



# Canada Child Benefits Application

Complete this form to apply for all child benefit programs. The information you give on this form will be used for all programs, unless you indicate otherwise on a note attached to your application.

For information about our programs, see Pamphlet T4114, *Canada Child Benefits*, Pamphlet RC4210, *GST/HST Credit*, visit our Web site at [www.cra.gc.ca/benefits](http://www.cra.gc.ca/benefits) or call us at 1-800-387-1193.

## How to apply?

You can apply for the Canada Child Tax Benefit (CCTB) by using the Apply for benefits online service on My Account at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount) or complete this form and send it, along with any **other required documents**, to one of our tax centres listed on page 2 of this information sheet.

Complete and submit this application as soon as possible after the child is born or begins to live with you, or when you become a resident of Canada for income tax purposes.

## Part 1 – Information about the applicant

### Who should complete Part 1?

For CCTB purposes, it is presumed that when both a male and a female parent live in the same home as the child, the **female parent is considered to be primarily responsible** (see the definition on page 2 of this information sheet) for the child and should apply. However, if the male parent is primarily responsible, he can apply if he attaches a signed note from the female parent to his application, which states that the male parent is primarily responsible for all of the children in the household.

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

### Does your application include a period that started more than 11 months ago?

#### Note

If your application includes a period that started more than 11 months ago, it is considered late.

In order to receive payments, you must attach **legible 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) and/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 or rent receipts, utility bills, or bank statements.
- Proof of birth for each child. See Part 3 on this page.
- Proof that you were the person who is primarily responsible (see the definition on page 2 of this information sheet) for the care and upbringing of the child(ren). This could include, but is not limited to, a signed statement from a school, daycare or nursery, a medical professional, or a lawyer.

### What is your current marital status?

Tick "Married" if you have a spouse, or "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 page 2 of this information sheet.

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

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

## Part 3 – Information about the child(ren)

Complete this part to provide information about the child(ren).

Do **not** provide information about a child for whom you have already applied, or for whom you receive benefits.

#### Note

If a child left your care and has now returned to your care, you have to provide information about that child again.

### When do you need to provide proof of birth?

You need to attach proof of birth for the child if we have not previously paid benefits to anyone for this child, and any 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 both sides of all pages** of one of the following documents for proof of birth:

- baptismal or cradle roll certificate or other church record;
- 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*.

## Shared eligibility

There are situations where a child may reside with two different individuals on a more or less equal basis, and both of these individuals share equally in the child's care and upbringing. If this situation applies to you, attach a note to your application that clearly states your parenting arrangement. For more information, visit our Web site at [www.cra.gc.ca/benefits](http://www.cra.gc.ca/benefits) or call us at 1-800-387-1193.

## Part 4 – Change of recipient

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

## Part 5 – Certification

You have to sign and complete this part. If you completed Part 2, your spouse or common-law partner also has to sign and complete this part.

## Additional information

### Direct deposit



You can have your payments deposited directly into your account at a financial institution in Canada. To get this service or change your banking information, use My Account on our Web site at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount), or complete and attach Form T1-DD(1), *Direct Deposit Request – Individuals*, to your application.

### Benefits application

**Timeliness** – Our goal is to issue a payment, notice, or explanation to you within 80 calendar days. To follow the processing of your application, use My Account on our Web site at [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount).

### Child and family benefits online calculator

You can use our online calculator to get an estimate of your child benefits by visiting our Web site at [www.cra.gc.ca/benefits-calculator](http://www.cra.gc.ca/benefits-calculator).

## Definitions

### Common-law partner

This applies to a person who is **not your spouse**, 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 for at least 12 continuous months;
- 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.

In addition, an individual immediately becomes your common-law partner if you previously lived together in a conjugal relationship for at least 12 continuous months and you have resumed living together in such a relationship.

**Under proposed changes**, this condition will no longer exist. The effect of this proposed change is that a person (other than a person described in b) or c) above) will be your common-law partner only after your current relationship with that person has lasted at least 12 continuous months. This proposed change will apply to 2001 and later years.

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

### Primarily responsible

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. However, it could be the father, a grandparent, or a guardian.

### 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 and this separation lasts for at least **90 days** during which time you have not reconciled.

### Note

Once you have been separated for 90 days (due to a breakdown in the relationship), the effective day of your separated status is the day you started living separate and apart.

### Spouse

This applies only to a person to whom you are legally married.

## Tax centre addresses

Send us your completed Form RC66, *Canada Child Benefits Application*, and any required documents in the envelope included with your package. If you do not have the preprinted envelope, send the information to one of the following addresses:

Jonquière Tax Centre  
PO Box 1900 Stn LCD  
Jonquière QC G7S 5J1

Shawinigan-Sud Tax Centre  
PO Box 3000 Stn Main  
Shawinigan-Sud QC G9N 7S6

St. John's Tax Centre  
PO Box 12071 Stn A  
St. John's NL A1B 3Z1

Sudbury Tax Centre  
PO Box 20000 Stn A  
Sudbury ON P3A 5C1

Summerside Tax Centre  
102-275 Pope Road  
Summerside PE C1N 5Z7

Surrey Tax Centre  
9755 King George Highway  
Surrey BC V3T 5E1

Winnipeg Tax Centre  
PO Box 14005 Stn Main  
Winnipeg MB R3C 0E3



## 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 last name above) \_\_\_\_\_  
 Female  Male  
 Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_  
 If your spouse's or common-law partner's address is different from your address, please explain: \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Yes  No  
**Has your spouse or common-law partner been a Canadian citizen for the last 12 months?** .....  
 If **no**, you must complete and attach schedule RC66SCH, *Status in Canada/Statement of Income*, to your application.

## Part 3 – Information about the child(ren)

To find out if you need to attach proof of birth, see page 1 of the attached information sheet.

**Does the child(ren) listed below reside with you all of the time?** .....  Yes  No  
 If **no**, see "Shared eligibility" on page 2 of the attached information sheet.

### Child information — (Do not include children for whom you have already applied.)

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 \_\_\_\_\_  
 Have you been **primarily responsible** for this child since birth?  
 (see the definition on page 2 of the attached information sheet) .....  Yes  No  
 If **no**, when did you become primarily responsible for the child? .....  
 Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

### Child information — (Do not include children for whom you have already applied.)

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 \_\_\_\_\_  
 Have you been **primarily responsible** for this child since birth?  
 (see the definition on page 2 of the attached information sheet) .....  Yes  No  
 If **no**, when did you become primarily responsible for the child? .....  
 Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

**If you are applying for more than two children, use a separate sheet of paper to give the information requested above for the additional child(ren). Sign the sheet, and attach it to this form.**

## Part 4 – Change of recipient

Complete 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 5 – Certification

I certify that the information given on this form and in any documents attached, is correct.

**Applicant's signature** \_\_\_\_\_ Date \_\_\_\_\_  
 It is a serious offence to make a false statement.

**Spouse's or common-law partner's signature** \_\_\_\_\_ Date \_\_\_\_\_  
 It is a serious offence to make a false statement.