

2021 Child Tax Credit (CTC)

Sign-up Guide for Non-filers

July 7, 2021

This guide is meant to help you successfully complete the Non-filer Sign-up Tool to get Child Tax Credit (CTC) payments, as well as any Economic Impact Payments (EIP) — also known as stimulus payments — that you may have missed.*

Who should use the Non-filer Sign-up Tool?

People who:

- Had gross income at or below \$12,200 (\$24,400 for married couples) for 2020
- Lived in a U.S. state, the District of Columbia, or a U.S. military base for most of 2020
- Did not file a tax return for 2020
- Do not plan to file a tax return for 2020
- Were otherwise not required to file a federal income tax return for 2020
- Cannot be claimed as a dependent on someone else's tax return

*** This guide is intended to help you fill out the Non-filer Sign-up Tool. This is not tax advice.** For official guidance about the Non-filer Sign-up Tool, please see the Revenue Procedure 2021-24 from the Internal Revenue Service (IRS) at <https://www.irs.gov/pub/irs-drop/rp-21-24.pdf>

For more information, visit [irs.gov/childtaxcredit2021](https://www.irs.gov/childtaxcredit2021)

Not sure if you should use this form or file a full 2020 tax return? Use the IRS Interactive Tax Assistant tool: [Do I Need to File a Tax Return?](#)* It asks a few basic questions to tell you if you need to file a 2020 tax return.

Before you start

You'll need the information below when you fill out this form. Please have it ready before you start:

- Social Security Number or Individual Taxpayer Identification Number (ITIN) for you and your spouse (if you have one)
- Social Security Numbers for your children
- A reliable mailing address
- An e-mail address
- Your bank account information (if you want your payments sent straight to your bank account by direct deposit)

You will not need a 1099 or W-2 to sign up.

If the Internal Revenue Service (IRS) sent you an Identity Protection Personal Identification Number (IP PIN) in the past, you'll need it to use this tool. If you lost it, use the [Get an IP PIN](#)** tool to get your number back.




* Do I Need to File a Tax Return?:

<https://www.irs.gov/help/ita/do-i-need-to-file-a-tax-return>

** Get an IP PIN tool:

<https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin>

Ready? Let's go!

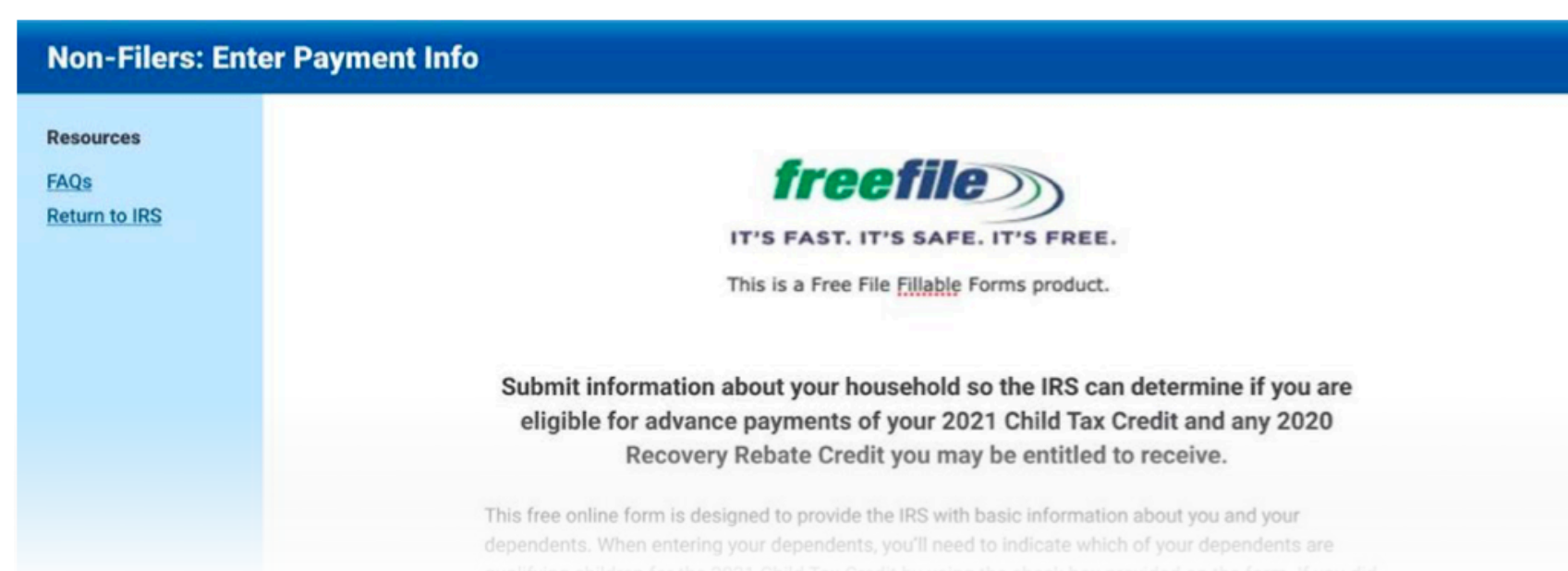
-  If you were married at the end of 2020, you and your spouse should only fill out the form in this Non-filer Sign-up Tool once together.
-  If you have a child born in 2021, do not list them on the form at this time. The IRS will release further guidance about how to get the Child Tax Credit for them at a later date.
-  This form will probably take at least 20 minutes to finish.

Welcome

The Non-filer Sign-up Tool is at

<https://www.freefilefillableforms.com/#/fd/childtaxcredit>

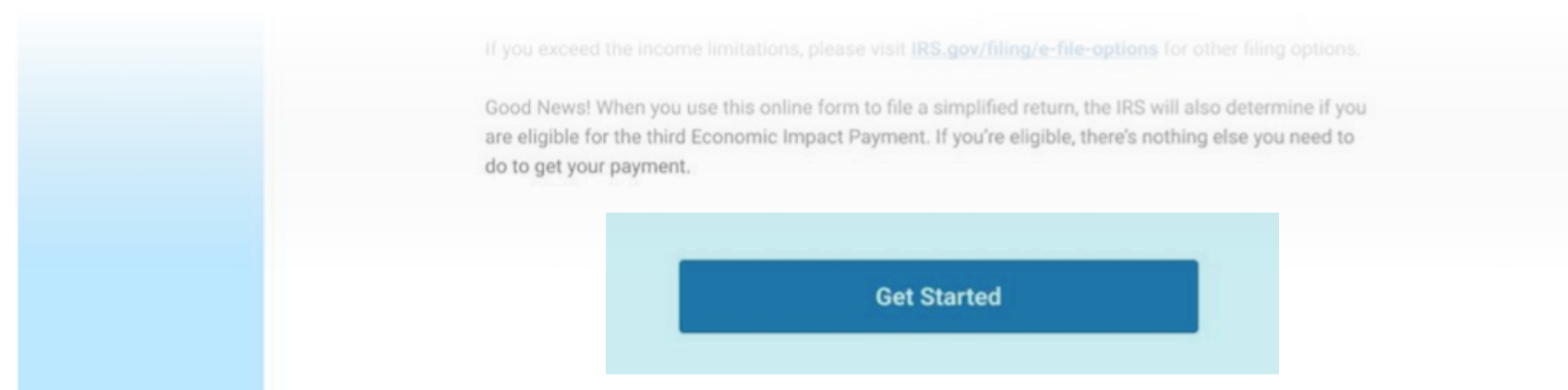
This is how the page should look. It's not on a .gov website. It was made by a member of the Internal Revenue Service (IRS) Free File Alliance.



Before you click **Get Started**, make sure you have these items with you:

- Social Security Number or Individual Taxpayer Identification Number (ITIN) for you and your spouse (if you have one)
- Social Security Numbers for your children
- A reliable mailing address
- An e-mail address
- Your bank account information (if you want your payments sent straight to your bank account by direct deposit)

Let's begin! Click **Get Started**.

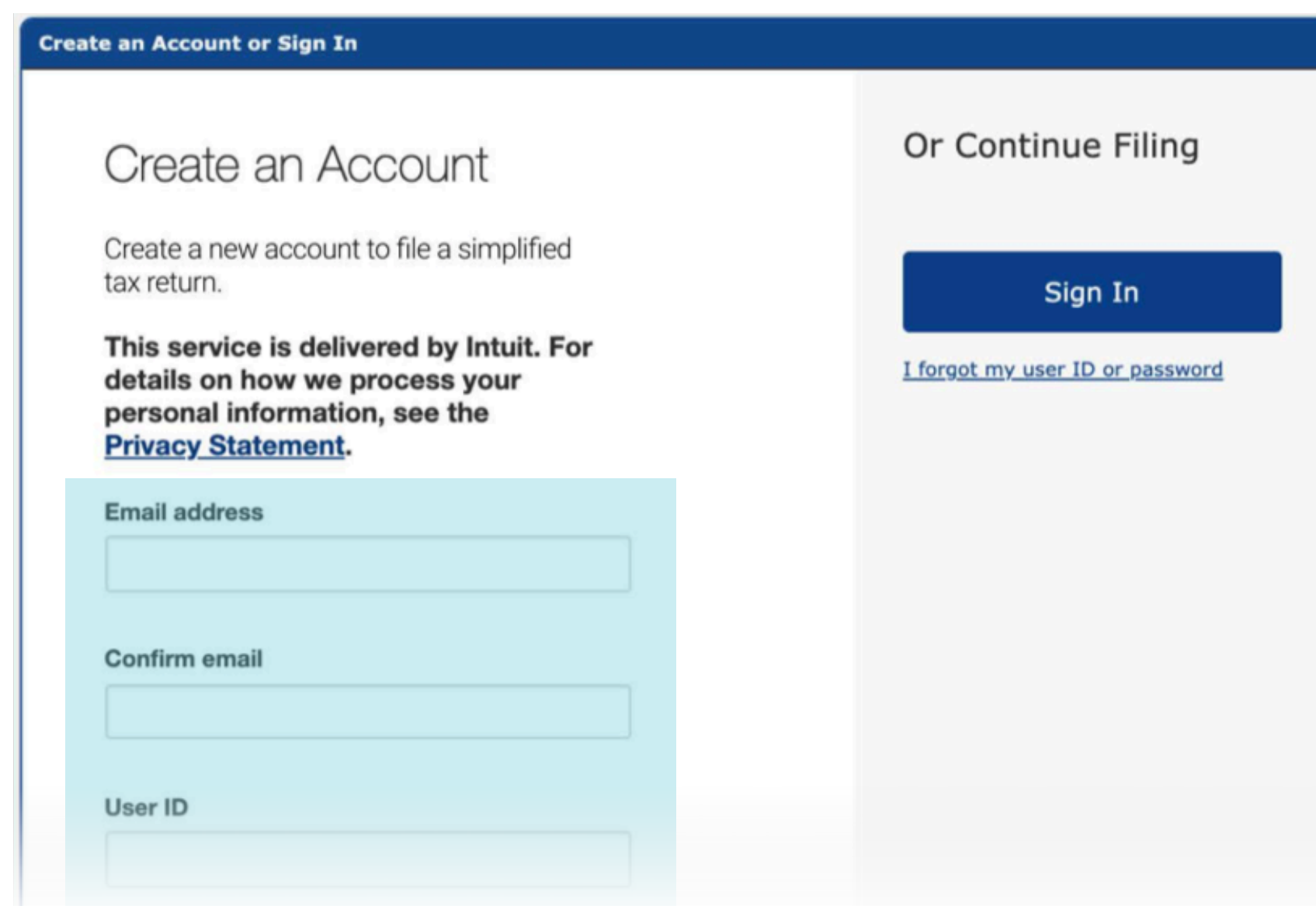


Get started

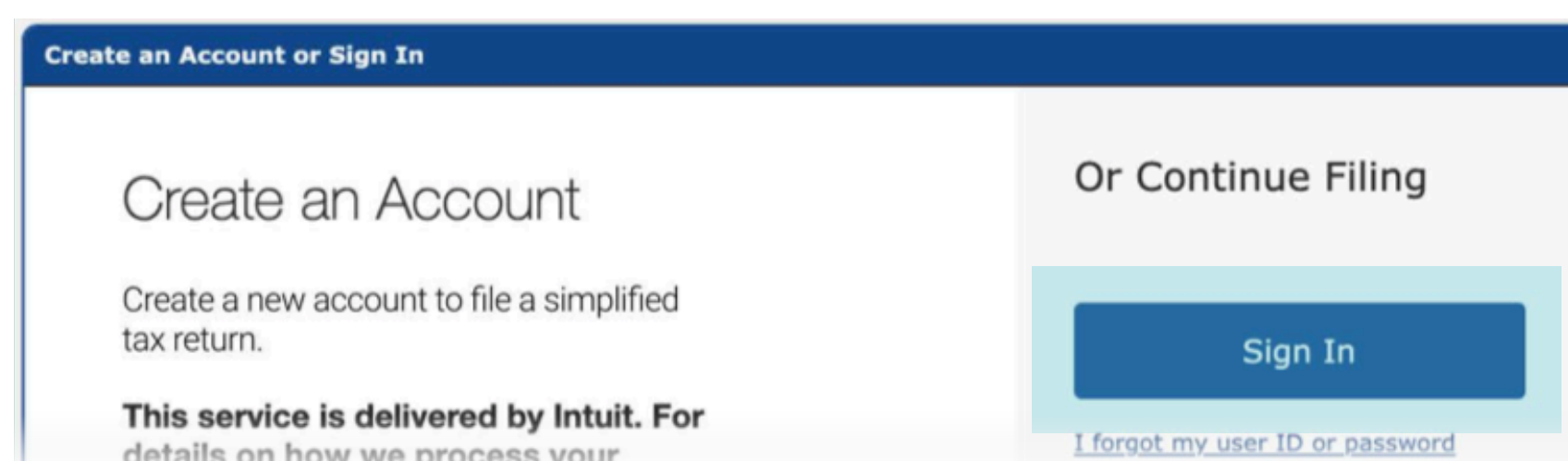
First, you make a new account with the Non-filer Sign-up Tool for 2021.

Create an account

1. Enter your **Email address**. Enter it again in **Confirm email**.
2. Pick a **User ID**. (This can be your email address, name, or something else.)
3. Enter your **Phone number** if you'd like. This part is optional.
4. Pick a **Password**, then type it again in **Confirm**.
5. Click **Create Account**.



This tool times out after 20 minutes. If that happens, just click **Sign In**. Then enter the **User ID** and **Password** you picked.



Step 1: Fill out your tax forms

Filling out this simplified tax return will help you get 2021 Child Tax Credit (CTC) payments.

The Child Tax Credit (CTC) does not count as income for any family, so you won't lose your other government benefits by signing up for CTC payments. They do not affect your eligibility for other federal benefits like SNAP and WIC.

Filing Status and Personal Information

1. Select if you are **Single** or **Married** (as of December 31, 2020).

Non-filer Sign-up Tool [Update Your Account](#) | [Sign Out](#)

This is a Free File Fillable Forms product. [Save](#) [Print Return](#) [Start Over](#) [Check E-File Status](#) [FAQs](#)

STEP 1. Fill Out Your Tax Forms | **STEP 2. E-File Your Tax Forms**

Enter Your Information

Filing Status

If there is one adult on this registration, select Single. If there are two, select Married filing jointly.

Single Married filing jointly

Personal Information

First name	Middle initial	Last name	Your social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Complete the **Personal Information** section. Enter your **First name**, **Middle initial**, and **Last name**. Be sure to use your full legal name. Then enter **Your social security number (or ITIN)**.

Filing Status

If there is one adult on this registration, select Single. If there are two, select Married filing jointly.

Single Married filing jointly

Personal Information

First name	Middle initial	Last name	Your social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Only enter spouse's information if filing jointly			
Spouse's first name	Middle initial	Spouse's Last name	Spouse's social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have a P.O. box, only enter the P.O. box if mail is not delivered to your home.

3. If you're married, type your spouse's information.

Single Married filing jointly

Personal Information

First name	Middle initial	Last name	Your social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Only enter spouse's information if filing jointly			
Spouse's first name	Middle initial	Spouse's Last name	Spouse's social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home address (number and street).			Apartment Number
<input type="text"/>			<input type="text"/>

If you have a P.O. box, only enter the P.O. box if mail is not delivered to your home.

4. Add your **Home address**. This address is where the IRS will try to contact you about your payments over the next year. You can also put another address where you can be reached.

Spouse's first name	Middle initial	Spouse's Last name	Spouse's social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you have a P.O. box, only enter the P.O. box if mail is not delivered to your home.			
Home address (number and street).			Apartment Number
<input type="text"/>			<input type="text"/>
City/town/post office	State/province	Zip/postal code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Standard Deduction

Someone can claim:

Standard Deduction

Did someone else list you or your spouse as a “dependent” on their tax return in 2020? This means they listed you as a qualifying child or relative for tax savings or payments. If they did, select **You as a dependent** or **Your spouse as a dependent**. If no one listed you as a “dependent”, leave this area blank.

City/town/post office	State/province	Zip/postal code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Standard Deduction

Someone can claim:

You as a dependent Your spouse as a dependent

ATTENTION:

Stop if your gross income exceeds \$12,400 (\$24,000 for a married couple) or if you chose either radio button above, indicating you or your spouse, if married filing jointly, can be claimed as a dependent on someone else's return. You are not eligible to use this online form.

Visit [IRS.gov/filing/e-file-options](https://www.irs.gov/filing/e-file-options) for other filing options.

Dependents

1. Enter your dependents. These are your children or relatives who qualify you to get tax savings or payments. If you're not sure what this means, you can read more in [IRS Publication 501](#).*

For each dependent, write their **First name**, **Last name**, and **Social Security Number** (listed here as “Social Security No.”).

Dependents

Do not enter information about children born in 2021. This information will need to be provided to the IRS through another method.

First name	Last name	Social security number	Relationship to you	IP PIN (if applicable)	Qualifies for CTC [?]
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>

If you have additional dependents, check this box and add them here

2. Select their **Relationship** to you from the dropdown box.

Dependents

Do not enter information about children born in 2021. This information will need to be provided to the IRS through another method.

First name	Last name	Social security number	Relationship to you	IP PIN (if applicable)	Qualifies for CTC [?]
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>

If you have additional dependents, check this box and add them here

3. If the IRS sent an Identity Protection Personal Identification Number (IP PIN) for any of your dependents, enter it in the **IP PIN** box for that dependent. Most people do not have an IP PIN.

Dependents

Do not enter information about children born in 2021. This information will need to be provided to the IRS through another method.

First name	Last name	Social security number	Relationship to you	IP PIN (if applicable)	Qualifies for CTC [?]
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>

If you have additional dependents, check this box and add them here

* IRS Publication 501: <https://www.irs.gov/pub/irs-pdf/p501.pdf>

4. Show the dependents who you think you can get CTC payments for. Just use the boxes under **Qualifies for CTC**. Check the box on the same line as their name.

Dependents

Do not enter information about children born in 2021. This information will need to be provided to the IRS through another method.

First name	Last name	Social security number	Relationship to you	IP PIN (if applicable)	Qualifies for CTC [?]
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>
			<input type="text" value=""/>		<input type="checkbox"/>

If you have additional dependents, check this box and add them here

Not sure if they qualify?

Check out this checklist. Each child must meet all of these requirements in order to qualify for the Child Tax Credit (CTC). If they do, great! Simply check the box under **Qualifies for CTC** on the same line as their name.

- The child is your son, daughter, stepchild, eligible foster child, brother, sister, stepbrother, stepsister, half-brother, half-sister, or a descendant of any of them (for example, your grandchild, niece, or nephew).
- The child was under age 17 at the end of 2020.
- The child did not provide over half of his or her own support for 2020.
- The child lived with you for more than half of 2020.
- The child can be claimed as a dependent on your return.
- The child does not file a joint return for the year (or files it only to claim a refund of withheld income tax or estimated tax paid).
- The child was U.S. citizen, U.S. national, or U.S. resident alien.

5. If you have any additional dependents, check the box below the list of your other dependents. Then click **Add**. Repeat the previous steps.

Dependents

Do not enter information about children born in 2021. This information will need to be provided to the IRS through another method.

First name	Last name	Social security number	Relationship to you	IP PIN (if applicable)	Qualifies for CTC ?
			▼		<input type="checkbox"/>
			▼		<input type="checkbox"/>
			▼		<input type="checkbox"/>
			▼		<input type="checkbox"/>

If you have additional dependents, check this box and add them here **Add**

Recovery Rebate Credit

The Recovery Rebate Credit was paid out in two rounds of advance payments called economic impact payments. [See instructions](#) (page 57) for help determining your Recovery Rebate Credit Amount.

Recovery Rebate Credit

In this form, you can also apply for the Recovery Rebate Credit, which is sometimes called “stimulus payments” or “stimulus checks.” Write how much you think you are owed in **Recovery Rebate Credit Amount**.

If you have additional dependents, check this box and add them here **Add**

Recovery Rebate Credit

The Recovery Rebate Credit was paid out in two rounds of advance payments called economic impact payments. [See instructions](#) (page 57) for help determining your Recovery Rebate Credit Amount.

Recovery Rebate Credit Amount ?

Banking Information

If you are adding a routing number and account number for a banking app or reloadable debit card, select “Checking account” below.

- If you **did get stimulus payments** and believe you got the full amount of stimulus payment, enter “0” (zero) in **Recovery Rebate Credit Amount**.
- If you **got some stimulus payment** but believe you didn’t get the full amount, you must use the [Recovery Rebate Credit Worksheet \(page 59\)](#)

[of this PDF](#))* to calculate the correct amount. Enter that calculated amount in **Recovery Rebate Credit Amount**.

- If you **did not get a stimulus payment**, you can use the table below to figure out your amount.

If you are married, take the dollar amount from the “Married Filing Jointly” column that matches your number of dependents. Put that dollar amount in the **Recovery Rebate Credit Amount** box.

Dependents	Married Filing Jointly
0	\$3,600
1	\$4,700
2	\$5,800
3	\$6,900
4	\$8,000
Additional dependents	+\$1,100 for each additional dependent

OR

If you are single, take the dollar amount that corresponds from the “All other Filers” column that matches your number of dependents. Put that dollar amount in the **Recovery Rebate Credit Amount** box.

Dependents	All other Filers
0	\$1,800
1	\$2,900
2	\$4,000
3	\$5,100
4	\$6,200
Additional dependents	+\$1,100 for each additional dependent

If you or your spouse is not a U.S. Citizen or Permanent Resident, you must use the [Recovery Rebate Credit Worksheet \(page 59 of this PDF\)](#)* to calculate the correct amount. Enter that calculated amount in **Recovery Rebate Credit Amount**.

* Recovery Rebate Credit Worksheet: see page 59 of <https://www.irs.gov/pub/irs-pdf/i1040gi.pdf>

Banking Information

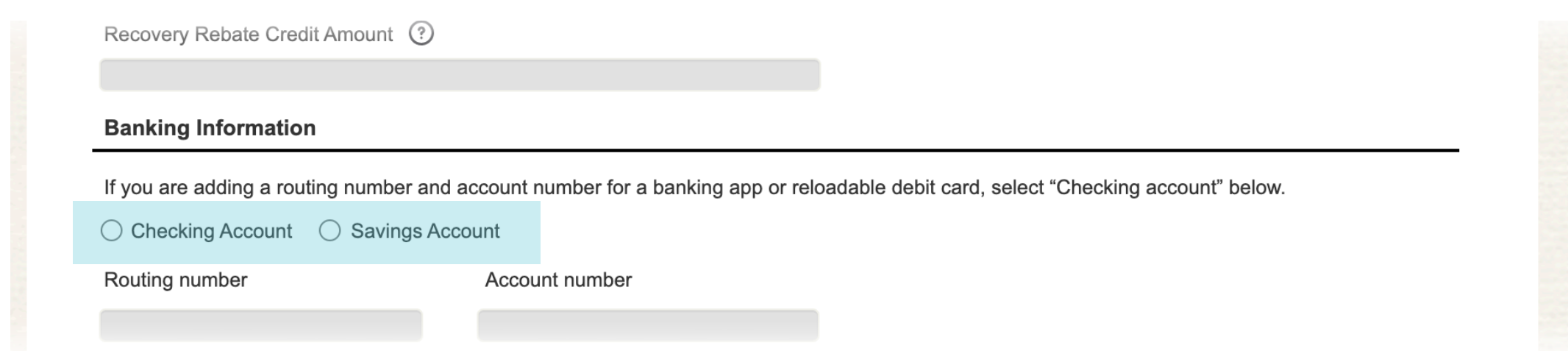
Next, you choose how you want to get your payments. Choose what works best for you: A) bank account, B) existing prepaid debit card, or C) mail.

A) Get payments in a bank account

You can get payments sent straight to a bank account. These account payments are digital.

If you already have a bank account, follow the directions below. If you don't have a bank account, you can open one from this list of banks that have low or no monthly fees, and are FDIC-insured: [#GetBanked](#).*

1. Put which kind of bank account you have: **Checking account** or **Savings account**. Most accounts are checking accounts.



Recovery Rebate Credit Amount ?

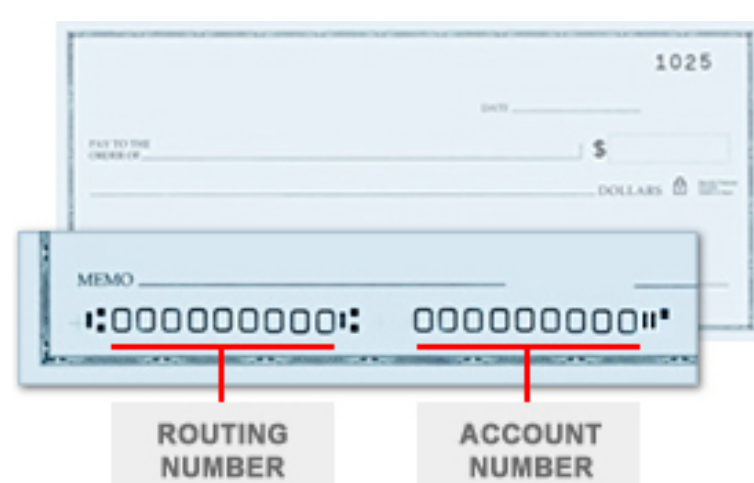
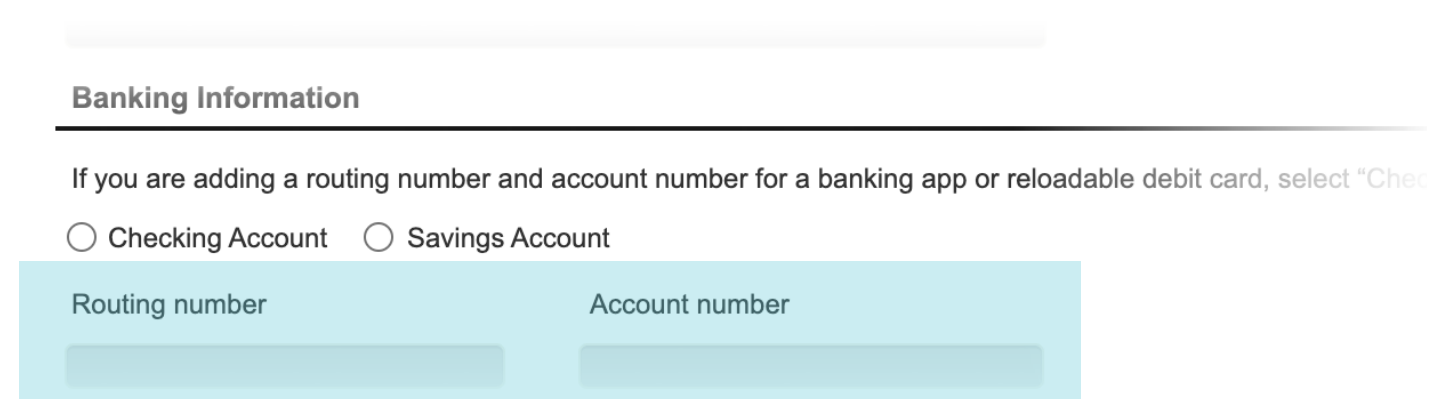
Banking Information

If you are adding a routing number and account number for a banking app or reloadable debit card, select "Checking account" below.

Checking Account Savings Account

Routing number Account number

2. Write your bank account numbers. You need your **Routing number** and **Account number**. These numbers are on the bottom of your bank checks. The routing number is first. The account number is second. Please write your numbers carefully. Every account has different numbers, and the IRS wants to get payments to the correct person.

Banking Information

If you are adding a routing number and account number for a banking app or reloadable debit card, select "Checking account" below.

Checking Account Savings Account

Routing number Account number

* FDIC #GetBanked list: <https://www.fdic.gov/getbanked/index.html>

B) Get payments sent to your existing prepaid debit card

Some prepaid debit cards can be reloaded with payments. Ask the place where you got your card if you can re-use it for payments. If they say yes, ask them these questions and write your answers in this form:

1. Is my card account a **Checking account** or a **Savings account**?

Most accounts are checking accounts.

Recovery Rebate Credit Amount [?]

Banking Information

If you are adding a routing number and account number for a banking app or reloadable debit card, select "Checking account" below.

Checking Account Savings Account

Routing number Account number

2. What are the **Routing number** and **Account number** for my account?

These may be different from your card number.

Banking Information

If you are adding a routing number and account number for a banking app or reloadable debit card, select "Checking account" below.

Checking Account Savings Account

Routing number Account number

C) Get payments in the mail

If you want your payments through checks in the mail, just leave this part of the form blank.

Banking Information

If you are adding a routing number and account number for a banking app or reloadable debit card, select "Checking account" below.

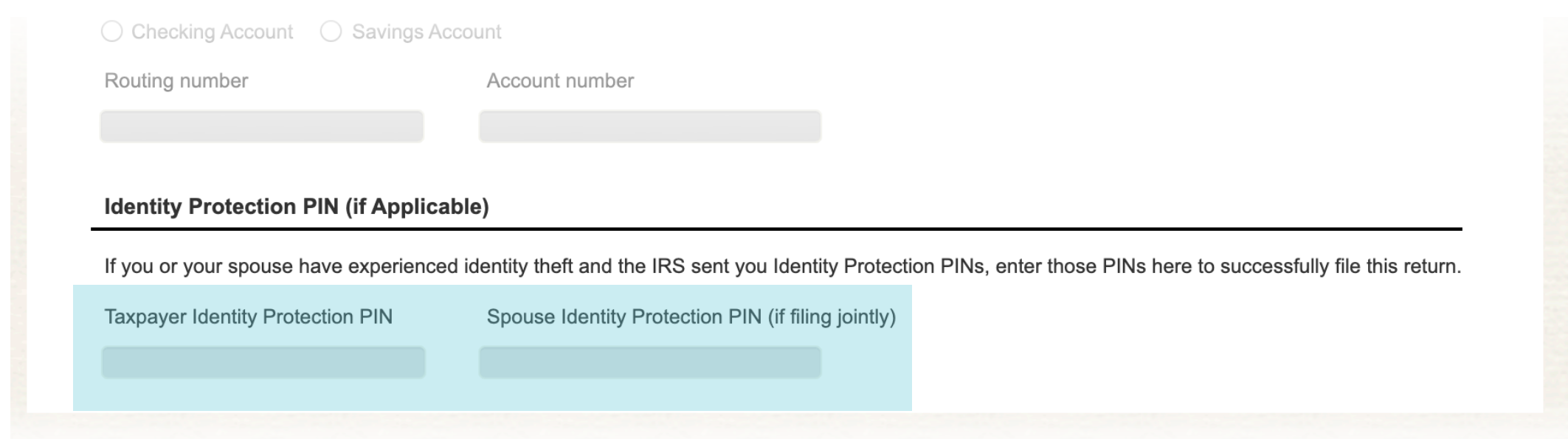
Checking Account Savings Account

Routing number Account number

Identity Protection PIN

If the IRS sent you an Identity Protection PIN (likely because you experienced identity theft), enter the PIN in the **Taxpayer Identity Protection PIN** box. If the IRS also sent one to your spouse, enter their PIN in the **Spouse Identity Protection PIN** box.

Most people have not been sent an Identity Protection PIN.

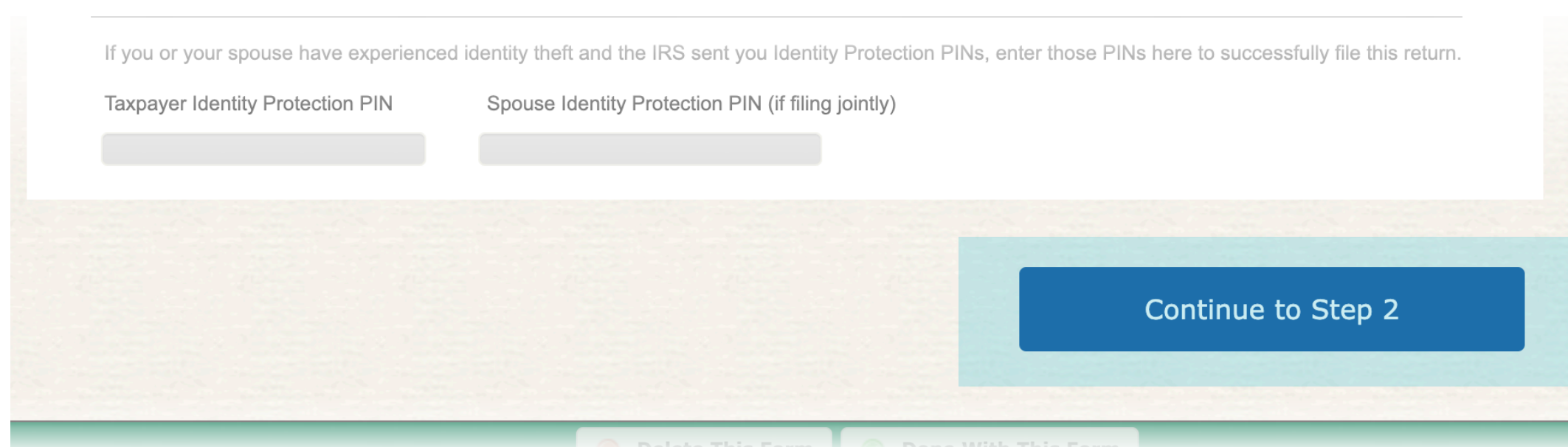


The screenshot shows a section of a tax form with the following elements:

- Radio buttons for "Checking Account" and "Savings Account".
- Input fields for "Routing number" and "Account number".
- A section header "Identity Protection PIN (if Applicable)" with a horizontal line below it.
- Instructional text: "If you or your spouse have experienced identity theft and the IRS sent you Identity Protection PINs, enter those PINs here to successfully file this return."
- Two input fields: "Taxpayer Identity Protection PIN" and "Spouse Identity Protection PIN (if filing jointly)".

Continue to Step 2

Congratulations, you've completed **Step 1: Fill out your tax forms!** Click **Continue to Step 2.**



This screenshot shows the bottom portion of the form from the previous image, including the two PIN input fields and a prominent blue button labeled "Continue to Step 2". At the very bottom, there are two small, faint buttons: "Delete This Form" and "Done With This Form".

Step 2: E-File Your Tax Forms

Non-filer Sign-up Tool Update Your Account | Sign Out

This is a Free File Fillable Forms product. Save | Print Return | Start Over | Check E-File Status | FAQs

STEP 1. Fill Out Your Tax Forms | **STEP 2. E-File Your Tax Forms**

Enter Your Information

Personal Verification

You must enter either your 2019 Adjusted Gross Income (AGI), or your 2019 five-digit self-selected signature PIN. If you are filing a joint return, both taxpayers must follow this process.

A. Look at last year's federal tax return and enter your AGI in the space provided below. Look for your AGI on line 7 of the Form 1040.

Enter Your Information

The form asks about last year's filing status. What this means is: did you file a tax return in 2020 to report on what happened in 2019?

- If you didn't file a tax return in 2020, enter "0" (zero) for the AGI in the **Your Information** and/or **Spouse's Information** boxes.
- If you used the Non-filer Sign-up Tool to claim stimulus checks in 2020, enter "1" (one) for the AGI in the **Your Information** and/or **Spouse's Information** boxes.
- If you did file a tax return in 2020, enter last year's AGI (line 8B on your 1040 form for 2019) in the **Your Information** and/or **Spouse's Information** boxes.

- If your spouse did not file a return last year, enter zero in the "Spouse" AGI space.
- If you don't have or can't remember last year's AGI, use the IRS [Get Transcript Link](#)

Last year's AGI:

OR

B. Enter last year's self-selected signature PIN. If you do not have or do not remember your PIN, skip this step and follow the instructions in step A above.

You can leave the signature PIN area blank.

B. Enter last year's self-selected signature PIN. If you do not have or do not remember your PIN, skip this step and follow the instructions in step A above.

Last year's five-digit self-selected signature PIN:

Electronic Signature

Electronic Signature

1. Enter **Today's date**.
2. Optional: If you want, enter your **Cell phone number**.
3. Create a new **Five-digit PIN** (personal identification number).
4. Enter your **Date of birth**.

Electronic Signature

To sign your return electronically, add today's date and cell phone number here. If you are filing jointly with your spouse, you will each need to add your own PIN and date of birth.

A. Today's Date

B. Cell phone number (recommended)

C. Five Digit Pin (do not use 00000 or 12345)

D. Date of birth

If you do not have a driver's license or State issued ID, you can leave the following fields blank.

YOUR INFORMATION	SPOUSE'S INFORMATION
<input type="text"/>	<input type="text"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

YOUR INFORMATION SPOUSE'S INFORMATION

Enter your driver's license (or state-issued ID) information for you and/or your spouse. If you don't have one, leave it blank.

5. Enter your **Driver's license or State issued ID number**.
6. Enter your **Driver's license or State issued ID state**.
7. Enter your **Driver's license or State issued ID issue date**.
8. Enter your **Driver's license or State issued ID expiration date**.

D. Date of birth

If you do not have a driver's license or State issued ID, you can leave the following fields blank.

YOUR INFORMATION	SPOUSE'S INFORMATION
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

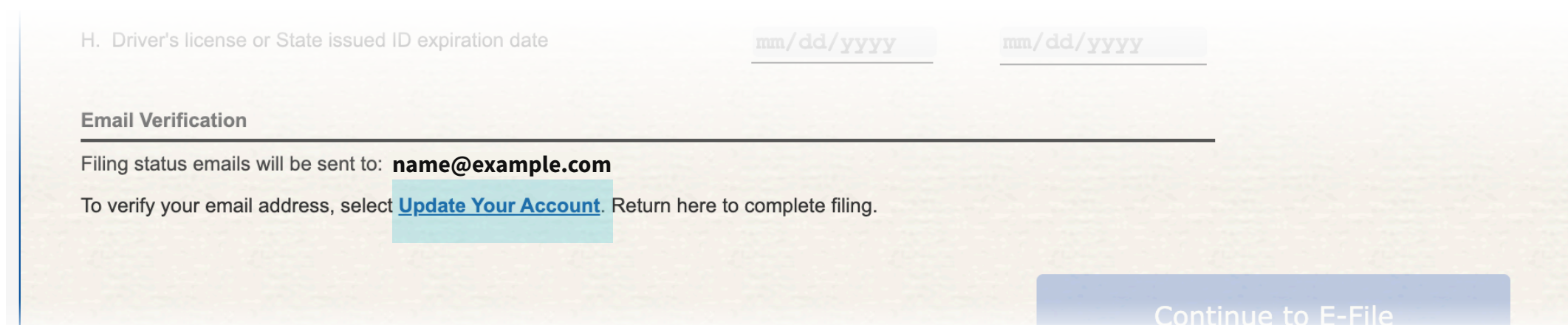
Email Verification

Filing status emails will be sent to: fcpace17@gmail.com

Email Verification

For the last step on this page of the form, you make sure the form has the correct email address listed for you.

1. Click on **Update Your Account**.



H. Driver's license or State issued ID expiration date

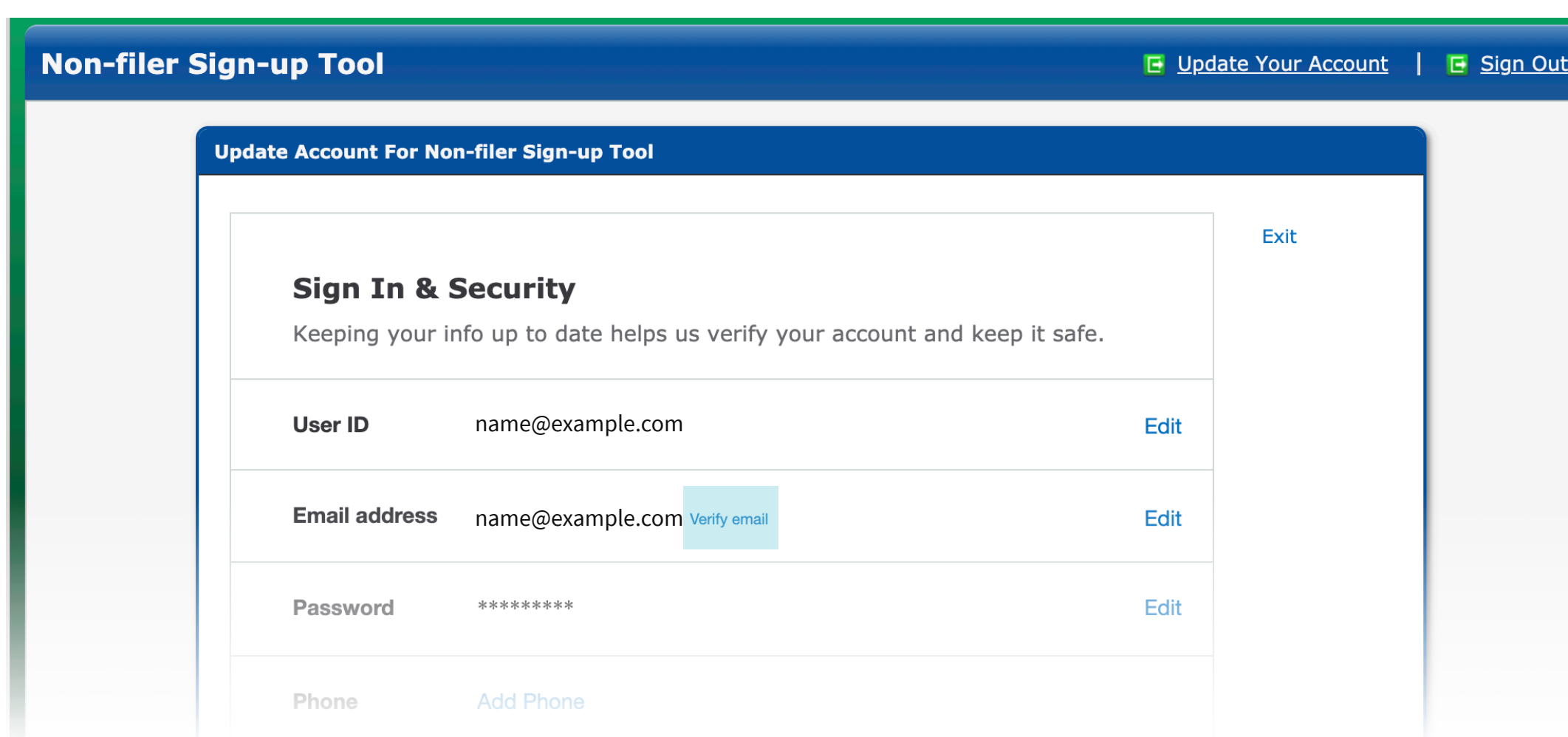
Email Verification

Filing status emails will be sent to: **name@example.com**

To verify your email address, select **Update Your Account**. Return here to complete filing.

[Continue to E-File](#)

2. A new **Update Account** window will pop up. Click **Verify email**.



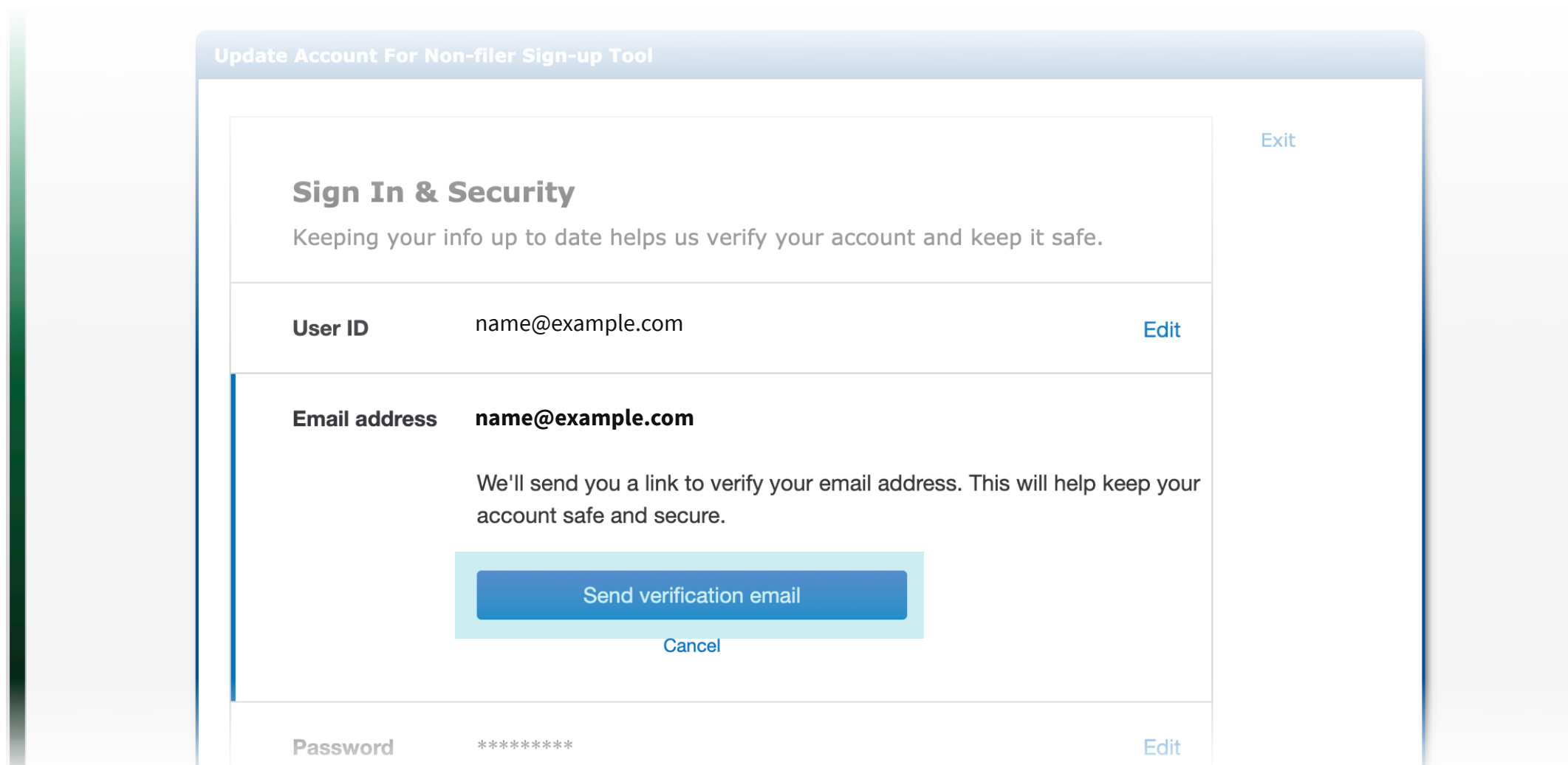
Non-filer Sign-up Tool [Update Your Account](#) | [Sign Out](#)

Update Account For Non-filer Sign-up Tool [Exit](#)

Sign In & Security
Keeping your info up to date helps us verify your account and keep it safe.

User ID	name@example.com	Edit
Email address	name@example.com	Verify email Edit
Password	*****	Edit
Phone	Add Phone	

3. A **Send verification email** button will appear. Click on it.

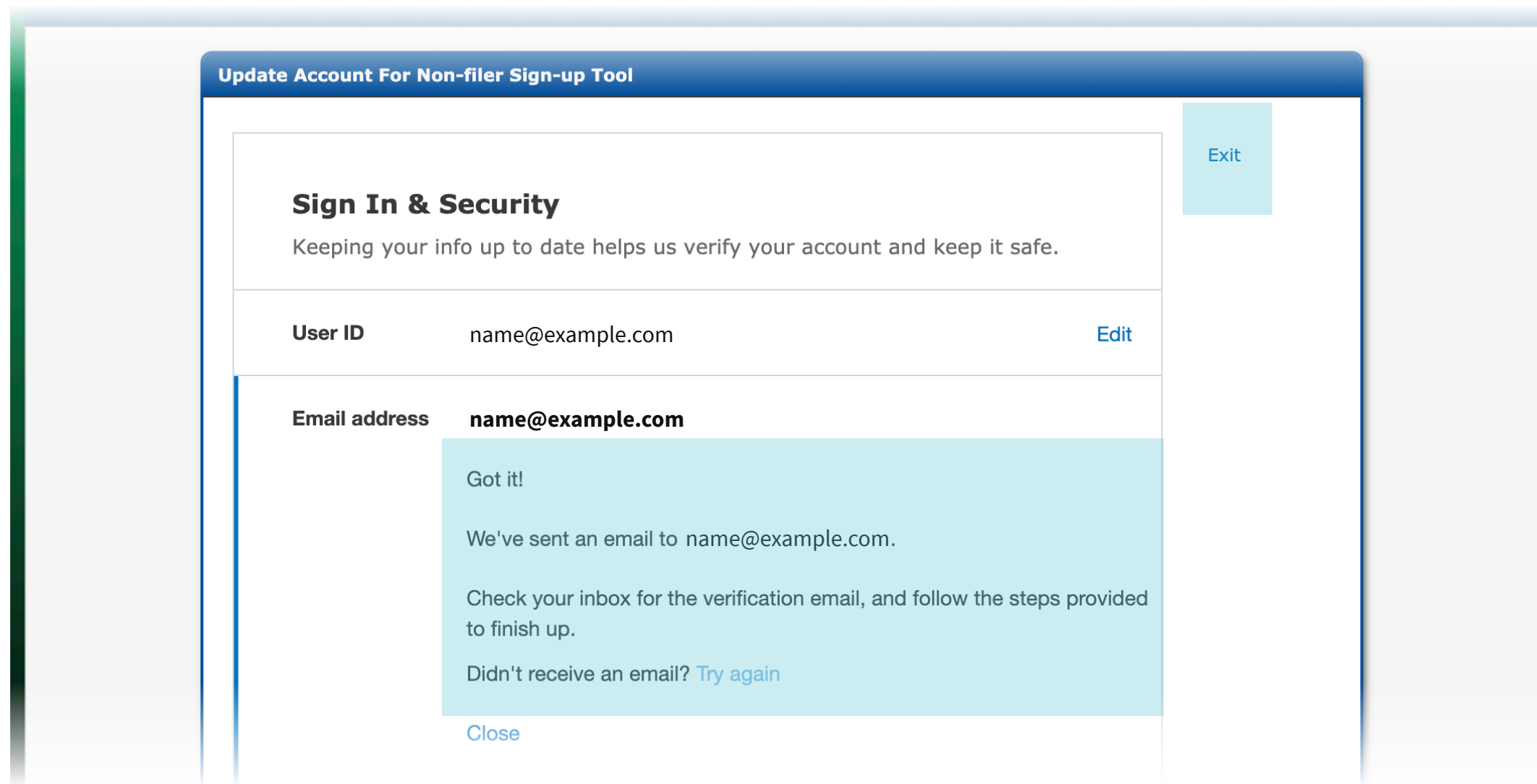


Update Account For Non-filer Sign-up Tool [Exit](#)

Sign In & Security
Keeping your info up to date helps us verify your account and keep it safe.

User ID	name@example.com	Edit
Email address	name@example.com	
We'll send you a link to verify your email address. This will help keep your account safe and secure.		
Send verification email		
Cancel		
Password	*****	Edit

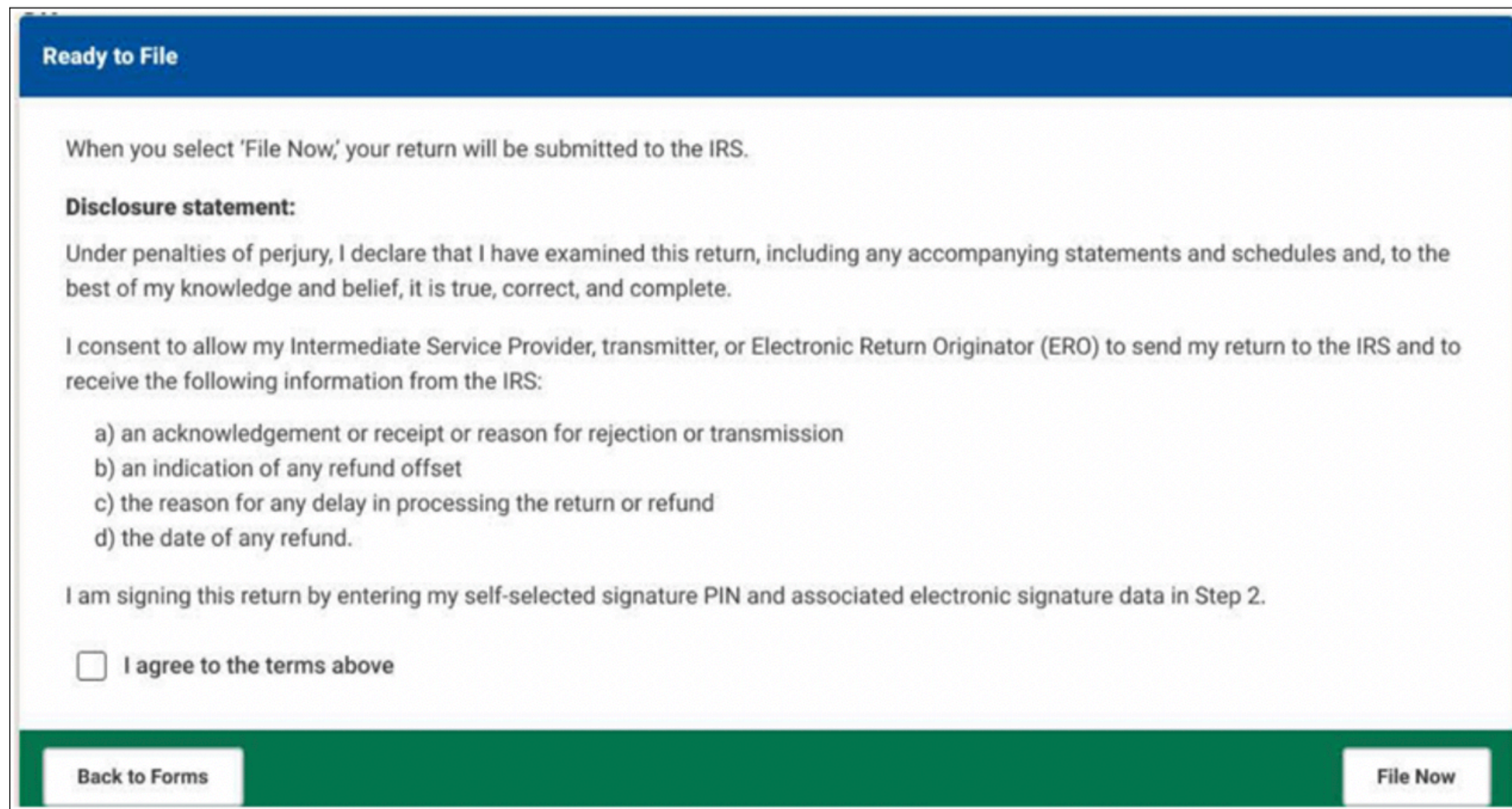
4. When you see the “Got it!” message appear on the screen, click on **Exit** near the top right.



5. Sign into the email account you listed on this form. In a moment, you should get an email from **Non-filer Sign-up Tool** or **customer_service@freefilefillableforms.com** about your account.
6. In the email, click on **Confirm my account's email address** to show that the form has the correct email address for you.
7. Return to the Non-filer Sign-up Tool to finish filing.

It's time to submit!

When this screen pops up, that's a good thing because it means it's time to submit the form.



Ready to File

When you select 'File Now,' your return will be submitted to the IRS.

Disclosure statement:
Under penalties of perjury, I declare that I have examined this return, including any accompanying statements and schedules and, to the best of my knowledge and belief, it is true, correct, and complete.

I consent to allow my Intermediate Service Provider, transmitter, or Electronic Return Originator (ERO) to send my return to the IRS and to receive the following information from the IRS:

- a) an acknowledgement or receipt or reason for rejection or transmission
- b) an indication of any refund offset
- c) the reason for any delay in processing the return or refund
- d) the date of any refund.

I am signing this return by entering my self-selected signature PIN and associated electronic signature data in Step 2.

I agree to the terms above

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Read the **Disclosure Statement** on the screen, then select the “I agree to the terms above” checkbox. When you're ready, click **File Now**.

And you're done — way to go!

Next step: You'll get an e-mail from **Customer Service at Free File Fillable Forms**, a trusted IRS partner. The email will either acknowledge you have successfully submitted your information, or tell you there is a problem and how to correct it.

If you are using a public computer, such as a public library computer or other shared computer, be sure to sign out and completely close the **Non-filers Sign-up Tool** browser before leaving the computer.

After you submit your form using the Non-filer Sign-up Tool, you can see if your form has been processed with the IRS [Where's My Refund?](#) Portal.*

After your form has been processed (probably a few weeks after submitting your information with the Non-filer Sign-up Tool), you can check on your tax payments in the **IRS Child Tax Credit Update Portal**. In that Portal, you will also be able to update your bank information and address soon.

* IRS "Where's My Refund?" Portal: <https://www.irs.gov/refunds>