



Unit 5

myAccount

Scenario 6: Income Tax Return

Zuzanna has left Ireland to spend some time with her grandparents.

After filing her 'Unemployment Repayment' for 2024, Zuzanna decides that she wants to ensure her tax affairs are all up to date. To do this, she decides to file an Income Tax return for 2023.

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 Zuzanna

Gaeilge

Sign Out

Revenue

Cáin agus Custaim na hÉireann
Irish Tax and Customs

myAccount

My Documents

My Profile

My Enquiries

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.

Review Your Tax 2020-2023:

Complete your Income Tax Return and request your Statement of Liability.

View Job or Pension Details:

View any ceased jobs/pensions on your record this year.

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.

Manage Your Tax 2024

View Job or Pension Details

Claim Unemployment Repayment 2024

Create a Summary of Your Pay and Tax Details

Receipts Tracker

Expenses/Benefits

View your Employment Detail Summary (EDS) documents

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

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

Tax Clearance

Update Bank Details for PAYE Refunds

Update Civil Status

VAT Number Verification

Manage Professional Services Withholding Tax

Manage Non-resident Landlord Withholding Tax

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

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

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: Gaeilge



Review your tax 2020 - 2023

My Documents

Employment Detail Summary documents can be accessed for all years from the link on the PAYE Services card.

Tax year

2023

Select

2023

Review type	Description	Status	Action
Statement of Liability	<ul style="list-style-type: none">Complete your Income Tax return to:<ul style="list-style-type: none">Change existing credits/declared income;Declare additional Income e.g. rental income, income from casual work;Claim additional credits/reliefs e.g. health expenses;Request your Statement of Liability from Revenue.	Available	Request

Preliminary End of Year Statement

This is a preliminary calculation for 2023 based on the information held on Revenue's records at this time.

If you have any additional income to declare e.g. rental income, income from casual work, you should declare this income by completing your Income Tax Return. To go directly to your Income Tax Return, click 'Complete your Income Tax Return' at the bottom of this page.

Preliminary result	Overpayment	€300.00
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What your preliminary result means

Overpayment

Based on Revenue's records for 2023, you paid more Income Tax or USC than you were due to pay. To receive any refund due, you should complete your Income Tax Return for 2023.

Preliminary Income Tax result

View Income Tax details

To view a breakdown of your taxable income, credits/reliefs and Income Tax due, click 'View Income Tax details'.

Taxable income	€16,550.00
Preliminary Income Tax result	Overpayment €300.00

Preliminary USC result

View USC details

To view a breakdown of your income chargeable to USC, USC due and USC paid, click 'View USC details'.

Income chargeable to USC	€16,550.00	
Preliminary USC result	Balanced	€0.00

How would you like to proceed?

You should complete your Income Tax Return to:

- Receive any refund of tax due;
- Change existing credits/declared income;
- Declare additional income e.g. rental income, income from casual work;
- Claim additional credits e.g. health expenses;
- Receive your Statement of Liability.

Complete your Income Tax Return →

If you do not need a Statement of Liability and have no additional income to declare or credits/reliefs to claim you can return to 'Review your tax' by clicking the 'Back' button below.

← Back

Completing your Income Tax Return

What do I need to do?

To complete your Income Tax return and request your Statement of Liability, you need to complete the five sections below.

- 1

Personal details
Check that your details are correct. Add details for you and your spouse or civil partner, if relevant.
- 2

PAYE Income
Check that the pay and tax details for 2023 for each of your jobs/pensions are correct. This is based on Information provided by your employer/pension provider to Revenue. A breakdown of this information is available under Employment Detail Summary in the [Review your tax](#) screen. If your pay and tax details are incorrect, you must contact your employer to correct these details.
- 3

Non-PAYE Income
Confirm, edit or delete non-PAYE Income already on record. Add any additional non-PAYE Income not already declared e.g. rental income, nixers.
- 4

Tax credits and reliefs
Confirm, edit or delete tax credits and reliefs already on record. Add new tax credits or reliefs not already on record. You can make your claim for the Stay and Spend tax credit under the 'You and your family' category. **You must upload all receipts and images in advance of completing this return via the Receipts Tracker service in myAccount.**
- 5

Declaration
Confirm that all the information provided is correct before requesting your Statement of Liability

How is my personal data used?

- 1

The Revenue Commissioners collect taxes and duties and implement customs controls, Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas.
- 2

Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Details of this policy are also available in hard copy upon request. [View Revenue's data protection policy](#) ↗

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Revenue

Cáin agus Custaim na hÉireann

Irish Tax and Customs

Income Tax Return

My Documents

Personal details

Personal details

PAYE income

Non-PAYE income

Tax credits & reliefs

Declaration

1

2

3

4

5

* Denotes a required field

Zuzanna's personal details

PPS number

9927464Q

Date of birth (dd/mm/yyyy)

01/01/2006

Civil status

Single

Did your civil status change in 2023?

Yes

No

Dependent children *

0

If you are in receipt of a medical card during the tax year and this is not showing on your record please contact Revenue in order for us to update your details.

Residency status *

Resident

Non resident

Zuzanna's contact details

Address

123 IRELAND WAY, WEST STREET, DUBLIN, DUBLIN 1

Phone *

0871234567

Email *

TEST@TEST.IE

Zuzanna's bank details

Account holder's name

Bank account number/IBAN

Bank Identifier/BIC

myAccount Help

Security

Privacy

Data Protection

Accessibility

Disclaimer

Language: Gaeilge



Income Tax Return

My Documents

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 your pay and tax information is incorrect, please contact your employer/pension provider directly to have it corrected.

ZUZANNA's employments

Employer	COMPO COMPO
Employment ID	-
Employer's tax registration no.	01839990NN
Pay for Income Tax	€16,550.00
Income Tax paid	€300.00
Pay for USC	€16,550.00
USC paid	€150.82
Relationship	None
Action	Edit



Income Tax Return

My Documents

Non-PAYE income



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

Add income:

Expand All

- Department of Social Protection (DSP) Show more
- Dividends Show more
- Foreign income Show more
- Other income Show more

ZUZANNA's income

Confirm	Description	Amount	Action
	No income on record		



Tax credits & reliefs



Please confirm, edit or delete tax credits and reliefs already on record. Add new tax credits or reliefs not already on record.

Add tax credits:

Expand All

- Health Show more
- You and your family Show more
- Your job Show more
- Other credits Show more

ZUZANNA's tax credits

Confirm	Description	Gross amount	Action
<input type="checkbox"/>	Personal Tax Credit	€1,775.00	
<input type="checkbox"/>	Employee Tax Credit	€1,775.00	Edit Delete
<input type="checkbox"/> Confirm all			

Hello Zuzanna

GaeilgeSign Out

Revenue

Income Tax Return

My Documents

Declaration

Personal details

PAYE Income

Non-PAYE income

Tax credits & reliefs

Declaration

12345

After reviewing your return details below, please read and confirm your declaration before continuing to submit your Income Tax Return.

Review ZUZANNA's details

* Denotes a required field

Income (1)

€16,550.00

Description	Amount on revenue record	Amount declared	Status
COMP0 COMP0	€16,550.00	€16,550.00	Confirmed

Tax credits & reliefs (2)

Description	Amount on revenue record	Amount claimed	Status
Personal Tax Credit	€1,775.00	€1,775.00	Confirmed
Employee Tax Credit	€1,775.00	€1,775.00	Confirmed

Declaration

I declare that, to the best of my knowledge and belief, this form contains a correct return in accordance with the provisions of the Taxes Consolidation Act 1997 of all sources of my income and the amount of income derived from each source in the year 2023.
I declare that to the best of my knowledge and belief, all particulars given as regards tax credits, allowances and reliefs claimed and as regards outgoings and charges are stated correctly.

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 fine of up to double the difference between the declared tax due and the tax ultimately found to be due and/or to imprisonment.

Check this box to confirm this declaration.*

Print

myAccount Help

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Income Tax Return



Secure sign and submit

PPS Number

9927464Q

Enter myAccount password

Hello Zuzanna

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[Sign Out](#)



Review your tax 2020 - 2023

 [My Documents](#)



Thank you

Your reference number is: 5456219617

We will send you an email when your Statement of Liability (SOL) is available to view or download from my documents. Depending on the time of year, processing can sometimes take up to 10 days.

If your refund is selected for a verification check and further information is required in support of your claim, we will contact you directly.

OK

[myAccount Help](#)

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Employment Detail Summary documents can be accessed for all years from the link on the PAYE Services card.

Tax year

2023

Select

2023

Review type	Description	Status	Action
Statement of Liability	Statement of Liability <ul style="list-style-type: none">Select 'View' to see your current Statement of Liability.	Available	
	Income Tax Return <ul style="list-style-type: none">Select 'View' to see your previously completed Income Tax Return.Select 'Amend' if you need to correct your previously completed Income Tax return.	Submitted	View Amend



My Documents

☒ Summary

☐ Unread documents

☐ 2025

☐ 2024

☐ 2023

☐ 2022

☐ 2021

☐ 2020

☐ Archive

My Documents

Your unread documents

Document name	Tax year	Date issued
Statement of Liability	2023	15/11/2024

Your documents by year

2025

2024

2023

2022

2021

2020

Archive