

Repayment of Mineral Oil Tax on Aviation Gasoline used for Commercial / Business Air Navigation Form PPF2

Form PPF2 Quick Guide to Submitting Online Repayment Claims

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Accessing the e-Repayment Claims Facility

From February 2017, repayment form PPF2 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 menu features tabs for MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. The left sidebar lists various services under 'Revenue Record' and 'Services'. The main content area is divided into sections: 'Returns and Payments' (File a Return, Complete a Form On-line, Upload Form(s) Completed Off-line) and 'Payments & Refunds' (Submit a Payment, Payment Details). At the bottom, the 'Other Services' section includes icons for Home Renovation Incentive (Contractor), VAT MOSS, MyEnquiries, e-Repayment Claims (highlighted with a red circle), and VRT Certificate of Conformity. The 'Information' section is also visible at the bottom.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

MY SERVICES

REVENUE RECORD **PROFILE** **WORK IN PROGRESS** **ADMIN SERVICES**

GAEILGE | ENGLISH | ROS HELP
COMPANY REVPAY - 1 | EXIT

Revenue Record:

Open Revenue Record

You have **10** new documents in your Revenue Record.

Services:

- 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
- Verify Tax Clearance

Returns and Payments Tax Clearance Application Under Review.

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 (Contractor)
- VAT MOSS
- MyEnquiries
- e-Repayment Claims**
- VRT Certificate of Conformity

Information:

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 **Form PPF2** 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 PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

Claim form for repayment of Mineral Oil Tax on aviation gasoline used for commercial / business air navigation.

For more information, please refer to the [e-Repayments help page](#) ➡ .

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

Claim Period
Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

Please enter the period of claim:

MM YYYY

◀ Back Close Continue >

Then input the **Number of Litres Claimed** for the repayment period and select **Continue** again.

Claim Details
Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

Please enter the details for your claim:

Number of litres claimed

◀ Back Close Continue >

In the event of a Budget change, within the repayment period, to the Mineral Oil Tax rate for Aviation Gasoline, 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 are provided in such instances.

Claim Details
Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

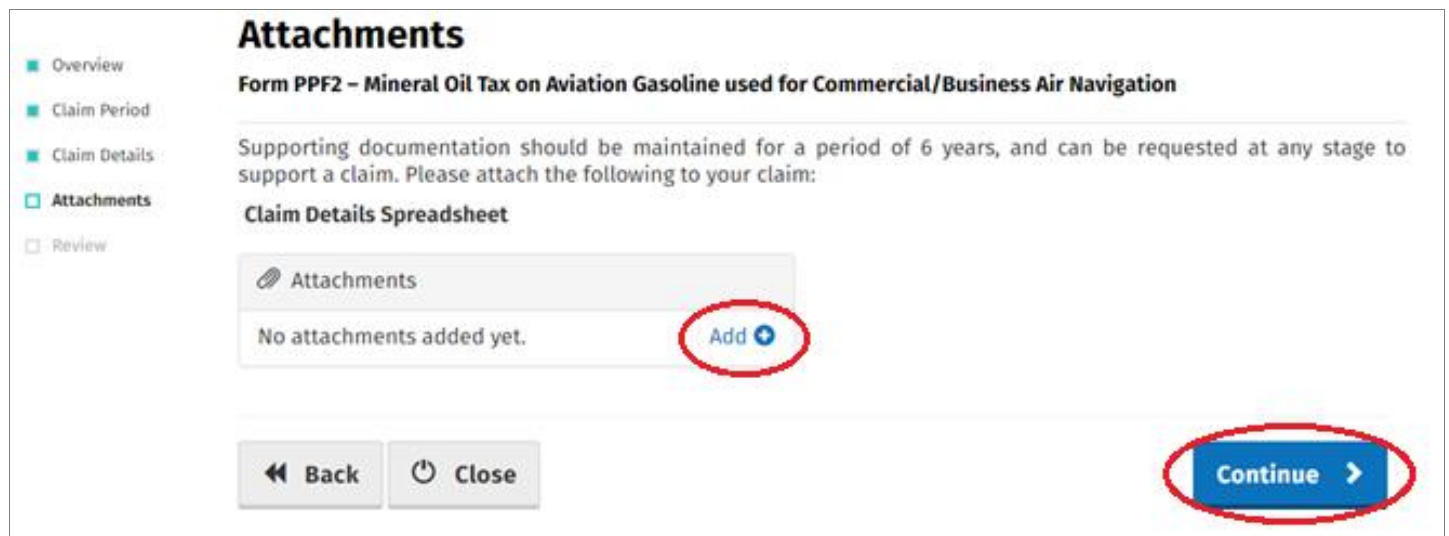
Please enter the details for your claim:

Number of litres claimed
Prior to rate change (DD-MMM)

Number of litres claimed
Post rate change (DD-MMM)

◀ Back Close Continue >

Select the **Add+** button, to attach a **Claim Details Spreadsheet** and scanned copies of all **Invoices** relating to receipt of the aviation gasoline claimed. Attachments are a mandatory requirement. Select **Continue** to proceed to the next step.



The screenshot shows a web interface for 'Attachments'. On the left is a sidebar with a list of steps: Overview, Claim Period, Claim Details, Attachments (which is highlighted with a blue square), and Review. The main content area is titled 'Attachments' and 'Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation'. It contains a paragraph stating that supporting documentation should be maintained for 6 years. Below this is a section titled 'Claim Details Spreadsheet' which includes a box with the text 'Attachments' and 'No attachments added yet.' To the right of this box is a red circle containing the text 'Add' and a blue plus icon. At the bottom of the form are three buttons: 'Back' with a left arrow, 'Close' with a power icon, and 'Continue' with a right arrow. The 'Continue' button is highlighted with a red circle.

The **Claim Details Spreadsheet** should be in excel format and must include the following details for each supply of aviation gasoline received: supplier name, supplier VAT number, quantity of fuel, and date of invoice.

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 PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

Personal Details

PPSN:

Name:

Bank Details

Account Name:

BIC:

IBAN:

Claim Details

Period :

Number of litres claimed :

Repayment amount :

Attachments

ClaimDetails.xlsx

☐

 declare that litres of aviation gasoline, upon which mineral oil tax was paid, were used by the claimant named above for commercial/business air navigation, and not for private pleasure flying, during the period specified above, and I claim a repayment in the amount of € in accordance with section 97B(3) of the Finance Act 1999 (as amended).

Violated Rules

✓ No violated rules

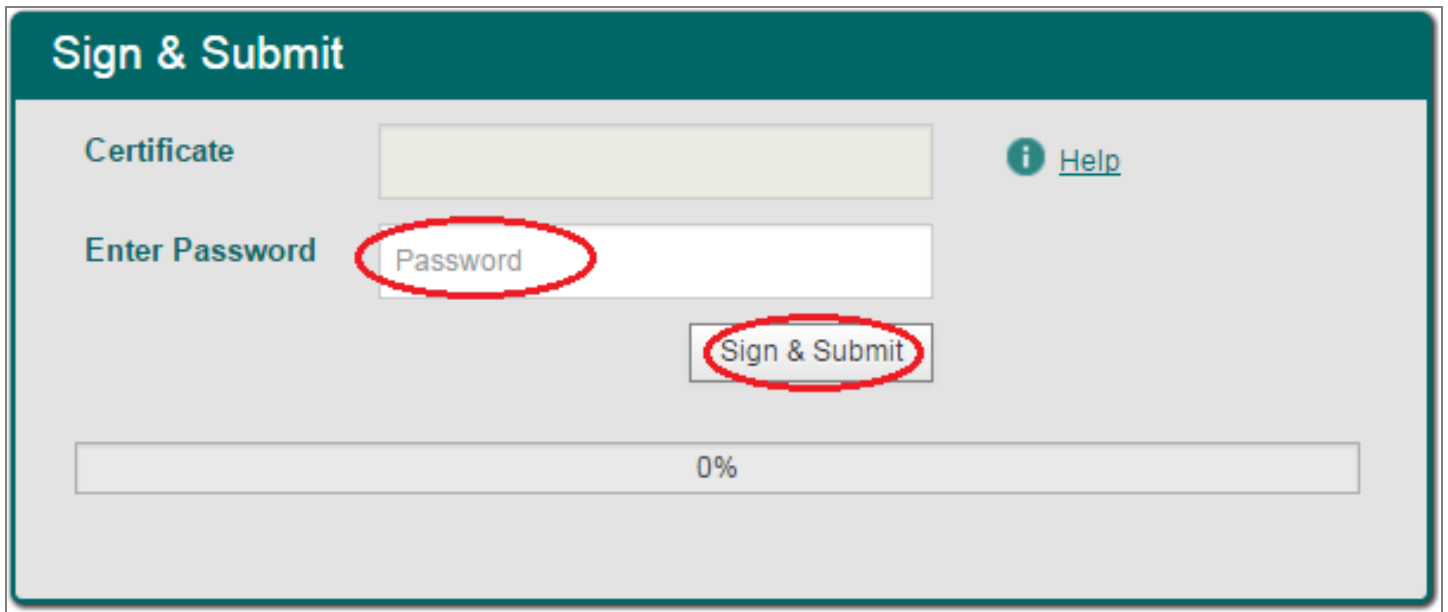
Back

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 contains the following elements:

- A label "Certificate" next to a light yellow rectangular field.
- A label "Enter Password" next to a white rectangular field containing the text "Password". This field is circled in red.
- A button labeled "Sign & Submit" located below the password field. This button is also circled in red.
- A teal "Help" link with an information icon to the right of the certificate field.
- A progress bar at the bottom of the form, currently showing "0%".

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 PPF2	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.