



Canada Child Benefits Application

Use this form to apply for all child benefit programs, including the Canada child tax benefit (CCTB), the goods and services tax/harmonized sales tax (GST/HST) credit, and the universal child care benefit (UCCB). The information you give on this form will be used for all programs, unless you indicate otherwise.

For more information about our programs, go to 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 by using "Apply for child benefits" at 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 Canada Revenue Agency (CRA) online service or this form. For more information on the ABA service, go to www.cra.gc.ca/aba.

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 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; or
- your child is living with you for a determined temporary period of time, for example, over the summer holidays:
 - 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 a period of at least two consecutive months and the child lives with each individual on a more or less equal basis.

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 for the care and upbringing of the child** (defined on the next page) 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:

- 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 lawyer or a 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 still contact you if we need more information.

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); and
- proof that you were the person who is **primarily responsible** for the care and upbringing of the child(ren) (defined on the next page) (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, unless the child left your care and has now returned.

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 lives with two different individuals in separate residences 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. 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 just entered into a shared custody situation for your child(ren), you have to apply for the CCTB by using "Apply for child benefits" at www.cra.gc.ca/myaccount or by sending us this completed form.

If you already get the CCTB, you have to tell us by using "Apply for child benefits" at www.cra.gc.ca/myaccount, by sending us this completed form indicating shared custody, by calling **1-800-387-1193**, or by sending us a letter explaining the shared custody situation. Your payments will be recalculated accordingly.

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

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, go to www.cra.gc.ca/myaccount or attach a completed direct deposit enrolment form. To obtain a direct deposit enrolment form, go to www.cra.gc.ca/directdeposit or call **1-800-387-1193**.

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.

Definitions

Common-law partner – this applies to a person who is **not your spouse** (defined on this page), 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, and this current relationship has lasted at least 12 continuous months;

Note

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

- 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.

Primarily responsible for the care and upbringing of a child – this 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/benefits 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 for a period of **at least 90 days** and you have not reconciled.

Once you have been separated for 90 days (because of a breakdown in the relationship), the effective day of your separated status is the date 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 or call **1-800-387-1193**.

To get our forms and publications, go to www.cra.gc.ca/forms or call **1-800-387-1193**.

Where do you send this form?

Send this completed form and any documents to the tax centre that serves your area. Use the chart below to get the address.

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 1050 Notre Dame Avenue 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

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
Enter the date you became primarily responsible for the care and upbringing of this child. For the definition of primarily responsible for the care and upbringing of a child , see the second page of the attached information sheet.			Year	Month Day
Are you in a shared custody situation for this child? 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

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
Enter the date you became primarily responsible for the care and upbringing of this child. For the definition of primarily responsible for the care and upbringing of a child , see the second page of the attached information sheet.			Year	Month Day
Are you in a shared custody situation for this child? 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

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
Enter the date you became primarily responsible for the care and upbringing of this child. For the definition of primarily responsible for the care and upbringing of a child , see the second page of the attached information sheet.			Year	Month Day
Are you in a shared custody situation for this child? 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

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 all documents attached is, to the best of my knowledge, correct and complete.

Applicant's signature _____ It is a serious offence to make a false statement.	Date _____ yyyy-mm-dd
Spouse's or common-law partner's signature _____ It is a serious offence to make a false statement.	Date _____ yyyy-mm-dd