

Form 12S

Tax Return for the year 2013 (Employees, Pensioners & Non-Proprietary Directors)



Use any envelope and write 'FREEPOST' above the address. No Stamp is required.

Your PPS Number

| | | | | | | | | | |
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Note: This form is to be completed and returned to your Revenue office on or before 31 October 2014. If the Return Address is not shown on this page, please check any correspondence you have received from your Revenue office to locate the address to which you should submit this form, or visit www.revenue.ie and enter your PPS number into Revenue's contact locator.

Name

Return Address

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Personal Details

State your civil status, i.e. single, married, in a civil partnership, widowed, surviving civil partner, married but living apart, in a civil partnership but living apart, divorced, a former civil partner.

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If your civil status changed in 2013, enter date of change (DD/MM/YYYY)

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and

State previous civil status (e.g. single, married, etc.)

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If married or in a civil partnership, insert in the box to indicate basis of assessment applicable for 2013

Joint Assessment

Separate Assessment

Single Treatment

State the number of Dependent Children

| | |
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If you wish to claim Widowed Person or Surviving Civil Partner with Dependent Child Tax Credit state date of death of your spouse or civil partner (DD/MM/YYYY)

| | | | | | | | |
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Your Date of Birth (DD/MM/YYYY)

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|--|---|--|---|--|--|--|--|
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Spouse or Civil Partner's Details

Name

| |
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PPS No.

| | | | | | | | | | |
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Date of Birth (DD/MM/YYYY)

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Insert in the box(es) if you or your spouse or civil partner held a Full Medical Card or had entitlement to one under EU Regulations at any time during 2013. (A 'GP Only' Card does not qualify as a 'Full' Medical Card.)

Self

Spouse or Civil Partner

I declare that, to the best of my knowledge and belief, all the particulars given in this form and any supporting documentation are stated correctly.

Signature

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Date (DD/MM/YYYY)

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Capacity of Signatory

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Agent's TAIN (if applicable)

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Contact Details (in case of query about this return)

Contact Name

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Telephone or E-mail

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You are hereby required, under Section 879 Taxes Consolidation Act 1997, to prepare and deliver, on or before 31 October 2014, a tax return on this prescribed form for the year 1 January 2013 to 31 December 2013.

See important note regarding penalties on page 4.

Statement of Income for the year 2013

Any section(s) that do not require an entry should be left blank.

Employment / Pension 1

Employment / Pension subject to tax under PAYE

| | Self | Spouse or Civil Partner |
|--|---|---|
| Employer's / Pension Company's Name | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Gross Pay for USC in 2013 (P60, section D) | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |
| Amount of USC deducted in 2013 (P60, section E) | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> |
| Gross amount of Taxable Pay in 2013 (P60, section A) | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |
| Amount of tax deducted in 2013 (P60, section B) | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> |

Employment / Pension 2

Employment / Pension subject to tax under PAYE

| | | |
|--|---|---|
| Employer's / Pension Company's Name | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Gross Pay for USC in 2013 (P60, section D) | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |
| Amount of USC deducted in 2013 (P60, section E) | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> |
| Gross amount of Taxable Pay in 2013 (P60, section A) | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |
| Amount of tax deducted in 2013 (P60, section B) | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> |

If you have more than 2 sources of PAYE income, please complete the 'Additional Information' section on page 4.

Payments from Department of Social Protection

Details of State Pension/Illness Benefit/Occupational Injury Benefit/Jobseeker's Benefit/Carer's Allowance/Maternity Benefit, Adoptive Benefit and Health & Safety Benefit received for the period 1 July 2013 to 31 December 2013, etc. (See Notes on page 4)

| | | |
|--------------------------------------|---|---|
| Type of payment (e.g. State pension) | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Total amount of payment in 2013 | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |

If you have more than one source of income from Department of Social Protection, please complete the 'Additional Information' section on page 4.

Other Income Not Subject to PAYE

| | | |
|--|---|---|
| Maintenance Payments where tax not deducted | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |
| Gross Irish Deposit Interest where DIRT deducted | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |

Income from Directorships, Fees, Covenants, Dividends, etc. not included elsewhere

If you are in receipt of **Rental Income** a Form 12 must be completed (this form is available on www.revenue.ie, or from Revenue's Forms & Leaflets service by phoning LoCall 1890 306 706).

| | | |
|------------------------|---|---|
| Description of Income | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Gross amount of Income | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |

Foreign Pensions

| | | |
|--|---|---|
| Country where paid from | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Amount of Foreign Social Security Pension(s) | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |
| Amount of all Other Foreign Pension(s) (e.g. occupational pension) | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |

Exempt Income

| | | |
|---|---|---|
| Income received under Rent-a-Room Relief Scheme (See Notes on page 4) | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> , <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> .00 |
|---|---|---|

An individual in receipt of **Exempt Income from Childcare Services** is regarded as a 'chargeable person' for Self - Assessment and must file a Form 11 for that year.

Claim for Tax Credits, Allowances and Reliefs for the year 2013

| | Self | Spouse or Civil Partner |
|---|--------------------------|--------------------------|
| PAYE Tax Credit - Insert <input type="checkbox"/> in the box, if claimed (See note on page 4 regarding Social Welfare pensions) | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Carer Tax Credit | <input type="checkbox"/> | <input type="checkbox"/> |
| Age Tax Credit (If either you or your spouse or civil partner were born before 1 January 1949) | <input type="checkbox"/> | <input type="checkbox"/> |

Insert in the box(es) below to claim tax credits, allowances and reliefs where applicable. Where marked * give a description and the amount(s) being claimed in the Additional Information section on page 4.

| | | | |
|--|--------------------------|---|--------------------------|
| Health Expenses (Attach completed Form 'Med 1') | <input type="checkbox"/> | *Incapacitated Person - Relief for Employing a Carer | <input type="checkbox"/> |
| Nursing Home Expenses (Attach completed Form 'Med 1') | <input type="checkbox"/> | *Dependent Relative Tax Credit | <input type="checkbox"/> |
| Rent paid for private residential accommodation (Attach completed Form 'Rent 1') | <input type="checkbox"/> | *Permanent Health Benefit (Income Continuance) (Where tax relief has not been given through payroll) | <input type="checkbox"/> |
| One-Parent Family Tax Credit (Attach completed Form 'OP1' for first claim) | <input type="checkbox"/> | *Tuition Fees | <input type="checkbox"/> |
| Widowed Person or Surviving Civil Partner with Dependent Child Tax Credit | <input type="checkbox"/> | *Retirement Annuity Contract (RAC) | <input type="checkbox"/> |
| Blind Person's Tax Credit | <input type="checkbox"/> | *Personal Retirement Savings Account (PRSA) | <input type="checkbox"/> |
| Guide Dog Allowance | <input type="checkbox"/> | *Allowable Expenses incurred in employment (State occupation in the 'Additional Information' section on page 4) | <input type="checkbox"/> |
| *Incapacitated Child Tax Credit | <input type="checkbox"/> | *Medical Insurance paid where tax relief was not granted at source or where it was paid by your employer. | <input type="checkbox"/> |

Interest Relief on Unsecured Home Loans

Note: Tax relief for interest paid on home loans secured on an individual's main residence is normally given at source by the bank, building society, etc. under Tax Relief at Source (TRS). For other home loans, which are not secured on the property ('unsecured loans') for which TRS has **not** been granted, you can claim relief by completing this section.

| | Self | Spouse or Civil Partner |
|---|--|--|
| Insert <input type="checkbox"/> in the box to confirm loan is unsecured | <input type="checkbox"/> | <input type="checkbox"/> |
| Insert <input type="checkbox"/> in the box if you qualify as a First Time Buyer | <input type="checkbox"/> | <input type="checkbox"/> |
| Date of first repayment (DD/MM/YYYY) | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Amount of interest paid in 2013 | <input type="text"/> , <input type="text"/> . <input type="text"/> | <input type="text"/> , <input type="text"/> . <input type="text"/> |
| Expiry date of loan (DD/MM/YYYY) | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |

Bank Details

Refunds

Please provide your bank account details.

Single Euro Payments Area (SEPA)

Account numbers and sort codes have been replaced by International Bank Account Numbers (IBAN) and Bank Identifier Codes (BIC). These numbers are generally available on your bank account statements. Further information on SEPA can be found on www.revenue.ie.

It is not possible to make a refund directly to a foreign bank account that is not a member of SEPA.

International Bank Account Number (IBAN) (Maximum 34 characters)

Bank Identifier Code (BIC) (Maximum 11 characters)

If you are married or in a civil partnership and have opted for Joint Assessment in 2013, please provide your spouse's or civil partner's bank account details

International Bank Account Number (IBAN) (Maximum 34 characters)

Bank Identifier Code (BIC) (Maximum 11 characters)

Note: Any subsequent Revenue refunds will be made to this bank account unless otherwise notified.

4-Year Time Limit

A claim for tax relief must be made within four years after the end of the tax year to which the claim relates.

Any additional information relevant to Incomes and Reliefs

Notes on completing the Form 12S

What is Form 12S?

The Form 12S is a simplified return for PAYE taxpayers.

Completing the Form 12S

When completing this form, or if enclosing further information please use CAPITAL LETTERS where possible.

Certain incomes, taxes, allowances and reliefs may require further information. This can be done by either completing and attaching the relevant section(s) of the full Form 12 or by furnishing further details as part of this return. Alternatively, you can complete the full Form 12 which is available from www.revenue.ie, or from Revenue's Forms and Leaflets service by phoning LoCall 1890 306 706.

Pay/Pension/Income fields

Please insert Euro figures only - cent figures are not required here. These figures should be rounded down to the nearest Euro, e.g. €12,575.68 should be entered as €12,575.

Payments from the Department of Social Protection – See page 2

When returning information regarding Social Welfare pensions where the claimant is in receipt of an increase for an adult dependant, please enter the total amount (i.e. basic amount plus adult dependant increase) as follows:

- In the 'Self' column where your spouse or civil partner is the dependant for social welfare purposes. In this case you are due the PAYE credit.
- In the 'Spouse or Civil Partner' column where you are the dependant for social welfare purposes. In this case your spouse or civil partner is due the PAYE credit.

Note on Exempt Income - See page 2

- **Rent-a-Room Scheme** - Where a room (or rooms) in a person's sole or main residence is (are) let as residential accommodation, gross annual rental income, together with any sums received for the provision of meals or other services supplied in connection with the letting, may be exempt from income tax where the aggregate amount received in 2013 does not exceed €10,000.

Capital Gains Tax (CGT)

If you, or your spouse or civil partner, have disposed of any chargeable assets, e.g. land, shares, paintings, antiques, etc. in the year 2013, you must complete Form CG1. This form is available from www.revenue.ie, or from Revenue's Forms and Leaflets service by phoning LoCall 1890 306 706.

Civil Penalties / Criminal Prosecution

Tax law provides for both civil penalties and criminal sanctions for the failure to make a return, the making of a false return, facilitating the making of a false return, or claiming tax credits, allowances or reliefs which are not due. In the event of a criminal prosecution, a person convicted on indictment of an offence may be liable to a fine not exceeding €126,970 and/or to a penalty of up to double the difference between the declared tax due and the tax ultimately found to be due and/or to imprisonment.