

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 <input type="checkbox"/>	Male <input type="checkbox"/>

		Date of birth
		Year Month Day

Married

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

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 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.

Separated

You are separated if you have been living apart from your spouse or common-law partner for a period of 90 days or more because of a breakdown in your relationship and you have not reconciled.

Part 3 – 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.

Part 4 – Information about your child(ren)

Complete this part to register your child(ren) for the CCTB and/or the GST/HST credit.
Do not register a child for whom you already applied for, or receive, the CCTB.

Proof of birth

Attach proof of birth to this application if we have not previously paid CCTB payments to anyone for the child **and** either of the following apply:

- your child was born outside Canada; or
- your child is one year of age or older.

For a child born in Canada, attach a **legible photocopy** of one of the following documents as proof of birth:

- a baptismal or cradle roll certificate or other church record;
- a birth certificate or birth registration; or
- the hospital record of birth or the record of the physician, nurse, or midwife who attended the birth.

For a child who was born **outside** Canada, attach a legible photocopy of one of the following documents as proof of birth:

- a Record of Landing or Confirmation of Permanent Residence issued by Citizenship and Immigration Canada;
- a passport or 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 <input type="checkbox"/>	Male <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>	
If <i>no</i> , when did you most recently become mainly responsible for the child?		Year	Month Day

Second child

First name and initial	Last name	Female <input type="checkbox"/>	Male <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>	
If <i>no</i> , when did you most recently become mainly responsible for the child?		Year	Month Day

Third child

First name and initial	Last name	Female <input type="checkbox"/>	Male <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>	
If <i>no</i> , 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 application form.

Part 5 – 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

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Previous caregiver's signature

If you cannot get the previous caregiver's signature, please explain:

Part 6 – Certification

We cannot process this application unless it is signed.

I certify that the information given on this application is correct and complete.

Sign here

Date

It is a serious offence to make a false statement.

If you are married or living common law, your spouse or common-law partner must sign this application form.

Your spouse or common-law partner's signature

Date

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

Additional information

Where to send your application

Send us your application 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 centres. You can find the addresses on our Web site at 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 or call 1-800-387-1193.

GST/HST credit

This application is used to **register** your child(ren) 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 application.

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 or call 1-800-959-1953.

Check list

We want to process your application as soon as we can. Be sure to do the following:

- Sign this application. If you are married or living common law, your spouse or common-law partner must also sign the application.
- Complete all parts of the application form that apply to you and your spouse or common-law partner.
- Complete and attach the schedule *Status in Canada* if it applies to you or your spouse or common-law partner.
- Attach a photocopy of all required documents (such as proof of birth).

We can only calculate your CCTB and send you any payments if you and your spouse or common-law partner have filed a return for the previous year. To continue getting the CCTB, you both have to file a return every year, even if you have no income to report.