

# **PAYE Services: Manage Your Tax**

## **Part 38-06-04**

Document last updated July 2019

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## Table of Contents

Manage your tax 2019 .....	3
1.1 Joint Assessment Cases .....	3
2 Overview Screen.....	3
2.1 Your jobs and pensions.....	4
2.2 Your current credits .....	7
2.2.1 Personal and Shared Credits .....	7
2.2.2 View, Claim, Edit or Delete Credits.....	7
2.2.3 Warning Screen .....	8
2.2.4 Claiming new Tax Credits .....	8
2.3 Your additional income.....	10
2.3.1 View, Claim, Edit or Delete Additional Incomes .....	11
2.3.2 Warning Screen .....	13
2.4 How your tax credits and rate band are currently divided .....	13
2.4.1 Edit how your tax credits and rate bands are divided .....	14
2.4.2 Divide your tax credits and rate bands.....	15
2.4.3 Divide tax credits and rate bands equally .....	15
3 Revenue Payroll Notification (RPN).....	15
3.1 DEASP Payments – ITP processing .....	16
3.2 Rules to determine the basis of the TCC.....	16
4 Blocking Rules.....	16
5 iC Rules .....	17
6 Other Information .....	17
6.1 Saving data on PAYE Services: Manage your tax .....	17
6.2 ITP Processing .....	18
6.3 Looking up a PAYE Services Submission .....	18
6.4 PAYE Services shadow site.....	18
Appendix 1: Allocation Engine.....	19
Appendix 2: Basis of TCC .....	20
Appendix 3: Blocking Rules.....	21
Appendix 4: iC Rules .....	22

## 1. Manage your tax 2019

The **Manage your tax 2019** PAYE service allows employees and pension recipients manage their current year tax credits, standard rate tax bands, USC bands and declare additional incomes ensuring that they pay the right amount of tax during the tax year. Customers can access the service by clicking on the “Manage your tax” link on the PAYE Services card in myAccount. Agents can access the service by clicking on the PAYE Services 2019 card in the “Other Services” section of the Client Services Screen in ROS.

### 1.1 Joint Assessment Cases

Customers who are jointly assessed with their spouse or civil partner can view the record of their spouse/partner and make any changes to that record.

Customers can move between their records and the record of their spouse/civil partner by clicking on the name on the top left of the screen.

## 2 Overview Screen

When customers click into this ‘Manage your tax 2019’ service, they are presented with the overview screen which provides a snapshot of their tax position for the current year.

It is divided into four sections as follows:

Section	Information
<b>Your jobs and pensions</b>	Details of jobs and/or pensions for the current year, view payroll submissions and whether the job or pension is active or ceased.
<b>Your current credits</b>	Details of the tax credits the customer has claimed and the amount of the credit.
<b>Your additional income</b>	Details of the customer’s incomes declared and also any Department of Employment Affairs and Social Protection (DEASP) payments that have been notified to Revenue.
<b>How your tax credits and rate band are currently divided</b>	<p>Details of a customer’s tax credits, standard rate cut-off point (i.e. the amount of income the customer can earn at the standard rate of tax, which is currently 20%) for each job or pension.</p> <p>Details of a customer’s Universal Social Charge (USC) position including the rate of USC applied (standard, reduced or exempt) and the USC rate bands, which is the amount of income that is liable to the different USC rates, for each job or pension.</p>

Customers can also view their latest tax credit certificate by clicking the 'View my tax credit certificate' button on the top right of the screen.

Customers can update their record by clicking on the relevant button in the different sections or by using the corresponding links on the side navigation bar.

## 2.1 Your jobs and pensions

All jobs and pensions on record in the current year are listed with a status of 'Active' or 'Ceased' as appropriate.

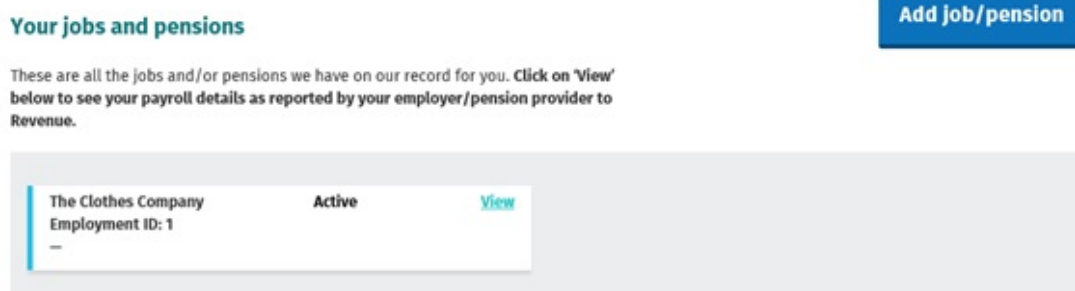


Figure 1: Overview screen: Your jobs and pensions section

In this section customers can view details of their jobs and/or pensions by clicking on the 'View' button. Details include:

- Name of the employer or pension provider;
- Employer or pension provider's tax registration number;
- Employment ID
- Start date of job or pension;
- Status of the job or pension e.g. 'Active' or 'Ceased';
- Directorship, with an option to amend directorship status.
- Pay and tax details year to date (option to print is available if the job or pension is ceased);
- Payroll details for the current year with the option to expand by selecting "View" (the current months details will be displayed after the 15<sup>th</sup> of next month")

Hello RUTH
Gaeilge [Sign out](#)

**Revenue**  
Clárú agus Cúnamh do Mionúil  
 Paid and Customs
PAYE Services
My Documents

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[← Back](#)

**Overview**

- Revenue Commissioners
- Claim tax credits
- Declare income
- Review & submit

### Your job/pension

The pay & tax details shown reflect payroll information submitted by your employer/pension provider up to 30/04/2019 only. [Learn more](#)

#### Job or pension details

Name of employer/pension provider	ABC Ltd.
Employer/pension provider's number	
Employment ID	1
Start date	21/01/2006
Status	Active
Directorship	-

[Add](#)

#### Pay and tax details Year To Date (YTD)

Gross pay	€12,800.00
Pay for Income Tax	€12,000.00
Income Tax paid	€1,436.64
Pay for USC	€12,800.00
USC paid	€350.32
Employee PRSI paid	€512.00
LPT deducted	€115.00

#### Payroll details

These are your payroll details for this job or pension for the current tax year. **If you have any queries regarding the figures reported below, please contact your employer/pension provider in the first instance.** If you continue to have concerns regarding the figures reported by your employer/pension provider, please contact Revenue through MyEnquiries.

Pay date	Gross pay	Pay for Income Tax	Income Tax paid	Pay for USC	USC paid	Employee PRSI paid	LPT deducted	Action
30/04/2019	€3,200.00	€3,000.00	€366.66	€3,200.00	€87.58	€128.00	€28.75	<a href="#">View</a>
31/03/2019	€3,200.00	€3,000.00	€366.66	€3,200.00	€87.58	€128.00	€28.75	<a href="#">View</a>
28/02/2019	€3,200.00	€3,000.00	€366.66	€3,200.00	€87.58	€128.00	€28.75	<a href="#">View</a>
31/01/2019	€3,200.00	€3,000.00	€336.66	€3,200.00	€87.58	€128.00	€28.75	<a href="#">View</a>

Figure 2: Overview of an active job or pension

### Payroll submission

These are the details as submitted to Revenue.

[Print](#)

#### Job or pension details

Employer/pension provider's name	ABC Ltd.
Employer/pension provider's number	
Employment ID	1
Pay frequency	Monthly

#### Pay and deductions

Pay date	30/04/2019
Gross pay	€3,200.00
Pay for Income Tax	€3,000.00
Income Tax paid	€366.66
Income Tax calculation basis	Cumulative
USC status	Ordinary
Pay for USC	€3,200.00
USC paid	€87.58
PRSI exempt	No
<b>PRSI classes</b>	
PRSI class	A1
Number of insurable weeks	4
Pay for employee PRSI	€3,200.00
Employee PRSI paid	€128.00
Pay for employer PRSI	€3,200.00
Employer PRSI paid	€344.00
LPT deducted	€28.75

#### Reference details

Payroll run reference	1
Submission ID	1
Line item ID	1

#### Other pay and deductions

No other pay and deductions

Figure 3: Payroll submission details

Revenue  
The State Comptroller for Revenue  
Taxes and Pensions

PAYE Services

My Documents

← Back

### Your job/pension

The pay & tax details shown reflect payroll information submitted by your employer/pension provider up to 30/04/2019 only.  
[Learn more](#)

**Print**

Overview

ABC Ltd.

Claim tax credits

Declare income

Review & submit

#### Job or pension details

Name of employer/pension provider	ABC Ltd.
Employer/pension provider's number	
Employment ID	1
Start date	01/01/2014
Ceased date	30/04/2019
Status	Ceased
Directorship	-

[Add](#)

#### Pay and tax details Year To Date (YTD)

Gross pay	€20,000.00
Pay for Income Tax	€20,000.00
Income Tax paid	€4,546.66
Pay for USC	€20,000.00
USC paid	€674.32
Employee PRSI paid	€0.00
LPT deducted	€0.00

Figure 4: Overview of a ceased job or pension

In all correspondence please quote:  
PPS No:



DISTRICT INSPECTOR NAME  
DISTRICT ADDRESS LINE 1  
DISTRICT ADDRESS LINE 2  
DISTRICT ADDRESS LINE 3

CUSTOMER NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
ADDRESS LINE 3  
ADDRESS LINE 4

Phone No. 01 7383636  
Date of issue:

### Job or pension details

Name of employer/pension provider	ABC Ltd.
Employer/pension provider's number	
Employment ID	1
Start date	01/01/2014
Ceased date	30/04/2019
Status	Ceased
Directorship	-

### Pay and tax details Year To Date (YTD)

Gross pay	€20,000.00
Pay for Income Tax	€20,000.00
Income Tax paid	€4,546.66
Pay for USC	€20,000.00
USC paid	€674.32
Employee PRSI paid	€0.00
LPT deducted	€0.00

Figure 5: Print out statement from a ceased job or pension

## 2.2 Your current credits

Details of the tax credits currently on record for the customer are displayed in this section.

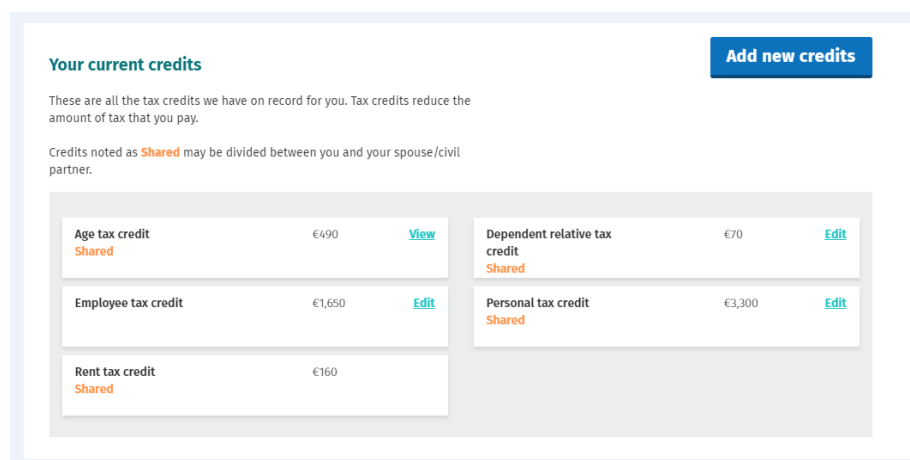


Figure 6: Overview screen: Your current credits section

### 2.2.1 Personal and Shared Credits

A number of tax credits are 'personal' to the individual customer and cannot be shared between spouses and civil partners when they are jointly assessed. These include credits such as Flat Rate Expenses (FREs) and the Employee tax credit.

On the other hand, a number of credits can be shared between spouses/civil partners such as the Personal tax credit and these are marked as 'Shared' on screen. The amount displayed on screen for shared tax credits relates to the amount of the total credit. The breakdown of how the total tax credits are divided between the spouses/civil partners is displayed in the 'How your tax credits and rate band are currently divided' section.

### 2.2.2 View, Claim, Edit or Delete Credits

Customers can make changes to their tax credits as follows:

- Certain tax credits can be claimed by clicking on the 'Add new credits' button or by clicking on the 'Claim tax credits' link on the side navigation bar;
- Certain existing tax credits can be edited or deleted by clicking on the 'Edit' button beside the credit.

Tax credits that can be claimed, edited or deleted are:

- |   |                                       |
|---|---------------------------------------|
| ▪ Personal  | ▪ Incapacitated Child                 |
| ▪ Employee  | ▪ Medical Insurance Relief BIK        |
| ▪ Earned Income   | ▪ Personal Retirement Savings Account |
| ▪ Flat Rate Expenses  | ▪ Widowed Parent                      |
| ▪ Single Person Child Carer Credit (SPCCC) – Primary Claimant | ▪ Dependent Relative                  |
| ▪ Home Carer  | ▪ Guide Dog Allowance                 |
| ▪ Tuition Fees  | ▪ Nursing Home Expenses               |
| ▪ Assistance Dog Allowance                                    | ▪ Blind Tax Credit                    |
| ▪ Retirement Annuity Relief                                   | ▪ Relief for Maintenance Payments     |
| ▪ Additional Voluntary Contribution                           | ▪ Income Continuance                  |

The remaining tax credits will only be displayed on screen if the credit is already on the customer's record. There is no 'View' or 'Edit' link available for these particular credits as they cannot currently be amended.

Customers who are entitled to a credit they are not in receipt of and, which cannot currently be claimed online, should claim the credit through MyEnquiries and, where necessary, upload a copy of the relevant claim form.

### 2.2.3 Warning Screen

When a customer clicks on the 'Add new credits' button or the 'Claim tax credits' link the following screen will be displayed:

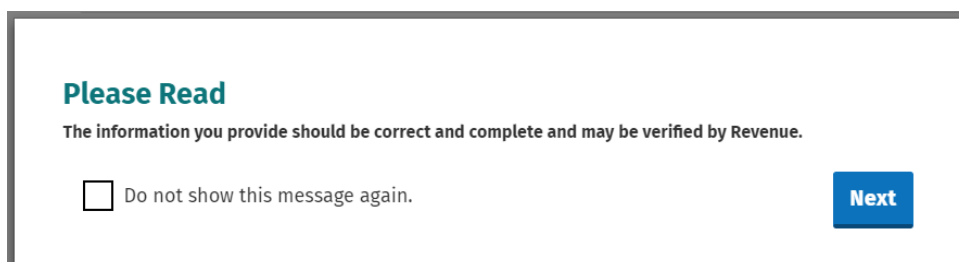
A screenshot of a warning screen. At the top left, the text 'Please Read' is displayed in a bold, teal font. Below this, a smaller line of text states: 'The information you provide should be correct and complete and may be verified by Revenue.' In the bottom left corner, there is a checkbox followed by the text 'Do not show this message again.' In the bottom right corner, there is a blue rectangular button with the word 'Next' written in white.

Figure 7: Warning screen

The customer can choose not to see this message again during the current session by ticking the 'Do not show this message again' box.

Clicking 'Next' will open the Claim Tax Credits screen.

### 2.2.4 Claiming new Tax Credits

The different tax credits are broken down into categories to assist customers to claim tax credits they are entitled to. These categories are:

- Health
- Your Job
- You and Your Family.

Customers will only be shown tax credits that they may be eligible to claim based on their profile, e.g. Single Person Child Carer Credit will only be available to customers who are not jointly assessed.



## Claim tax credits

Tax credits reduce the amount of tax that you pay.

### Tax credits you may also be eligible for

There are other tax credits you may be eligible to claim. We have broken them into different categories.

[Expand All](#) ▼

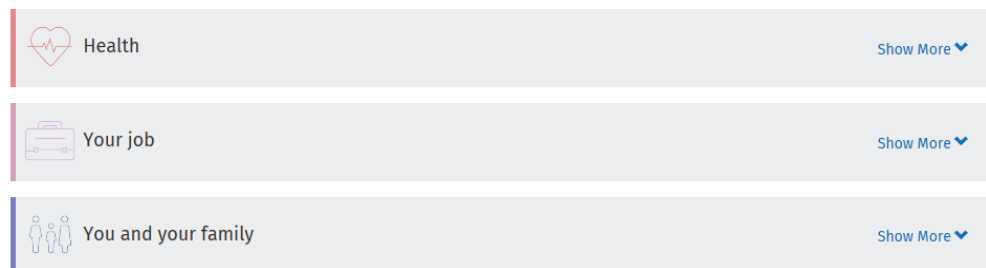


Figure 8: Claim tax credits screen

### Tax credits you may also be eligible for

There are other tax credits you may be eligible to claim. We have broken them into different categories.

[Collapse All](#) ▼

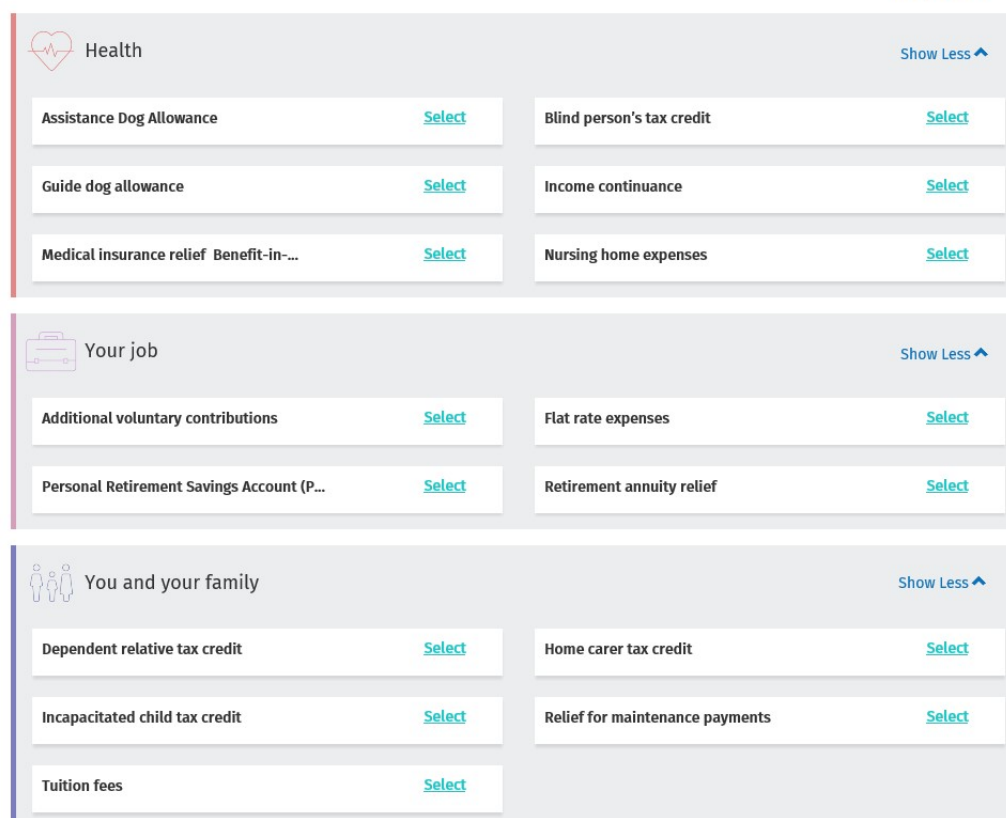


Figure 9: Claim tax credits screen expanded

To claim a credit the user must first click 'Select'. Customers will have to provide additional relevant information to support their claim for a tax credit, where appropriate.

If a customer is claiming more than one credit they can select all the relevant credits and then they will be prompted to provide the necessary additional information. Alternatively, customers can claim each credit individually by selecting the credit and then providing the additional required information.

The number of credits selected will display at the bottom of the screen with an option to 'Deselect all'. Credits will also appear on the side navigation bar under 'Claim tax credits'.



Figure 10: Banner at bottom of screen when claiming tax credits

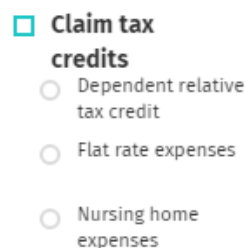


Figure 11: Side navigation bar when claiming tax credits

Customers will be able to upload documentation in support of their claim when claiming certain tax credits e.g. pension certificates for AVC/PRSA/RAC claims or ICC2 for a claim for Incapacitated Child.

### Supporting Documentation

Please upload a copy of the Form ICC2 which has been completed and signed by a medical practitioner with your claim.

The following file types can be uploaded: **PDF, JPG, JPEG, DOC, DOCX** and **PNG**. You can only upload one file at a time. The maximum number of files that can be uploaded is 5. Files cannot exceed 2MB.



Note: If the image of your document is not clear, readable and complete, you must keep the original for 6 years.

Figure 12: Upload supporting documents

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 2.3 Your additional income

Details of the additional incomes currently on record for the customer are displayed in this section. This includes information provided by the customer or received directly from the Department of Employment Affairs and Social Protection (DEASP).

Customers registered for Income Tax are advised not to add any additional incomes apart from DEASP payments. If they do, their additional incomes will be coded against their tax credits and the tax due will be collected through their PAYE salary.

## Your additional income

[Add new incomes](#)

These are all the additional incomes we have on record for you. Additional incomes are incomes which are not taxed through the PAYE system such as rental income or certain DEASP payments.

DEASP carer's income	* PLEASE UPDATE *	€0.00	<a href="#">Edit</a>	Rental income	€200.00	<a href="#">Edit</a>
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Figure 13: Overview screen: Your additional income

### 2.3.1 View, Claim, Edit or Delete Additional Incomes

A customer can make changes to their additional incomes as follows:

- Certain incomes can be declared by clicking on the 'Add new incomes' button or by clicking on the 'Declare income' link on the side navigation bar. The different incomes are broken down into two categories to assist customers to declare these incomes. These categories are:
  - DEASP payments
  - Other income.
- Certain additional incomes can be edited or deleted by clicking on the 'Edit' button beside the credit.
- Certain DEASP incomes cannot be amended where the information was provided directly from DEASP. These particular payments are view only i.e. you can see details of the payment by clicking on the 'View' link.
- Customers must update their record where they are in receipt of particular DEASP payments which Revenue is aware of but where no amount has been provided. These payments currently are Blind pension, Carer's income and Survivor's pension (non-contributory). A pop-up message will be displayed to inform customers.

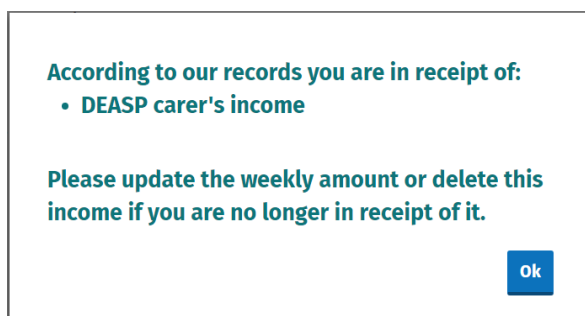


Figure 14: Pop-up message: DEASP incomes need to be updated

## Your additional income

Add new incomes

These are all the additional incomes we have on record for you. Additional incomes are incomes which are not taxed through the PAYE system such as rental income or certain DEASP payments.

DEASP carer's income	* PLEASE UPDATE *	€0.00	<a href="#">Edit</a>	Rental income	€200.00	<a href="#">Edit</a>
----------------------	-------------------	-------	----------------------	---------------	---------	----------------------

Figure 15: Overview screen: DEASP incomes requiring update

Additional incomes that can be declared, edited or deleted are:

- DEASP: Blind pension
- DEASP: Carer's income
- DEASP: Survivor's pension (non-contributory)
- DEASP: Death benefit pension
- DEASP: Deserted wife's allowance
- DEASP: Deserted wife's benefit
- DEASP: Disablement benefit
- Rental income
- Untaxed income arising in the State
- Foreign pensions
- Trading income
- Professional income
- Irish taxed income
- Maintenance Payments received
- Dividends & distributions
- UK dividends
- Foreign salary
- Employment/office/pension not subject to PAYE.

Any other sources of additional incomes will only be displayed on screen if the income is already on the customer's record. There is no 'View' or 'Edit' link available for these particular incomes as they cannot currently be amended (these will be amendable in the future).

Customers who are in receipt of an income that cannot be currently declared online should advise us through MyEnquiries.

### 2.3.2 Warning Screen

When a customer clicks on the 'Add new incomes' button or the 'Declare income' link a warning screen will be displayed, see Figure 7 above.

The customer can choose not to see this message again during the current session by ticking the box 'Do not show this message again' box.

Clicking 'Next' will open the 'Declare income' screen.

## 2.4 How your tax credits and rate band are currently divided

Details of a customer's tax credits and rate bands are shown in this section. Where a customer has more than one job, details are provided of how the tax credits and rate bands are divided between each job.

There are two tabs – PAYE and USC and they can be accessed by clicking on the relevant tab.

The PAYE tab gives details of a customer's standard rate cut off point and overall tax credits. Where a customer has more than one job, the standard rate cut off point and tax credits applicable to each job is shown.

### How your tax credits and rate band are currently divided

[Edit](#)

This is how your tax credits, standard rate bands and USC bands are currently divided between your jobs and/or pensions. [Read more](#)

PAYE		Universal Social Charge	
ABC Ltd. Employment ID : 1			
<b>Rate band</b>		<b>Tax credits</b>	
<b>Annual income</b>	<b>Rate 1</b>	<b>Annual</b>	
€35,300.00	20%	€3,300.00	
Bobs Burgers Ltd Employment ID : 1			
<b>Rate band</b>		<b>Tax credits</b>	
<b>Annual income</b>	<b>Rate 1</b>	<b>Annual</b>	
€0.00	20%	€0.00	
All income above this amount is taxable at 40%.			

Figure 16: Overview screen: PAYE tab

The USC tab shows a customer's USC status i.e. exempt, reduced rate or standard rate. It also gives a breakdown of the USC rate bands for each job.

## How your tax credits and rate band are currently divided

[Edit](#)

This is how your tax credits, standard rate bands and USC bands are currently divided between your jobs and/or pensions. [▶ Read more](#)

PAYE	Universal Social Charge	
<b>This is the amount of your employment income which is chargeable at each rate of USC</b>		
<span>ⓘ</span> <b>USC status: Standard rate</b>		
	<b>Rate</b>	<b>Annual</b>
ABC Ltd.	0.5%	€12,012.00
	2%	€7,862.00
	4.5%	€50,170.00
<hr/>		
Bobs Burgers Ltd	0.5%	€0.00
	2%	€0.00
	4.5%	€0.00
<hr/>		
All income over €70,044 is chargeable at 8.0%.		

Figure 17: Overview screen: USC tab

### 2.4.1 Edit how your tax credits and rate bands are divided

Customers or jointly assessed couples who have more than one active job can amend how their tax credits and rate bands are divided.

Customers who are USC exempt or on the reduced USC rate can amend their USC status if they believe they are not entitled to either the exemption or the reduced rate. Tax Credit Certificates (TCC) issued on foot of any changes to a customer's USC status will issue on a week 1 basis. (Week 1 basis means that each week's pay and tax is calculated independently without reference to any previous week's pay or tax. No tax refunds can be made while on a week 1 basis).

When customers make changes to their records i.e. by updating either their tax credits or incomes, they will automatically be taken to the 'Divide your credits and rate bands' section if they have more than one active job. For couples who are jointly assessed, where both spouses/civil partners are working, this will happen when a change is made to the record of either spouse or civil partner.

Alternatively, a customer or jointly assessed couple can amend how their tax credits and rate bands are allocated by clicking on the 'Divide tax credits' link on the navigation bar. Customers and jointly assessed couples who have only one active job will not have this link on the navigation bar.

## 2.4.2 Divide your tax credits and rate bands

To ensure that customers' tax credits and rate bands are appropriately allocated across different jobs, they will be asked to estimate their gross income for each job and their spouse or civil partner's jobs, where appropriate. This is to ensure that the customer pays the right amount of tax during the year (and no underpayment or overpayment arises).

Where customers are unable to estimate their income, they should click on the 'Unable to Estimate' box.

If customers have made changes to their record and/or to their spouse's or civil partner's record and they are unable to provide an estimate of their income for at least two of their jobs, they will be asked to select their main job i.e. the job with the highest income. The adjustments to their tax credits and/or rate bands will be made against this job.

If a customer provides an estimated income for one job only, the adjustments will be made against that job.

Customers who have made no changes to their records but want to make changes to how their tax credits and rate bands are divided must provide an estimate for at least two of their jobs (if relevant).

A re-allocation of tax credits and rate bands will only take place amongst jobs where an income has been provided.

Customers will have the option of not accepting the allocations done automatically for them. When this happens they will be asked how they want their tax credits and rate bands to be divided.

## 2.4.3 Divide tax credits and rate bands equally

Customers with two live employments will be given the option to divide their tax credits and rate bands equally between both employments. Where a customer estimates their income, they will be given the Revenue recommended allocation but they will also have the option to divide equally. Where the customer cannot estimate their income, the divide option will then be provided. If a customer opts for an equal split, this request will process automatically.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 3 Revenue Payroll Notification (RPN)

After a submission has been made, an RPN will be made available to the relevant employer(s). The RPN is the employer's copy of the TCC and shows, amongst other things, the employee's total tax credits and tax and USC cut-off points for the year. A copy of the Tax Credit Certificate (TCC) will be available to view by employees in My Documents (which is also available in myAccount) usually within 2 days of the

submission being made. The TCC sets out a customer's tax credits and tax and USC rate bands for the current tax year.

The information provided by the customer, in addition to the information held on Revenue's record, will determine the appropriate tax credits and rate band.

### 3.1 DEASP Payments – ITP processing

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

### 3.2 Rules to determine the basis of the TCC

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 4 Blocking Rules

A customer will be blocked from using the Manage Your Tax service in certain circumstances, for example, if the customer is not tax resident in Ireland or if the customer's civil status changed during the year. A message will be displayed to blocked customers advising them to contact Revenue quoting the relevant rule number.



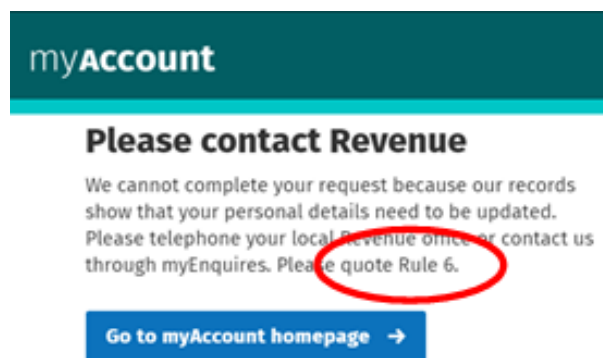


Figure 18: Display Screen – message displayed to blocked customer

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 5 iC Rules

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 6 Other Information

### 6.1 Saving data on PAYE Services: Manage your tax

Customers can save their data and complete and submit the changes at a later time. When the customer signs in later, a message will be displayed to inform him/her of the saved data. The credit/income that has been partially input will also display on the screen and is labelled '**PENDING**'.

Dependent relative \* **PENDING** \* €70 [Edit](#)  
tax credit  
**Shared**

Figure 19: Display Screen – message showing credit/income at 'pending' status

## 6.2 ITP Processing

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 6.3 Looking up a PAYE Services Submission

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 6.4 PAYE Services shadow site

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## Appendix 1: Allocation Engine

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

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## Appendix 2: Basis of TCC

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