

myAccount

First time employees

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This document should be read in conjunction with the myAccount – User Manual, Tax and Duty Manual (TDM) [Part 38-06-02](#)

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A more recent version of this manual is available.

1 Introduction

When you start working for the first time, you need to register your job as soon as possible. This is to avoid paying emergency tax.

2 To register your first job

To register your job, you must:

- have a Personal Public Service Number (PPSN). If you do not already have one, a PPSN is available from the Department of Social Protection (DSP),
- use myAccount to register your first job by clicking on the 'Update job or pension' link in the 'PAYE Services' card,
- have certain basic information about your employer or job:
 - particularly the employer's Tax Registration Number (TRN)
 - the start date of your new job or pension, and
 - the frequency of your salary or wage payment.

3 To use myAccount

To use myAccount, you can access it by either

- using a verified MyGovID or else register for MyGovID, **or**
- register for myAccount. Please refer to TDM [Part 38-06-02](#) for more detail on registering for myAccount through www.revenue.ie

4 To register for a verified MyGovID

To register for a verified MyGovID, you can apply for a basic account at www.mygovid.ie and you will also need to attend a local DSP office to verify the MyGovID registration with a Public Services Card and verify your mobile phone details. Additional information is available on <https://www.gov.ie/en/service/b6ecfd-sign-up-for-mygovid/>.

5 To register for myAccount

To register for myAccount, it will be processed more quickly if your personal information including contact details are up to date.

Anyone registering for myAccount for the first time needs to provide the following details:

- PPSN
- First Name and Family Name
- Date of birth
- Home address (land address)
- Mobile or landline number
- Email address.

The experience of the myAccount helpline is that queries arise most frequently in relation to:

- (a) Name: this should be your name as it appears on your birth certificate; and
- (b) Address: If you are not on Revenue's record, particularly if this is your first employment, Revenue will check the address provided by you in your registration application against the records held by the DSP. Therefore, if the address on the DSP record is an old or out-of-date address, for example, from when you were born, then it may not match the address you are using now for the MyAccount registration. Accordingly, you should either contact DSP to update your address to your current one, or if you are phoning the RMU helpline you will need to know the details of that old address together with your Mother's Maiden Name (MMN) as both are required for verification purposes.

For those unfamiliar with the term MMN, a maiden name is a woman's surname before she is married, usually the family name of her parents and the name registered at her birth.

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