Form PPF2
Quick Guide to Submitting Online Repayment Claims

Pages 1 – 2 Accessing the e-Repayment Claims Facility
Pages 3 – 7 Submitting a New Claim
Page 8 Amending a Previously Submitted Claim
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.

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 Form PPF2 and click Continue
Select **Continue** again to proceed.

**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 ➔.

![Continue button](image)

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](image)

![Continue button](image)

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](image)

![Continue button](image)
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.

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 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.

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.