

Agent Access to Jobs and Pensions Service

Customer Engagement Strategy Team
November 2017

Agent Access to Jobs and Pensions Service

- **September 2016**
 - launch of Jobs and Pensions service for customers with access via myAccount
- **Technical constraints to providing agent access via ROS**
 - Particularly unknown customers e.g. SARP employee
- **Need to facilitate**
 - Parity of service for customers and agents
 - Agent management of all tax affairs on behalf of their client

Agent Access to Jobs and Pensions Service

- **Representations made on behalf of agents for access**
 - 650K PAYE Employees engage an agent to manage their tax affairs
- **Strong focus within Revenue on overcoming technical constraints**
- **25th November 2017**
 - launch of Agent access to Jobs and Pensions
- **Available in Revenue's Online Service (ROS)**

Agent Access to Jobs and Pensions Service

- **What can you do for your client?**
- **Ability to register:**
 - First ever job in Ireland
 - A change in job
 - A second or subsequent job
 - An occupational pension
 - Payment from a private pension



Agent Access to Jobs and Pensions Service

How can you access the service?

- Immediately!
 - Any current client that has a PAYE registration and
 - A client/Agent 'link' exists
 - Client Services Tab in ROS
 - Jobs and Pensions Card in 'Other Services' section

Agent Access to Jobs and Pensions Service

Revenue Record:



 Open Client Revenue Record 



There are no new documents in Client Revenue Record.



Services:



 Manage Tax Registrations 

 Manage Reporting Obligations 

 Download Pre-populated Returns 

 Secure Upload/Download Service 

 Manage Tax Clearance 

 Verify Tax Clearance 

Returns and Payments

 File a Return


Complete a Form On-line

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

Select a tax type... 

Upload Form(s) Completed Off-line


Select the type of return from the drop-down list to upload a return completed off-line.

Select a return type... 

Payments & Refunds


Submit a Payment

You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.

Select a payment type... 

Payment Details

You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain repayments or refunds can be made by means of Electronic Funds Transfer.

Manage Bank Accounts 

Other Services


Home Renovation
Incentive (HomeOwn)


Jobs and Pensions

PAYE Services
2013 - 2016
Including Form 12


VAT MOSS


VRT Certificate of
Conformity

PAYE Services
2017 Tax Year

MR FREDDIE STEELE

Tax Clearance Certificate Expired.

Agent Access to Jobs and Pensions Service

How can you access the service?

Client with no PAYE Registration but starting a job/pension

- A current client that is registered for some other tax registration
- Client/Agent 'link' to Income Tax, VAT etc. exists
- 'Manage Tax Registrations' (eReg) service extended to allow you to add a PAYE registration
- New registration processes within 2 working days
- Client Services Tab
- Jobs and pensions Card in 'Other Services' section

Agent Access to Jobs and Pensions Service

- A client that has no PAYE registration yet

The screenshot displays the Revenue website interface. At the top, there is a navigation bar with the Revenue logo and four tabs: "AGENT SERVICES", "CLIENT SERVICES" (highlighted with a red box), "CLIENT REVENUE RECORD", and "WORK IN PROGRESS".

Below the navigation bar, the page is divided into two main sections:

- Revenue Record:** Contains a button "Open Client Revenue Record" and a notification: "There are 4 new documents in Client Revenue Record."
- Services:** A list of service options, with "Manage Tax Registrations" highlighted by a red box. Other services include "Manage Reporting Obligations", "Download Pre-populated Returns", "Secure Upload/Download Service", "Manage Tax Clearance", and "Verify Tax Clearance".

The right-hand side of the page features several sections:

- Returns and Payments:** Includes a "File a Return" button, a "Complete a Form On-line" section with a "Select a tax type" dropdown, and an "Upload Form(s) Completed Off-line" section with a "Select a return type" dropdown.
- Payments & Refunds:** Includes a "Submit a Payment" section with a "Select a payment type" dropdown and a "Payment Details" section with a "Manage Bank Accounts" link.
- Other Services:** Includes icons for "VAT MOSS" and "VRT Certificate of Conformity".

Agent Access to Jobs and Pensions Service

- Adding a PAYE registration

The screenshot displays the Revenue eRegistration interface. At the top, there is a navigation bar with the Revenue logo and four menu items: AGENT SERVICES, CLIENT SERVICES, CLIENT REVENUE RECORD, and WORK IN PROGRESS. Below this, the 'eRegistration' section is visible. On the left, a sidebar contains a 'Manage Your Tax Registrations and Agent Links' section with a 'Notes' box explaining that multiple requests can be added to the 'Your Requests' area. The main content area, titled 'Registration Options', lists several tax categories with their status and linked status:

- Income Tax - IT**: Status: Active, Number: [blank], You are linked to this tax. Actions: Cease Registration, Remove Agent Link.
- Value Added Tax - VAT**: Status: Active, Number: [blank], You are linked to this tax. Actions: Cease Registration, Remove Agent Link.
- Employer (PAYE/PRSI) - PREM**: Status: Active, Number: [blank], You are linked to this tax. Actions: Cease Registration, Remove Agent Link.
- Relevant Contracts Tax - RCT**: You are not linked to this tax. Action: Select Action.
- Environmental Levy - ELEV**: You are not linked to this tax. Action: Select Action.
- Pay As You Earn - PAYE**: You are not linked to this tax. Action: Select Action. A button labeled 'Add and link to a new registration' is highlighted with a red box.
- Diesel Rebate Scheme - DRS**: You are not linked to this tax. Action: Select Action.
- Charitable Donations Scheme - CDS**: You are not linked to this tax. Action: Select Action.

On the right side of the page, a partial view of a 'Your R...' sidebar is visible, along with a note: 'Once you be able to...'.

Agent Access to Jobs and Pensions Service

- Jobs and Pensions access within 2 working days

The screenshot displays the Revenue.ie website interface. At the top, the 'CLIENT SERVICES' menu item is highlighted with a red box. Below the navigation bar, the 'Returns and Payments' section is visible, containing options like 'File a Return', 'Complete a Form On-line', and 'Upload Form(s) Completed Off-line'. At the bottom, the 'Other Services' section features several tiles, with the 'Jobs and Pensions' tile highlighted by a red box. The user's name 'MR FREDDIE STEELE' and 'Tax Clearance Certificate Expired' are visible in the top right corner.

Revenue.ie
Cúla agus Cúistí na Míreana
Ithú Tax and Customs

AGENT SERVICE CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

GAEILGE ENGLISH ROS HELP
R/E CNSDWCB YPEZC & CO EXIT

MR FREDDIE STEELE
Tax Clearance Certificate Expired.

Revenue Record: Returns and Payments

Open Client Revenue Record

There are no new documents in Client Revenue Record.

Services:

- Manage Tax Registrations
- Manage Reporting Obligations
- Download Pre-populated Returns
- Secure Upload/Download Service
- Manage Tax Clearance
- Verify Tax Clearance

File a Return

Complete a Form On-line
Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.
Select a tax type...

Upload Form(s) Completed Off-line
Select the type of return from the drop-down list to upload a return completed off-line.
Select a return type...

Payments & Refunds

Submit a Payment
You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.
Select a payment type...

Payment Details
You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain repayments or refunds can be made by means of Electronic Funds Transfer.
Manage Bank Accounts

Other Services

- Home Renovation Incentive (HomeOw)
- Jobs and Pensions
- PAYE Services 2013 - 2016 Including Form 12
- VAT VAT MOSS
- VRT Certificate of Conformity
- PAYE Services 2017 Tax Year

Agent Access to Jobs and Pensions Service

How can you access the service?

For a new client

- Individual known to Revenue
- Client/Agent link needs to be created
- Agent Services > Manage Tax Registrations
- eRegistrations service will allow you to
 1. Link to an existing PAYE registration
 2. Add and link to a new PAYE registration
- Link/New registration processes within 2 working days
- Client Services Tab
- Jobs and pensions Card in 'Other Services' section

Agent Access to Jobs and Pensions Service

■ Link to a new client

Revenue Record

Open Revenue Record

Services:

Manage Financial Statements

P2C Search

Mobile Access

View Property History

Find Clients

You can file returns, make payments and manage bank details for clients through Client Services. Select a client below to view their available Client Services.

Client Search

Search by registration number:

Tax Registrations Reporting Obligations

Select a tax type...

Enter registration no. Search

Search by name:

Enter surname Search

Your Client List

You can access and export your full list of clients here.

View Client List Export Client List

Or you can display all new clients from a certain date.

Enter date Display

Last 10 Clients Accessed

A HZIQSQ (YZQJFXAZI) LTD - 47383380 FREDDIE STEELE - 1118869N
BERNARD KEEGAN - 2450437U MARTIN ALLEN - 1063049T
STEVEN HOGAN - 1065024N GUSCEJT LUSJM - 0170129H
RZEA FZD HFLYOYG LAT ZOEGFK - 9552335Q

Manage Tax Registrations

Manage Client Registrations

Please use this option if your client had/has an existing tax number inc. PAYE. Enter Client's details below to update, add or cancel registrations or Agent/Client links:

Tax Registrations Reporting Obligations

Select a tax type... Enter registration no. Enter name Select tax type... Manage

Register New Revenue Customer

You can now register new individuals, companies, partnerships trusts and Reporting Entities with Revenue.

Register New Revenue Customer

You can also register new reporting entities.

Register New Reporting Entity

Returns:

Upload Form(s) Completed Off-line

Select the type of return from the drop-down list to upload a return completed off-line. You can upload a P3SL file and any of the Financial or Withholding taxes through Client Services.

Select a return type...

Other Services



MyEnquiries

Agent Access to Jobs and Pensions Service

■ Link to a new client

The screenshot displays the 'eRegistration' section of a web application. At the top, there is a navigation bar with four tabs: 'AGENT SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The 'CLIENT SERVICES' tab is currently selected. Below the navigation bar, the 'eRegistration' title is followed by a sidebar on the left containing instructions: 'Manage Your Tax Registrations and Agent Links' and 'Notes: You may add multiple requests to 'Your Requests' area. You will be brought back to this screen after completing each request form. Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.'

The main content area is titled 'Registration Options' and lists several tax categories, each with a 'Select Action' button. The 'Pay As You Earn - PAYE' option is highlighted with a red border and includes three sub-options: 'Add and link to a new registration', 'Link to and re-register a ceased registration', and 'Link only to an existing registration'. Other options include Income Tax - IT, Value Added Tax - VAT, Employer (PAYE/PRSI) - PREM, Relevant Contracts Tax - RCT, Environmental Levy - ELEV, Diesel Rebate Scheme - DRS, and Charitable Donations Scheme - CDS. A partial 'Your R...' sidebar is visible on the right, and a note at the bottom right states 'Once you be able to'.

| Tax Category | Status | Action |
|-----------------------------------|--------------------------------|---|
| Income Tax - IT | You are not linked to this tax | Select Action > |
| Value Added Tax - VAT | You are not linked to this tax | Select Action > |
| Employer (PAYE/PRSI) - PREM | You are not linked to this tax | Select Action > |
| Relevant Contracts Tax - RCT | You are not linked to this tax | Select Action > |
| Environmental Levy - ELEV | You are not linked to this tax | Select Action > |
| Pay As You Earn - PAYE | You are not linked to this tax | Select Action > Add and link to a new registration Link to and re-register a ceased registration Link only to an existing registration |
| Diesel Rebate Scheme - DRS | You are not linked to this tax | Select Action > |
| Charitable Donations Scheme - CDS | You are not linked to this tax | Select Action > |
| Customs & Excise - CE | | Select Action > |

Agent Access to Jobs and Pensions Service

- Jobs and Pensions access within 2 working days

The screenshot displays the Revenue.ie website interface. At the top, the 'CLIENT SERVICES' menu item is highlighted with a red box. Below the navigation bar, the 'Returns and Payments' section is visible, containing options like 'File a Return', 'Complete a Form On-line', and 'Upload Form(s) Completed Off-line'. At the bottom of the page, the 'Other Services' section features several tiles, with the 'Jobs and Pensions' tile highlighted by a red box. The tile includes a list icon and the text 'Jobs and Pensions'. Other visible tiles include 'Home Renovation Incentive (HomeOw)', 'PAYE Services 2013 - 2016 Including Form 12', 'VAT MOSS', 'VRT Certificate of Conformity', and 'PAYE Services 2017 Tax Year'. The user's name 'MR FREDDIE STEELE' and 'Tax Clearance Certificate Expired' are visible in the top right corner.

Agent Access to Jobs and Pensions Service

How can you access the service?

A client who has just arrived in Ireland

- Never worked in Ireland
- No Revenue record
- For example: SARP employee
- Agent Services > Register New Revenue Customer
- Extended to allow for PAYE Registration
- New registration processes within 2 working days
- Client Services Tab
- Jobs and pensions Card in 'Other Services' section

Agent Access to Jobs and Pensions Service

■ Registering a client that is unknown to Revenue

Revenue Record

Open Revenue Record

Services:

Manage Financial Statements

P2C Search

Mobile Access

View Property History

Find Clients

You can file returns, make payments and manage bank details for clients through Client Services. Select a client below to view their available Client Services.

Client Search

Search by registration number:

Tax Registrations Reporting Obligations

Select a tax type...

Enter registration no. Search

Search by name:

Enter surname Search

Your Client List

You can access and export your full list of clients here.

View Client List Export Client List

Or you can display all new clients from a certain date.

Enter date Display

Last 10 Clients Accessed

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- STEVEN HOGAN - 1065024N
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- RZEA FZD HFLYOYG LAT ZQEGFK - 9552335Q

Manage Tax Registrations

Manage Client Registrations

Please use this option if your client had/has an existing tax number inc. PAYE. Enter Client's details below to update, add or cancel registrations or Agent/Client links.

Tax Registrations Reporting Obligations

Select a tax type... Enter registration no. Enter name Select tax type... Manage

Register New Revenue Customer

You can now register new individuals, companies, partnerships trusts and Reporting Entities with Revenue.

Register New Revenue Customer

You can also register new reporting entities.

Register New Reporting Entity

Returns:

Upload Form(s) Completed Off-line

Select the type of return from the drop-down list to upload a return completed off-line. You can upload a P35L file and any of the Financial or Withholding taxes through Client Services.

Select a return type...

Other Services



MyEnquiries

Agent Access to Jobs and Pensions Service

■ Registering a client that is unknown to Revenue


AGENT SERVICES

eRegistration


New Customer Registration

This service allows new customers to be registered with Revenue, including individuals and new (resident) companies. This service may not be used to register any class of body which is on the Registry of Friendly Societies. Please select one of the options below to proceed.

- Individuals will be registered for Income Tax or PAYE.
- Companies will be registered for Corporation Tax.
- Partnerships will be registered for Income Tax.
- Trusts will be registered for Income Tax.

 [Register an Individual](#)

 [Register a Resident Company](#)

 [Register a Partnership](#)

 [Register a Trust](#)

Please note, online registration facilities for existing customers of Revenue are available via the 'Agent Services' tab.

Agent Access to Jobs and Pensions Service

- Registering a client that is unknown to Revenue

The screenshot shows a web interface for 'AGENT SERVICES' with a sub-section 'eRegistration'. The main heading is 'Customer Registration'. A yellow warning box states: 'You will be required to upload an 'Agent Link Notification' letter authorising this request before completion.' Below this, it says 'Electronic copies of signed letters must be in the image format and be less than 5Mb in size.' The user is prompted to 'Please select the registration you wish to create' with two radio button options: 'Income Tax' and 'Pay As You Earn (PAYE)'. The 'Pay As You Earn (PAYE)' option is highlighted with a red rectangular box. At the bottom left is a 'Cancel' button with an 'X' icon, and at the bottom right is a 'Next >' button.

Agent Access to Jobs and Pensions Service

- **Registering a client that is unknown to Revenue**
 - 4 steps to complete PAYE registration
 - **Client details required**
 - PPSN
 - DOB
 - Name
 - Nationality
 - Address
 - Email
 - **Agent/Client authorisation**
 - Generate on screen or
 - Upload from your saved documents
 - **Acknowledgement**
 - **Registration processed with 2 working days**

Agent Access to Jobs and Pensions Service

Acknowledgement of new PAYE Registration

AGENT SERVICES

REVENUE RECORD

PROFILE

ADMIN SERVICES

ROS Acknowledgement

R/E CNSDWCB YPEZC & CO -

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client's ROS Inbox by clicking on the Client Revenue Record tab above.
A receipt will be sent to your ROS Inbox as soon as this transaction has been processed which may take 2 working days.
To return to Agent Services click on Agent Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number **4604690485F**

eRegistration summary:

| Action | Status | Comments |
|------------------------|---------|----------|
| Register and Link PAYE | Success | |

To return to Agent Services click on Agent Services tab.

OK

Agent Access to Jobs and Pensions Service

Jobs and Pensions access within 2 working days

The screenshot displays the Revenue.ie website interface. At the top, the 'CLIENT SERVICES' menu item is highlighted with a red box. Below the navigation bar, the 'Returns and Payments' section is visible, containing options for 'File a Return', 'Complete a Form On-line', and 'Upload Form(s) Completed Off-line'. The 'Payments & Refunds' section includes 'Submit a Payment' and 'Payment Details'. At the bottom, the 'Other Services' section features a grid of service tiles, with the 'Jobs and Pensions' tile highlighted by a red box. Other tiles include 'Home Renovation Incentive (HomeOwner)', 'PAYE Services 2013 - 2016 Including Form 12', 'VAT MOSS', 'VRT Certificate of Conformity', and 'PAYE Services 2017 Tax Year'. The user's name 'MR FREDDIE STEELE' and 'Tax Clearance Certificate Expired' are visible in the top right corner.

Revenue.ie
GAEILGE | ENGLISH | ROS HELP
RÉ CNDWCB YPEZC & CO | EXIT

AGENT SERVICES | **CLIENT SERVICES** | CLIENT REVENUE RECORD | WORK IN PROGRESS

Revenue Record: **Returns and Payments** MR FREDDIE STEELE
Tax Clearance Certificate Expired

Open Client Revenue Record

There are no new documents in Client Revenue Record.

Services:

- Manage Tax Registrations
- Manage Reporting Obligations
- Download Pre-populated Returns
- Secure Upload/Download Service
- Manage Tax Clearance
- Verify Tax Clearance

File a Return

Complete a Form On-line
Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

Select a tax type...

Upload Form(s) Completed Off-line
Select the type of return from the drop-down list to upload a return completed off-line.

Select a return type...

Payments & Refunds

Submit a Payment
You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.

Select a payment type...

Payment Details
You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain repayments or refunds can be made by means of Electronic Funds Transfer.

Manage Bank Accounts

Other Services

- Home Renovation Incentive (HomeOwner)
- Jobs and Pensions**
- PAYE Services 2013 - 2016 Including Form 12
- VAT MOSS
- VRT Certificate of Conformity
- PAYE Services 2017 Tax Year

Agent Access to Jobs and Pensions Service

You will need the following information to register a Job or Pension online:

- employer's or pension provider's tax registration number
- start date of new job or pension
- frequency of salary/wage payment/pension
- weekly amount of the following DSP payments if applicable:
 - blind pension
 - carer's income (allowance or benefit)
 - survivor's pension (non-contributory).
- staff or pension number if available

Agent Access to Jobs and Pensions Service

Registering a Job

- **No longer than 10 minutes**
 - Generally quicker

- **Four Distinct Sections**
 1. Add new job or pension
 2. Tell us how long your client has been living in Ireland
 3. Tell us about your client's overall income
 4. Review details and submit

Agent Access to Jobs and Pensions Service

← myAccount home

Jobs and Pensions
Section 1 of 4
Adding a job or pension

Start →

Who is it for?

This service is for anyone who:

- ✓ is starting a new job
- ✓ is starting to receive payments from a private pension (not a DSP, i.e. social welfare, pension)

Just left or changing a job or pension soon? You should not add a new job or pension until your old employer or pension provider has told us that you have left. If you add your new job or pension before then, it will be treated as a second job or pension.

What do I need?

To add a new job or pension you will need:

- 1 Your new employer or pension provider's tax registration number
- 2 The date your job starts or pension becomes payable and how often you will be paid
- 3 To tell us an estimate of your overall incomes
- 4 If you have recently moved to Ireland, you will need to provide some additional details such as arrival date

How long does it take?

About 10 minutes for most people. Some people may have more or less questions to answer. The sections are as follows:


- 1 **Section One:**
Add your new job or pension
- 2 **Section Two:**
Tell us how long you have been living in the Republic of Ireland
- 3 **Section Three:**
Tell us about your overall incomes
- 4 **Section Four:**
Review your details and submit

Agent Access to Jobs and Pensions Service

The screenshot shows the Revenue website interface for the Jobs and Pensions service. At the top left is the Revenue logo with the text 'Revenue' and 'Cáin agus Custaim na hÉireann / Irish Tax and Customs'. To the right of the logo is the page title 'Jobs and Pensions'. Further right is a 'My Documents' link with a folder icon. Below the header, the page content includes a breadcrumb trail: 'Jobs and Pensions' followed by '← Back Section 1 of 4'. The main heading is 'Jobs and pensions for 2017'. A grey box contains the message 'No jobs or pensions on record for 2017'. Below this message are two blue buttons: 'Add Job →' and 'Add penslon →' (note the typo).

Agent Access to Jobs and Pensions Service

Hello jzbbvx Gaeilge Sign out

 **myAccount** My Documents

Jobs and Pensions

[← Back](#) Section 1 of 4

What is the employer's tax registration no?



Example: 1234567AA or 1234567A

[▼ Where can I find this?](#)

Ask your employer for this number.

[Next →](#)

Agent Access to Jobs and Pensions Service

 | **Jobs and Pensions**  My Documents

[← Back](#) Jobs and Pensions
Section 1 of 4
Job details

Employer name
Ygxgsbg Unllkzzknsgyz
[▼ I don't recognise this name](#)
Your employer may use a different name.

Job start date

DD MM YYYY
[▼ What is the start date?](#)
This is the first day you started in the job.



How often are you paid?

Staff number (optional)

Are you a proprietary director of the company or related to a proprietary director of the company?
 Yes No

[▼ What is a proprietary director?](#)
A proprietary director is a company's beneficial owner or director who can control directly or indirectly more than 15% of a company's ordinary share capital.

Agent Access to Jobs and Pensions Service

Revenue  | myACCOUNT My Documents 

Jobs and Pensions
Section 1 of 4

[← Back](#) **Does this job belong in one of these industries?**

Workers in one of the below industries may be entitled to flat rate expenses.

▶ [What are flat rate expenses?](#)

No - the appropriate industry is not listed below


Or

| | |
|--|---|
| <input type="radio"/> Actor (freelance) | <input type="radio"/> Airline Industry |
| <input type="radio"/> Builders & Related Trades | <input type="radio"/> Cosmetology |
| <input type="radio"/> Driving Instructor | <input type="radio"/> Education |
| <input type="radio"/> Engineering & Electrical | <input type="radio"/> Fishing |
| <input type="radio"/> Horse Racing Industry | <input checked="" type="radio"/> Hospital/Health Services |
| <input type="radio"/> Hotel & Bar Trade | <input type="radio"/> Journalism |
| <input type="radio"/> Mining Industry | <input type="radio"/> Motor repair and motor assembly |
| <input type="radio"/> Optometrists/Dispensing Opticians | <input type="radio"/> Panel Beaters / Sheet metal Workers |
| <input type="radio"/> Printing Bookbinding and allied trades | <input type="radio"/> Public Sector |
| <input type="radio"/> Religious | <input type="radio"/> Retail |
| <input type="radio"/> Shipping | <input type="radio"/> Transport |
| <input type="radio"/> Veterinary | |

[Next →](#)

Agent Access to Jobs and Pensions Service

Hello jzbbzvz Gaeilge Sign out

Revenue  | myAccount My Documents



Jobs and Pensions
Section 1 of 4
[← Back](#) **Please indicate the profession**

None of these apply

or

| | |
|--|--|
| <input type="radio"/> Cardiac Technicians | <input type="radio"/> Consultants (hospital) |
| <input type="radio"/> Dentists in employment | <input type="radio"/> Doctors (hospital, including consultants) |
| <input type="radio"/> Home Helps (Employed directly or indirectly by Health Boards) | <input type="radio"/> Hospital Domestic Staff: Attendant |
| <input type="radio"/> Hospital Domestic Staff: Catering staff | <input type="radio"/> Hospital Domestic Staff: Catering Supervisor |
| <input type="radio"/> Hospital Domestic Staff: Cook | <input type="radio"/> Hospital Domestic Staff: Driver |
| <input type="radio"/> Hospital Domestic Staff: General Operative | <input type="radio"/> Hospital Domestic Staff: Porter |
| <input type="radio"/> Hospital Domestic Staff: Laundry Operative | <input type="radio"/> Hospital Domestic Staff: Waitress |
| <input type="radio"/> Hospital Domestic Staff: Domestic | <input type="radio"/> Hospital Domestic Staff: Kitchen porter |
| <input checked="" type="radio"/> Nurse | <input type="radio"/> Nurse: Short Term Contracts through an Agency. |
| <input type="radio"/> Nursing Assistant (including attendant, orderlies and nurses' aides) | <input type="radio"/> Occupational Therapist |
| <input type="radio"/> Pharmacy | <input type="radio"/> Physiotherapist |
| <input type="radio"/> Radiographer | <input type="radio"/> Respiratory & Pulmonary Function Technicians |



Next →

 aim na hÉireann
Customs 

Agent Access to Jobs and Pensions Service

Hello Jbbbx

Get help Sign out

Revenue  myAccount  My Documents

Jobs and Pensions

[← Back](#) Section 1 of 4

Please indicate if any of the following circumstances apply

None of these apply

Or

where obliged to supply and launder their own uniforms

where obliged to supply their own uniforms but laundered free


where obliged to launder the uniforms supplied

where uniforms are supplied and laundered by hospital

Next →

Agent Access to Jobs and Pensions Service

Hello Jzbbvix Gaeilge Sign out

Revenue  **myAccount** My Documents

Jobs and Pensions

[← Back](#) Section 2 of 4

Which of the following options best describes your residency situation?

This is to determine your [tax residency](#).

- always lived in the Republic of Ireland
- living continuously in the Republic of Ireland for the past 12 months
- recently moved or returned to live in the Republic of Ireland
- not living in the Republic of Ireland

[▼ Why is this information required?](#)

This information will help Revenue to determine what tax credits you are entitled to and what incomes you receive that are subject to Irish tax.

[Next →](#)

IRISH Tax and Customs

Agent Access to Jobs and Pensions Service

Hello jzbbzvz Gaeilge Sign out

Revenue Coinnigh Cúisín na hÉireann
Irish Tax and Customs | myACCOUNT My Documents

Jobs and Pensions

[← Back](#) Section 3 of 4

In 2017, do you expect your total income from all your jobs and other sources (excluding DSP* payments) to be less than €13,000?

**DSP = Department of Social Protection*


This will determine your rate of [Universal Social Charge \(USC\)](#).

Yes, I expect to receive less than €13,000 from all my jobs and other sources


No, I expect to receive more than €13,000 from all my jobs and other sources

Next →

Agent Access to Jobs and Pensions Service

Revenue 
Cwmwlle, Cilwedd, 10, Cardiff
CF10 1AA

myACCOUNT

 My Documents

Jobs and Pensions

[← Back](#) Section 4 of 4

Are these details correct?

Section 1: Job details [Edit](#)

| | |
|--|---|
| Employer's tax registration no. | 00032116A |
| Employer name | Tymrinlmjx Hg Smbinmau |
| Job start date | 01/01/2017 |
| You are paid | Weekly |
| Staff number | 1234 |
| Proprietary director relationship | None |
| Flat rate expenses | Hospital/Health Services Nurse where obliged to supply and launder their own uniforms |

Section 2: Residency [Edit](#)

Resident

Section 3: Overall Incomes [Edit](#)

| | |
|--------------------------------|--------|
| Universal Social Charge | Exempt |
|--------------------------------|--------|

I confirm that 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.

Submit [Cancel](#)

10

Agent Access to Jobs and Pensions Service


Sign & Submit

Certificate [Help](#)

Enter Password

Agent Access to Jobs and Pensions Service

Hello Freddie Gaeilge Sign out

 **Jobs and Pensions** My Documents

Thank you.
Your details have been submitted.

Reference number: **5850459387**

Your new Tax Credit Certificate will be available to view online within 2 working days.

A new Tax Credit Certificate will also issue to your employer. It may take some time for your employer to apply these changes to your pay.

Please note that any tax credits awarded are based on the information you have provided and your certificate will include any taxable incomes held on record. You can declare additional incomes and manage your tax credits on PAYE Services: [Manage your tax.](#)

[Go to ROS →](#)

Agent Access to Jobs and Pensions Service

Revenue
Cinn agus Custaim na hÉireann
Irish Tax and Customs

myAccount

My Documents

Jobs and Pensions

[← Back](#) Section 2 of 4

Which of the following options best describes your residency situation?

This is to determine your [tax residency](#).

- always lived in the Republic of Ireland
- living continuously in the Republic of Ireland for the past 12 months
- recently moved or returned to live in the Republic of Ireland
- not living in the Republic of Ireland


[Why is this information required?](#)

This information will help Revenue to determine what tax credits you are entitled to and what incomes you receive that are subject to Irish tax.

Next →

Agent Access to Jobs and Pensions Service

Hello Jzbbzvz [Gaeilge](#) [Sign out](#)

Revenue  **myACCOUNT** [My Documents](#)

Jobs and Pensions

[← Back](#) Section 2 of 4

Please enter your date of arrival or return to the Republic of Ireland

| | | |
|----|----|------|
| 01 | 01 | 2017 |
|----|----|------|

DD MM YYYY

[Next →](#)

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Revenue 
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Irish Tax and Customs

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Jobs and Pensions

[← Back](#) Section 2 of 4


Will you be or have you been in the Republic of Ireland for more than 183 days in 2017?

Yes No

[Next →](#)

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Revenue  Cáin agus Custaim na hÉireann
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Jobs and Pensions


[← Back](#) Section 2 of 4

Across 2016 and 2017, will you be or have you been in the Republic of Ireland for more than 280 days, with a minimum of 30 days in each year?


Yes No

[Next →](#)


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Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs



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My Documents

Jobs and Pensions

[← Back](#) Section 2 of 4

Will 75% or more of your income be from Irish sources?

Yes No or unknown

[▼ What Is Irish sourced Income?](#)

This is income that originates from an Irish source such as Irish wages, salary or pension, Irish self-employment income, Irish directorships, Irish rents, Irish deposit interest, etc.

[Next →](#)

Agent Access to Jobs and Pensions Service

- Flow returns to determine appropriate USC rate
- Review submission details
- Sign and Submit
- On screen confirmation

Agent Access to Jobs and Pensions Service

- Tax Credit Certificate (TCC) within 2 working days
- Available in My Documents
 - View, print or download
 - Full archive of all TCC's and End of Year Statements (P21)





Removing Bank Details in ROS

- For PAYE Registered customers
- Previously done through PAYE Anytime Profile Screen
- Existing 'Payments and Refunds' section in ROS enhanced to include PAYE Bank details



Removing Bank Details in ROS



Revenue Record:



 Open Client Revenue Record 



There are no new documents in Client Revenue Record.



Services:



 Manage Tax Registrations 

 Manage Reporting Obligations 

 Download Pre-populated Returns 

 Secure Upload/Download Service 

 Manage Tax Clearance 


 Verify Tax Clearance 

Returns and Payments

 File a Return


Complete a Form On-line

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

Select a tax type... 

Upload Form(s) Completed Off-line


Select the type of return from the drop-down list to upload a return completed off-line.

Select a return type... 

Payments & Refunds


Submit a Payment

You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.

Select a payment type... 

Payment Details

You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain repayments or refunds can be made by means of Electronic Funds Transfer.

[Manage Bank Accounts](#) 


ROS Debit Instruction

Set up a ROS Debit Instruction (RDI) to allow fast one off payments directly from a bank account when filing a return or payment.

[Manage RDIs](#) 


SEPA Direct Debit Instruction

You can choose to make monthly payments to Revenue for current taxes.

[Manage Direct Debits](#) 


Refunds

Certain repayments or refunds due to you from Revenue can be paid directly into a bank account by means of Electronic Funds Transfer. (EFT)

[Manage EFT](#) 


Other Services


Home Renovation Incentive (HomeOwner)


Jobs and Pensions

PAYE Services
2013 - 2016
Including Form 12


VAT MOSS


VRT Certificate of Conformity

PAYE Services
2017 Tax Year

Removing Bank Details in ROS

AGENT SERVICES **CLIENT SERVICES** **CLIENT REVENUE RECORD** **WORK IN PROGRESS**

PAYE OS AUTOMATION S

EFT Refund/Repayment Bank Details

View Bank Details

Bank Details

Here you can view the current bank account details associated with your tax registrations. The details below refer to bank accounts used to receive repayments by Electronic Funds Transfer (EFT) from Revenue. You can input bank details for any tax registration that does not already have associated details. You can also Amend existing bank details for a tax registration. You can select the Back button to leave this screen.

| Tax Type | Tax Registration Number | Name of Account Holder | IBAN | BIC | Cancelled | Action |
|----------|-------------------------|------------------------|------------------------|----------|-----------|--------|
| PAYE | 6887491KA | Jarek | DE89370400440532013000 | OKOYFIHH | NO | Amend |

Back

Removing Bank Details in ROS

AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

PAYE OS AUTOMATION SE

EFT Refund/Repayment Bank Details

Amend Bank Details

* Denotes a required field

Bank Details

Please see the current bank account details used for EFT refunds/repayments for this tax registration below. Please update with new bank account details as required. Once complete, select the Next button to confirm your changes. If you wish to go back to the bank detail tax registration list, select the Cancel button.

IBAN * DE89 3704 0044 0532 0130 00

BIC OKOYFIHH

Name of Account Holder * Jarek

Tax Registration Details

The bank details will be applied to the following tax registration:

| Tax Type | Tax Registration Number |
|----------|-------------------------|
| PAYE | 6887491KA |

Cancel Next >