

Child Benefit no.	Kindergeld-Nr.
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**Familienkasse**

## 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.

Please refer to the enclosed guidelines and the "Child Benefit" leaflet.

Beachten Sie bitte die anhängenden Hinweise und das Merkblatt Kindergeld.

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:  
Rückfrage tagsüber unter Nr.: .....

## 1 Details of person making application

Angaben zur antragstellenden Person

German tax identification number of person making application (must be completed, if available) Steuerliche Identifikationsnummer der antragstellenden Person in Deutschland (soweit vergeben, zwingend auszufüllen)
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Surname Familiennamen	Title Titel
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First name Vorname	If applicable, maiden name or surname from former marriage ggf. Geburtsname und Familienname aus früherer Ehe
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Date of birth Geburtsdatum	Place of birth Geburtsort	Sex Geschlecht	Nationality * (see notes) Staatsangehörigkeit * (siehe Hinweise)
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\* if **not** Germany, **but** EU/EEA state, please complete "Anlage EU" [EU Annex]!  
\* if **not** EU/EEA state or Switzerland, please enclose residence permit!  
\* wenn **nicht** Deutschland, **aber** EU-/EWR-Staat, bitte „Anlage EU“ ausfüllen!  
\* wenn **nicht** EU-/EWR-Staat oder Schweiz, bitte Aufenthaltstitel beifügen!

Address (Street/square, house number, postcode, town/city, country) Anschrift (Straße/Platz, Hausnummer, Postleitzahl, Wohnort, Staat)
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Family status: Familienstand:	<input type="checkbox"/> single ledig	since seit	<input type="checkbox"/> married verheiratet	<input type="checkbox"/> living in a registered civil partnership in eingetragener Lebenspartnerschaft lebend
			<input type="checkbox"/> widowed verwitwet	<input type="checkbox"/> divorced geschieden
				<input type="checkbox"/> permanently separated dauernd getrennt lebend

## 2 Information on the spouse or registered civil partner or the other biological or step-parent in the common household

Angaben zum/zur Ehepartner(in) bzw. eingetragenen Lebenspartner(in) oder zum anderen leiblichen Elternteil bzw. Stiefelternteil im gemeinsamen Haushalt

Surname Familiennamen	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 Familienname aus früherer Ehe
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Address, if different from applicant's, e.g. in the case of further residence at home or abroad (Street/square, house number, postcode, town/city, country) Anschrift, wenn abweichend von antragstellender Person, z. B. bei weiterem Wohnsitz im In- oder Ausland (Straße/Platz, Hausnummer, Postleitzahl, Wohnort, Staat)
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### 3 Details of method of payment

Angaben zum Zahlungsweg

IBAN IBAN										
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BIC BIC	Bank, financial institution (if applicable, specify branch) Bank, Finanzinstitut (ggf. auch Zweigstelle)
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Account holder is  
Kontoinhaber(in) ist

- the person making application as per  **1**  
antragstellende Person wie unter Nr. 1
- not** the person making application, but:  
nicht antragstellende Person, sondern

Surname, first name Familiennamen, Vorname
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### 4 Notification should not be sent to me but to the following person (e.g. tax advisor, attorney, etc.):

Der Bescheid soll nicht mir, sondern folgender Person (z. B. Steuerberater, Rechtsanwalt, etc.) zugesandt werden:

Surname Familiennamen	First name Vorname
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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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### 5 Details of children

Angaben zu Kindern

For each child for which a child benefits application is being made, a separate and completed "Appendix: Child" form must be submitted.

Für jedes Kind, für das Kindergeld beantragt wird, ist eine gesonderte „Anlage Kind“ ausgefüllt einzureichen.

#### I am already in receipt of Child Benefit for the following children

(also applies in the following cases: bank account details are different, redirected payments or refunded payments):

#### Für folgende Kinder beziehe ich bereits Kindergeld

(auch in Fällen der abweichenden Kontoverbindung, Abzweigung und Erstattung):

First name of the child, if applicable, surname (if different) <small>Vorname des Kindes, ggf. abweichender Familienname</small>	Date of birth <small>Geburtsdatum</small>	Sex <small>Geschlecht</small>	Family Benefits Office (Child Benefit number, employee number)? <small>Bei welcher Familienkasse (Kindergeldnummer, Personalnummer)?</small>

**6 Other children of your own, for whom another person receives child benefit:**

Weitere eigene Kinder, für die eine andere Person Kindergeld bezieht:

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? (Surname, first name)? Wer bezieht das Kindergeld (Familienname, 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.**

**Date protection information:**

Your data will be processed according to Sections 31 and 62 to 78 of the German Income Tax Act and the regulations of the German Fiscal Code and/or on the basis of the German Federal Child Benefit Act and the German Social Code. The purpose of the processing of the data is the assessment of your entitlement to child benefit. You can obtain more detailed information about the processing of your data by the Family Benefits Office and about your rights according to Articles 13 to 22 of the General Data Protection Regulation in the internet on the page of your Family Benefits Office (this is available at [www.arbeitsagentur.de/datenschutz-familienkasse](http://www.arbeitsagentur.de/datenschutz-familienkasse)), where the contact details of the data protection officer are also provided. Files regarding the payment of child benefit are generally kept for a further 6 years subsequent to the ending of the child benefit payments.

**Hinweis zum Datenschutz:**

Ihre Daten werden gemäß der §§ 31, 62 bis 78 Einkommensteuergesetz und der Regelungen der Abgabenordnung bzw. aufgrund des Bundeskindergeldgesetzes und des Sozialgesetzbuches verarbeitet. Zweck der Verarbeitung der Daten ist die Prüfung Ihres Anspruchs auf Kindergeld. Nähere Informationen über die Verarbeitung Ihrer Daten durch die Familienkasse und zu Ihren Rechten nach Artikel 13 bis 22 der Datenschutz-Grundverordnung erhalten Sie im Internet auf der Seite Ihrer Familienkasse (zu finden unter [www.arbeitsagentur.de/datenschutz-familienkasse](http://www.arbeitsagentur.de/datenschutz-familienkasse)), auf der auch die Kontaktdaten der/des Datenschutzbeauftragten bereitgestellt sind. Kindergeldakten werden in der Regel nach dem Ende der Kindergeldzahlung noch für 6 Jahre aufbewahrt.

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 specified in section 2 or their legal representative  
Unterschrift der unter Punkt 2 genannten Person bzw. deren 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)

## Payout restriction

Fixed child benefits are paid retroactively only for the last six months before the beginning of the month in which the application for child benefits is received by the Family Benefits Office (*Familienkasse*) (§ 70 (1) sentences 2 and 3 EStG).

## Application for Child Benefit

### **1 and 2: Information on the applicant and spouse or registered civil partner or the other biological or step-parent in the common household**

If both parents of a child fulfil the requirements for the receipt of child benefits, the person making the application should be the parent who with the agreement of both parents is to receive the child benefits. 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 (this also applies to registered civil partnerships).

Please provide information on the other parent in the "Anlage Kind" [Child Annex] if the other parent does not live in the same household as the applicant.

### **Nationality of the applicant:**

1. If you are a **German** citizen or a citizen of an **EU/EEA state or Switzerland** **and** if, for example, at least one parent or child lives or works abroad or receives foreign benefits or if one parent is a member of the NATO armed forces stationed in Germany, please complete the "Anlage Ausland" [Foreign Countries Annex] form.
2. If you are **not a German citizen, but** a citizen of an **EU/EEA state**, please complete the "Anlage EU" [EU Annex] form and submit it together with your application; unless "Anlage Ausland" [Foreign Countries Annex] form is attached due to the applicability of point 1 above
3. If you are a citizen of a country **other** than Germany, an EU/EEA state or Switzerland, please include residence permit

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

Here, you can specify a receiving agent (e.g. tax advisor, income tax assistance association, etc.) who is to receive the ruling on child benefits.

## “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, further residence at home or abroad).

### **2:** Parental relationship with the applicant, spouse, registered civil partner and 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:** Public service activity

“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.

### **6:** 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.

### **7:** 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: (...)

Questions 7a and 7b are still to be answered with “yes” if you, your spouse or registered civil partner or another person who is in a parental relationship with the child have been employed 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).