the easy way to review your tax

PAYE Services

Employee and Pension Recipients:
manage your tax record, claim credits, declare income, view your pay and tax details, submit a return and register or cease your job or pension.
To get an End of year statement (P21) click ‘Review your tax’.
To get a Tax credit certificate click ‘Manage your tax’.
Learn more

Manage My Record

Manage My Record: a range of services to manage and update your record and make enquiries.
Learn more

My Profile
My Enquiries
Receipts Tracker
My Documents
Letter of Residence
Upload Supporting Documents

Tax Registrations
Tax Clearance
Update Bank Details for PAYE Refunds
File CAT IT38 Return
Update Civil Status
Quick steps to complete a review of your taxes / file a Form 12

Step 1:

Sign in to myAccount from the website www.revenue.ie

Step 2:

The image contains a screenshot of the Revenue Ireland website with various options and links. The text shows how to manage your tax record, claim credits, declare income, view your pay and tax details, submit a return, and register or cease your job or pension. It also provides information on how to get an End of year statement (P21) and a Tax credit certificate.
Step 3:

You can review your tax by completing a Form 12 or requesting an End of year statement (P21)

Choose Form 12 to:
- Change existing credits / declared income
- Claim additional credits e.g. health expenses and declare additional income

Choose End of year statement (P21):
- If you want a statement without making changes to your existing credits / declared income

<table>
<thead>
<tr>
<th>Year</th>
<th>Review type</th>
<th>Period</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Form 12</td>
<td>01/01/2018 to 31/12/2018</td>
<td>Available</td>
<td>Submit</td>
</tr>
<tr>
<td></td>
<td>End of year statement (P21)</td>
<td></td>
<td>Request</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>Form 12</td>
<td>01/01/2017 to 31/12/2017</td>
<td>Request</td>
<td>Submit</td>
</tr>
<tr>
<td></td>
<td>End of year statement (P21)</td>
<td></td>
<td></td>
<td>Request</td>
</tr>
</tbody>
</table>

To complete form click ‘Submit’ for relevant year
### Step 4:

**Getting Started**

<table>
<thead>
<tr>
<th>Getting started</th>
<th>Personal details</th>
<th>PAYE income</th>
<th>Non-PAYE income</th>
<th>Tax credits &amp; reliefs</th>
<th>Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Check</td>
<td>Add</td>
<td>Add</td>
<td>Confirm, Edit or Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal details are correct</td>
<td>Details for you and your spouse or civil partner if relevant</td>
<td></td>
<td>Income already on record</td>
<td>New income not already on record</td>
</tr>
<tr>
<td></td>
<td>Check</td>
<td>Add</td>
<td>Add</td>
<td>Confirm, Edit or Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employment Details</td>
<td>PAY, tax and USC details, if relevant</td>
<td></td>
<td>Tax credits and reliefs already on record</td>
<td>New tax credits or reliefs not already on record</td>
</tr>
<tr>
<td></td>
<td>Confirm, Edit or Delete</td>
<td>Add</td>
<td>Add</td>
<td>Declaration before submitting your Form 12</td>
<td></td>
</tr>
</tbody>
</table>

**What You Will Need To Complete This Form**

- Form P60(s) for you (and your spouse/civil partner, if relevant) for year ended 31/12/2018.

**NOTE:** The Form 12 does not provide for the return of Capital Gains Tax details. If you (or your spouse or civil partner, if relevant), disposed of any chargeable assets, you will need to complete a separate CGT return for that purpose and submit it to your Revenue office. Further information on Capital Gains Tax is available [here](#).

**How To Complete**

- **Personal details**: Check Personal details are correct.
- **PAYE income**: Check Employment Details.
- **Non-PAYE income**: Confirm, Edit or Delete Income already on record.
- **Tax credits & reliefs**: Confirm, Edit or Delete Tax credits and reliefs already on record.
- **Declaration**: Confirm your declaration before submitting your Form 12.

---

Read ‘Getting Started’ screen and click ‘Next’.
Step 5

Update your ‘Personal Details’. 
Step 5 (cont’d):

Mary’s personal details

PPS Number
8668022H

Date of Birth (dd/mm/yyyy)
14/10/1929

Did your spouse, or civil partner, hold a full medical card in 2018? *
☐ Yes
☐ No

Medical Card valid to date (mm/yyyy)
09/2019

Residency status*
☐ Resident
☐ Non resident

Additional residency status
☐ Ordinarily Resident *
☐ Yes
☐ No

☐ Domiciled in Ireland *
☐ Yes
☐ No

Mary’s bank details

Account holder’s name

Bank account number/IBAN

Bank identifier/BIC

Update your ‘Personal Details’ and click ‘Next’ when completed.
Step 6:

PAYE income

Click Edit to add income, tax and USC details where these are not displayed or if you have paid non-refundable foreign tax on any of the PAYE incomes shown.

If any source of PAYE income is not included, you can use the Jobs and Pensions service to update your records.

If any of the below information is incorrect, please contact us via MyEnquiries.

Click here to edit your employment details if the information isn’t already there.
### Step 7:

**Employer**

<table>
<thead>
<tr>
<th>Employer's tax registration no.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Gross Income**

|                                 |
|                                 |

**Tax Deducted**

|                                 |
|                                 |

**Has any of the above employment income been subjected to non-refundable foreign tax**

- [ ]

**Income for USC**

|                                 |
|                                 |

**USC Deducted**

|                                 |
|                                 |

**Taxable Illness Benefit included by Employer**

|                                 |
|                                 |

**Relationship to Employer**

- None
  - [ ]

**Does the P60 for this employment indicate there was 53 pay days in 2018?**

- Yes
- No

---

**Update**

**Cancel**

---

Input employment details as requested and click ‘Update’. Repeat for each employment as appropriate. Click ‘Continue’ when complete.
Step 8:

**Non-PAYE income**

Please confirm, edit or delete income already on record. Add new income not already on record.

**Add income:**

<table>
<thead>
<tr>
<th>JOHN SMITH</th>
<th>MARY SMITH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dividends</strong></td>
<td></td>
</tr>
<tr>
<td>Dividends from Irish Resident Companies</td>
<td>Select</td>
</tr>
<tr>
<td>US Dividends</td>
<td>Select</td>
</tr>
</tbody>
</table>

**Foreign income**

**Other income**

**JOHN's Income**

<table>
<thead>
<tr>
<th>Confirm</th>
<th>Description</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No income on record</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MARY's Income**

<table>
<thead>
<tr>
<th>Confirm</th>
<th>Description</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No income on record</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select non-PAYE income(s) if applicable. Input details and click ‘Add’

Click ‘Next’ when complete

If there are income details entered already you will need to confirm, amend or delete them as appropriate. See Step 9 on how to do this.
Step 9:

Tax credits & reliefs

Add tax credits:

Select the tax credits you wish to claim

John's Tax credits

<table>
<thead>
<tr>
<th>Confirm</th>
<th>Description</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal Tax Credit</td>
<td>€3,300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Age Tax Credit</td>
<td>€490.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee Tax Credit</td>
<td>€1,050.00</td>
<td>Edit/ Delete</td>
</tr>
</tbody>
</table>

Mary's Tax credits

<table>
<thead>
<tr>
<th>Confirm</th>
<th>Description</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
</table>

Click here to amend or delete any details

Click here to confirm if correct

To complete your Form 12 submission, confirm declaration and enter your myAccount or MyGovID verified account password.