noranda, Sherbrooke, or Sudbury (other than the Sudbury/Nickel Belt area)	Shawinigan-Sud Tax Centre PO Box 3000, Station Main Shawinigan-Sud QC G9N 7S6
Chicoutimi, Montérégie-Rive-Sud, Outaouais, Québec, Rimouski, or Trois-Rivières	Jonquière Tax Centre PO Box 1900, Station LCD Jonquière QC G7S 5J1
Kingston, New Brunswick, Newfoundland and Labrador, Nova Scotia, Peterborough, or St. Catharines	St. John's Tax Centre PO Box 12071, Station A St. John's NL A1B 3Z1
Belleville, Hamilton, Kitchener/Waterloo, or Prince Edward Island	Summerside Tax Centre 102 – 275 Pope Road Summerside PE C1N 5Z7



# CANADA CHILD BENEFITS APPLICATION

PROTECTED B  
(when completed)

Do not use this area

Use this form to apply for all child benefit programs. Send it, and any other required documents, to your tax centre (see "Where do you send this form?" on the attached information sheet).

Complete the parts that apply to you (please print).

Part 1 – Information about the applicant				
<b>When both a male and a female parent live in the same home, we usually consider the female parent to be the applicant.</b>				
First name and initial	Last name		Social insurance number	
Last name at birth (if different from above)			<input type="checkbox"/> Female	<input type="checkbox"/> Male
Date of birth:	Year	Month	Day	Your language of correspondence: Votre langue de correspondance :
				<input type="checkbox"/> English <input type="checkbox"/> Français
Mailing address (Apt No – Street No Street name, PO Box, RR)				
City		Province or territory		Postal code
Home address (if different from mailing address) (Apt No – Street No Street name, RR)				
City		Province or territory		Postal code
Home telephone number		Work telephone number		
If you moved from a different province or territory, enter the previous province or territory:				
If you moved to the province or territory within the last 12 months, enter the date you moved:				Year
				Month
				Day
Does your application include a period that started more than 11 months ago? If <b>yes</b> , see the first page of the attached information sheet to find out which documents you need to attach.				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been a Canadian citizen for the last 12 months? If <b>no</b> , you must attach a completed Schedule RC66SCH, <i>Status in Canada/Statement of Income</i> .				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>You must also attach a completed Schedule RC66SCH if you or your spouse or common-law partner:</b>				
<ul style="list-style-type: none"> <li>became a new resident or returned as a resident of Canada in the last 2 years; or</li> <li>are, as defined in the <i>Immigration and Refugee Protection Act</i>, a permanent resident, protected person (refugee), or temporary resident who has lived in Canada for the previous 18 months.</li> </ul>				
Tick the box that applies to your current marital status. (Tick only one box.) For definitions, see the second page of the attached information sheet.				
1 <input type="checkbox"/> Married	2 <input type="checkbox"/> Living common-law	3 <input type="checkbox"/> Widowed	4 <input type="checkbox"/> Divorced	5 <input type="checkbox"/> Separated
				6 <input type="checkbox"/> Single
Enter the date your current marital status began (if you ticked box 2 or 5 above, see the definitions for common-law partner and separated on the attached information sheet to determine the date you must enter):				Year
				Month
				Day

Part 2 – Information about your spouse or common-law partner				
First name and initial	Last name		Social insurance number	
Last name at birth (if different from above)			<input type="checkbox"/> Female	<input type="checkbox"/> Male
Date of birth:		Year	Month	Day
If your spouse or common-law partner's address is different from yours, please explain:				
Has your spouse or common-law partner been a Canadian citizen for the last 12 months? If <b>no</b> , you must attach a completed Schedule RC66SCH, <i>Status in Canada/Statement of Income</i> .				
				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part 3 – Information about the child(ren)**

To find out if you need to attach proof of birth, see the first page of the attached information sheet.

**Child information** (Do not include children for whom you have already applied or for whom you already get benefits.)

First name	Initial	Last name	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Place of birth – City	Province or territory (or country if outside Canada)	Date of birth:	Year	Month Day
Do you share custody of this child? If <b>yes</b> , see "Do you share custody of a child?" on the second page of the attached information sheet.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been primarily responsible for this child since his or her birth? For the definition of <b>primarily responsible</b> , see the second page of the attached information sheet.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered <b>no</b> above, enter the date you became primarily responsible for this child.			Year	Month Day

**Child information** (Do not include children for whom you have already applied or for whom you already get benefits.)

First name	Initial	Last name	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Place of birth – City	Province or territory (or country if outside Canada)	Date of birth:	Year	Month Day
Do you share custody of this child? If <b>yes</b> , see "Do you share custody of a child?" on the second page of the attached information sheet.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been primarily responsible for this child since his or her birth? For the definition of <b>primarily responsible</b> , see the second page of the attached information sheet.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered <b>no</b> above, enter the date you became primarily responsible for this child.			Year	Month Day

**Child information** (Do not include children for whom you have already applied or for whom you already get benefits.)

First name	Initial	Last name	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Place of birth – City	Province or territory (or country if outside Canada)	Date of birth:	Year	Month Day
Do you share custody of this child? If <b>yes</b> , see "Do you share custody of a child?" on the second page of the attached information sheet.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been primarily responsible for this child since his or her birth? For the definition of <b>primarily responsible</b> , see the second page of the attached information sheet.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered <b>no</b> above, enter the date you became primarily responsible for this child.			Year	Month Day

**If you are applying for more than three children, attach a separate sheet of paper with the information requested above for the additional child(ren) and sign it.**

**Part 4 – Change of recipient**

Complete this part if the child(ren) had been living with another individual or maintained by an agency.

Name, address, and telephone number of previous caregiver or agency	Name of child(ren)
_____	_____
_____	_____
_____	_____

**Part 5 – Certification**

I certify that the information given on this form and in any documents attached is, to the best of my knowledge, correct.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

It is a serious offence to make a false statement.

Spouse's or common-law partner's signature \_\_\_\_\_ Date \_\_\_\_\_

It is a serious offence to make a false statement.