

## Information on the Application for Child Benefits (*Kindergeld*)

### General information:

Please fill out the application form carefully and legibly and check the options that apply. Don't forget to sign your application.

Make sure you also have the application signed by your spouse / other parent who lives in the same household as you to indicate that he/she agrees that you may receive the child benefits. If there is no agreement between you, please let the family benefits office (*Familienkasse*) know. If the party who is eligible for child benefits was determined by a guardianship court (*Vormundschaftsgericht*), please enclose the order to that effect.

### **Question 1**

If both of a child's parents meet the eligibility requirements for child benefits, the parent who should be listed as the applicant is the one that both parents together wish to receive the child benefits. Under "marital status," check "permanently separated" only if the couple is married and at least one spouse intends to maintain the separation between them on a permanent basis.

### **Question 3**

List your living children in birth order, beginning with the eldest. If this is the first time you are applying for child benefits after a child's birth, you are required to enclose the original Birth Certificate for Child Benefits (*Geburtsbescheinigung für Kindergeld*) if your child was born in Germany. If your child was born outside Germany, a birth certificate is sufficient as documentation. Children who are over 18 years old may be listed only if they meet one of the special requirements mentioned in the info sheet on child benefits. If your child is disabled, please also fill out Appendix KG 4e. In the case of adoptive children, please enclose the adoption order (*Annahmebeschluss*) issued by the guardianship court (*Vormundschaftsgericht*).

As defined in the Income Tax Act (*Einkommensteuergesetz*), "children" means children (biological or adopted) who are related by parentage to the applicant, children of the applicant's spouse, and grandchildren whom the applicant has permitted to reside with him or her in the same household, as well as foster children, provided that the statutory requirements are met. Under "relationship," please indicate whether the child is your biological or adopted child, or is a stepchild, grandchild, or foster child.

### **Question 5**

You need to provide the information requested in Question 5 only if it is not already evident from the information provided in Question 1.

If the other parent or the child's parents are deceased, please note this fact by adding "deceased" (*verstorben*) after the name of the person(s) in question. If a child's paternity has not been established with final, binding legal force, write "unknown" (*unbekannt*) or "paternity not established" (*Vaterschaft nicht festgestellt*).

### **Question 6**

If any children live outside your household, indicate the reason (e.g., live with grandparents/in a care facility/in residential care). Do not list any children who live outside your household on a merely temporary basis (such as for schooling or vocational training) here.

### **Questions 8 through 10**

Because child benefits can also be paid retroactively, you are required to answer these questions so that the agency can review whether there are any circumstances that make you ineligible for child benefits for this period.

### **Question 9**

"Employment in public service" means employment as a civil servant (*Beamter/Beamtin*), white-collar employee (*Angestellter/Angestellte*), or blue-collar worker (*Arbeiter/Arbeiterin*) of the German federal government, one of the Federal States of Germany, a municipality, an association of municipalities (*Gemeindeverband*), or any other public-sector corporation, institution, or foundation, or as a judge, career member of the military (*Berufssoldat*) or temporary enlisted member of the military (*Soldat auf Zeit*). This also includes employment for a private employer if members of the public service were placed on leave for that purpose. Public service does not include work for religious congregations or institutions organized under public law (churches, including religious orders, ecclesiastical hospitals, and parochial schools, preschools or day care centers, etc.), or for the central associations and union conferences (*Spitzenverbände* and *Mitgliedsverbände*) engaged in private social services and private social welfare activities and the institutions associated with them.

**Question 10**

The other persons with whom the child is related by parentage are: parents, stepparents, adoptive parents, foster parents, and grandparents.

A child over the age of 18 cannot be taken into account for the payment of child benefits if the child has income or earnings of more than 7,680 euros per year and the sum earned is intended or suitable for defraying the child's costs of living or vocational training. For this reason, any application for child benefits for a child who is of legal age must be accompanied by the Statement on the Income and Assets of a Child over 18 Years Old (*Erklärung zu den Verhältnissen eines über 18 Jahre alten Kindes*) (KG 7a) and, where applicable, the Statement on Professional Expenses (*Erklärung zu den Werbungskosten*) (KG 7c).