Tax and Duty Manual Part 37-00-28

Online Services and National Phone Number for PAYE Callers

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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.

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1. Online Services

The quickest, easiest and most convenient way for individuals to manage their tax affairs is online through Revenue's myAccount.

myAccount is a single access point for all of Revenue's secure online services for individuals, including:

- PAYE Services: Claim credits and refunds, declare income, submit a return (eForm 12) and add or cease a job or pension
- Property Services: Local Property Tax (LPT), Help to Buy Incentive (HTB)
- Tax Registrations Income Tax
- eTax Clearance
- Capital Acquisitions Tax: File a return and make a payment
- Vehicle Services such as Drivers & Passengers with Disabilities
- Payments, and
- MyEnquiries used to submit a query to Revenue or MyDocuments for access to Tax Credit Certificates and Statements of Liability (formerly Balancing Statements (P21s)).

Other services will be made available through **myAccount** in the future. Further information on **myAccount** can be found in **myAccount** FAQs.

2. Online Forms Ordering Service

The most common forms can be printed or ordered by using the <u>Forms Ordering Service</u>. Customers can also call our 24-hour Forms ordering line 01 738 36 75, or +353 1 738 36 75 if calling from outside the Republic of Ireland.

Alternatively, for forms not available online, customers can email their request to custform@revenue.ie. When placing an order, customers must provide their details and the title and quantity of forms required.

3. National phone number for PAYE callers

Revenue operates a national phone number for PAYE customers who cannot use the online services or who need to speak to us about their tax affairs.

The national PAYE Service phone number is 01 738 36 36 and the service is available Monday to Friday, 09:30 to 13:30.

Customers calling from outside the Republic of Ireland should ring + 353 1 738 36 36.