

3. Details on children

Please attach a separate enclosure "Anlage Kind" for every child for whom you request child benefit **for the first time**.

I already receive child benefit for the following children

(Also in case of a different bank account, in case child benefit is paid directly to the child, or in case of reimbursement)

First name of the child (last name only necessary if different from applicant's last name)	Date of birth and sex				W-female M-male	From which Familienkasse (child benefit number, personnel number)?
	Day	Month	Year			

4. The following children are to be included in the calculation of child benefit (Zählkinder):

First name of the child (last name only necessary if different from applicant's last name)	Date of birth and sex				W-female M-male	Who receives child benefit (last name, first name)?	From which Familienkasse (child benefit number, personnel number)?
	Day	Month	Year				

I confirm that the above information (attachments included) is both accurate and complete. I am aware that I have to inform the Familienkasse without delay about any changes that may influence my entitlement to child benefit. I have read the information sheet on child benefit ("Merkblatt Kindergeld" - German version available at www.lbv.landbw.de or www.bzst.de).

Information on data protection:

The data is used in accordance with sections 32, 62-78 of the Income Tax Act (Einkommensteuergesetz, EstG) and according to the regulations of the Fiscal Code of Germany (Abgabenordnung, AO), the Federal Child Benefits Act (Bundeskindergeldgesetz, BKGG) and the Social Code (Sozialgesetzbuch, SGB), respectively. More information on your rights with regard to the collection of personal data according to articles 13 and 15 of the General Data Protection Regulation (Datenschutz-Grundverordnung) and the contact information of the data protection officer can be found on the websites of the Familienkasse.

Date

Signature of the applicant or his/her legal representative

I agree that child benefit is determined in the applicant's favor.

Date

Signature of the person named under number 2 or of **the other parent** living in the same household as the applicant or his/her legal representative

Information on the Application for Child Benefit and the Respective Enclosure "Anlage Kind"

Please fill in the application and the enclosure "Anlage Kind" (form LBV KG1 ANLAGE) carefully and legibly and check as appropriate. Please do not forget to sign the document! If you are underage, your legal representative needs to sign the application. Please have your spouse, registered life partner or the other parent who lives in the same household with you sign the application as well if he/she agrees that you receive child benefit. Please inform the Familienkasse if there is disagreement over who should receive child benefit payments. If the beneficiary has been appointed by a court of law, please include the court order. Please note that your application can only be processed if all items were completed. If documents of proof contain information that is irrelevant for the determination or calculation of child benefit, the respective parts may be blanked out (e.g. grades on school certificates or report cards).

As of 1 January 2016, child benefit can only be granted if the person eligible to receive child benefit and the child are identified by their tax identification numbers (section 139b AO). Since 2008, every person whose main or only place of residence is registered in Germany is given a tax identification number. Persons, whose registered place of residence is not in Germany but who are subject to taxation in Germany, also receive a tax identification number.

Your and your child's tax identification number is indicated in the respective notification letter of the Federal Central Tax Office. You can also find your tax identification number on the electronic wage tax statement of your employer or on your notification of income tax assessment. In case you are not able to find your tax identification number in said documents, you can request your tax identification number via an online form on the homepage of the Federal Central Tax Office: www.bzst.de. The Federal Central Tax Office will then send you a letter with your tax identification number. For data protection reasons, it is not possible to receive the tax identification number via e-mail or phone.

If you are moving to Germany, you will receive your tax identification number via mail after having registered your place of residence with the residents' registration office. The tax identification number of your child will be sent to the address your child is registered at shortly after the child was born. If you have children who live abroad and have a German tax identification number, please indicate the German tax identification number. Children living abroad who do not have a tax identification number have to be identified by adequate documents of proof. For more information on the necessary documents of proof please consult the family benefits office responsible for you.

Further information on the tax identification number can be found at www.bzst.de.

Legal situation as of 2018

The following comes into effect on 1 January 2018: According to section 66 subsection 3 EStG, retroactive payment is possible for a maximum of six calendar months from the date the application is received.

Antrag auf Kindergeld - Application for Child Benefit

Regarding numbers 1 and 2:

Personal data of the applicant and the spouse or registered life partner

If both parents of a child are entitled to child benefit, they are to decide who will be the recipient of child benefit and this parent is to be indicated as the applicant. Only indicate the marital status as 'permanently separated' if at least one spouse intends to maintain the separation permanently. If you are not married or your spouse or registered life partner is not the biological parent of at least one of the children listed in the enclosure/s "Anlage Kind", please provide information on the other biological parent (please indicate both biological parents in the case of foster children or grandchildren) in the respective enclosure "Anlage Kind".

If you are neither a German citizen nor an EU/EEA citizen or a Swiss citizen, please enclose your residence permit.

Regarding number 4:

The following children shall be included in the calculation of child benefit (Zählkinder)

A child for whom a third party receives child benefit may increase the amount of child benefit you will be granted. If you want children for whom you do not receive benefits to be considered in the calculation of child benefits for another child, please indicate who receives child benefit for the respective child and from which family benefits office.

Anlage Kind - Enclosure "Kind"

General information

Please fill in the enclosure "Anlage Kind" completely. In case of a first application after the birth of a child born in Germany, the confirmation of birth for child benefits ("Geburtsbescheinigung für die Beantragung von Kindergeld") or the birth certificate only has to be handed in if requested by the Familienkasse. In case of children born abroad, the legal relationship with the child has to be substantiated by official documents (e.g. by the foreign birth certificate).

For a child over the age of 18, the enclosure only has to be filled in if one of the requirements mentioned in the information sheet on child benefit ("Kindergeld-Merkblatt") applies. Please include the relevant proofs (e. g. of school education, higher education or vocational training). For an adopted child, please include the adoption order of the family court.

'Third parties' with whom the child has a legal relationship are parents, stepparents, adoptive parents, foster parents, grandparents.

Regarding number 1:

Information regarding the child

If one or more children do not live with you, please indicate the reason (e. g. child lives with his/her grandparents / in a foster home / a children's home / education or vocational training).

Regarding number 2:

Legal relationship between the child and the applicant, the spouse or registered life partner and a third party

Please always complete this section. If the other parent / both parents of the child is/are deceased, please include the additional remark 'verstorben' (deceased). If the fatherhood for a child has not been ascertained, please add 'unbekannt' (unknown) or 'Vaterschaft nicht festgestellt' (fatherhood not ascertained).

Regarding number 3:

Information on a child over the age of 18

Special prerequisites

According to section 32 subsection 4 sentence 1 EStG, you can receive child benefit for a child over the age of 18 if

- 1) the child has not yet turned 21, is unemployed and registered with the Federal Employment Agency as job-seeking or
- 2) has not yet turned 25 and
 - a) is in vocational training or
 - b) is in a transitional period no longer than four months or
 - c) cannot commence or continue with vocational training for lack of vocational training position or
 - d) completes a voluntary service or
- 3) is not able to support himself/herself financially, because of a disability which has occurred before he/she turned 25 (without age limit).

Regarding number 5:

Entitlement to benefits from a foreign body or from an intranational or supranational body

For example, a child-related portion of family benefits paid to you by a foreign body or an institution, such as the European Union.

Regarding number 6:

Are/were you or a third party who has a legal relationship with the child during the last five years prior to the application (...)

'Working in public service' particularly working as a civil servant / pensioner / public employee / working with the Bund, Land, Gemeinde, Gemeindeverband or a similar entity or as a judge, career soldier or fixed-term volunteer.

This applies also to an employment with a private employer as far as people working in the public service took a leave of absence for this employment. Religious communities under public law (churches, including religious orders, hospitals under the patronage of the church, schools, kindergartens or similar) as well as the freie Wohlfahrtspflege and associated institutions are **not** considered public service.

Questions 6b or 6c have to be answered with 'yes' even if you, your spouse or a third person with whom the child has a legal relationship is or was working in diplomatic or consular service.

Detailed information on child benefit can be found at www.lbv.landbw.de or www.bzst.de