

RF100 MOTOR TAX APPLICATION FORM FOR A NEW OR USED MOTOR CYCLE

(Please complete the particulars and present this form at the Motor Tax Office with the receipt obtained at registration from NCTS)

Application: I apply for a licence (Tax Disc) for the vehicle described

A. VEHICLE PARTICULARS										
1. Make										
2. Model										
3. Further Description/Body Type										
4. Colour(s)								CODE		
5. Engine Type		CODE	6. Engine Capacity (cc)							
7. CO2 Emissions (g/km)										
8. Frame Number										
9. Engine Number										
10. Maximum Design Speed (km/hour)										
11. Statistical Code										
11a. EU Type - Approval Directive/s										
12. Registration Number and Date of First Registration in the State.							Day	Month	Year	
Receipt No. (where applicable)										

B. OWNER PARTICULARS	
Block Capitals Only	
Title: Mr., Ms. etc.	
First Name(s)	
Surname or Company Name	
Address	
Town / City	
County	
Phone No.	

1. OFFICE USE ONLY											
INS <input style="width: 50px;" type="text"/> EXMT <input style="width: 50px;" type="text"/> Disc Letter <input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>CASH</td><td>€</td></tr> <tr><td>CHQ</td><td>€</td></tr> <tr><td>PO</td><td>€</td></tr> <tr><td>BD</td><td>€</td></tr> <tr><td>OTHER</td><td>€</td></tr> </table> <div style="margin-top: 10px;"> Change <input style="width: 50px;" type="text"/> </div> <div style="margin-top: 10px;"> Date Received <input style="width: 100px;" type="text"/> </div>	CASH	€	CHQ	€	PO	€	BD	€	OTHER	€
CASH	€										
CHQ	€										
PO	€										
BD	€										
OTHER	€										
Date Issued <input style="width: 50px;" type="text"/>											

C. MOTOR TAX PARTICULARS - TAX CLASS	
(Please Tick, As Appropriate)	
<input type="checkbox"/> Motor Cycle	<input type="checkbox"/> Exempt
Year of First Registration (outside the State) <input style="width: 30px;" type="text"/>	If Exempt, is the motor-cycle: <input type="checkbox"/> State-owned <input type="checkbox"/> Fire-Services <input type="checkbox"/> Diplomatic
Is the motor-cycle (Please tick as appropriate) New <input type="checkbox"/> Imported or Used <input type="checkbox"/>	

D. INSURANCE PARTICULARS							
Name of Insurance Company (NOT Broker)							
Expiry date of insurance certificate under Road Traffic Act, 1961, as amended	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px;">Day</td> <td style="width: 30px;">Month</td> <td style="width: 30px;">Year</td> </tr> <tr> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Day	Month	Year					
<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>					
Policy No.	<input style="width: 100px;" type="text"/>						

E. MOTOR TAX PERIOD	
NON-USE PERIOD (If applicable Complete Declaration Overleaf) MONTH YEAR to MONTH YEAR <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>	
ARREARS PERIOD (If applicable) MONTH YEAR to MONTH YEAR <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> € <input style="width: 50px;" type="text"/>	
TAX DISC: From first day of <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>	
Total € <input style="width: 50px;" type="text"/>	

F. CARD PAYMENT OPTIONS	
(Please Tick, as appropriate)	
Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Laser <input type="checkbox"/>	
Cardholder Signature:	<input style="width: 100%;" type="text"/>
Expiry Date:	<input style="width: 100%;" type="text"/>
Card Account No:	<input style="width: 100%;" type="text"/>

G. DECLARATION	
I declare that the particulars given on this form are correct.	
Signature: _____	Date: _____
(See Note G)	

NOTES [To the completion of the RF100]

Please contact your local Motor Tax Office if you need any assistance completing this form

1. When to use this form

This form may be used to apply for a Motor Tax Disc for a vehicle which has already been registered by the Revenue Commissioners. This form should be brought or posted to the Motor Tax Office of the District where the vehicle is ordinarily kept.

2. Before completing this form

- Ensure that the REGISTRATION MARK AND NUMBER assigned to the vehicle have been inserted clearly and legibly at Section A, item 11 on the form.

3. How to complete this form

Section A All the vehicle information in this Section should already have been completed by the motor dealer or the person who paid the Vehicle Registration Tax (VRT) to the Revenue Commissioners.

Section B If not already completed enter the name and address of the registered owner i.e. the keeper in whose name the vehicle is being licensed (taxed). In the case of a LEGAL ENTITY, the full and correct legal title must be given, e.g. in the case of a registered company, the name should be stated as per the Certificate of Incorporation. In the case of a private firm, the name by which it is ordinarily known and the names of the partners must be given, e.g. "John and Mary Murphy trading as J & M Suppliers".

Section C Tick the box opposite the Tax Class under which you wish to tax the vehicle. If the class required is not listed, please write the required class in the box provided. You must provide all required information and include any necessary documentation as detailed in Note 4 below. **IMPORTANT** See tax class definitions at your local Motor Tax Office and ensure that the vehicle is eligible to be taxed in the class selected.

Section D Enter details of your Insurance i.e. Name of Insurer, Policy No. and Date of Expiry of cover - Your Insurance must be current when the tax disc comes into force and the Insurance must be appropriate to the declared use of the vehicle.

Section E First Licence (Tax Disc) - Liability For Motor Tax

(i) Road Tax liability arises from the date the vehicle is first used in a public place after registration with the Revenue Commissioners. If your application for motor tax does not commence from the date of registration because of non-use of the vehicle in a public place, this must be covered in the application. (See (ii)). Motor Tax Discs are not issued in respect of months already elapsed and in the case of a Motor Cycle the period that a tax disc may be applied for is 12 months.

(ii) If you are declaring non-use of the vehicle, you must complete the declaration of non-use below at a Garda Station. Enter the period of non-use in the boxes provided, starting with the date of registration of the vehicle e.g. if vehicle registered with the Revenue Commissioners in June, 2004, enter as:

06 04

Additional evidence in relation to non-use may also be required by the Motor Tax Office.

(iii) If arrears are due, enter in the boxes the start and end month of the arrears period and the relevant amount of money;

(iv) Insert the commencement month/year and tick the relevant box for the tax disc period required. Insert the amount of the fee and complete the total box.

Section F Complete this section if payment is being made by Credit Card or Debit Card.

Section G The signature on the application must be that of the keeper of the vehicle. (Under section 130 of the Finance Act, 1992, the 'Owner' is the 'Keeper').

4. What must accompany this form

You **MUST** include the following:

- Fee - You must include a cheque or postal order for the correct fee, made payable to the appropriate County/City Council and crossed "Motor Tax Account". Do not send cash through the post. Contact your local Motor Tax Office for clarification of the appropriate fees and other payment methods.
- In cases where the Goods Tax Class is required and the vehicle does not exceed 1524 kg unladen weight, a declaration should be made on the appropriate form available from the Motor Tax Office stating that the vehicle will not be used for non-commercial (private) purposes. A weight docket from an approved weighbridge is required if the vehicle exceeds 1524 kg unladen weight.
- PSV (plate) Licence - only applies to public service vehicles
- Article 60 licence - only applies to school buses
- Certificate of Exemption (e.g. Certificate of Approval from the Revenue Commissioners for Drivers/Passengers with Disabilities) - only applies to vehicles exempt from Motor Tax.

5. Change of Ownership Prior to First Taxing

On the sale of the vehicle to a new owner (other than to a motor dealer) the registered owner selling the vehicle must forward this form RF100 and details in writing of the name /address of the new owner and date of transfer of ownership to the Department of the Environment, Heritage and Local Government, Shannon, Co. Clare. (If sale is to a motor dealer completed form RF105 must be forwarded).

WARNING - FALSE DECLARATIONS

Any person making a false declaration, or who subsequently fails to notify any changes in the licensing particulars now furnished, including disposal of the vehicle, is liable to heavy penalties. A licensing authority may require appropriate evidence as to the accuracy of particulars declared.

DECLARATION OF NON-USE - Complete this section at a Garda station if you are claiming non-use of the vehicle in any public place for any period between the date of registration and commencement of the tax period.

(i) I declare that the vehicle bearing the registration number has not been used by me or with my consent in a public place in the period

FROM first day of TO last day of
Month Year Month Year

Signature Date

(ii) The foregoing declaration was completed in my presence by the applicant.

Garda Signature Date

Garda Station Stamp