

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.

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Sign In
If you have verified My GovID account, you can use your MyGovID details to sign in Login with MyGovid (d) What is MyGovID?
Or
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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

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Register Now \rightarrow

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Revenue

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

your Statement of Liability.

USC if you are out of work.

this year.

Review Your Tax 2020-2023: Complete your Income Tax Return and request

View Job or Pension Details: View any

ceased jobs/pensions on your record

Claim Unemployment Repayment 2024:

Apply for a repayment of Income Tax/

my**Account**

PAYE Services

Manage Your Tax 2024: Update your tax Manage Your Tax 2

Create a Summary of Your Pay and Tax View your Employ Details: Create a secure document (PDF) with your pay and tax details to Summary (EDS) do 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.

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 - Leasee: Submit details of lease in advance of registration

Manage My Record

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

My Profile	Tax Registrations
My Enquiries	Trust Register Functions
Receipts Tracker	Tax Clearance
My Documents	Update Bank Details for PA
Letter of Tax Residence	Refunds
Upload Supporting Documents	Update Civil Status
Capital Gains Clearance	VAT Number Verification
Registration Status Letter	Manage Professional Servi Withholding Tax
	Manage Non-resident Landlord Withholding Tax

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		<u>Gaeilge</u> Sign Out
count	🗀 My Documents යි M	ly Profile 🔻 🖂 My Enquiries
∎	Property and Land Servic	ces 🏠
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	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
a	Gifts & Inheritances	~
Drivers & Passengers with Disabilities VRT Certificate of Conformity VRT Calculator VRT EU Leased Vehicle – Leasee	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
e.	Payments/Repayments	€

Payments: make payments online for Make a Payment most tax types and view your payments View Payments History history. eRepayments: make repayment claims eRepayments and check status of submitted claims for · Specific VAT repayments for unregistered persons · Mineral Oil Tax paid by certain sectors alls for PAYE Stamp Duty (83D) Learn more onal Services





Revenue Cáin agus Custaim na hÉireann Irish Tax and Customs	Review your tax 202			ocuments
	(i) Employ	ment Detail Summary documents can be accessed for all years from the lin	on the PAYE Services	card.
	Tax year 2023 Select	~		
	2023			
	Review type	Description	Status	Action
	Statement of Liability	 Complete your Income Tax return to: 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

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	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

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t 2023	This is a second	dX d

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. <mark>0</mark> 0
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.





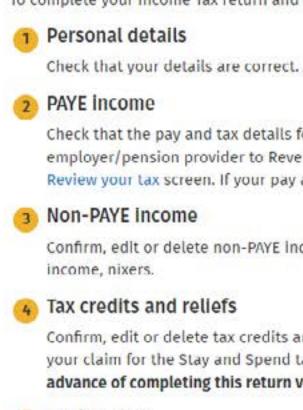
Revenue

Income Tax Return

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.



5 Declaration

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

How is my personal data used?

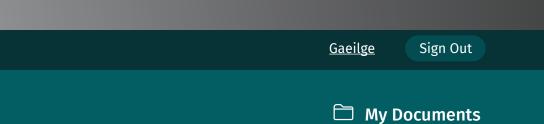


2

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.

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 A

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

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.

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

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.



	Revenue Căin agus Custaim na hÉireann Irish Tax and Customs Income Tax Return	My Documents
Personal det	tails	Additional residency status
Personal details	PAYE income Non-PAYE income Tax credits & reliefs Declaration	Ordinarily resident *
Zuzanna's persona	• Denotes a required t	field
PPS r	number	Domicited in Ireland *
	ate of birth (dd/mm/yyyy)	
	1/2006 status	Zuzanna's contact details
Sing	gle	Address
	id your civil status change in 2023?	123 IRELAND WAY, WEST STREET, DUBLIN, DUBLIN 1 Phone *
	Yes	Phone * 0871234567
0	No	Email *
Depe	ndent children *	TEST@TEST.IE
Θ		Zuzannala hank dataila
If you	are in receipt of a medical card during the tax year and this is not showing on your record please contact	
	nue in order for us to update your details. residency status *	Account holder's name
	Resident	
		Bank account number/IBAN
0	Non resident	
		Bank Identifier/BIC
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Income Tax Return

PAYE income



ZUZANNA's employments

COMP0 COMP0
01839990NN
€16,550.00
€300.00
€16,550.00
€150.82
None
Edit

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im na hÉireann ustoms	Income Tax Return				🗂 My D	ocuments	
	PAYE income						
	Personal details PAYE	Income Non-PAYE income	Tax credits & reliefs	Declaration			
	1	23	4				
	Click Edit to add income, tax and USC det PAYE incomes shown.	ails where these are not displayed or if y	ou have paid non-refundable fore	gn tax on any of the			
	If any source of PAYE income is not includ If your pay and tax information is incorre			ted.			
	ZUZANNA's employments						
	Employer	COMP0 COMP0					
	Employment ID	-					
	Employer's tax registration no. Pay for Income Tax	01839990NN €16,550.00					
	Income Tax paid	€300.00					
	Pay for USC	€16,550.00					
	USC paid	€150.82					
	Relationship	None					
	Action	Edit					



Non-PAYE income		
Personal details PAYE income Non-PAYE Income Tax credits & reliefs	Declaration	
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 🛩	
S Foreign income Other income	Show more 🕶	
ZUZANNA's income		
Confirm Description Amount Action No income on record		



Hello Zuzanna		<u>Gaeilge</u> Sign Out	
Revenue Cáin agus Custaim na hÉireann Irish Tax and Customs	Income Tax Return	🗀 My Documents	
	Tax credits & reliefs		
	Personal details PAYE income Non-PAYE income Ta	Credits & reliefs Declaration	
	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 🛩	
	Nou and your family	Show more 🛩	
	Your job	Show more 🛩	
	Other credits	Show more 🛩	
	ZUZANNA's tax credits		
	Confirm Description Gross amount Action Image: Operation of the second law of the second l		
	Employee Tax Credit €1,775.00 Edit Delete		



Cáin agus Custaim na hÉireann Irish Tax and Customs Income Tax Return

Declaration



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

Review ZUZANNA's details

- Income (1)	
Description	Amount on r
COMP0 COMP0	€16
– Tax credits & reliefs (2)	
Description	Amount on r
Personal Tax Credit	€1,

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.

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<u>Gaeilge</u> Sign Out 🗀 My Documents Declaration Non-PAVE income Tax credits & reliefs

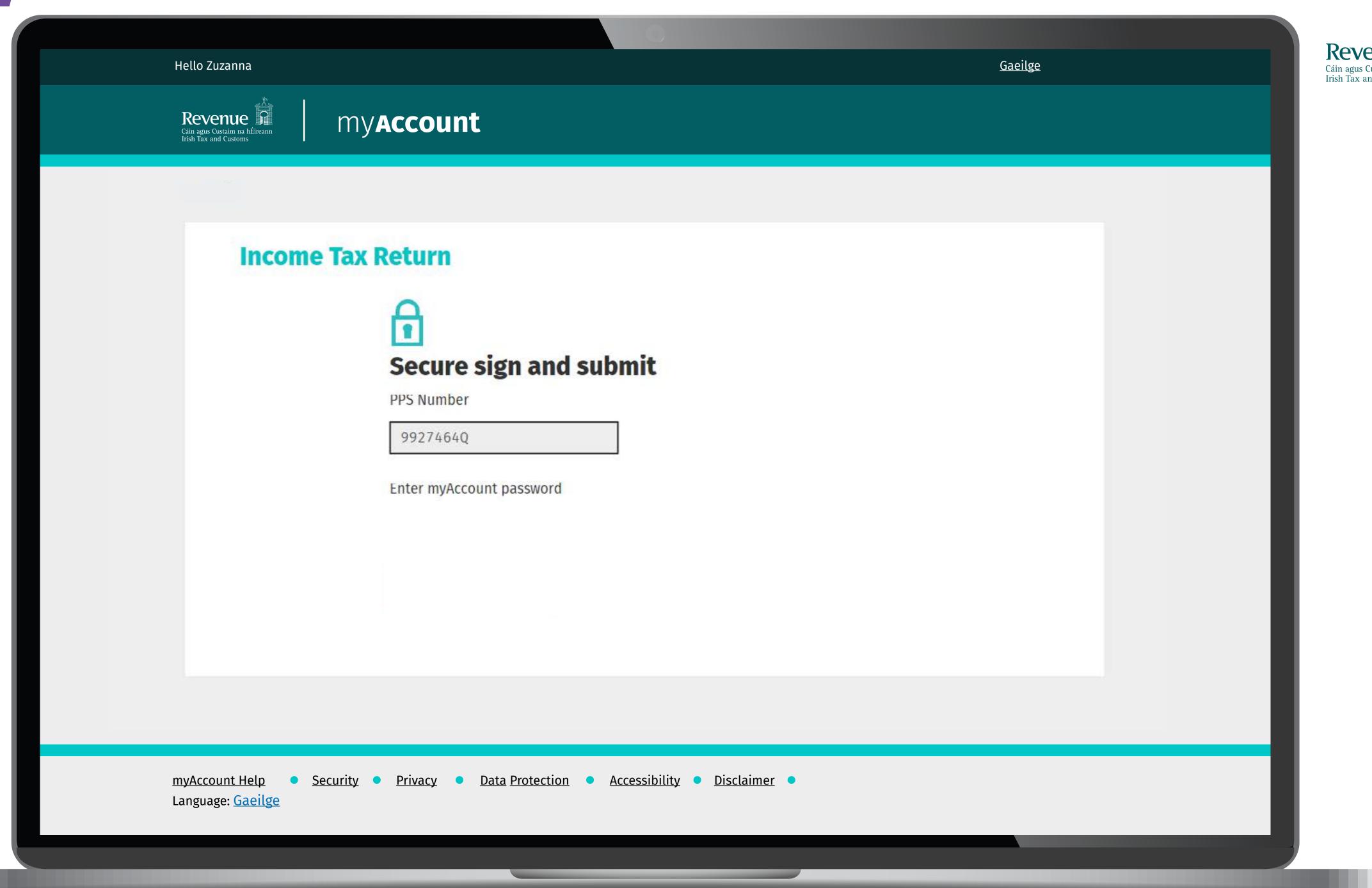
		* Denotes a required fiel
		€16,550.00
revenue record	Amount declared	Status
5,550.00	€16,550.00	Confirmed
revenue record	Amount claimed	Status
1,775.00	€1,775.00	Confirmed
,775.00	€1,775.00	Confirmed

Check this box to confirm this declaration.*















Review your tax 2020 - 2023



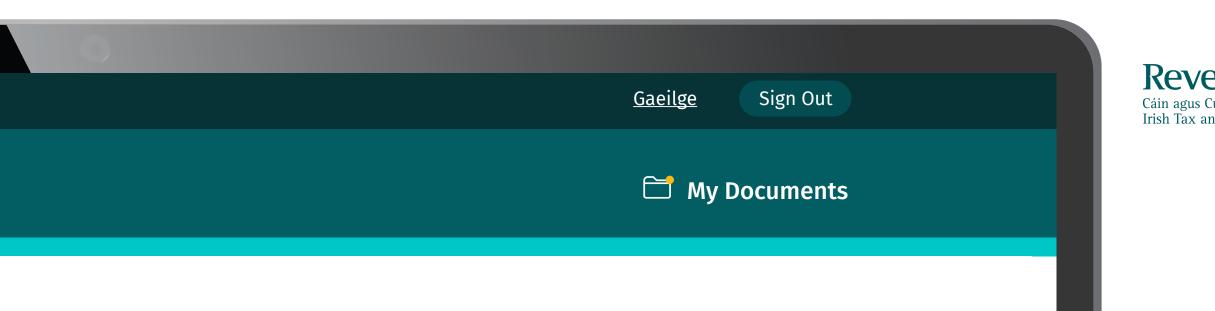
Your reference number is: 5456219617

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 verificat we will contact you directly.

ОК

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If your refund is selected for a verification check and further information is required in support of your claim,

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Cáin agus Custaim na hÉireann Irish Tax and Customs	myAccount			ocuments
	(i) Emplo	oyment Detail Summary documents can be accessed for all years from the <mark>link</mark> o	n the PAYE Services	card.
	Tax year 2023	~		
	Select			
	2023			
	Review type	Description	Status	Action
	Statement of Liability	 Statement of Liability Select 'View' to see your current Statement of Liability. 	Available	
		 Income Tax Return Select 'View' to see your previously completed Income Tax Return. Select 'Amend' if you need to correct your previously completed Income Tax return. 	Submitted	<u>View</u> Amend



Revenue Gáin agus Custaim na hÉireann Irish Tax and Customs My Documents	<u>Gaeilge</u> Sign Out	Hello Zuzanna
	My Documents	Revenue
Summary Unread documents 2025 2024 2023 2021 2021 2020 2021 2021 2022 2021 2021 2021 2022 2021 2021 2022 2021	Statement of Liability 2023 15/11/2024 Statement of Liability 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2024 2024 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2024 2025 2025 2024 2025 2021 2020	 Unread documents 2025 2024 2023 2022 2021 2020

