



This application form is only to be used by the following applicants:

1. Applicants who require Tax Clearance but are non e-Enabled, see Note 1.
2. Applicants who are not resident and not tax registered in this State, see Note 2.

PPSN:(Personal Public Service Number) Not applicable to Non-Resident applicants

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Applicant Name:

Applicant Address:

Reason for Tax Clearance Application:

**Additional Information for Contract, Licence or Grant applications**

Type of Contract, Licence or Grant:

Where will the work be carried out:

**If Applicant is Non-Registered and Non-Resident**

Tax Registration in Country of Residence:

Country of Residence:

**Tick relevant Box:**

Supply of Goods       Supply of Services       Supply of Goods & Services

Have you previously applied for Tax Clearance?    Yes       No

If Yes, please provide your Registration Number.

**If Applicant is or was a member of a Partnership:**

Name of Partnership:

Applicant's period of Membership:

Tax Reference of Partnership:

Any other connected parties:   
(See Note 3)

**The information provided in this form is true and correct to the best of my knowledge and belief. I have included all information relevant to this application.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Block Letters)

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# Notes for Completion of an Application for Tax Clearance

## **Note 1: Non e-Enabled**

Applicants who have no access to electronic systems can apply for a Tax Clearance Certificate by completing this application. Completed forms must be submitted to Customer Services, Collector General's Division, Sarsfield House, Francis Street, Limerick, V94 R972.

## **Note 2: Non-Residents**

Non-Resident applicants, who have neither an Irish tax registration nor a permanent established (PE) place of business in the State, must apply for tax clearance using this application form:

Please complete, scan and email to: [nonrestaxclearance@revenue.ie](mailto:nonrestaxclearance@revenue.ie)

Or

Post to:

Non-Residents Tax Clearance Unit  
Collector General's Division  
Sarsfield House  
Francis Street  
Limerick  
V94 R972

Telephone: + 353 1 738 3663

## **Note 3: Connected Parties**

Tax clearance processing assesses both the applicant's tax affairs and those of any connected parties. Potential connected parties which will also be assessed include:

- Properties
- Partners
- Partnerships
- Employer (Small Public Service Vehicles Drivers and Criminal Legal Aid Panel applicants)
- Directors / Shareholders
- Previous Business Entity (Liquor Licence applicants)
- VAT Group Remitter (Applicants who are part of a VAT Group); as relevant.

In order to complete the application the applicant will require the Tax Reference Number or Property ID of their relevant connected parties.

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.

The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.