



Unit 5

myAccount

Scenario 1: Register First Job

Finn wants to register his first job.

The following scenario is designed to mimic a typical user journey in myAccount. Any updates made using this interactive PDF will not be updated on Revenue's records.

Sign In

If you have verified My GovID account, you can use your MyGovID details to sign in

Login with MyGovID 

[What is MyGovID?](#)

Or

Login using your Revenue account details

PPS Number

Date of Birth

DD MM YYYY

Password

If you received a temporary password recently, you can use it to sign in here.

[Forgot Password?](#)

Please keep your sign in details and password secure and never disclose them to anyone

[Learn More](#)

Or

[Register Now](#) →

Hello Finn

Revenue

Cáin agus Custaim na hÉireann
Irish Tax and Customs

myAccount

My Documents

My Profile

My Enquiries

Tax services

PAYE Services

Manage Your Tax 2024:

Update your tax record for this year and view your current payroll details as submitted by your employer/pension provider.

Add Job or Pension Details:

Register your first job/pension.

Claim Unemployment Repayment 2024:

Apply for a repayment of Income Tax/ USC if you are out of work.

Create a Summary of Your Pay and Tax Details:

Create a secure document (PDF) with your pay and tax details to share with a third party e.g. a financial institution.

Receipts Tracker:

Record and manage receipts details and images for your expenses. Health expenses, Nursing Home expenses and Remote Working expenses can be claimed in real-time.

Expenses/Benefits:

View your expenses/benefits details as submitted by your employer/pension provider.

Claim Unemployment Repayment 2024

Create a Summary of Your Pay and Tax Details

Receipts Tracker

Expenses/Benefits

View your Employment Detail Summary (EDS) documents

Property and Land Services

First Time Buyers:

View or start your Help To Buy application.

LPT Valuation Guide:

Information on average market value of properties as at November 2021

Residential Zoned Land Tax:

Register sites, file returns etc.

Learn more

Help To Buy

LPT Valuation Guide

Property Ownership Transfer

Register New Property

Manage Residential Zoned Land Tax

Vacant Homes Tax

Vehicle Services

Drivers & Passengers with Disabilities:

Apply for tax relief on adapted vehicles and claim fuel grant.

Vehicle Owners:

Upload a VRT Certificate of Conformity.

VRT Calculator:

estimate VRT due on a car, small commercial vehicle or motor cycle. Estimate any repayment of VRT due on the export of a car.

VRT EU Leased Vehicle – Lessee:

Submit details of lease in advance of registration

Drivers & Passengers with Disabilities

VRT Certificate of Conformity

VRT Calculator

VRT EU Leased Vehicle – Lessee

Gifts & Inheritances

CAT/IT38 return:

File an IT38/CAT return.

Statement of Affairs (Probate) Form SA.2:

Submit a Statement of Affairs (Probate) Form SA.2

Learn more

File CAT IT38 Return

Statement of Affairs (Probate) Form SA.2

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 Tax Residence

Upload Supporting Documents

Capital Gains Clearance

Registration Status Letter

Tax Registrations

Trust Register Functions

Update Civil Status

VAT Number Verification

Manage Professional Services

Withholding Tax

Manage Non-resident Landlord Withholding Tax

Payments/Repayments

Payments:

make payments online for most tax types and view your payments history.

eRepayments:

make repayment claims and check status of submitted claims for

- Specific VAT repayments for unregistered persons
- Mineral Oil Tax paid by certain sectors
- Stamp Duty (83D)

Learn more

Make a Payment

View Payments History

eRepayments

myAccount Help

Security

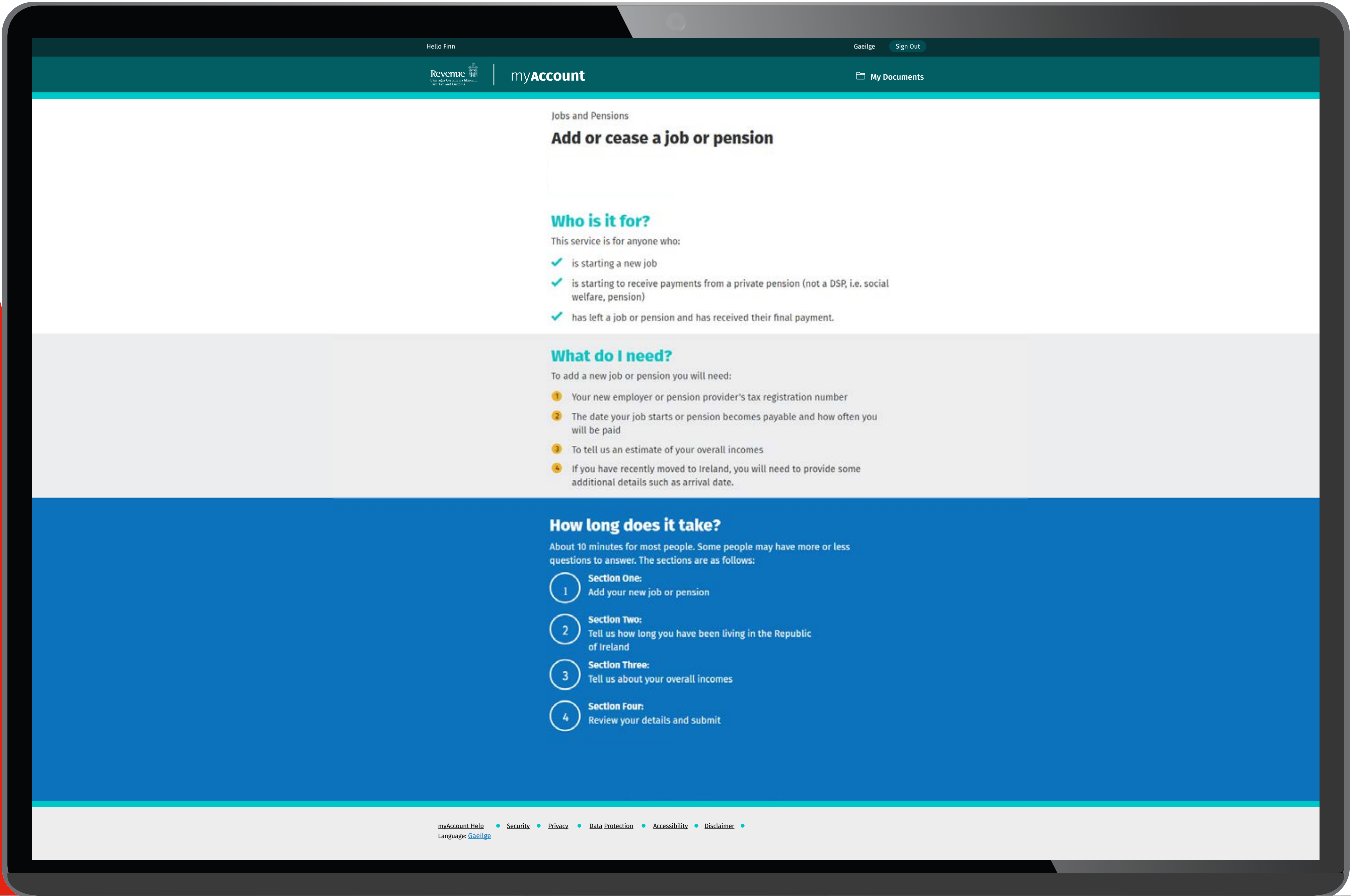
Privacy

Data Protection

Accessibility

Disclaimer

Language: Gaelige



Hello Finn

Gaeilge

Sign Out



myAccount

My Documents

Jobs and Pensions

Add or cease a job or pension

Who is it for?

This service is for anyone who:

- ✓ is starting a new job
- ✓ is starting to receive payments from a private pension (not a DSP, i.e. social welfare, pension)
- ✓ has left a job or pension and has received their final payment.

What do I need?

To add a new job or pension you will need:

- 1 Your new employer or pension provider's tax registration number
- 2 The date your job starts or pension becomes payable and how often you will be paid
- 3 To tell us an estimate of your overall incomes
- 4 If you have recently moved to Ireland, you will need to provide some additional details such as arrival date.

How long does it take?

About 10 minutes for most people. Some people may have more or less questions to answer. The sections are as follows:

- 1 **Section One:**
Add your new job or pension
- 2 **Section Two:**
Tell us how long you have been living in the Republic of Ireland
- 3 **Section Three:**
Tell us about your overall incomes
- 4 **Section Four:**
Review your details and submit

Jobs and Pensions

Jobs and pensions for 2024

No jobs or pensions on record for 2024

[Add pension](#) →

Jobs and Pensions

Section 1 of 4

What is the employer's tax registration number?

Example: 1234567AA or 1234567A

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Jobs and Pensions

Section 1 of 4

Job details

Employer name

Comp0Comp0

Job start date

DDMMYYYY

How often are you paid?

Are you a proprietary director of the company or related to a proprietary director of the company?

YesNo

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Jobs and Pensions

Section 1 of 4

Does this job belong in one of these industries?

Workers in one of the below industries may be entitled to flat rate expenses.

☒ No - the appropriate industry is not listed below

Or

☐ Actor (freelance)

☐ Builders & Related Trades

☐ Driving Instructor

☐ Engineering & Electrical

☐ Horse Racing Industry

☐ Hotel & Bar Trade

☐ Airline Industry

☐ Cosmetology

☐ Education

☐ Fishing

☐ Hospital/Health Services

☐ Journalism

☐ Mining Industry

☐ Optometrists/Dispensing Opticians

☐ Printing Bookbinding and allied trades

☐ Religious

☐ Shipping

☐ Veterinary

☐ Motor repair and motor assembly

☐ Panel Beaters / Sheet metal Workers

☐ Public Sector

☐ Retail

☐ Transport

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Jobs and Pensions

Section 2 of 4

Which of the following options best describes your residency situation?

This is to determine your [tax residency](#) ↗.

always lived in the Republic of Ireland

living continuously in the Republic of Ireland for the past 12 months

recently moved or returned to live in the Republic of Ireland

not living in the Republic of Ireland

Jobs and Pensions

Section 3 of 4

In 2024, do you expect your total income for the year, from all your jobs/pensions and other sources (excluding DSP* payments) to be less than €13,000?

**DSP = Department of Social Protection*

☐ Yes, I expect to receive less than €13,000 from all my jobs and other sources

☐ No, I expect to receive more than €13,000 from all my jobs and other sources

This will determine your rate of [Universal Social Charge \(USC\)](#) ↗.

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Section 4 of 4

Are these details correct?

Section 1: Job details

Employer's tax registration no.

0010030NN

Employer name

Comp0 Comp0

Job start date

15/06/2024

You are paid

Weekly

Proprietary director relationship

None

Flat rate expenses

None

Edit

Section 2: Residency

Resident

Edit

Section 3: Overall incomes

Universal Social Charge

Exempt

Edit

☐

I confirm that the information provided in this form is true and correct to the best of my knowledge and belief. I have included all information relevant to this application.

myAccount Help

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Jobs and Pensions



Secure sign and submit

PPS Number

Enter myAccount password

Thank you. Your details have been submitted.

Reference number: **4351608866**

Your new Tax Credit Certificate will be available to view online within 2 working days.

A new Tax Credit Certificate will also issue to your employer. It may take some time for your employer to apply these changes to your pay.

Please note that any tax credits awarded are based on the information you have provided and your certificate will include any taxable incomes held on record. You can declare additional incomes and manage your tax credits on PAYE Services: Manage your tax.

Important notice

From now on all your PAYE correspondence will only issue electronically and you can view, print or download items securely from My Documents. You can access your correspondence quicker and it supports a cleaner environment.