

Repayment of Mineral Oil Tax Carbon Charge by Greenhouse Gas Emission Permit Holders Form CC-Rep

Form CC-Rep Quick Guide to Submitting Online Repayment Claims

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Accessing the e-Repayment Claims Facility

From February 2017, repayment form CC-Rep 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 access to the e-Repayments Claims Facility.

The e-Repayments Claim Facility can be accessed through the claimants ROS homepage.

The screenshot displays the Revenue On-Line Service (ROS) homepage. The top navigation bar includes the Revenue logo, language options (GAELIGE, ENGLISH, ROS HELP), and user information (COMPANY REVPAY - 1, EXIT). The main content area is divided into several sections:

- Revenue Record:** Includes a link to "Open Revenue Record" and a notification about 10 new documents.
- Services:** A list of services including Manage Tax Registrations, Manage Reporting Obligations, Download Pre-populated Returns, Manage Relevant Contracts Tax, Manage Financial Statements, Secure Upload/Download Service, Mobile Access, Vehicle Technical System (VTS), Manage LPT / HC arrears, View Property History, Manage Tax Clearance, and Verify Tax Clearance.
- Returns and Payments:** Contains sections for "File a Return" (Complete a Form On-line, Upload Form(s) Completed Off-line), "Payments & Refunds" (Submit a Payment, Payment Details), and "Other Services" (Home Renovation Incentive (Contractor), VAT MOSS, MyEnquiries, e-Repayment Claims, VRT Certificate of Conformity).

The "e-Repayment Claims" link in the "Other Services" section is highlighted with a red circle.

From the Welcome Screen claimants may choose to either submit a new claim or amend a previously submitted claim.

Welcome


e-Repayments is a single access point for making secure online repayment claims for the following reliefs:


Form 1131: Mineral Oil Tax on Mineral Oil **USED** by the claimant for the purpose of sea navigation, and VAT on Hydrocarbon oil **USED** as fuel in registered sea-fishing vessels in the course of a sea-fishing business.


Form 1132: Mineral Oil Marine Diesel (Marked Gas Oil) and Fuel Oil **SUPPLIED** for the purpose of commercial sea navigation

Form CC – Rep: Application for refund of Mineral Oil Tax Carbon Charge (MOTCC) by Greenhouse Gas Emissions Permit holders

Form PPF2: Claim for repayment of Mineral Oil Tax on Aviation Gasoline used for commercial / business air navigation

 **View Claim History**

 **Close**

 **Add a new claim**

Submitting a New Claim

Select claim type **Form CC-Rep** and click **Continue**.

Type of claim

Please choose the type of repayment claim you wish to make.

☐ Form 1131
[▶ More information about Form 1131](#)

☐ Form 1132
[▶ More information about Form 1132](#)

☐ Form CC-Rep
[▶ More information about Form CC-Rep](#)

☐ Form PPF2
[▶ More information about Form PPF2](#)

Select **Continue** again to proceed.

☒ Overview
☐ Claim Period
☐ Claim Details
☐ Attachments
☐ Review

Overview

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Application for refund of Mineral Oil Tax Carbon Charge (MOTCC) by Greenhouse Gas Emissions Permit Holders

Insert the **Month** and **Year** of the repayment period concerned and then select **Continue**.

The screenshot shows the 'Claim Period' section of a web form. On the left is a sidebar with navigation links: 'Overview' (selected), 'Claim Period', 'Claim Details', 'Attachments', and 'Review'. The main heading is 'Claim Period' followed by the subtitle 'Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders'. Below this, the instruction 'Please enter the period of claim:' is followed by two input fields for 'MM' and 'YYYY', which are circled in red. At the bottom left are 'Back' and 'Close' buttons. At the bottom right is a blue 'Continue >' button, also circled in red.

Select **Add a new Supplier** to input details for each supplier from whom mineral oil, eligible for this repayment period, was received.

The screenshot shows the 'Claim Details' section of the same web form. The sidebar now has 'Claim Details' selected. The main heading is 'Claim Details' followed by the subtitle 'Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders'. Below this, the instruction 'Please enter the details for your claim:' is followed by a message 'There are currently no suppliers added' with a right-pointing arrow. Below the message is a blue button labeled 'Add a new Supplier +', which is circled in red. At the bottom left are 'Back' and 'Close' buttons.

For each supplier input the supplier's **VAT Number** as well as the **Number of Litres Claimed** for each relevant mineral oil product. Select **Continue** to proceed.

Note, in the event of a Budget rate change, within the repayment period, to any Mineral Oil Tax product covered by this form, 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.

■ Overview

■ Claim Period

■ Claim Details

□ Attachments

□ Review

Supplier Details

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the details for this supplier:

Vat Number

Number of litres claimed for:

Marked Gas

Marked Kerosene

LPG

Fuel Oil

⏪ Back

⏹ Close

Continue >

Claimants will be returned to the claim detail screen where they can add another supplier (as many as necessary) or **Edit** input supply details, if required. Select **Continue** to exit **Claim Details** and proceed to the next step.

Overview

Claim Period

Claim Details

Attachments

Review

Claim Details

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the details for your claim:

Supplier VAT Number	Number of litres claimed		
33333333H	5,442,107	Edit	Remove
66666666H	624,088	Edit	Remove

Add a new Supplier +

Total number of litres claimed
6,066,195

Back

Close

Continue >

Select the **Add+** button, to attach a copy of the appropriate **Greenhouse Gas Permit(s)** and scanned copies of all **Invoices** relating to receipt of the mineral oil claimed. Attachments are a mandatory requirement. Select **Continue** to proceed to the next step.

Overview

Claim Period

Claim Details

Attachments

Review

Attachments

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Supporting documentation should be maintained for a period of 6 years, and can be requested at any stage to support a claim. Please attach the following to your claim:

Greenhouse Gas Emissions Permit

Attachments

No attachments added yet.

Add +

Back

Close

Continue >

On the penultimate **Summary** screen, claimants should review the details of the claim and, having verified the accuracy of the claim, must indicate so via the declaration **Tick-Box**. Having ticked the declaration tick-box, select **Submit** to proceed to the final screen.

Overview

Claim Period

Claim Details

Attachments

Review

Summary

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Personal Details

PPSN:

Name:

Bank Details

Account Name:

BIC:

IBAN:

Claim Details

Period :

Supplier VAT Number	Product	Volume	Claim amount
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Total number of litres claimed :

Repayment amount :

Attachments

permit.pdf

☐

 declare, in accordance with the statutory provisions governing Mineral Oil Tax, that the details on this form represent a full and true account of mineral oil procured tax-paid from the oil suppliers named, for use in the installation covered by the Greenhouse Gas Emissions Permit attached to this claim, during the period quoted, and I claim repayment of Mineral Oil Tax Carbon Charge of € .

Violated Rules

✓ No violated rules

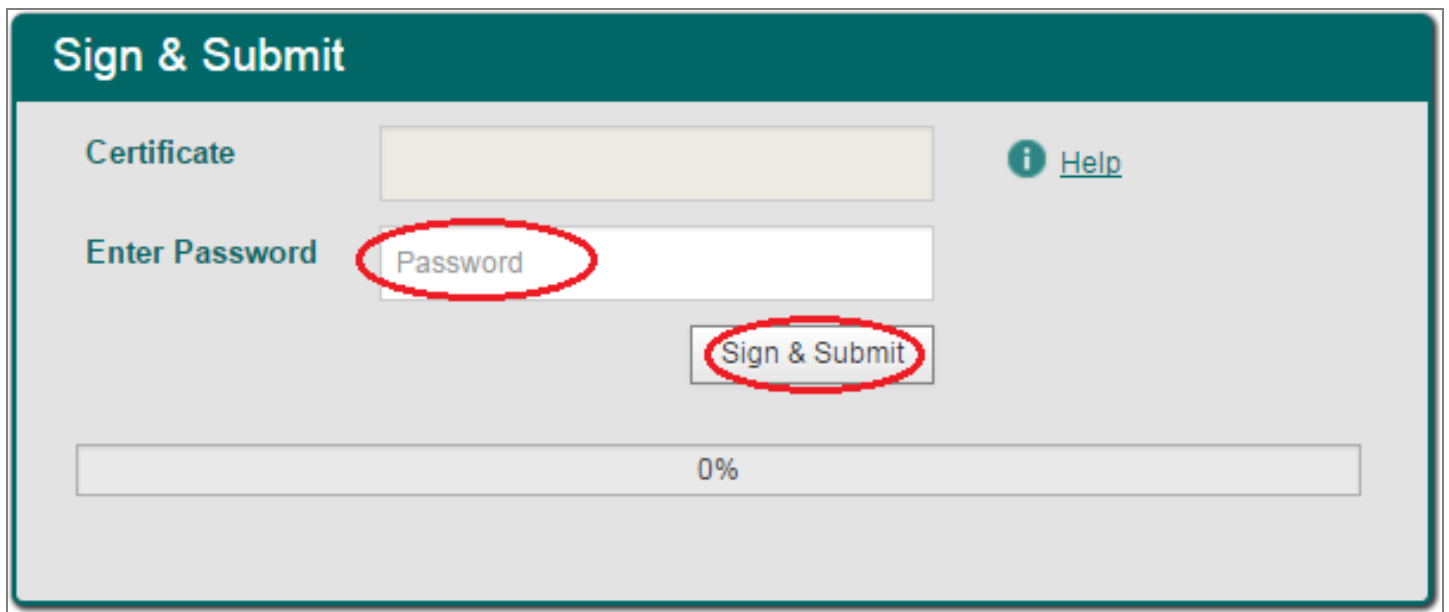
Back

Close

Print

Submit

Finally, claimants must “Sign” the claim by re-entering their ROS **Password** and selecting **Sign & Submit**.



The screenshot shows a web form titled "Sign & Submit" with a teal header. The form has a light gray background. It contains the following elements:

- A label "Certificate" in teal text next to a light yellow rectangular input field.
- A label "Enter Password" in teal text next to a white rectangular input field containing the placeholder text "Password". This input field is circled in red.
- A button labeled "Sign & Submit" in gray text with a black border, also circled in red.
- A teal "i" icon followed by a blue "Help" link.
- A progress bar at the bottom showing "0%" in the center.

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 select the **Edit** button corresponding to that claim.

Claim History

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

Display records per page

Search:

Type	Submission Date	Claimed Amount	Status	Action
Form CC-Rep	13/12/2016	€102.28	Approved	Edit View

Showing page 1 of 1

Previous Next

Claimants will be presented with the same screens, 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 finalisation.