www.revenue.ie/myAccount

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 Income Tax Return

Step 1:

Sign in to myAccount from the website www.revenue.ie
Step 2:

**Tax year**

- **2018**

2018

<table>
<thead>
<tr>
<th>Review type</th>
<th>Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Tax Return</td>
<td>- Change existing credits/declared income;</td>
<td>Available</td>
<td>[Submit]</td>
</tr>
<tr>
<td></td>
<td>- Declare additional income e.g. rental income, income from casual work;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Claim additional credits/reliefs e.g. health expenses;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Liability</td>
<td>- Accept your end of year taxes without making changes to your existing credits/declared income</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notice to file a Return of income (Income Tax Return)**

To update your tax credits or additional Non-PAYE income, you are required under Section 879 Taxes Consolidation Act 1997, by Aodán Mac Suibhne, Inspector of Taxes, to complete a Return of income (Income Tax Return).

- Form P60(s) for you (and your spouse/civil partner, if relevant) for year ended 31/12/2018.
Step 3:

### 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 Income Tax Return 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 it

<table>
<thead>
<tr>
<th></th>
<th>Check</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal details</strong></td>
<td>Personal details are correct</td>
<td>Details for you and your spouse or civil partner, if relevant</td>
</tr>
<tr>
<td><strong>PAYE income</strong></td>
<td>Employment details</td>
<td>Pay, tax and USC details, if relevant</td>
</tr>
<tr>
<td><strong>Non-PAYE income</strong></td>
<td>Income already on record</td>
<td>New income not already on record</td>
</tr>
<tr>
<td><strong>Tax credits &amp; reliefs</strong></td>
<td>Tax credits and reliefs already on record</td>
<td>New tax credits or reliefs not already on record</td>
</tr>
<tr>
<td><strong>Declaration</strong></td>
<td>Your declaration</td>
<td>Confirm your declaration before submitting your Income Tax Return</td>
</tr>
</tbody>
</table>

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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></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</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

<table>
<thead>
<tr>
<th>Personal details</th>
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<tbody>
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<tr>
<th>PAYE income</th>
<th>Check</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employment Details</td>
<td>PAY, tax and USC details, if relevant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-PAYE income</th>
<th>Confirm, Edit or Delete</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Income already on record</td>
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<table>
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<tr>
<th>Tax credits &amp; reliefs</th>
<th>Confirm, Edit or Delete</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Tax credits and reliefs already on record</td>
<td>New tax credits or reliefs not already on record</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Declaration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Read ‘Getting Started’ screen and click ‘Next’.</td>
</tr>
</tbody>
</table>

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Next ►
Step 5:

### Personal details

#### John’s personal details

- **PPS Number**: 00586885
- **Date of Birth (dd/mm/yyyy)**: 21/12/1933
- **Civil status**: Married
- **Did you change Civil Status in the year 2018?**
  - Yes
  - No
- **Dependent Children**
  - 0
- **Did you hold a full medical card in 2018?**
  - Yes
  - No
- **Residency status**
  - Resident
  - Non resident
- **Ordinary Resident**
  - Yes
  - No
- **Domiciled in Ireland**
  - Yes
  - No

#### John’s contact details

- **Address**: REGISTERED OFFICE, MAIN STREET, NEW TOWN, THIS COUNTY
- **Phone**: 088 1234567

*Update your ‘Personal Details’.*
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

Ordinarily Resident *
- Yes
- No

Domiciled in Ireland *
- Yes
- No

Mary's bank details

Account holder's name
Account Holder

Bank account number/IBAN
IE71IPBS99061171773413

Bank identifier/BIC
IPBSIE2DXXX

Update your ‘Personal Details’ and click ‘Next’ when completed.
Click here to edit your employment details if the information isn't already there.
Step 7:

Employer

Employer’s tax registration no.

① Gross Income*

① Tax Deducted*

① Has any of the above employment income been subjected to non-refundable foreign tax

① Income for USC*

① USC Deducted*

① Taxable Illness Benefit included by Employer

① Relationship to Employer*

None

① Does the P60 for this employment indicate there was 53 pay days in 2018?*

☐ Yes

☐ No

* Denotes a required field

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

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:

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