

CANADA CHILD TAX BENEFIT APPLICATION

Do not use this area

Use this form to apply for the Canada Child Tax Benefit (CCTB), to register your children under the age of 19 for the goods and services tax/harmonized sales tax (GST/HST) credit, or both.

Note: The information you give on this form will be used for both programs, **unless** you indicate otherwise on an attached note.

If you are the person who is primarily responsible for a child under the age of 18, you can apply for the CCTB for that child. For CCTB purposes, when both a male and a female parent live in the same home as the child, we presume that the female parent is primarily responsible and should apply, unless a note from the female parent is attached to this application that states that the male parent is primarily responsible for the child. Complete this form as soon as possible after the child is born or begins to live with you, or when you become a resident of Canada. This form is also used to determine if you can get benefits or credits from provincial or territorial programs we administer. See pamphlet T4114, *Your Canada Child Tax Benefit*, for more details about the CCTB.

Complete the schedule called *Status in Canada/Statement of Income* if you or your spouse or common-law partner:

- became a Canadian citizen in the last 12 months;
- are a permanent resident, protected person (refugee), or temporary resident (who has lived in Canada for the previous 18 months), as defined in the *Immigration and Refugee Protection Act*; or
- became a new resident **or** returned as a resident of Canada in the last 2 years.

Does your application for CCTB include a period that started more than 11 months ago? Yes No

If yes, and **any** of the three conditions above apply to that period, complete the schedule called *Status in Canada/Statement of Income*.
 If yes, and **none** of the three conditions above apply to that period, you must attach to this application a legible photocopy of proof of your and your spouse or common-law partner's citizenship (e.g., Canadian birth certificate) for that period.

Part 1 – Information about the applicant

When both a male and female parent reside in the same home, we usually consider the female parent to be the applicant.

| | | |
|--|----------------------|--------------------------|
| First name and initial | Last name | Social insurance number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Last name at birth (if different from last name above) | | Date of birth |
| <input type="text"/> | | Year Month Day |
| <input type="text"/> | | <input type="text"/> |

Mailing address:

| | | |
|---|----------------------|--|
| Apt. no. – Street no. Street name | P.O. Box, R.R. | <input type="checkbox"/> Female <input type="checkbox"/> Male |
| <input type="text"/> | <input type="text"/> | |
| City | | Language of correspondence |
| <input type="text"/> | | <input type="checkbox"/> English <input type="checkbox"/> Français |
| Province or territory (or country, if outside Canada) | Postal code | |
| <input type="text"/> | <input type="text"/> | |

Home address (if different from above):

| | | |
|---|----------------------|--------------------------|
| Apt. no. – Street no. Street name | City | Home telephone number |
| <input type="text"/> | <input type="text"/> | () <input type="text"/> |
| Province or territory (or country, if outside Canada) | Postal code | Work telephone number |
| <input type="text"/> | <input type="text"/> | () <input type="text"/> |

If you moved to this address within the last 12 months, enter the date you moved 2 | 0 | | | |

If you moved from a different province or territory, name the previous province or territory

Have you been a Canadian citizen for at least 12 months? Yes No

If **no**, you must complete the schedule called *Status in Canada/Statement of Income*.

Check the box that shows your current marital status. We define **married**, **living common law**, and **separated** in Part 2.

- 1 Married 2 Living common law 3 Widowed 4 Divorced 5 Separated 6 Single

Enter the date your current status began. (If you checked 2 or 5, see the definitions for **living common law** and **separated** in Part 2 of this form) | | | | |

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

| | | |
|--|---|-------------------------|
| First name and initial | Last name | Social insurance number |
| _____ | _____ | _____ |
| If your spouse or common-law partner's address is different from your address, please explain: _____ | | |
| Last name at birth (if different from last name above) | <input type="checkbox"/> Female <input type="checkbox"/> Male | Date of birth |
| _____ | | Year Month Day |
| | | ____ ____ ____ |
| Has your spouse or common-law partner been a Canadian citizen for at least 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If <i>no</i> , you must complete the schedule called <i>Status in Canada/Statement of Income</i> . | | |

Married

You are married and have a **spouse** when you are legally married.

Living common law

You have a **common-law partner** and are living common law if you live and have a relationship with a person of the same or opposite sex who is not your spouse, and any of the following applies:

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.

- He or she is the natural or adoptive parent (legal or in fact) of your child;
- He or she has been living and having a relationship with you for at least 12 continuous months (status begins at the end of the 12 months; or
- He or she lived with you previously for at least 12 continuous months as your spouse or common-law partner.

Note: Separated status begins on the first day of the period (at least 90 days) in which you lived apart.

Note: Under proposed changes, the last condition will no longer exist. The effect of this proposed change is that a person (other than the parent of your child) will be your common-law partner only after your current relationship with that person has lasted at least 12 continuous months.

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

Part 3 – Information about your child(ren)

Complete this part to provide information about your child(ren).
Do not provide information about a child for whom you have already applied, or for whom you receive, the CCTB.

Proof of birth

Attach proof of birth to this completed form if the Canada Revenue Agency has not previously paid CCTB benefits or the GST/HST credit for the child, **and** either 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 **legible photocopies of all sides of all pages** of one of the following documents for proof of birth:

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

First child (Do not include children for whom you have already applied.)

| | | |
|--|---|---|
| First name and 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 |
| | | ____ ____ ____ |
| What is this child's relationship to you? _____ | | |
| Have you been primarily responsible for this child since birth? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If <i>no</i> , when did you become primarily responsible for the child? _____ | | |
| | | |
| | | Year Month Day |
| | | ____ ____ ____ |

Part 3 – continued

Second child (Do not include children for whom you have already applied.)

| | |
|------------------------|---|
| First name and initial | Last name |
| Place of birth: City | Province or territory (or country, if outside Canada) |

Female Male

Date of birth

| | | |
|------|-------|-----|
| Year | Month | Day |
| | | |

What is this child's relationship to you? _____

Have you been primarily responsible for this child since birth?

Yes No

| | | |
|------|-------|-----|
| Year | Month | Day |
| | | |

If *no*, when did you become primarily responsible for the child?

| | | |
|------|-------|-----|
| Year | Month | Day |
| | | |

Third child (Do not include children for whom you have already applied.)

| | |
|------------------------|---|
| First name and initial | Last name |
| Place of birth: City | Province or territory (or country, if outside Canada) |

Female Male

Date of birth

| | | |
|------|-------|-----|
| Year | Month | Day |
| | | |

What is this child's relationship to you? _____

Have you been primarily responsible for this child since birth?

Yes No

| | | |
|------|-------|-----|
| Year | Month | Day |
| | | |

If *no*, when did you become primarily responsible for the child?

| | | |
|------|-------|-----|
| Year | Month | Day |
| | | |

If you are applying for more than three children, use a separate sheet of paper to give the information requested above for the additional children. Sign the sheet and attach it to your completed form.

Part 4 – Change of recipient

Complete this part if someone else has applied for, or is receiving, the CCTB for the child(ren).

| | | |
|---|-----------------------------|--|
| Name, address, and telephone number of previous caregiver or agency | Name of child (or children) | Date the child(ren) left the previous recipient's care |
| _____ _____ _____ | _____ _____ _____ | Year Month Day 20 |

Previous caregiver's signature _____

If you cannot get the previous caregiver's signature, please explain:

Part 5 – Certification

We cannot process this form unless it is signed. If you are married or living common law, your spouse or common-law partner also needs to sign this form.

I certify that the information given on this form is, to the best of my knowledge, correct and complete.

Applicant's signature _____ Date _____

It is a serious offence to make a false statement.

Spouse or common-law partner's signature _____ Date _____

It is a serious offence to make a false statement.

If you cannot get your spouse or common-law partner's signature, please explain:

Use the checklist on the back of this page to be sure you have filled out all the proper sections. You will also find information on where to send your completed form and a section to apply for direct deposit for your CCTB payments.

Part 6 – Direct deposit

- If you do not have direct deposit for your CCTB payments and you want to start, provide the banking information requested below. If you do not have direct deposit for your income tax refund or GST/HST credit and you want to start, or you have it and want to change the account information, complete Form T1-DD(1), *Direct Deposit Request – Individuals*.
- If you have direct deposit for your CCTB payments for other children and your account information has not changed, you do not need to complete this part. If your account information has changed, provide the banking information requested below.
- If you have direct deposit for your tax refund and GST/HST credit payments and you want your CCTB payments deposited into the **same** account, check this box. If you want your CCTB payments deposited into a **different** account, **do not** check the box. Provide the banking information requested below

Banking information

If you checked the box above, do not provide your banking information.

Attach a blank cheque with the banking information encoded on it and write "VOID – CCTB" or complete the banking information requested below. To find these numbers, see your passbook, bank statement, encoded deposit slip, or cheque, or contact your financial institution.

| | | | |
|-----------------------------|----------------------------------|---------------------------------------|-------------------------------|
| Branch number (5 digits) | Institution number (3 digits) | Account number (12 digits maximum) | Name of financial institution |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

If you use direct deposit for your CCTB payments, we will automatically deposit (into the same account) any payments from related provincial or territorial benefit and credit programs that we administer.

Your direct deposit request will stay in effect until you change the information or cancel the service. However, your payments may stop if you move and do not give us your new address.

If you are changing any account into which we deposit a payment, **do not close the old account before we deposit the payment into the new account.** If your financial institution tells us that you have a new account, we may deposit your payments into the new account. If we cannot deposit a payment into your account, we will mail a cheque to you at the address we have on file.

Additional information

Where to send your completed form

Send us your completed form and any required documents in the envelope included with your package. If you do not have the preprinted envelope, send them to one of our tax offices. You can find the addresses on our Web site at www.cra.gc.ca/benefits or in pamphlet T4114, *Your Canada Child Tax Benefit*.

CCTB

For information about the CCTB or to get pamphlet T4114, *Your Canada Child Tax Benefit*, visit our Web site at www.cra.gc.ca/benefits. You can also get the pamphlet by calling **1-800-959-2221** or get information by calling **1-800-387-1193**.

GST/HST credit

This form is used to **register** your child(ren) under 19 years of age for the GST/HST credit. If you did not **apply** for the GST/HST credit on your last return, you can apply now by including a letter with this form.

For information about the GST/HST credit or to get pamphlet RC4210, *GST/HST Credit*, visit our Web site at www.cra.gc.ca/benefits. You can also get the pamphlet by calling **1-800-959-2221** or get information by calling **1-800-959-1953**.

Checklist

We want to process your completed form as soon as we can. Be sure to do the following:

- Sign this form. If you are married or living common law, your spouse or common-law partner must also sign the form.
- Complete all parts of the form that apply to you and to your spouse or common-law partner.
- Complete and attach the schedule *Status in Canada/Statement of Income* if it applies to you or to your spouse or common-law partner.
- Attach legible photocopies of all required documents (such as immigration documents and proof of birth).

We can only calculate your CCTB if you and your spouse or common-law partner have filed a return for the previous year (if you were a resident of Canada in that year). To continue getting the CCTB, you both have to file a return every year that you are a resident in Canada, even if you have no income to report. However, **if your spouse or common-law partner is a non-resident**, he or she must report his or her income on Form CTB9, *Canada Child Tax Benefit Statement of Income*.