

Completion of self-assessment panel

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Note: This manual is currently subject to review and may not reflect up-to-date position.

Most recent version.

1 The self-assessment panel

As well as completing a return of income, a taxpayer must also complete a self-assessment, identifying how much tax is owed to the Collector-General.

2 Who must complete the self-assessment panel?

An individual who files a paper return for a tax year on or before 31 August¹ of the following year need not complete the self-assessment panel. Every other taxpayer, or agent on their behalf², must complete the self-assessment panel.

The self-assessment, whether made by a taxpayer, their agent, or Revenue on behalf of the taxpayer, must reflect the information contained in the tax return to which it relates³.

In addition to completing the self-assessment, a taxpayer who wants to amend the tax return⁴ submitted under self-assessment must also amend the self-assessment panel.

Failure to complete the self-assessment panel is subject to a penalty of €250⁵. The Revenue Online Service (ROS) provides an indicative income tax calculation for taxpayers. This means the penalty can only arise in cases where:

- a paper Form 11 was filed after 31 August without completing the self-assessment panel;
- a paper Form CT1 was filed, by a taxpayer who is exempt from the requirement to e-file, without completing the self-assessment panel;
- a ROS filer with capital gains did not complete the Capital Gains Tax self-assessment panel on ROS.

¹ Section 959S TCA. A person who is a mandatory e-filer cannot file a paper return and must therefore always complete the self-assessment panel.

² Section 959T TCA.

³ Section 959W TCA.

⁴ Under section 959V TCA. See Tax and Duty Manual 41A.04.01 for details of when a taxpayer may amend a tax return.

⁵ Section 959X TCA. This penalty would be imposed using the mechanics set out in section 1077B.

3 What is in a self-assessment panel?

Section 959R (3) and (4) TCA prescribe what must be included in the self-assessment panel.

a) The amount of income, profits or gains / chargeable gains arising for the period.

This is the amount of income, profits or gains or, as the case may be, chargeable gains, which are chargeable to tax⁶ before deductions which are allowable in assessing income, such as capital allowances for income tax purposes or retirement relief for CGT purposes. Income which is exempt from income tax is not included in this figure.

Where foreign income has been re-grossed because the Irish effective rate is lower than the foreign effective rate, the regrossed amount is included here.

b) The amount of tax chargeable for the period

This is defined in section 959A TCA. It is the amount of tax on income in (a) after any increase in respect of the high income individuals' restriction, less any deductions, allowances or reliefs, but before credits. By way of example, for income tax, this is the tax due having applied the various rates and bands to total income, but before any credits are claimed.

It includes tax on ring-fenced income such as investment undertakings and profits or gains attributable to rezoning decisions or "relevant planning decisions".

The amount of each tax chargeable should be clearly set out. For example, in a Form 11 a taxpayer may have income tax, USC and PRSI which need to be included in a single self-assessment. The amount of tax, USC and PRSI chargeable should be separately identified.

Amount of USC chargeable for this period

This is the amount of USC chargeable on all the income, including employment and pension income which has suffered USC at source and any income which was exempt from Income Tax.

Amount of PRSI chargeable for this period

This is the amount of PRSI chargeable on the taxpayer's income other than PRSI due on Irish employment income where this has been deducted by the employer at source. That is, an individual should neither add PRSI due on employment income, nor deduct PRSI already paid at source from their employment income.

⁶ See Tax and Duty Manual 15.02a.06 for full details on 'income chargeable to tax' in an income tax context.

c) The amount of tax payable⁷ for the period

This is defined in section 959A TCA as the amount of tax chargeable less credits. Credits include the personal tax credit or employee tax credit for income tax, but also any Dividend Withholding Tax deducted, DIRT withheld at source, tax deducted under PAYE on Schedule E income and PSWT.

To ensure that the correct tax payable figure is recorded by Revenue, the following breakdown is required:

Amount of tax payable for this period before refund (or offset) below

This is the tax payable figure before taking account of any refund or offset of tax withheld at source already made by Revenue.

Amount of refund (or offset) made out of tax withheld at source

The amount of any refund or offset of tax withheld at source (for example, an interim refund of PSWT) should be entered here.

Amount of tax payable for this period

This is the amount of tax payable, adjusted for any refund or offset of tax withheld at source already made by Revenue.

d) The amount of surcharge due for the period

This is the surcharge due under section 1084 TCA either on the late filing of the income tax return or arising on foot of a person not having fully met their Local Property Tax obligations.

e) The balance of tax owing / overpaid for the period

This is the amount of tax payable plus any amount of surcharge, less any amount paid directly to the Collector-General. This latter figure includes preliminary tax paid and also RCT deducted.

⁷ This figure is also relevant in the context of preliminary tax as the 90% / 100% / 105% tests all apply to the amount of tax payable. See Tax and Duty Manual 41A.01.03 for further details on preliminary tax, including which withholding taxes are credits (deductible in arriving at tax payable) and which are treated as payments made directly to the Collector General (deductible from tax payable).