



# Canada Child Benefits Application

Use this form to apply for all child benefit programs that we administer, including the Canada child benefit (CCB) and the goods and services tax/harmonized sales tax (GST/HST) credit. Unless you indicate otherwise, the information you give on this form will be used for all programs, including federal, provincial, and territorial programs.

For more information about our programs, go to [cra.gc.ca/benefits](http://cra.gc.ca/benefits), see Booklet T4114, *Canada Child Benefit*, and Guide RC4210, *GST/HST Credit*, or call **1-800-387-1193**.

For instructions on how to fill out this form, see the "General information" on pages 3 and 4.

**Fill out the parts that apply to you.**

**Do not use this area.**

**Part 1 – Information about the applicant**

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

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:					
Tick the box that applies to your current marital status (tick only one box). See the definitions for common-law partner, separated, and spouse on page 4.					
<input type="checkbox"/> Married <input type="checkbox"/> Living common-law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single					
Enter the date your current marital status began. If applicable, see the definitions for common-law partner and separated on page 4 to determine the date you must enter:					

**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)		Date of birth:	Year	Month	Day
				<input type="checkbox"/> Female <input type="checkbox"/> Male	
Your spouse or common-law partner's address will be updated to the address indicated in Part 1, unless you indicate otherwise.					

**Part 3 – Citizenship/Residency status**

Have you **and** your spouse or common-law partner (if applicable) been Canadian citizens for the last 12 months?     Yes     No

If **no**, you must fill out and attach Schedule RC66SCH, *Status in Canada/Statement of Income*. You must also attach a filled out Schedule RC66SCH, if you or your spouse or common-law partner:

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



## General information

### How do you apply?

You can apply by using the online service "Apply for child benefits" in My Account at [cra.gc.ca/myaccount](http://cra.gc.ca/myaccount) or by sending this filled out 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, you can use the Automated Benefits Application (ABA) service to apply for your child's benefits. This service is offered in all provinces of Canada. If you use this service, do **not** re-apply using the Canada Revenue Agency online service or this form. For more information on the ABA service, go to [cra.gc.ca/aba](http://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 child is living with you for a determined temporary period of time, for example over the summer holidays; 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.

### Part 1 – Information about the applicant

#### Who should fill out Part 1?

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

For CCB 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** of the child (defined on the next page) and should apply. However, if the male parent is primarily responsible, he can apply. He must attach 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 letter from the daycare or school authorities indicating the child's home address and contact information on file;
- a letter from a person in a position of authority (such as a lawyer or a social worker) stating that he or she had personal knowledge that the child lived with you for the period you indicated;
- 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 if we need more information.

#### 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

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

### Part 3 – Citizenship/Residency status

Fill out this part to confirm your and your spouse's or common-law partner's citizenship status.

You must attach a filled out Schedule RC66SCH, *Status in Canada/Statement of Income*, if you or your spouse or common-law partner:

- became a Canadian citizen within the last 12 months;
- became a new resident **or** returned as a resident of Canada in the last two years;
- are, as defined in the *Immigration and Refugee Protection Act*, a permanent resident, protected person (refugee), or temporary resident who has lived in Canada for the previous 18 months; or
- are not a Canadian citizen and are an Indian within the meaning of the *Indian Act*.

### Part 4 – Information about the child(ren)

Fill out 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, on which the child's last name, given name, and date of birth appear, if we have not previously paid benefits to anyone for this child, and **one** 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*.

#### 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 above); 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).

#### Notes

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

Although regular payments for the Canada child tax benefit, the universal child care benefit, and the national child benefit supplement are not being issued after June 2016, these benefits would still be included in retroactive payments if you were eligible at the time.

## Do you share custody of a child?

A child lives with two different individuals in separate residences on a more or less equal basis, such as:

- 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 benefits (see "How do you apply?" on page 3). If you already get the benefits, you have to tell us by:

- using the online service "Apply for child benefits" in My Account at [cra.gc.ca/myaccount](http://cra.gc.ca/myaccount);
- calling **1-800-387-1193**;
- sending us a filled out Form RC66, *Canada Child Benefits Application*, indicating shared custody; or
- sending us a letter explaining the shared custody situation.

## Part 5 – Change of recipient

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

## Part 6 – Direct deposit

Fill out this part to have your payments deposited directly into your account at a financial institution in Canada.

## Part 7 – Certification

Fill out and sign this part. If you filled out Part 2, your spouse or common-law partner also has to fill out and sign this part.

## Child and family benefits online calculator

You can use our online calculator to get an estimate of your child benefits by going to [cra.gc.ca/benefits-calculator](http://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 your 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** – 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 [cra.gc.ca/benefits](http://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 [cra.gc.ca/benefits](http://cra.gc.ca/benefits) or call **1-800-387-1193**.

To get our forms and publications, go to [cra.gc.ca/forms](http://cra.gc.ca/forms) or call **1-800-387-1193**.

## Where do you send this form?

Send this filled out form and any documents to the tax centre that serves your area. If you are a deemed resident of Canada and reside outside of Canada, send the form to the tax centre you had prior to leaving Canada. 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 66 Stapon Road Winnipeg MB R3C 3M2
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 4695 Shawinigan-Sud Boulevard Shawinigan QC G9P 5H9
Chicoutimi, Montérégie-Rive-Sud, Outaouais, Québec, Rimouski, or Trois-Rivières	Jonquière Tax Centre 2251 René-Lévesque Boulevard Jonquière QC G7S 5J2
Kingston, New Brunswick, Newfoundland and Labrador, Nova Scotia, Peterborough, or St. Catharines	St. John's Tax Centre Post Office Box 12071, Station A St. John's NL A1B 3Z1
Belleville, Hamilton, Kitchener/Waterloo, or Prince Edward Island	Prince Edward Island Tax Centre 275 Pope Road Summerside PE C1N 6A2