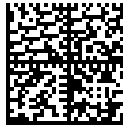


Child benefit no. Kindergeld-Nr.
German tax identification number of person making application Steuer-ID der antragstellenden Person in Deutschland



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“: ...

1 Details of person making application Angaben zur antragstellenden Person

Name Name	Title Titel
--------------	----------------

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	Sex Geschlecht	Nationality * Staatsangehörigkeit *	Daytime telephone number for queries arising: Telefonische Rückfrage tagsüber unter Nr.:
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* (in the case of **non-EU/EEA** nationals please provide evidence of residence permit!)
* (bei **nicht** EU-/EWR-Staatsangehörigkeit bitte Nachweis Aufenthaltstitel beifügen!)

Address (Street/square, house number, postcode, town/city, country of residence) Anschrift (Straße/Platz, Hausnr., PLZ, Wohnort, Wohnland)

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 Lebenspartnerschaft lebend
		<input type="checkbox"/> widowed verwitwet	<input type="checkbox"/> divorced geschieden
			<input type="checkbox"/> permanently separated dauernd getrennt lebend

2 Details of spouse/civil partner of person making application Angaben zum Ehegatten bzw. Lebenspartner der antragstellenden Person

Name Name	First name Vorname	Title Titel
--------------	-----------------------	----------------

Date of birth Geburtsdatum	Nationality Staatsangehörigkeit	If applicable, maiden name or name from former marriage Ggf. Geburtsname und Name aus früherer Ehe
-------------------------------	------------------------------------	---

Address, if different from that of applicant (Street/square, house number, postcode, town/city, country of residence) Anschrift, wenn abweichend vom Antragsteller (Straße/Platz, Hausnummer, Postleitzahl, Wohnort, Wohnland)

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)
-----	-----	---	--

Account holder is

Kontoinhaber(in) ist

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

Name, first name

Name, Vorname

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

Der Bescheid soll nicht mir, sondern folgender Person zugesandt werden:

Name	Name	First name	Vorname
------	------	------------	---------

Address, if different from that of applicant (Street/square, house number, postcode, town/city, country of residence)

Anschrift, wenn abweichend vom Antragsteller (Straße/Platz, Hausnummer, Postleitzahl, Wohnort, Wohnland)

5 Details of children

Angaben zu Kindern

According to "Appendix: Child" form(s) submitted. For each child in respect of whom a new application for child benefit is being made, a separate and completed "Appendix: Child" form must be submitted.

Laut beigefügter/n „Anlage(n) Kind“. Für jedes Kind, für das Kindergeld neu beantragt wird, ist eine gesonderte „Anlage Kind“ ausgefüllt einzureichen.

I am already in receipt of child benefit for the following children:

Für folgende Kinder beziehe ich bereits Kindergeld:

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

6 Following reckonable children to be taken into consideration:

Folgende Zählkinder sollen berücksichtigt werden:

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>	Who will receive the child benefit? <small>(name, first name)? Wer bezieht das Kindergeld (Name, Vorname)?</small>	Family Benefits Office <small>(Child benefit number, employee number)? Bei welcher Familienkasse (Kindergeldnummer, Personalnummer)?</small>

Information pursuant to the Federal Data Protection Act: Data will be collected, processed and used 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.

Hinweis nach dem Bundesdatenschutzgesetz: 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 erhoben, verarbeitet und genutzt.

I declare that all information that I have provided (including in the appendices) is complete and accurate. 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 received the leaflet about child benefit and have taken note of its contents.

Ich versichere, dass ich alle Angaben (auch in den Anlagen) vollständig und wahrheitsgetreu gemacht habe. Mir ist bekannt, dass ich alle Änderungen, die für den Anspruch auf Kindergeld von Bedeutung sind, unverzüglich der Familienkasse mitzuteilen habe. Das Merkblatt über Kindergeld habe ich erhalten und von seinem Inhalt Kenntnis genommen.

Date
Datum

I agree that child benefit is to be paid to the applicant.

Ich bin damit einverstanden, dass dem Antragsteller / der Antragstellerin das Kindergeld gezahlt wird.

Signature of applicant/legal representative

Unterschrift des Antragstellers / der Antragstellerin / des gesetzlichen Vertreters

Signature of spouse/civil partner living together with applicant in a household or other parent/his or her legal representative

Unterschrift des gemeinsam mit dem Antragsteller/der Antragstellerin in einem Haushalt lebenden Ehegatten/Lebenspartners oder anderen Elternteils/dessen gesetzlichen Vertreters

Nur von der Familienkasse auszufüllen

Antrag angenommen	Ich bestätige die Richtigkeit der Änderung/Ergänzung zu den Fragen	Vorgang im DV-Verfahren Zu 1: <input type="checkbox"/> nein <input type="checkbox"/> KG-Nr. Zu 2: <input type="checkbox"/> nein <input type="checkbox"/> KG-Nr. Zu 6: <input type="checkbox"/> nein <input type="checkbox"/> KG-Nr. Zu Anlage 1: <input type="checkbox"/> nein <input type="checkbox"/> KG-Nr. Zu Anlage 2: <input type="checkbox"/> nein <input type="checkbox"/> KG-Nr. Zu Anlage 3: <input type="checkbox"/> nein <input type="checkbox"/> KG-Nr. Zu Anlage 4: <input type="checkbox"/> nein <input type="checkbox"/> KG-Nr. Stammdaten erfasst	Datum / NZ
(Datum/Namenszeichen des Antragsannehmers)	(Unterschrift des Antragstellers / der Antragstellerin / des gesetzlichen Vertreters)		

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.

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 you do **not** hold German nationality or the nationality of an EU/EEA Member State or Switzerland, please provide evidence of **your resident permit**. (e.g. copy of passport).

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, (*Lohnsteuerhilfverein*), 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. If you are making an application for child benefit for the first time after the birth of a child, you must enclose the original of the birth certificate or confirmation of birth for applying for child benefit (*Geburtsurkunde bzw. –bescheinigung für die Beantragung von Kindergeld*). If the child was born in another country, the birth certificate is sufficient as proof. 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. If your child has a disability, then please also complete the form entitled “Appendix for a child of full age with a disability”. 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

The entering of 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

It is possible for a child of full age to be taken into consideration, 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

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).

Legal position with effect from 2012

Following completion of a first-time vocational training programme or first-time higher education programme a child will only be considered in the cases described under 2 (a to d) if the child is not pursuing any (harmful) gainful employment.

Training (vocational training or higher education programme) is considered completed, if it qualifies the child to exercise a profession, even if it serves as the basis for further advanced training. This also applies if the qualification does not yet entitle the child to practise the desired profession, e.g. salesperson, emergency services personnel, teacher or solicitor after passing the first State Examination (*1. Staatsexamen*).

A child is considered in gainful employment, if he/she pursues employment aimed at generating income, which requires the use of his/her personal labour. It follows that the term "gainful employment" can refer to an employed activity, an agricultural or forestry-related activity, a commercial or self-employed activity. The management of one's own assets, however, is not considered as gainful employment.

Please include evidence of the number of weekly working hours by means of suitable documentation (e.g. employment contract, Employer Statement (*Arbeitgeberbescheinigung*)). If there is a deviation from the contractually agreed working hours, evidence for this can be provided by submitting pay slips, an extract from the time sheet or a statement from the employer. Absenteeism due to holidays, illness or the like does not reduce the contractually agreed working hours.

Legal position up to 2011

A child over the age of 18 cannot be considered for payment of child benefit if he/she has income and earnings of more than € 8,004 that are used or intended for defraying accommodation costs or costs associated with doing vocational training. For this reason an application for child benefit in respect of a child of full age must always be accompanied by a "Declaration of income and earnings" and if necessary, a "Declaration of income-related expenses".

5:

Entitlement to cash benefit from an agency outside Germany/from an inter-country or supranational agency

For example, entitlements to family benefits for children 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 (all of whom are subject to a collective pay agreement).

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 or www.familienkasse.de.