

Child Benefit no. Kindergeld-Nr.
German tax identification number of person making application (must be completed) Steuerliche Identifikationsnummer der antragstellenden Person in Deutschland (zwingend auszufüllen)



Please refer to the enclosed guidelines and the "Child Benefit" leaflet.  
Beachten Sie bitte die anhängenden Hinweise und das Merkblatt Kindergeld.

## Application for Child Benefit

For each child in respect of whom an application for Child Benefit is being made, please enclose an "Appendix: Child" form.

Number of "Appendix: Child" forms submitted: .....

### Antrag auf Kindergeld

Bitte fügen Sie für jedes Kind, für das Kindergeld beantragt wird, eine „Anlage Kind“ bei.  
Anzahl der beigefügten „Anlage Kind“: ...

Daytime telephone number for queries arising:  
telefonische Rückfrage tagsüber unter Nr.:

### 1 Details of person making application Angaben zur antragstellenden Person

Name	Name	Title	Titel
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First name	Vorname	If applicable, maiden name or name from former marriage ggf. Geburtsname und Name aus früherer Ehe
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Date of birth Geburtsdatum	Place of birth Geburtsort	Sex Geschlecht	Nationality * Staatsangehörigkeit *
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\* (if not EU / EEA state or Switzerland, please attach residence permit!)  
\* (wenn nicht EU-/EWR-Staat oder Schweiz, bitte Aufenthaltstitel beifügen!)

Address (Street/square, house number, postcode, town/city, country)	Anschrift (Straße/Platz, Hausnr., PLZ, Wohnort, Staat)
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Family status: Familienstand:	single ledig	since seit .....	married verheiratet	widowed verwitwet	living in a registered civil partnership in eingetragener Lebenspartnerschaft lebend	divorced geschieden	permanently separated dauernd getrennt lebend
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### 2 Details of spouse or registered life partner Angaben zum/zur Ehegatten/Ehegattin bzw. eingetragenen Lebenspartner(in)

Name	Name	First name	Vorname	Title	Titel
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Date of birth Geburtsdatum	Nationality Staatsangehörigkeit	If applicable, maiden name or name from former marriage ggf. Geburtsname und Name aus früherer Ehe
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Address, if different from applicant's (Street/square, house number, postcode, town/city, country) Anschrift, wenn abweichend von antragstellender Person (Straße/Platz, Hausnummer, Postleitzahl, Wohnort, Staat)
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**6 Following reckonable children to be taken into consideration:**

Folgende Zählkinder sollen berücksichtigt werden:

First name of the child, if applicable, surname (if different) Vorname des Kindes, ggf. abweichender Familienname	Date of birth Geburtsdatum	Sex Geschlecht	Who will receive the Child Benefit? (name, first name)? Wer bezieht das Kindergeld (Name, Vorname)?	Family Benefits Office (Child Benefit number, employee number)? Bei welcher Familienkasse (Kindergeldnummer, Personalnummer)?

**I declare that all information (including in the appendices) is complete and true. I am aware that the Family Benefits Office is to be immediately notified of all changes that are of importance in relation to an entitlement to Child Benefit. I have taken note of the content of the leaflet Child Support Benefit (available at [www.familienkasse.de](http://www.familienkasse.de)).**

**Ich versichere, dass alle Angaben (auch in den Anlagen) vollständig sind und der Wahrheit entsprechen. Mir ist bekannt, dass ich alle Änderungen, die für den Anspruch auf Kindergeld von Bedeutung sind, unverzüglich der Familienkasse mitzuteilen habe. Den Inhalt des Merkblattes Kindergeld (zu finden unter [www.familienkasse.de](http://www.familienkasse.de)) habe ich zur Kenntnis genommen.**

**Note on data protection:**

Data will be processed on the basis of Sections 31, 62 to 78 of the Income Tax Act and the provisions of the Tax Code, and/or by virtue of the Federal Child Benefit Act and the German Social Code. Further information on your rights in connection with the collection of personal data in accordance with Articles 13 and 14 of the Basic Data Protection Regulation can be found on the Internet on the website of your Family Benefits Office (available at [www.familienkasse.de](http://www.familienkasse.de)), which also contains the contact details of the data protection officer.

Hinweis zum Datenschutz: Die Daten werden aufgrund und zum Zweck der §§ 31, 62 bis 78 Einkommensteuergesetz und der Regelungen der Abgabenordnung bzw. aufgrund des Bundeskindergeldgesetzes und des Sozialgesetzbuches verarbeitet. Nähere Informationen zu Ihren Rechten im Rahmen der Erhebung von personenbezogenen Daten nach Artikel 13 und 14 der Datenschutz-Grundverordnung erhalten Sie im Internet auf der Seite Ihrer Familienkasse (zu finden unter [www.familienkasse.de](http://www.familienkasse.de)), auf der auch die Kontaktdaten des Datenschutzbeauftragten bereitgestellt sind.

Date  
Datum

.....  
Signature of applicant or legal representative  
Unterschrift der antragstellenden Person bzw. der gesetzlichen Vertretung

**I agree that the child support benefit will be determined or granted in favor of the applicant.**  
Ich bin damit einverstanden, dass das Kindergeld zugunsten der antragstellenden Person festgesetzt bzw. bewilligt wird.

Date  
Datum

.....  
Signature of the person referred to in point 2 or **of the other parent**  
living with the applicant in a household or legal representation  
Unterschrift der unter Punkt 2 genannten Person oder **des anderen Elternteils**, die/der mit der antragstellenden Person in einem Haushalt lebt bzw. deren/dessen gesetzlichen Vertretung

## Guidelines on “Application for Child Benefit” and “Appendix: Child”

Please fill out the application form and “Appendix: Child” form carefully and in a legible manner. Please mark relevant sections with a X. Do not forget your signature! If you are under-age, your legal representative must sign for you on your behalf.

The application must also be signed by your spouse or civil partner living together with you/the other parent if he/she has agreed that you receive Child Benefit. If no agreement has been reached, please inform the Family Benefits Office accordingly. If the person entitled to payment has been determined by a court of law, please enclose the decision of the court.

Please note that your application can only be processed when it has been fully completed. Insofar as proof must be submitted for the determination of the child support benefit claim, information that is not required (e.g. school grades on a transcript) may be made illegible.

Since 1 January 2016 the requirement for an entitlement to Child Benefit is that the person entitled to the benefit and the child be identified by means of the tax identification number allocated to them (Section 139b of the German Fiscal Code). Since 2008 every person whose main place of residence or sole place of residence is recorded in a register of residents in Germany is allocated a tax identification number. Persons who are not required to register but who are liable for tax in Germany also receive a tax identification number.

Your tax identification number and that of your child can be found in the relevant notification from the Federal Central Tax Office (*Bundeszentralamt für Steuern*). Your number is also located on your electronic wage and tax statement (*Lohnsteuerbescheinigung*) from your employer or in your income tax assessment (*Einkommensteuerbescheid*). If you cannot find your tax identification number in these documents, you can ask for it to be sent again by using the online entry form on the Federal Central Tax Office's website at [www.bzst.de](http://www.bzst.de). The tax identification number will be notified to you in writing by the Federal Central Tax Office. For data protection reasons it cannot be provided over the telephone or by email.

If you have moved to Germany from abroad, you will automatically receive your tax identification number in the post from the Federal Central Tax Office when you have registered with the residents' registration office (*Einwohnermeldeamt*). Your child's tax identification number will be sent immediately after his/her birth to the registered address. For children who in the meantime have lived abroad but have already received a tax identification number in Germany, please give the tax identification number received in Germany. If a tax identification number in Germany does not exist for the child because e.g. he/she lives abroad (EU), then the child must be identified by other appropriate means such as standard personal identification processes and documents used in the respective countries. Your Family Benefits Office will advise you about which specific documents are required.

Answers to more questions on the tax identification number as a requirement for entitlements can be found online at [www.bzst.de](http://www.bzst.de)

### Legal position with effect from 2018

Effective with 01.01.2018: Child benefit is paid retroactively, according to § 66 Sec. 3 of the Income Tax Act (*EStG*) only for the last six months before the beginning of the month in which the application for child support benefit has been received.

## Application for Child Benefit

### **1** and **2**: Details of person making application und spouse/civil partner

If both parents of a child fulfil the requirements for the receipt of Child Benefit, the person making the application should be the parent who with the agreement of both parents is to receive the Child Benefit. The family status “permanently separated” is only to be chosen if in the case of married couples one spouse has the intention of permanently maintaining the separation. If you are not married or your spouse or civil partner is not at the same time the other biological parent of at least one of the children listed in the “Appendix: Child” form, please provide details of the other biological parent in the “Appendix: Child” form (in the case of foster children or grandchildren, please provide details of both biological parents).

If your nationality is **non-German** or if it is a nationality of an EU / EEA country or Switzerland, please enclose the **residence permit**.

### **4**: Notification should not be sent to me but to the following person

Here you can provide details of an authorised receiving agent (e.g. tax advisor, tax advice and support association, (*Lohnsteuerhilfeverein*), etc.) who should receive the notification concerning Child Benefit.

### **6**: Following reckonable children to be taken into consideration

Children in respect of whom Child Benefit is received by another person can be included as part of your application for the purpose of increasing the Child Benefit ('reckonable children'). If you wish for reckonable children to be included as part of this consideration, in the case of each child please provide details of the person in receipt of Child Benefit for the reckonable child and which Family Benefits Office pays the Child Benefit.



## “Appendix: Child”

### General

Please fully complete the “Appendix: Child” form. In the case of an application based on the birth of a child born in Germany, the birth certificate for child support benefit, or the birth certificate should only be submitted to the family insurance upon request. In the case of a foreign-born child, official documents (e.g. a foreign birth certificate) must be used to prove the relationship to the child.

For children over the age of 18 the appendix is only to be completed if they meet the particular requirements as set out in the leaflet on Child Benefit. Appropriate proof (e.g. relating to schooling or vocational training) must be enclosed. In the case of adopted children please enclose the adoption order from the Family Court.

“Other persons” who form part of a child/parent relationship are parents, step-parents, adoptive parents, foster parents, grandparents.

### **1: Details of child**

If the children are not living in your household, state the reason for this (e.g. living with grandparents, living in a foster home or other home, for schooling or vocational training).

### **2: Child/parent relationship with person making the application, with spouse or civil partner and with other persons**

Entering the information requested here is required **in every case**. If the other parent or parents of the child are deceased, then this is to be specified with the insertion of the word “deceased”. If the paternity of the child has not been legally determined, then “unknown” or “paternity not determined” is to be entered.

### **3: Details of child of full age**

#### **Particular requirements for entitlement to benefit**

According to § 32 para. 4 sentence 1 EStG, the consideration of an adult child is possible, if he/she

1. has not yet reached his/her 21st birthday, is not in employment and is registered as a job-seeker with an Employment Agency in Germany, or
2. has not yet reached his/her 25th birthday and
  - a) is being trained in an occupation or
  - b) is in a transitional period of a maximum of 4 months or
  - c) cannot begin or continue vocational training due to a shortage of vocational training places or
  - d) is participating in a regulated volunteer service or
3. because of physical disability, mental disability or psychological impairment is not in a position to support himself or herself provided that the disability occurred before the age of 25 (no age limit).

### **5: Entitlement to cash benefit from an agency outside Germany or from an inter-country or supranational agency**

For example, entitlements to child-related family benefits that are paid from another country or entitlements to child-related benefits from an employment authority (e.g. the European Union) should be entered here.

### **6: In the last five years prior to the making of the application, are or were you or another person who forms part of a child/parent relationship with the child: (...)**

“employed in the public service” refers to employment as a civil servant/a person retired from the public service and in receipt of retirement benefits/an employee of the Federal Government, a German state (*Land*) government, a local authority, a local authority association or other public body, institute or foundation or a judge, professional soldier or soldier serving for a limited period.

For this purpose, this also includes activity carried out for an employer in the private sector if a member of the public service has been granted a leave of absence to do so. The definition of “public service” does not include religious denominations established by law (churches including religious orders, church-run hospitals, schools or nursery schools, amongst others) as well as head or member associations involved in voluntary welfare work and organisations or facilities associated with them.

Questions 6b and 6c are to be answered with “yes” as well if you, your spouse or civil partner or other persons who form part of a child/parent relationship with the child are or were in the diplomatic or consular service.

You can find detailed information on Child Benefit online at [www.bzst.de](http://www.bzst.de) or [www.familienkasse.de](http://www.familienkasse.de).