

A guide to completing Revenue's online protected disclosure report form

The Protected Disclosures Act 2014 (as amended) applies to workers in the public, private and not-for-profit sectors who report information about potential wrongdoing encountered in the course of their work.

Revenue welcomes all information about potential wrongdoing related to tax, duty or customs controls. This may include, for example, information regarding the failure to declare the correct tax or duty liability or pay the correct amount of tax or duty due, tax or duty fraud, and the illegal importation of goods, etc. Revenue treats all such reports seriously and with utmost confidentiality.

Any worker can make a protected disclosure by completing Revenue's secure online protected disclosure report form.

The form is designed to assist you in providing the information Revenue needs to allow for the appropriate assessment and investigation of your disclosure. There is also a facility to upload any supporting documentation you may have.

You can also make a protected disclosure by:

- emailing protecteddisclosure@revenue.ie
- writing to Revenue's Director of Internal Audit, Blocks 8-10, Dublin Castle, Dublin 2
- phoning Revenue's dedicated protected disclosures line on 01 8589250.

The online report form comprises four sections:

- your details
- disclosure details
- supporting documentation
- submitting your report.

The following is a step-by-step guide to completing Revenue's secure online protected disclosure report form.

Your details

You can choose to provide your contact details, or you can make your report anonymously. Select one option.

I wish to provide my contact details

I wish to remain anonymous

If you choose to provide your contact details, four information boxes will appear.

I wish to provide my contact details

I wish to remain anonymous

Forename	Surname
<input type="text"/>	<input type="text"/>
Phone Number	Email
<input type="text"/>	<input type="text"/>

Please provide at least one contact method.

Please provide at least one contact method.

It is not necessary to provide all this information but at a minimum a contact phone number or an email address is required. Revenue will take all reasonable steps to protect the confidentiality of your identity when you make a protected disclosure.

Revenue accepts anonymous disclosures of information. If you do not wish to provide your contact details, select the “I wish to remain anonymous” option and go to the next section.

I wish to provide my contact details

I wish to remain anonymous

Please note, if you choose to remain anonymous, certain elements of Revenue’s procedures, such as acknowledging the disclosure, will not be possible.

Disclosure details

Type of worker

This section asks you to tell us how you came across the information you are reporting.

From the drop-down list, select the category of worker that best describes your circumstances.

How did you come across the information?
I am/ was:

Please Select ▼

If you are unsure of your status select 'an employee'.

How did you come across the information?
I am/ was:

A shareholder ▼

Please Select

- An employee
- A contractor / third party supplier
- A trainee/ intern
- A shareholder
- A member of the administrative, management or supervisory body
- A volunteer
- I acquired the information on a relevant wrongdoing during a recruitment process
- I acquired the information on a relevant wrongdoing during pre-contractual negotiations (other than a recruitment process)

When the wrongdoing occurred

If you know when the alleged wrongdoing occurred, please provide the date. Otherwise, select the 'I don't know date' option.

The date the alleged wrongdoing occurred (if known) or the date the alleged wrongdoing commenced or was identified.

DD/MM/YYYY

I don't know date

The wrongdoing may have occurred some time ago or may be ongoing. You are required to select one option.

Is the alleged wrongdoing ongoing?

Yes

No

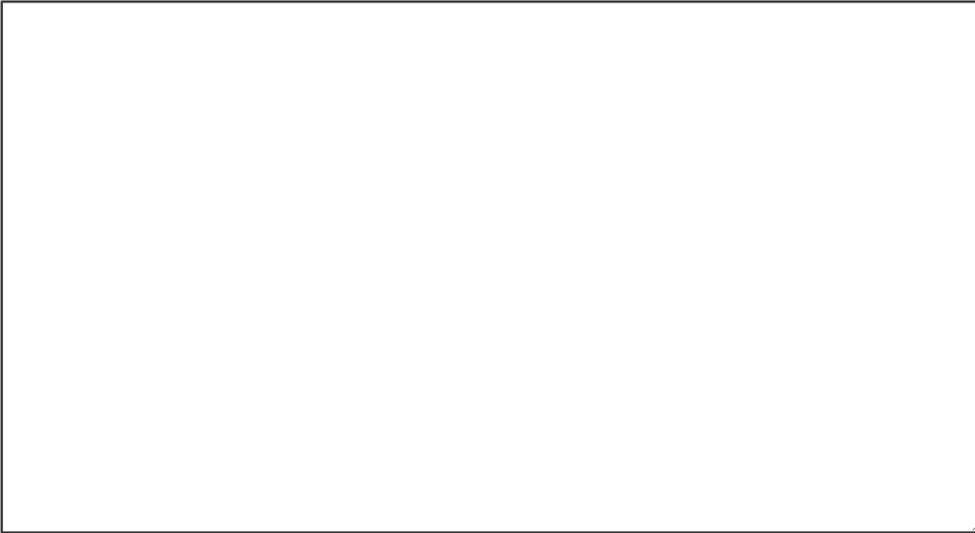
This is a required field.

Details of the wrongdoing

In this section you can provide the details of the wrongdoing. Revenue encourages you to provide as much information as you can in this section, including what has happened, who was involved, who may have witnessed it and any other information you feel is relevant to your report.

This section of the form accepts text only. There is a generous character limit on the section. However, where the information you are providing exceeds the maximum character limit, additional information can be uploaded as an attachment in the next section of the form.

Information in respect of the alleged wrongdoing (what is occurring/has occurred and how) and any supporting information. Care should be taken to only include the name(s) of individual(s) directly relevant to the report.



If the details exceed the available text area, please upload further details in the Documentation section.

Supporting documentation

In this section, you can upload documents that support your report or provide further details of the alleged wrongdoing. See further below for a list of supported file types.

Supporting Documentation

If you have any additional information to support your disclosure, please upload it here.

📎 Attachments

No Attachments Added. [Add](#) 

Select 'Add'.

Select the relevant document.

The document will be added as an attachment to your report.

Repeat to add any additional document(s).

Supporting Documentation

If you have any additional information to support your disclosure, please upload it here.

📎 Attachments

Supporting document 1.docx	Remove
Supporting document 2.xlsx	Remove
	Add 

You can add as many documents as you want, however the file size for a single document is limited to 5MB. If your document exceeds this size, it should be broken down into smaller sizes and submitted.

An error message will appear if the document filetype is not acceptable or if it is too large.

📎 Attachments

No Attachments Added. [Add](#) 

The selected file is not in a supported format.

Supported filetypes are:

- "application/pdf"
- "text/plain"
- "image/tiff"
- "application/vnd.ms-excel"

- "image/jpeg"
- "application/msword"
- "application/vnd.openxmlformats-officedocument.wordprocessingml.document"
- "application/vnd.openxmlformats-officedocument.spreadsheetml.sheet"
- "application/vnd.ms-excel.sheet.macroenabled.12"
- "text/csv"
- "image/png"

When you have attached the documents or if you have no documents to submit click the 'Continue' button at the bottom right-hand corner to proceed to the next section.

Continue →

Submitting the report

In this section, a summary of the information you have input will be displayed for your review prior to submission.

If you need to make any changes, select 'Edit' to bring you back to the relevant section.

You will also complete a 'captcha' on this page (where you confirm that you are not a robot).

[← Back](#)

- Your details
- Disclosure details
- Documentation
- Submit

Summary

[Submitter details](#) [Edit](#)

Forename: AN

Surname: Other

email: another@gmail.com

[Disclosure Details](#) [Edit](#)

Role: An employee

Alleged wrongdoing date: 01/01/2030

Wrongdoing ongoing: Yes

Details of alleged wrongdoing: xxxxxxxxxxxxxxxx

[Attachments](#) [Edit](#)

supporting document 1.docx

supporting document 2.docx

I'm not a robot 

[× Cancel](#) [Submit →](#)

Submit

When you have reviewed the information displayed and wish to proceed, click on the 'Submit' button to complete the submission of the report.

A confirmation message will appear on screen. This will include the unique reference number for your report.

Thank You!

Please note this reference number for your records.
If you have provided your contact information, you
will receive an acknowledgement within 7 days.

Protected_Disclosure_ID: A1bc23D4

Please make a note of this reference number in case you need to contact us for any reason about your report.