



PPSN

If you complete and submit this tax return on or before **31 August 2022** Revenue will calculate the self-assessment for you. This will assist you in paying the correct amount by the due date. If you submit the return after the **31 August 2022** you must make your own self-assessment and calculate your own tax, PRSI and USC due. The due date for submission of this return to the above address is 31 October 2022. On that date you must also pay any balance of tax due for 2021. Where this return is submitted after the due date, a surcharge (5% where the return is submitted within two months, otherwise 10%) will be added to your tax liability.

**Failure to submit your Local Property Tax return will result in a tax surcharge - please see note in the Form 11S Helpsheet**

A 'Guide to Completing 2021 Pay & File Self-Assessment Returns' is available from Revenue's website [www.revenue.ie](http://www.revenue.ie), or from Revenue's Forms & Leaflets Service at +353 1 738 3675.

This return is only to be used for the 2021 tax year.

Legislative references relate to Sections of the Taxes Consolidation Act (TCA) 1997, unless otherwise stated.

The Revenue Commissioners collect taxes and duties and implement customs controls. Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas. Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Full details of Revenue's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on our **Privacy** page on [www.revenue.ie](http://www.revenue.ie). Details of this policy are also available in hard copy upon request.

**A PERSONAL DETAILS**

2 State your civil status, i.e. single, married, in a civil partnership, widowed, surviving civil partner, married but living apart, in a civil partnership but living apart, divorced, a former civil partner

3 If your personal circumstances changed in **2021** enter date of change  DD /  MM /  YYYY

AND

State previous civil status (i.e. single, married, etc.)

4 If married or in a civil partnership, insert  in the box to indicate basis of assessment applicable for 2021

Joint assessment  Separate assessment  Single treatment

5 Spouse's or Civil Partner's Details

(a) PPSN  (d) Date of Birth  DD /  MM /  YYYY

(b) Surname  (e) Gender Male  Female

(c) First name(s)  (f) Date of Marriage or Civil Partnership  DD /  MM /  YYYY

6 State the number of Dependent Children

7 If you wish to claim Widowed Person or Surviving Civil Partner with Dependent Child Tax Credit state date of death of your spouse or civil partner  DD /  MM /  YYYY

8 Your Date of Birth  DD /  MM /  YYYY

Insert  in the box(es) to indicate for 2021 if you and/ or your spouse or civil partner were

**Self** **Spouse or Civil Partner**

10 Permanently Incapacitated

12 A holder of a 'full' Medical Card or having entitlement to one under EU Regulations

13 Entitled to an exemption from PRSI

(a) State reason - Self

(b) State reason - Spouse or Civil Partner

**Mandatory Disclosure**

19 The number assigned to a transaction by the Revenue Commissioners under S. 817HB

20 Reportable cross-border arrangement reference number

**Expression of Doubt:** If you have a genuine doubt about the correct application of tax law to any item in the return, provide details of the point at issue in the entry fields provided on page 10

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**B TRADE INCOME**

	Primary Trade	Trade 2
101	State whether trade refers to self or spouse or civil partner	
102	Description of Trade (you must clearly describe the trade)	
127	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
139	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
108	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
109	Net Profit (if a loss show 0.00)	
	<b>Start Your Own Business relief</b>	
	If you are claiming relief under S. 472AA for starting your own business	
(a)	State the date of the commencement of the new business <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
(b)	Insert <input checked="" type="checkbox"/> in the box to confirm that you have been unemployed for 12 months immediately before the commencement date (see Form 11S Helpsheet for more information)	<input type="checkbox"/>
113	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
116 (d)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
117 (a)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
	<b>Farmers</b>	
119 (a)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
(b)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
(c)	Insert <input checked="" type="checkbox"/> in the box if you are a partner in a Registered Farm Partnership as defined by S. 667C	<input type="checkbox"/>
(d)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
(e)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
(f)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
(g)	Insert <input checked="" type="checkbox"/> in the box if this trade relates wholly or in part to Share Farming	<input type="checkbox"/>
(h)	Insert <input checked="" type="checkbox"/> in the box if you wish to elect for income averaging for the year 2021 (and subsequent years)	<input type="checkbox"/>
(i)	Insert <input checked="" type="checkbox"/> in the box if the assessable profits for this year are computed in accordance with S. 657 (income averaging)	<input type="checkbox"/>
(j)	Insert <input checked="" type="checkbox"/> in the box if you wish to withdraw from income averaging for the year 2021	<input type="checkbox"/>
(k)	(i) Insert <input checked="" type="checkbox"/> in the box if you wish to temporarily elect out of income averaging for this year in accordance with S. 657(6A)	<input type="checkbox"/>
	(ii) Enter the amount of adjusted net profit which would be assessable for this year if you had not applied for income averaging <input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
121	Professional Services Withholding Tax (PSWT) withheld in the year (before any interim refund) <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/>	<input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/>
	<b>Do not include credit for Relevant Contracts Tax withheld</b>	

**C IRISH RENTAL INCOME**

	Self	Spouse or Civil Partner
<b>Residential Property</b>		
204	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
205	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
206	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
<b>Commercial property, land and all other sources of Irish rental income</b>		
209	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
210	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
211	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
<b>Capital Allowances</b>		
213 (c)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
215	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00

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**D EMPLOYMENT / PENSION**

**PART ONE**

**Employment / Pension, etc. subject to PAYE**

Details entered at Lines 218 to 220 are relevant to Lines 221 to 227

	Employment / Pension 1		Employment / Pension 2	
	Self	Spouse or Civil Partner	Self	Spouse or Civil Partner
217	Insert <input type="checkbox"/> in the box to indicate to whom the income refers			
218	Employer's / Pension Provider's PAYE registered number <input type="text"/>		<input type="text"/>	
219	Employer's / Pension Provider's name <input type="text"/>		<input type="text"/>	
220	Gross amount of taxable income for this employment / pension (available from your final payslip for 2021) <input type="text"/>		<input type="text"/>	
221	Source of income (insert <input type="checkbox"/> in the relevant boxes)			
	(a) Employment	<input type="checkbox"/>	<input type="checkbox"/>	
	(g) Income in lieu of Social Welfare Payments	<input type="checkbox"/>	<input type="checkbox"/>	
	(h) Pension - Early Farm Retirement	<input type="checkbox"/>	<input type="checkbox"/>	
	(i) Pension - Employment pension	<input type="checkbox"/>	<input type="checkbox"/>	
	(j) Pension - RAC or PRSA	<input type="checkbox"/>	<input type="checkbox"/>	
222	(a) Net tax deducted / refunded in this employment <input type="text"/>		<input type="text"/>	
	(b) Insert <input type="checkbox"/> in the box if the tax figure above was a refund		<input type="checkbox"/>	
223	Gross income for Universal Social Charge (USC) from this employment (available from your final payslip for 2021) <input type="text"/>		<input type="text"/>	
224	(a) Net USC deducted / refunded in this employment <input type="text"/>		<input type="text"/>	
	(b) Insert <input type="checkbox"/> in the box if the USC figure above was a refund		<input type="checkbox"/>	
226	Payment frequency			
	Weekly	<input type="checkbox"/>	<input type="checkbox"/>	
	Fortnightly	<input type="checkbox"/>	<input type="checkbox"/>	
	Four weekly	<input type="checkbox"/>	<input type="checkbox"/>	
	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	<input type="checkbox"/>	
227	Is relief due under S. 480B ("week 53")		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**PART TWO**

**PAYE / USC refunded during the year**

	Self	Spouse or Civil Partner
231	PAYE Tax refunded by Revenue for the Income Tax year 2021 <input type="text"/>	<input type="text"/>
232	PAYE Tax underpaid (amount collected by Revenue by reducing your tax credits for 2021) <input type="text"/>	<input type="text"/>
233	Amount of USC refunded by Revenue for the year 2021 <input type="text"/>	<input type="text"/>
238	(b) Allowable Expenses incurred in Employment	
	(i) Flat Rate Expenses <input type="text"/>	<input type="text"/>
	(ii) Expenses, other than Flat Rate Expenses, paid by the claimant wholly, exclusively and necessarily in the performance of the duties of the employment or office <input type="text"/>	<input type="text"/>
	(iii) Remote Working (eWorking) expenses <input type="text"/>	<input type="text"/>
241	Carer's Allowance paid by Department of Social Protection <input type="text"/>	<input type="text"/>
243	Other taxable Social Welfare Payments, Benefits or Pensions (State Pension, Illness Benefit, Occupational Injury Benefit, Jobseeker's Benefit, Pre-Retirement Allowance, Maternity Benefit, Paternity Benefit, Parent's Benefit, Adoptive Benefit, Health & Safety Benefit, Pandemic Unemployment Payment (PUP)) (See Form 11S Helpsheet for more information) <input type="text"/>	

**E FOREIGN INCOME** (enter amounts in €)

302	<b>Foreign Pensions</b>	
	(a) Amount of State Welfare Pension(s) <input type="text"/>	<input type="text"/>
	(b) Amount of all Other Pensions <input type="text"/>	<input type="text"/>

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Self

Spouse or  
Civil Partner

**F OTHER INCOME**

402	Irish Income where tax not deducted at source	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
403 (a)	Irish deposit interest where <b>DIRT</b> deducted	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
408	Irish income which suffered tax at the standard rate, other than Line 403(a) above	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
412 (a)	Gross amount of income from sources not shown elsewhere	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
(b)	Amount of tax deducted	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
(c)	Details of income source(s) at Line 412(a)	<input type="text"/>	<input type="text"/>

**G EXEMPT INCOME**

415 (a)	Income received under <b>Rent-a-Room Relief Scheme</b>	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
416	Gross income from exempt <b>Childcare Services</b>	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00

**H CHARGES AND DEDUCTIONS**

503	<b>Maintenance payments</b> where tax was <b>not</b> deducted (exclude any amounts in respect of children)	<input type="text"/> , <input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> , <input type="text"/> .00
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**I CLAIM FOR TAX CREDITS, ALLOWANCES, RELIEFS, etc**

514 (a)	<b>Home Carer Tax Credit</b> - Amount due for 2021	<input type="text"/> , <input type="text"/> .00	
515	<b>Employee Tax Credit</b> - Insert <input type="checkbox"/> in the box if claimed	<input type="checkbox"/>	<input type="checkbox"/>
516	<b>Earned Income Tax Credit</b> - Insert <input type="checkbox"/> in the the box if claimed	<input type="checkbox"/>	<input type="checkbox"/>
517 (a)	<b>Blind Person's Tax Credit</b> - Insert <input type="checkbox"/> in the box if due	<input type="checkbox"/>	<input type="checkbox"/>
(b)	<b>Guide Dog</b> - Number of Guide Dogs maintained by you	<input type="text"/>	<input type="text"/>
518	<b>Assistance Dog</b> - Number of Assistance Dogs maintained by you	<input type="text"/>	<input type="text"/>
519 (a)	<b>Dependent Relative Tax Credit</b> - Amount claimed	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00
(b)	Number of Dependent Relatives	<input type="text"/>	<input type="text"/>
521	<b>Stay and Spend Tax Credit</b> Total amount being claimed	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00
526	<b>Tuition Fees</b>		
(a)	State the name of the student	<input type="text"/>	<input type="text"/>
(b)	Amount paid per approved course (do not include administration, exam, registration, capitation fees, etc.)	<input type="text"/> , <input type="text"/> .00	<input type="text"/> , <input type="text"/> .00
(c)	Insert <input type="checkbox"/> in the box if a part-time course	<input type="checkbox"/>	<input type="checkbox"/>
(d)	Insert <input type="checkbox"/> in the box if fees relate to a training course	<input type="checkbox"/>	<input type="checkbox"/>





PPSN **O - SELF ASSESSMENT MADE UNDER CHAPTER 4 OF PART 41A**

This return must include a Self-Assessment by the chargeable person to whom the return relates. An individual who fails to make a Self-Assessment may be liable to a penalty of €250

**REMEMBER**

**You do not have to complete the Self-Assessment panel if you submit this return to Revenue on or before 31 August 2022**

**936 Self-Assessment – Income Tax**

(a) Amount of income or profits arising for this period , , .00

**(Note:** This is the amount of your total income for this year **before** taking account of any deductions, reliefs, or allowances. Total income includes sources of income from employments, pensions, Department of Social Protection payments, rental and investment income, as well as self employed income. Where you are in receipt of trading or professional income, it is the adjusted net profit after taking account of business expenses, but before losses forward or capital allowances)

(b) Amount of tax chargeable for this period

(i) Amount of income tax chargeable for this period , , .00

**(Note:** This is the amount of income tax charged on the above income, after taking account of deductions, reliefs, and allowances, but **before** any tax credits such as personal tax credit, medical expenses, tax deducted, etc)

(ii) Amount of USC chargeable for this period - self , , .00

(iii) Amount of USC chargeable for this period - spouse or civil partner , , .00

**(Note:** This is the amount of USC chargeable on all of your income (including employment and pension income where USC has been deducted at source))

(iv) Amount of PRSI chargeable for this period - self , , .00

(v) Amount of PRSI chargeable for this period - spouse or civil partner , , .00

**(Note:** This is the amount of PRSI chargeable on your trading and investment income only. Do not include PRSI due on your Irish employment income)

(vi) Total amount of tax chargeable for this period , , .00

**(Note:** This is the sum of income tax, USC, and PRSI chargeable)

(c) (i) Amount of tax payable for this period before refund / offset at (c)(iii) below , , .00

(ii) Amount of tax overpaid for this period before refund / offset at (c)(iii) below , , .00

**(Note:** This is the amount of tax payable or tax overpaid for the period, which is computed by reducing the amount of tax chargeable ((b)(vi) above) by the amount of any tax credits due. Credits include obvious items such as the personal tax credit or employee tax credit, but also less obvious items such as Dividend Withholding Tax (DWT) withheld / deducted, DIRT withheld at source, PAYE operated on Schedule E income and Professional Services Withholding Tax (PSWT). This is the amount of PSWT withheld / deducted, before any interim refunds already made by Revenue)

(iii) Amount of refund (or offset) of tax withheld at source , , .00

**(Note:** The amount of any tax withheld at source, refunded (e.g. interim refund of PSWT) or offset, should be entered here)

(d) Amount of tax payable for this period , , .00

(e) Amount of tax overpaid for this period , , .00

**(Note:** This is the amount of tax payable or tax overpaid, adjusted for any refund or offset of tax withheld at source already made by Revenue. Where there is no refund or offset made, the amount will be the same as (c)(i) or (c)(ii) above)

(f) Amount of surcharge due under S. 1084 because of late filing of this return , , .00

**(Note:** If you are filing this return after the specified return date for the chargeable period, a late filing surcharge is due if your return is late the surcharge, which is added on to your tax due, is

- 5% of the tax due or €12,695, whichever is the lesser, where the return is submitted within two months of the due date
- 10% of the tax due or €63,485, whichever is the lesser, where the return is more than two months late)



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(g) Amount of surcharge due under S. 1084 because of non-compliance with Local Property Tax (LPT) requirements , , .00

**(Note:** If you file this return on time, but at the date of filing, you have failed to submit your LPT return or have failed to either pay the LPT due or enter into an agreed payment arrangement, a surcharge should be added to the final liability as if this return was filed late by two months or more. Therefore the amount payable in your Self-Assessment should be increased by 10% subject to a maximum increased amount of €63,485. Where the LPT is subsequently brought up to date, the amount of the surcharge will be capped at the amount of the LPT liability payable)

(h) (i) Amount of tax paid directly to the Collector-General for this period , , .00

**(Note:** this is the amount of tax already paid to the Collector-General, i.e. your 2021 Preliminary Tax paid. Do not include any balancing payments which are now due and will be paid at the time this return is being submitted)

(ii) amount of tax deferred under S. 657(6A) , , .00

(i) (i) Balance of tax payable for this period , , .00

**(Note:** this is tax payable amount at (d) above, plus the amount of any surcharge due at (f) or (g), less the amount of tax already paid at (h) (i) and the amount of tax deferred at (h) (ii))

(ii) Balance of tax overpaid for this period , , .00

**(Note:** this is tax overpaid amount at (e) above, less the amount of any surcharge due at (f) or (g), plus the amount of tax already paid at (h) (i) and the amount of tax deferred at (h) (ii))

I DECLARE the above to be my Self-Assessment to Income Tax for the year 2021

Signature  Date

Capacity of Signatory

937 Self-Assessment – Capital Gains Tax

(a) Amount of chargeable gains arising for this period , , .00

**(Note:** This is the amount of chargeable gains for this period less any reliefs which reduce the chargeable gain)

(b) Amount of tax chargeable for this period , , .00

**(Note:** This is the amount of tax chargeable on the chargeable gain **after** taking account of any deductions, reliefs or allowances, e.g. personal allowance or transfer of business to a company)

(c) Amount of tax payable for this period , , .00

**(Note:** This is the amount of tax due after any Retirement Relief or Credit for Foreign Tax paid have been deducted from tax chargeable)

(d) Amount of surcharge due under S. 1084 because of late filing of this return , , .00

**(Note:** See 936(f))

(e) Amount of surcharge due under S. 1084 because of non-compliance with LPT requirements , , .00

**(Note:** See 936(g))

(f) Amount of tax paid directly to the Collector-General for this period , , .00

**(Note:** The amount entered here will be the amount of direct tax paid for the year plus any amounts that may have been credited to the year from another year or tax type)

(g) (i) Balance of tax payable for this period , , .00

(ii) Balance of tax overpaid for this period , , .00

I DECLARE the above to be my Self-Assessment to Capital Gains Tax for the year 2021

Signature  Date

Capacity of Signatory

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**Bank Details**

If you wish to have any refund paid directly to your bank account, please supply your bank account details

**Single Euro Payments Area (SEPA)**

Account numbers and sort codes have been replaced by International Bank Account Numbers (IBAN) and Bank Identifier Codes (BIC). These numbers are generally available on your bank account statements. Further information on SEPA can be found on [www.revenue.ie](http://www.revenue.ie)

It is not possible to make a refund directly to a foreign bank account that is not a member of SEPA

**IBAN** (Maximum 34 characters)

**BIC** (Maximum 11 characters)

If you are married or in a civil partnership and have opted for Joint Assessment in 2021, please provide your spouse's or civil partner's bank account details

**IBAN** (Maximum 34 characters)

**BIC** (Maximum 11 characters)

**(Note: Any subsequent Revenue refunds will be made to this bank account unless otherwise notified)**

**Expression of Doubt**

If you have a genuine doubt about the correct application of tax law to any item in the return, insert  in the box and provide details of the point at issue in the entry fields below

**(This section is only for genuine Expressions of Doubt as provided for by S. 959P. It should not be used for general notes or comments)**

(a) Provide full details of the facts and circumstances of the matter to which the Expression of Doubt relates

(b) Specify the doubt, the basis for the doubt and the tax law giving rise to the doubt

(c) Identify the amount of tax in doubt in respect of the chargeable period to which the Expression of Doubt relates

, , .00

(d) List the supporting documents that are being submitted in relation to the matter involved. These documents should accompany this return

(e) Identify any published Revenue guidelines that you have consulted concerning the application of the law in similar circumstances

# PAY AND FILE - 31 OCTOBER 2022

Please read the important information on this page before completing the payslip overleaf

## IMPORTANT

## Methods of Payment

You can make a payment against a tax liability using one of the following:

### 1. Revenue Online Service (ROS)

ROS customers can make payments online through ROS. To access ROS or to register for ROS, click on the ROS link on the Revenue home page at [www.revenue.ie](http://www.revenue.ie).

### 2. myAccount

**myAccount** customers can make payments online by clicking on the **myAccount** link on the Revenue home page. You can register for **myAccount** on the "Register for **myAccount**" link on [www.revenue.ie](http://www.revenue.ie). You will need your PPSN and a password to make a payment.

You can make payments online using:

- a debit card or a credit card
- a once off debit - a 'Single Debit Instruction' - using a bank account.

### 3. Direct Debit

For information on how to pay Preliminary Income Tax by monthly Direct Debit, visit the Revenue website at [www.revenue.ie](http://www.revenue.ie) or phone the helpline at **01 738 3663**. Please note that the Direct Debit facility applies **only** to Preliminary Tax and all Direct Debit applications should be made online through **ROS** using the Direct Debit link on **My Services** screen.

### 4. Single Debit Authority

You can now pay Income Tax directly from your bank account by completing the Single Debit Authority overleaf.

**Please note that the bank account must be within the Single Euro Payments Area (SEPA) and must be provided in the SEPA format.**

- Simply provide your bank details and the amount you wish to have debited from your account.
- Please remember to give a breakdown on the Statement of Net Liabilities on how much is to be allocated against each liability.
- Forward the completed mandate to the **Collector-General** at the address below.
- A once off deduction will be taken from your account no earlier than 31 October 2022 and credited against your tax liabilities as specified on the Statement of Net Liabilities.

## Importance of Prompt Payments

- Ensure that you allow sufficient time - at least three working days - for your payment to reach the Collector-General by the due date.
- Late payment of tax carries an interest charge.
- Failure to pay tax, or to pay it on time, can result in enforced collection through the Sheriff, Court proceedings or a Notice of Attachment.

**Enforcement carries costs, additional to any interest charged.**

### ENQUIRIES

Any enquiry regarding liability should be addressed to your local Revenue Office.

Any enquiry regarding payment should be addressed to the Collector-General, Sarsfield House, Francis Street, Limerick, V94 R972.

Please return completed Single Debit Authority to:

**COLLECTOR-GENERAL, PO BOX 354, LIMERICK**

## SEE PAYSLIP ON REVERSE

### Legal Text

By signing this mandate form, you authorise (A) the Revenue Commissioners to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from the Revenue Commissioners.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Name

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PAY AND FILE  
31 OCTOBER 2022

IMPORTANT

Please read the information below and overleaf before completing the Statement of Net Liabilities

In accordance with the Taxes Consolidation Act 1997, you are obliged to submit the following return and payment on or before 31 October 2022:

Preliminary Tax for the year of assessment 2022 including Universal Social Charge contributions

Payment of any balance of Income Tax due for the year of assessment 2021

Return of Income and Capital Gains for the year of assessment 2021

How to complete the payslip

You can ensure that your Income Tax payments are promptly and properly processed by completing the payslip below and forwarding it to the Collector-General, PO Box 354, Limerick. You must complete the Statement of Net Liabilities whether you are making your payment by Revenue Online Service or myaccount Debit Instruction, Credit Card, Debit Card, Direct Debit or Single Debit Authority (see overleaf for details on how to make a payment).

Please enter an amount in the relevant space on the Statement of Net Liabilities for the following:

1. Preliminary Tax 2022

The minimum Preliminary Tax payment you are obliged to make is an amount equal to the lesser of 90% of your final Income Tax liability for 2022 or 100% of your final liability for 2021. If you are paying your 2022 Preliminary Tax by monthly Direct Debit, leave this box blank.

2. Balancing Amount 2021

Insert any outstanding balance of Income Tax for the year of assessment 2021. Tax already paid for this year should be taken into consideration when calculating the amount of the balance outstanding.

If you have calculated that there is a credit due to you for this year, enter the amount and tick the box (x) to indicate that the value is a credit. The credit will be automatically offset against any liabilities for other years on the Statement of Net Liabilities.

3. TOTAL NET AMOUNT

The Total Net Amount figure should match the sum total of declarations that you are making for the above periods.

If you have calculated that you have no Preliminary Tax 2022 or Balancing Amount 2021, enter a single '0' in the appropriate box for that category on the Statement of Net Liabilities.

IMPORTANT NOTE:

If you file this return on time, but at the date of filing, you have failed to submit your Local Property Tax (LPT) return or have failed to either pay the LPT due or enter into an agreed payment arrangement, a surcharge should be added to the final liability. Therefore, the amount payable in your Self-Assessment should be increased by 10%. Where the LPT is subsequently brought up to date, the amount of the surcharge will be capped at the amount of the LPT liability involved. For assistance, you may wish to call the LPT Branch on 01 738 3626 (ROI only) or +353 1 738 3626 (outside ROI).

Form 11S

€ Payslip

PPSN: 0000000AB

Signature: A.N. OTHER Date: 12-09-2022

Name: A. N. OTHER

€ Statement of Net Liabilities  
Whole Euro only - DO NOT ENTER CENT

Single Debit Authority

Please debit my account no earlier than 31 October 2022 with the single amount specified.

DEBIT AMOUNT

3 3 3 3 3 3 3 3 00

Income Tax Preliminary Tax 2022

1 5 5 5 5 5 5 5 00

X

Place X in the box above if Income Tax 2021 is a credit

Income Tax Balancing Amount 2021

2 2 2 2 2 2 2 2 00

International Bank Account Number (IBAN)

SEE YOUR BANK STATEMENT FOR IBAN

Bank Identifier Code (BIC)

AND BIC

TOTAL NET AMOUNT  
1 + 2 ABOVE

3 3 3 3 3 3 3 3 00

P&F  
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