

# 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.

**Do not use this area.**

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.**

## 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 <small>                                                                    </small>
Last name at birth (if different from above)		<input type="checkbox"/> Female <input type="checkbox"/> Male
Date of birth <small>Year    Month    Day</small> <small>                                                                    </small>	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 <small>                        </small>
Home address (if different from mailing address) (Apt No – Street No Street name, RR)		

City	Province or territory	Postal code <small>                        </small>
Home telephone number	Work telephone number	
If you moved from a different province or territory within the last 12 months, enter the previous province or territory and the date you moved:	Province or territory	Date    Year    Month    Day <small>                                                                    </small>
Tick the box that applies to your current marital status (tick only one box) and enter the date this marital status began. 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		
Since		Year    Month    Day <small>                                                                    </small>

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

First name and initial	Last name	<input type="checkbox"/> Female <input type="checkbox"/> Male
Date of birth <small>Year    Month    Day</small> <small>                                                                    </small>	Social insurance number <small>                                                                    </small>	Your spouse or common-law partner's address will be updated to the address indicated in Part A, unless you indicate otherwise.

## Part 3 – Citizenship/Residency status

Have you been a Canadian citizen for the last 12 months?        Yes     No

Has your spouse or common-law partner been a Canadian citizen for the last 12 months?        Yes     No

If **no**, you must attach Schedule RC66SCH, *Status in Canada/Statement of Income*. For more information on when to attach Schedule RC66SCH, see "Do you need to attach Schedule RC66SCH, *Status in Canada/Statement of Income?*" on page 3.

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

To find out if you need to attach proof of birth, see Part 4 on page 3.

If your application includes a period that started more than 11 months ago, see Part 4 on page 3 to find out which documents you need to send.

**Child information #1** (Do not give information about a child for whom you have already applied, unless the child left your care and has now returned.)

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
Enter the date you became primarily responsible for the care and upbringing of this child. See the definition of <b>primarily responsible for the care and upbringing of a child</b> on page 4.		Year	Month    Day
Are you in a shared custody situation for this child? See "Do you share custody of a child?" on page 4.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Child information #2** (Do not give information about a child for whom you have already applied, unless the child left your care and has now returned.)

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
Enter the date you became primarily responsible for the care and upbringing of this child. See the definition of <b>primarily responsible for the care and upbringing of a child</b> on page 4.		Year	Month    Day
Are you in a shared custody situation for this child? See "Do you share custody of a child?" on page 4.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

**Part 5 – Change of recipient**

Fill out 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 6 – Certification**

I certify that the information given on this form and in any attached documents is correct and complete. It is a serious offence to make a false statement.

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

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

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at [cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html](http://cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html). Personal Information Bank CRA PPU 063.

## General information

### How do you apply?

You can apply by using "Apply for child benefits" in My Account at [cra.gc.ca/myaccount](https://cra.gc.ca/myaccount) or by sending this form, with any needed 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](https://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

Fill out this part if you are **primarily responsible** for the care and upbringing of the child.

For CCB, 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 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

You do not have to send the following supporting documents with your application. However, we may ask you to send them 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 they have 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.

### 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 only if you ticked married or living common-law 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.

#### Do you need to attach Schedule RC66SCH, *Status in Canada/Statement of Income*?

You must attach 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 give information about the child(ren).

Do **not** give 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 give 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).

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

## Do you share custody of a child?

You share custody of a child if the 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 they would have received if the child lived with them 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 "Apply for child benefits" in My Account at [cra.gc.ca/myaccount](http://cra.gc.ca/myaccount);
- calling 1-800-387-1193;
- sending 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 – Certification

Sign this part. If you filled out Part 2, your spouse or common-law partner also has to 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**, with whom you are in a conjugal relationship, and to whom **one** of the following situations applies. They:

- have been living with you for 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.
- are the parent of your child by birth or adoption;
- have 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.

### Note

You would still be considered to have a spouse or common-law partner if there is no breakdown in the relationship and you were living apart for reasons such as:

- work;
- studies; or
- health problems.

**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 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 find out the address.

If your tax services office is located in:	Send your correspondence to the following address:
Alberta, British Columbia, Hamilton, Kitchener/Waterloo, London, Manitoba, Northwest Territories, Regina, Saskatoon, Thunder Bay, Windsor, or Yukon	Winnipeg Tax Centre 66 Stapon Road Winnipeg MB R3C 3M2
Barrie, Belleville, Kingston, New Brunswick, Newfoundland and Labrador, Nova Scotia, Peterborough, Prince Edward Island, St. Catharines, Sudbury (the area of Sudbury/Nickel Belt only), Toronto Centre, Toronto East, Toronto North, or Toronto West	Sudbury Tax Centre Post Office 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 4695 Shawinigan-Sud Blvd 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

## Direct deposit

Direct deposit is a fast, convenient, reliable, and secure way to get your CRA payments directly into your account at a financial institution in Canada. To sign up for direct deposit or to update your banking information, go to [cra.gc.ca/directdeposit](http://cra.gc.ca/directdeposit).