Repayment of Mineral Oil Tax Carbon on Heavy Oil used in Horticultural Production and in the Cultivation of Mushrooms

Form 1130
Quick Guide to Submitting Online Repayment Claims

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Accessing the e-Repayment Claims Facility

From September 2017, repayment form 1130 should be submitted via the e-Repayment Claims Facility, accessible through the Revenue On-Line Service (ROS). It is important for claimants to read the Mineral Oil Tax e-Repayment Claims Facility User Guide to familiarise themselves with mandatory requirements for accessing the e-Repayments Claims Facility. The e-Repayments Claim Facility can be accessed through the claimants ROS homepage.
From the Welcome Screen claimants may choose to either submit a new claim or amend a previously submitted claim.
Submitting a New Claim

Select MOT – Mineral Oil Tax from the Select a tax screen and click Continue.

Then select claim type Form 1130 and click Continue.
The **Overview** Screen details the requirements and procedure for submitting the claim. Please ensure that the requisite claim details and supporting documents are available, and then select **Continue** to proceed.
Insert the **Month** and **Year** of the repayment period concerned and then select **Continue**. See the Mineral Oil Tax e-Repayment Claims Facility User Guide for information on the repayment period.

The relevant repayment claim details, the type and volume of mineral oil received from each fuel supplier, are inputted through the following series of screens.

First, input the relevant **Fuel Supplier VAT Number** and select the **Add+ button**.

Then input the total volume of either **Marked Gas Oil** or **Fuel Oil** claimed in respect of that supplier and select **Save Supplier**.
Note: in the event of a Budget rate change to any Mineral Oil Tax product covered by this form, within the applicable repayment period, claimants will be required to input the **Number of litres claimed** both prior to and post the date the Budget rate change was enacted. Additional fields will be provided in such instances.

Claimants will be returned to the **Claim Details** screen where they can add another supplier (repeat procedure for as many suppliers as required) or **Edit** previously input supply details. Select **Continue** to exit the **Claim Details** screen and proceed to the next step.
All Form 1130 repayment claims submitted must include

- A spreadsheet listing the line-items of the claim showing, per invoice: 1
  - the name and
  - VAT number of the supplier; the date of the invoice; the quantity of fuel supplied; and
- Copies of all relevant invoices for each purchase of fuel claimed within the repayment period. Each invoice must show the name and tax number of the supplier, the quantity of fuel purchased, and the date of purchase.

These documents can be attached electronically via the e-Repayment Claim facility during the claim submission process as 2 separate attachments. Please do not tick the box “Documents in Post” unless you are actually posting documents to the Central Repayment Office.

In this instance, select the Add+ button to attach a copy of the requested documentation. Select Continue to proceed to the next step.

On the Summary screen, claimants should review the accuracy of the details provided in the claim and must indicate so via the declaration tick-box.

Having ticked the declaration tick-box, select Submit to proceed to the final screen.
Finally, claimants must “Sign” the claim by re-entering their ROS Password and selecting Sign & Submit.
The claim submission process is complete at this point.
Amending a Previously Submitted Claim

Firstly, claimants must select the View Claim History option on the Welcome screen (shown on page-2).

On the Claim History screen, claimants can select any previously submitted claim they wish to amend by selecting the Edit button corresponding to that claim.

Claim History

This screen allows you to view and edit your previous claims.

<table>
<thead>
<tr>
<th>Type</th>
<th>Submission Date</th>
<th>Claimed Amount</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 1:32</td>
<td>13/12/2016</td>
<td>€102.28</td>
<td>Approved</td>
<td>Edit</td>
</tr>
</tbody>
</table>

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Claimants will be presented with the same screens, as outlined above with respect to the process for submitting a new claim, pre-populated with the data entered on first submission of the claim. Claimants can amend the claim by editing the relevant data and resubmitting the claim.

Note: all amended claims are subject to Revenue checking prior to their approval.