

Use the online offer of the family fund!

The application for [child benefit upon birth](#) as well as [child benefit for those over 18 Children](#) You can submit it completely electronically, i.e. **WITHOUT printing out or hand-signing**. To do this, use your valid ELSTER certificate or your digital ID card (eID function with ID PIN).

Of course, you can also submit your applications online without electronic identification. After entering your details, the application must then be printed out, signed and sent to the family fund by post or fax.

Both **online child benefit applications** can be found at www.familienkasse.de.

You can also send **messages online** . These can be:

- Submit the necessary **evidence** ,
- Notify **changes** (e.g. address, bank details) or
- Submit **objections** and **contradictions** .

Most changes do not require electronic identification.

To do this, use the [notification to the family fund](#).

Good to know:

An ELSTER certificate can be applied for electronically from the tax authorities and offers the highest level of protection and security for you

Transfer of confidential customer data. Information on www.elster.de.

Everything about the digital identity card (eID) at www.kartenapp.bund.de.

Do you already know the child allowance of up to €250 per month per child?

Families with low incomes who receive child benefit can receive **child allowance (KiZ)** under certain conditions. With the KiZ you are also entitled to **education and participation** services and can be exempt from **daycare fees** .

The [application for child allowance](#) you can put it online. This can also be done completely paperless with the digital ID card (eID function).

An important tip: Please always check with the [KiZ pilot](#) first _____ and with just a few details as to whether you are entitled to child allowance.

Child benefit number



k



Please note the attached information and the child benefit information sheet.

Further inquiries can be made during work hours at the number.:
.....

Application for child benefit

Please attach a "child attachment" for each child for whom child benefit is being applied for.

Number of attached "attachment child":

1 Information about the applicant

Tax identification number of the applicant (if assigned, must be completed)

family name | title

First name | If applicable, maiden name and family name from a previous marriage

birth date | Place of birth | Gender Nationality * (see notes)

* if **not** Germany, **but** an EU/EEA state, please fill out "Annex EU"! If **not** an EU/EEA country or Switzerland, please enclose **your residence permit !**

Address (street/square, house number, zip code, place of residence, state)

Marital status: single | since | married | living in a registered civil partnership
 widowed | divorced | constantly living apart

2 Information about the spouse or registered life partner or the other biological parent or stepparent in the same household

family name | First name | title

birth date | nationality | If applicable, maiden name and family name from a previous marriage

Address, if different from the person applying, e.g. B. if you have another place of residence at home or abroad (street/square, house number, postal code, place of residence, state)

3 Information about the payment method

IBAN

BIC | Bank, financial institution (possibly also a branch)

is the account holder
 applicant as under No. 1
 not the applicant, but: Surname first name

4 The notice should not be sent to me, but to the following person (e.g. tax advisor, lawyer, etc.) to be sent:

family name	First name
Address, if different from the applicant (street/square, house number, postal code, place of residence, state)	

5 Information about children

A separate "Child Appendix" must be completed and submitted for each child for whom child benefit is being applied for.

I already receive child benefit for the following children (even in cases of different account details, diversion and reimbursement):

Child's first name, possibly different family name	Date of birth gender		Which family fund (child benefit number, personnel number)?

6 Other own children for whom another person receives child benefit:

Child's first name, possibly different family name	Date of birth gender		Who receives child benefit (surname, first name)?	Which family fund (child benefit number, personnel number)?

I guarantee that all information (including in the appendices) is complete and true. I am aware that I must immediately inform the family fund of any changes that are relevant to my entitlement to child benefit. I have taken note of the contents of the child benefit leaflet (can be found at www.bzst.de or www.familienkasse.de) .

Note on data protection:

Your data will be processed in accordance with Sections 31, 62 to 78 of the Income Tax Act and the provisions of the Tax Code or based on the Federal Child Benefit Act and the Social Security Code. The purpose of processing the data is to check your entitlement to child benefit. Further information about the processing of your data by the family fund and your rights under Articles 13 to 22 of the General Data Protection Regulation can be found online on the website of your family fund (which can be found at www.arbeitsagentur.de/datenschutz-familienkasse), where you can also [find](#) it the contact details of the data protection officer are provided. Child benefit files are generally kept for 6 years after the end of child benefit payments.

Date

.....
Signature of the applicant or legal representative

I agree that child benefit will be determined or approved in favor of the person applying.

Date

.....
Signature of the person named under point 2 or their legal representative

Information on applying for child benefit and investing in children

Please fill out the application form and the child attachment carefully and legibly and tick the appropriate boxes. Don't forget your signature! If you are a minor, your legal representative must sign for you.

Please also have your spouse or spouse living in the same household with you submit the application.

Life partner / other parent sign if he agrees that you receive child benefit.

If there is no agreement, please inform the family fund. If the beneficiary was determined by the court, please attach the decision.

Please note that your application can only be processed if it has been completed completely. If evidence has to be submitted to determine the child benefit situation, the information that is not required (e.g. school grades on a diploma) can be made unrecognizable.

Since January 1, 2016, the prerequisite for entitlement to child benefit is that the eligible person and the child are identified by the tax identification numbers assigned to them (Section 139b of the Tax Code). Since 2008, every person whose main residence or sole residence is recorded in a population register in Germany has been assigned a tax identification number. Persons who are not registered but are subject to tax in Germany also receive a tax identification number.

You can find your tax identification number and that of your child in the respective notification letter from the Federal Central Tax Office. Your number is also recorded on your employer's electronic payroll tax certificate or in your income tax notice. If you cannot find your tax identification number in the documents mentioned, you can request that it be sent again using the input form on the Federal Central Tax Office's internet portal www.bzst.de. The Federal Central Tax Office will communicate the tax identification number in writing. For data protection reasons, it cannot be transmitted by telephone or email.

If you move to Germany from abroad, you will automatically receive your tax identification number by post from the Federal Central Tax Office if you have registered with the residents' registration office. Your child's tax identification number will be sent to their registration address immediately after birth. For children who are now abroad but who have already received a tax identification number within the country, please provide the tax identification number received within the country. There is no tax liability for the child in Germany

Identification number assigned because it is e.g. For example, if the child lives in another EU country, the child must be identified in another appropriate way using the personal identification features and documents commonly used in the respective countries. You can find out exactly which proof is required from your family fund.

Further questions about tax identification numbers as eligibility requirements can be found at www.bzst.de answered.

Limitation on payment Child

benefit set is only paid out retroactively for the last six months before the beginning of the month in which the application for child benefit was received by the family fund (Section 70 Paragraph 1 Sentences 2 and 3 EStG).

Application for child benefit

Regarding 1

and 2: Information about the applicant and the spouse or registered life partner or the other biological parent or stepparent in the same household. If both parents of a child meet the requirements for entitlement to child benefit The parent who is to receive child benefit according to the will of both parents should be entered as the applicant. In the marital status, "permanently separated" should only be ticked if, in married couples, at least one spouse intends to maintain the separation permanently (this also applies to registered civil partnerships).

Please provide information about the other biological parent in the child appendix, provided that the other biological parent does **not** live in the same household as the applicant.

Nationality of the applicant:

1. if you have **German** citizenship or citizenship of an **EU/EEA state or Switzerland** and if e.g. B. if at least one parent or child lives abroad or is employed or receives foreign benefits or if one parent is a member of the NATO armed forces stationed in Germany, please fill out the "Foreign Annex" 2. if not German nationality, **but** If you are a national of an **EU/EEA country**, please fill out the

"EU Annex" and submit it with your application; unless "Annex abroad" must be added due to point 1

3. if you have citizenship **other** than German or an EU/EEA country or Switzerland, please Attach **residence permit**

Regarding 4: The notice should not be sent to me, but to the following person.

Here you can specify an authorized recipient (e.g. tax advisor, income tax assistance association, etc.) who will receive the notice about child benefit should.

plant child

General

Please fill out the "Child Appendix" completely. When applying due to the birth of a child born in Germany, the birth certificate for child benefit or the birth certificate must only be presented to the family fund upon request. For a child born abroad, proof of parenthood must be provided using official documents (e.g. foreign birth certificate).

For children over 18 years old, the appendix only needs to be filled out if they meet one of the special requirements listed in the child benefit information sheet. Appropriate evidence (e.g. of school or vocational training) must be enclosed. For adopted (adopted) children, please enclose the adoption order from the family court.

"Other persons" with whom a child relationship exists are: parents, stepparents, adoptive parents, foster parents, grandparents.

Regarding 1: Information

about the child If children live outside your household, state the reason (e.g. placement with grandparents, in a foster home/home, because of school or vocational training, further residence at home or abroad).



Regarding 2: Childhood relationship with the applicant, with the spouse or registered life partner and with other people

Entering the information requested here is required **in any case**. If the other parent(s) of the child has died, this must be indicated by adding "deceased". If paternity has not been legally established for a child, "unknown" or "paternity not established" must be entered.

Regarding 3: Information for an adult child

Special eligibility requirements According to Section 32 Paragraph 4 Sentence 1 EStG, an adult child can be taken into account if: 1. He or she has not yet reached the age of 21, is not employed and is employed by an employment agency is registered as a job seeker in Germany or 2.

has not yet reached the age of 25 and

a) is being trained for a profession or b) is in a transition period of a maximum of four months or c) is unable to start or continue vocational training due to a lack of a training place or d) is performing a regulated voluntary service or

3. is unable to support himself due to physical, mental or emotional disability; Requirement is, that the disability occurred before the age of 25 (without age limit).

Regarding 5: Working in the public

service "Working in the public service" means working as a civil servant / pension recipient / employee of the federal government, a state, a municipality, a municipal association or another corporation, institution or foundation under public law or as a judge, professional soldier or Temporary soldier.

This also includes work carried out for a private employer if members of the public service have been granted leave for this purpose. The public service does not include religious communities under public law (churches including religious orders, church hospitals, schools, kindergartens and the like) as well as the leading/member associations of independent welfare services and the institutions affiliated with them.

Re 6:

Entitlement to a cash benefit from an office outside Germany or from an interstate or supranational agency. Here, for example, claims to child-

related family benefits that exist abroad or claims to child-related benefits from an employment authority (e.g. the European Union) must be entered .



Regarding 7: Are you or were you or another person with whom the child has a parental relationship in the last 5 years before submitting the application: (...)

Questions 7a and 7b must also be answered with "yes" if you, your spouse or registered

Life partner or another person with whom one of the children has a family relationship is or was active in the diplomatic or consular service.

Detailed information about child benefit can be found on the Internet at www.bzst.de or at www.familienkasse.de.