



# 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.

If you are the person who is primarily responsible for the care and upbringing of a child under the age of 18, you can apply for the CCTB for that 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 the pamphlet called *Your Canada Child Tax Benefit* for details.

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;
- a permanent resident, protected person, or temporary resident as defined in the *Immigration and Refugee Protection Act*; or
- a new or returning resident of Canada in the last two years.

### Check the appropriate box.

You want to apply for the CCTB **and** register your children for the GST/HST credit

You want to register your children for the **GST/HST credit only**

You want to apply for the **CCTB only**

### Part 1 – Information about you

First name and initial \_\_\_\_\_ Last name \_\_\_\_\_

Last name at birth (if different from last name above) \_\_\_\_\_

Social insurance number \_\_\_\_\_

Date of birth

Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

#### Mailing address:

Apt. No. – Street No. Street name \_\_\_\_\_ P.O. Box, R.R. \_\_\_\_\_

City \_\_\_\_\_

Province or territory (or country, if outside Canada) \_\_\_\_\_ Postal code \_\_\_\_\_

#### Home address: (if different from above)

Apt. No. – Street No. Street name \_\_\_\_\_ P.O. Box, R.R. \_\_\_\_\_

City \_\_\_\_\_

Province or territory (or country, if outside Canada) \_\_\_\_\_ Postal code \_\_\_\_\_

If you moved to this address within the last 12 months, enter the date you moved \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

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

Female  Male

Language of correspondence

English  Français

Home telephone number

( ) \_\_\_\_\_

Work telephone number

( ) \_\_\_\_\_

Are you a Canadian citizen?

Yes  No

Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

20 \_\_\_\_\_

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What is your current marital status? Check the box that applies.

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 marital status began. (If you checked 2 or 5, see the notes for **living**

**common law** and **separated** in Part 2 of this form) \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## 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 yours, please explain:  
\_\_\_\_\_

Last name at birth (if different from last name above)  
\_\_\_\_\_

Female

Male

Date of birth

Year | Month | Day  
| | |

Is your spouse or common-law partner a Canadian citizen? ----- Yes  No

### Married

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

### Separated

You are separated when you are 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 have not reconciled.

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

### 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. He or she:

- is the natural or adoptive (legal or in fact) parent of your child;
- has been living and having a relationship with you for at least 12 continuous months (include any period that you were separated for less than 90 days because of a breakdown in the relationship); or
- lived with you previously as your spouse or common-law partner. Under proposed changes, this condition will no longer apply to 2001 and later years.

**Note:** Common-law status begins on the day of the birth of both persons' child (if the parents live together), the day one of you adopts the other person's child, or on the day after 12 continuous months of living together occurs (or the day you started to live again with a previous spouse or common-law partner), whichever is first.

## 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 already applied for, or receive, the CCTB.

### Proof of birth

If we have not previously paid CCTB payments to anyone for the child and your child was born outside Canada or is one year of age or older, attach proof of birth to this completed form.

Attach **legible photocopies of all sides of all pages** of one of the following documents:

- 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; or
- a passport.

For a child who was born **outside** Canada, we will also accept **legible photocopies of all sides of all pages** of one of these following documents:

- 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

First name and initial \_\_\_\_\_

Last name \_\_\_\_\_

Female  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? ----- Yes  No

If *no*, when did you most recently become mainly responsible for the child? -----

Year | Month | Day  
| | |

Space for a second and third child is available on the next page.

### Part 3 – continued

#### Second child

First name and initial \_\_\_\_\_

Last name \_\_\_\_\_

Female  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? ..... Yes  No

Year | Month | Day

If *no*, when did you most recently become mainly responsible for the child? .....

Year | Month | Day

#### Third child

First name and initial \_\_\_\_\_

Last name \_\_\_\_\_

Female  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? ..... Yes  No

Year | Month | Day

If *no*, when did you most recently become mainly 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 a child.

Name, address, and telephone number  
of previous caregiver or agency

Name of child (or children)

Date of change

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 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 \_\_\_\_\_

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

**Use the checklist on the next page to ensure you have completed all the required 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, 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, provide the banking information requested below.

### 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
_____	_____	_____	_____

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 application

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.ccra.gc.ca/tso](http://www.ccra.gc.ca/tso) or in the pamphlet called *Your Canada Child Tax Benefit*.

### CCTB

For information about the CCTB or to get the pamphlet called *Your Canada Child Tax Benefit*, visit our Web site at [www.ccra.gc.ca/benefits/](http://www.ccra.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 application 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 the pamphlet called *GST/HST Credit*, visit our Web site at [www.ccra.gc.ca/benefits/](http://www.ccra.gc.ca/benefits/). You can also get the pamphlet by calling **1-800-959-2221** or get information by calling **1-800-959-1953**.

## Check list

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 your spouse or common-law partner.
- Complete and attach the schedule *Status in Canada/Statement of Income* if it applies to you or your spouse or common-law partner.
- Attach legible photocopies of all required documents (such as immigration documents or 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 of Canada, even if you have no income to report. However, **if your spouse or common-law partner is a non-resident**, a form CTB9, *Canada Child Tax Benefit Statement of Income for 20\_\_* is required to report his or her income.

Privacy Act Personal Information Bank number CCRA/P-PU-063