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

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

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

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

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.
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.
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. Please note that it is a manatory requirement to upload at least 3 attachments with your claim.

1. Greenhouse Gas Emissions Permit
2. Spreadsheet (detailing all invoices claimed)
3. Copy of all invoices claimed

Select **Continue to** proceed to the next step.

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.
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 select the Edit button corresponding to that claim.

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.