



# Canada Child Benefits Application

## includes federal, provincial, and territorial programs

### Do you have to fill out this form?

Fill out this form to apply for all child benefit programs that the Canada Revenue Agency (CRA) administers, including the Canada child benefit and the goods and services tax/harmonized sales tax (GST/HST) credit. You can also use this form if you started a shared-custody situation for one or more children.

**Do not** fill out this form if you already applied using My Account on the CRA website or when you registered the birth of your newborn with your province or territory (except Yukon and Nunavut).

### Who should fill out this form?

The person who is **primarily responsible** for the care and upbringing of the child should apply (see "Primarily responsible for the care and upbringing of the child" on page 3).

When a child resides with a female parent in the home, the female parent is usually considered to be primarily responsible for the child and should apply. However, if the child's other parent is primarily responsible, they should apply and attach a signed letter from the female parent stating that the other parent with whom she resides is primarily responsible for all the children in the home. If the child lives with same-sex parents, only one parent should apply for all the children in the home.

### For more information

For more information on the Canada child benefit, including eligibility requirements, go to [canada.ca/cra-benefits](http://canada.ca/cra-benefits), see Booklet T4114, Canada Child Benefit, or call **1-800-387-1193**. From outside Canada or the United States, call **1-613-940-8495**. We accept collect calls by automated response.

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

## Step 1 – Your information

Social insurance number (SIN):

If you do not have a SIN, see Booklet T4114, Canada Child Benefit, under "How do you apply?".

First name:

Last name:

Gender:  Female  Male

Date of birth:  /  /   
Year      Month      Day

Your language of correspondence:  English  Français

Phone numbers: Home:  Work:  Ext:  Cell:

## Step 2 – Your address

### Mailing address

Apt. No. – Street No., Street name, PO Box, RR:

City:

Province or territory (or country if outside Canada):

Postal or ZIP code:

Have you moved from a different province or territory within the last 12 months?  Yes  No

If **yes**, enter the previous province or territory and the date you moved:  Date:  /  /   
Year      Month      Day

### Home address

Same as mailing address

Apt. No. – Street No., Street name, RR:

City:

Province or territory (or country if outside Canada):

Postal or ZIP code:

### Step 3 – Your marital status

Select the box that applies to your **current** status (select only one box):

- Married** – you are legally married to someone.
- Living common-law** – you are living in a conjugal relationship with someone to whom you are not married and to whom at least one of the following situations applies. They:
- have been living with you for at least 12 continuous months. This 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
- Separated** – you have been living 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, the effective day of your separation is the date you started living apart.
- Divorced** – you were married and are now legally divorced.
- Widowed** – your spouse or common-law partner is deceased.
- Single** – you are single and none of the above apply.

Enter the date the selected status began (leave it blank if you have always been single):

Year			Month			Day			

If you selected **married** or **living common-law**, enter your spouse's or common-law partner's information:

Social insurance number (SIN):

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If your spouse or common-law partner does not have a SIN, see Booklet T4114, Canada Child Benefit, under "How do you apply?".

First name:

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Last name:

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Gender:

Female     Male

Date of birth:

Year			Month			Day			

If your spouse's or common-law partner's address is different from yours, enter it here; otherwise, their address will be updated to match the address indicated in Step 2.

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### Step 4 – Your citizenship status

You become a Canadian citizen when you are born in Canada or are granted Canadian citizenship by Immigration, Refugees and Citizenship Canada.

Have you been a Canadian citizen for the last 12 months?

Yes     No

Has your spouse or common-law partner (if you have one) been a Canadian citizen for the last 12 months?

Yes     No

If you answered **no** to either of these questions, you have to fill out [Form RC66SCH, Status in Canada and Income Information](#).

## Step 5 – Newcomer or returning resident of Canada

Within the last two years, did you become a newcomer to Canada or return after an absence of at least six months?  Yes  No

Within the last two years, did your spouse or common-law partner (if you have one) become a newcomer to Canada or return after an absence of at least six months?  Yes  No

If you answered **yes** to either of these questions, you have to fill out Form RC66SCH, Status in Canada and Income Information.

## Step 6 – Information about the child(ren)

If the child started living with you more than 11 months ago, you need to provide supporting documents. See "What do you need to attach to this form?" on page 5.

### Primarily responsible for the care and upbringing of the child

Being primarily responsible for the care and upbringing of the 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, when the child lives with you.

### Shared custody

This normally happens after a separation or a divorce. We consider you to be in a shared-custody situation if the child lives part of the time with you and the rest of the time with another individual at a different address on a more or less equal basis.

For more information on shared custody, see Booklet T4114, Canada Child Benefit, under "Do you share custody of a child?".

Do **not** give information about a child for whom you have already applied, unless the child left your care and has now returned, or the percentage of time the child is in your care has changed.

### Child 1 – Information

First name: \_\_\_\_\_

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

Gender:  Female  Male

Date of birth: 

Year			Month			Day			

City of birth: \_\_\_\_\_

Province or territory of birth (or country if outside Canada): \_\_\_\_\_

### You must be primarily responsible for the care and upbringing of this child when the child lives with you.

Does the child live with you all of the time?  Yes  No

If **yes**, enter the date the child started living with you all of the time. If the child has lived with you since birth, tick the box: 

Year			Month			Day			

 or  Since birth

Are you in a shared custody situation for this child?  Yes  No

If **yes**, enter the date you started sharing custody of the child: 

Year			Month			Day			

**Step 6 – Information about the child(ren) (continued)****Child 2 – Information**

First name: \_\_\_\_\_

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

Gender:  Female  MaleDate of birth: 

Year			Month			Day			

City of birth: \_\_\_\_\_

Province or territory of birth  
(or country if outside Canada): \_\_\_\_\_**You must be primarily responsible for the care and upbringing of this child when the child lives with you.**Does the child live with you all of the time?  Yes  NoIf **yes**, enter the date the child started living with you all of the time. If the child has lived with you since birth, tick the box:

Year			Month			Day			

 or  Since birthAre you in a shared custody situation for this child?  Yes  NoIf **yes**, enter the date you started sharing custody of the child:

Year			Month			Day			

If you are applying for more than two children, you can use [Form RC66-1, Additional Children](#). You can also attach a separate sheet of paper with the information asked above.**Step 7 – Signature**

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

Your signature \_\_\_\_\_ Date: 

Year			Month			Day			

If your marital status is **married** or **living common-law**, your spouse or common-law partner also needs to sign below.Spouse's or common-law partner's signature \_\_\_\_\_ Date: 

Year			Month			Day			

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign 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 a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 063 on Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source).

## What do you need to attach to this form?

You only have to attach documents to your application if you are in any of the situations mentioned below. However, we may ask you for photocopies of certain documents at a later date. If the documents are not in English or French, you must provide a translation.

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

If you are in the following situation:	You need to attach the following document(s) to your application:
You answered "no" to either of these questions in Step 4: <ul style="list-style-type: none"> <li>• Have you been a Canadian citizen for the last 12 months?</li> <li>• Has your spouse or common-law partner (if you have one) been a Canadian citizen for the last 12 months?</li> </ul>	Form RC66SCH, Status in Canada and Income Information
You answered "yes" to either of these questions in Step 5: <ul style="list-style-type: none"> <li>• Within the last two years, did you become a newcomer to Canada or return after an absence of at least six months?</li> <li>• Within the last two years, did your spouse or common-law partner (if you have one) become a newcomer to Canada or return after an absence of at least six months?</li> </ul>	Form RC66SCH, Status in Canada and Income Information
We have not paid benefits to anyone for this child <b>and</b> the child is in any of the following situations: <ul style="list-style-type: none"> <li>• one year of age or older</li> <li>• was born outside of Canada</li> </ul>	A proof of birth for the child (see the list of acceptable documents below)
The child started living with you more than 11 months ago	Clear photocopies (including both sides of all pages) of <b>all</b> of the following documents for the entire period: <ul style="list-style-type: none"> <li>• proof of birth for each child. See the list of acceptable documents below</li> <li>• proof that you resided in Canada (at least three documents). See the list of acceptable documents below</li> <li>• proof that you were the person who is primarily responsible for the care and upbringing of the child (at least three documents). See the list of acceptable documents on the next page</li> <li>• proof of citizenship or immigration status in Canada for you and your spouse or common-law partner (if you have one)</li> </ul>
You are applying for more than two children	Form RC66-1, Additional Children, or attach a separate sheet of paper with the information requested in Step 6

## Examples of acceptable documents

As **proof of birth**, you have to provide a photocopy of **one** document with the child's first name, last name, and date of birth, such as:

- 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 Immigration, Refugees and Citizenship Canada
- citizenship certificate
- notice of decision or a temporary resident's permit issued under the Immigration and Refugee Protection Act
- certificate of Indian status card
- provincial identity card

As **proof that you resided in Canada**, you have to provide a photocopy of at least **three documents**, such as:

- lease agreement
- rent receipt
- household bill (gas, electricity, cable television, telephone)
- driver's license, vehicle registration, or car insurance
- membership in social or professional organizations

## Examples of acceptable documents (continued)

As **proof that you were the person who is primarily responsible for the care and upbringing of the child**, you have to provide a photocopy of at least **three documents**, 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 social worker, a band council, or a resettlement officer 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
- a court order, decree, or separation agreement that explains the type of custody arrangement you have (for example, shared custody) and clearly shows the living arrangements for the child
- any other document showing that the child lived with you for the period you indicated

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## What to do now?

- Make sure all steps of this form are filled out.
- If applicable, attach the documents mentioned under "What do you need to attach to this form?".
- Make a photocopy of your form and related documents (if applicable) for your records.
- Send your application to the tax centre that serves your area. Use the chart below to find out the address:

If your province or territory of residence is:	Send your application to the following address:
Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan, or Yukon	Winnipeg Tax Centre Post Office Box 14005, Station Main Winnipeg MB R3C 0E3
New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, or Prince Edward Island	Sudbury Tax Centre Post Office Box 20000, Station A Sudbury ON P3A 5C1
Québec	Jonquière Tax Centre 2251 René-Lévesque Boulevard Jonquière QC G7S 5J2

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## What happens after you apply?

Unless you tell us otherwise, the information you give on this form will be used for all programs, including federal, provincial, and territorial programs.

If your application is not complete, it may not be processed, or it may be delayed or denied.

Once we have processed your application, we will send you a Canada child benefit notice. The notice will show if you are eligible, how much you will get (if applicable), and what information was used to calculate the amount. Our goal is to issue your notice or payment, if applicable, within **11 weeks** of receiving your filled out paper application.

We may also review your situation at a later date to confirm that the information you gave us has not changed.

## Getting your payments

Direct deposit is a fast, convenient, and secure way to get your CRA payments directly into your account at a financial institution in Canada. For more information and ways to enrol, go to [canada.ca/cra-direct-deposit](https://canada.ca/cra-direct-deposit).

You need to do your taxes on time every year so that we can calculate your payments, even if you had no income in the year. If you have a spouse or common law partner, they also need to do their taxes every year.

Make sure your personal information is up to date with us, as this could affect your payments.

### Note

The female presumption is a legislative requirement and only one payment per household can be issued under the Income Tax Act. No matter which parent receives the CCB, the amount will be the same.

## If your spouse or common-law partner is a non-resident

If your spouse or common-law partner is a non-resident of Canada during any part of the year, you will have to fill out [Form CTB9, Income of Non-Resident Spouse or Common-Law Partner](#). Send it with your tax return after each year (or part of the year) that they were a non-resident of Canada.