

## **Jobs and Pensions Service**

### **User Manual**

#### **Part 42-04-64**

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A more recent version of this manual is available.

Note: References to jobs in this document also refer to pensions unless specifically mentioned. Similarly, references to employers also refer to pension providers.

## 1. Background

Jobs and Pensions is an online service that allows customers, or their agents, to register a new job with Revenue.

The Jobs and Pensions service is available in PAYE Services in myAccount for customers and in the Client Services tab in ROS for agents.

The information contained in [Section 3](#) of this Tax and Duty manual outlines specific information for agents who want to add a job for their clients using Jobs and Pensions. The information in the remaining sections is relevant to both customers and agents using the service.

The Jobs and Pensions service should not be used to register a new job unless the old job has been ceased on Revenue's record. If a new job is added before this information is updated, it will be treated as a second job. See [Section 2.1.1](#) - Adding a second job.

Jointly assessed customers may be asked to provide information in relation to their spouse or civil partner.

Revenue will use any relevant information from the customer's Revenue record and will only ask for information where it is missing or may not be up to date.

Customers who are jointly assessed to tax will be able to register a job for their spouse or civil partner.

## 2. Overview of Jobs and Pensions service: Information required

The Jobs and Pensions service has four distinct sections and the customer will be taken through each section in turn.

Help text is provided throughout the service to assist customers. This is accessed by clicking on the relevant link.

### 2.1 Section 1: Details of new job

Customers will see up to date information on their jobs for the current year, even if they are ceased. Joint assessed customers will be able to see the relevant details for their spouse or civil partner.

If a customer has already left a job but the employer has not yet advised Revenue, it will show as an active job until such time as the customer's record is updated.

Customers can input a job with a start date in the current or previous 5 tax years. A start date in a future year will not be accepted.

**Figure 1: Display screen – customer with no jobs during the current tax year**

The screenshot shows the 'myAccount' header in a teal bar. Below it, the breadcrumb 'Jobs and Pensions' is followed by 'Section 1 of 4'. The main heading is 'Jobs and pensions for 2016'. A message states 'No jobs or pensions on record for 2016'. Below this message are two blue buttons: 'Add job →' and 'Add pension →'.

**Figure 2: Display screen – customer with a job during the current tax year**

The screenshot shows the 'myAccount' header in a teal bar. Below it, the breadcrumb 'Jobs and Pensions' is followed by 'Section 1 of 3'. The main heading is 'Jobs and pensions for 2016'. A job entry is displayed: 'Lzdp W Gzzb Ltd (xypenzp Hkpb)' with a text input field to its right. Below the job name, it says 'Active' and 'Start date: 01/01/2014', with a 'View details' link. At the bottom are two blue buttons: 'Add job →' and 'Add pension →'.

**Figure 3: Display screen – joint assessed customer**

myAccount

Jobs and Pensions  
Section 1 of 4

**Jobs and pensions for 2016**

Sam   
Official Name For  Sour Dough Company  
Active Start date: 01/01/2016 [View details](#)

Official Name For  - Bread Comp   
Active Start date: 01/01/2016 [View details](#)

[Add job →](#)

[Add pension →](#)

Josie   
No jobs or pensions on record for 2016

[Add job →](#)

[Add pension →](#)

Customers will be asked to provide information on the new job and will also be asked for information to establish whether they are entitled to the Employee tax credit and/or FREs. As FREs only relate to jobs, a customer adding a pension will not be asked to provide these details.

### 2.1.1 Adding a second job

Customers adding an additional job to their record (i.e. there is already at least one active job on the customer's record) will be advised that this will be treated as a second or subsequent job.

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

[...]

Customers will also be advised that if they are changing jobs and their old job is still active on Revenue's record, they should not register the new job until the old job has been ceased.



**Figure 4: Message displayed to customer adding an additional (second or subsequent) job**

### 2.1.2 Adding a second job with the same employer (dual employments)

Customers adding a second job for the same employer will be prompted to confirm that this is the position. Many customers have second jobs (called 'dual employments') with the same employer.

Some employers trade using a different name to the one on Revenue's record and their employees may not recognise this name. In such cases, customers may try to register their job a second time.

**Figure 5: Message displayed to customer adding a second job with the same employer**

## 2.2 Section 2: Residency details

A customer's tax residency position has to be determined so the correct tax credits can be granted to the customer.

In most cases, the information is already available on Revenue's record to determine this. However, the following customers will have to provide additional information as we do not have sufficient information or our information may be out of date:

- All customers starting their first job in Ireland;
- Customers currently marked as non-resident;
- Customers with no live employment in the previous 6 months.

Joint assessed customers may be asked to provide information for their spouse or civil partner.

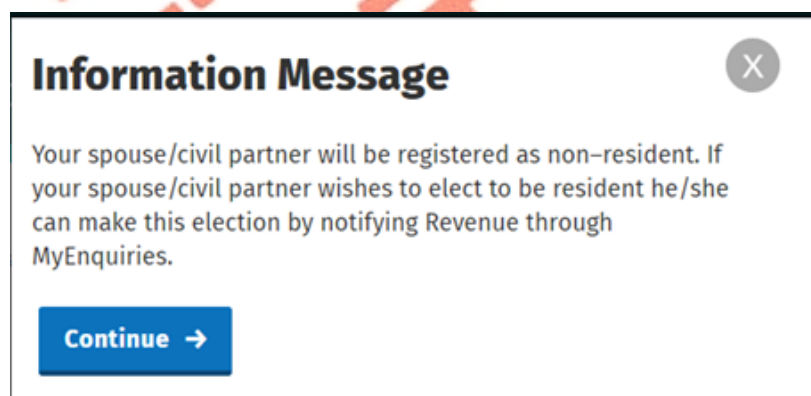
The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

### 2.2.1 Election

Customers who are non-resident can elect to be tax resident in the current tax year if they will be resident in the State in the following tax year under any one of the residency tests. It is not possible for customers to elect for their spouse or civil partner as each individual must complete their own election. The customer will be advised of the position. Similarly, it is not possible for agents to elect for their clients. Customers wishing to elect to be tax resident should make this request themselves via the MyEnquiries service in myAccount.

**Figure 6: Message displayed to customer whose spouse or civil partner is considered non-resident**



## 2.3 Section 3: Incomes and earnings

Additional information will be sought from relevant customers to ensure that their tax credits are correctly adjusted to take account of any taxable DSP payments received in the current tax year.



### 2.3.1 DSP payments

Information is received directly from DSP on certain taxable benefits. However, the amount customers receive from DSP in respect of the following payments is not received:

- Blind Pension
- Survivor's Pension (Non-Contributory)
- Carer's Income (Allowance/Benefit).

Recipients of these payments will be asked to enter the amount of their weekly payment.

It should be noted that Carer's Income currently displays on the record of the assessable spouse/ nominated civil partner. Where this is recorded against the wrong spouse, the customer is asked to contact Revenue so the record can be amended. (Note: this will be fixed shortly and the message removed).

Where customers are asked to provide this information, details of any other DSP taxable payments received by them will also be displayed on screen. However, this will not display for new customers.

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

[...]

**Figure 7: Display screen – DSP payments not on record**

**myAccount**

Jobs & Pensions  
[← Back](#) Section 3 of 4

**Department of Social Protection (DSP) Income**

You are in receipt of the following taxable benefits. Please provide the weekly amount for the benefits highlighted below.

[▶ What payments are taxable?](#)

Please enter the weekly amount below:

Survivors Pension Contrib	€ <input type="text"/>
DSP Carers Income	€ <input type="text"/>
DSP One Parent Payment - on record	
DSP Income - on record	

[▶ Why is this information required?](#)

**Next →**

### 2.3.2 USC

The rate of USC customers pay on their income is determined by their total annual income (excluding DSP payments), by their age and whether they have a full medical card.

Customers will be asked if their total annual income is less than €13,000 (exemption threshold for 2016 and 2017). Based on the information provided, customers may be granted an exemption to USC.

Revenue receives information directly from the HSE regarding individuals who have been granted a full medical card. Customers will pay a reduced rate of USC if their total annual income (excluding DSP payments) is below €60,000 (reduced rate threshold for 2016 and 2017) unless they are entitled to an exemption from USC.

The reduced rate of USC also applies to customers aged 70 and over whose total annual income (excluding DSP payments) is over €13,000 but less than €60,000.

Customers with a medical card, based on information received from the HSE, or those customers over 70 years of age, will be asked to confirm their total income for the year to determine whether the reduced rate of USC applies.

## 2.4 Section 4: Summary and declaration

When the customer has completed the previous sections they will then be brought to the summary screen.

**Figure 8: Display screen - summary screen: single customer**

**myAccount**

Jobs and Pensions  
Section 4 of 4

[← Back](#) **Are these details correct?**

**Section 1: Job details** [Edit](#)

Employer's tax registration no.

Employer name Lzdp W Gzrb Ltd (xygenzp Hkpb)

Job start date 08/08/2015

You are paid Monthly

Proprietary director relationship None

Flat rate expenses None

**Section 2: Residency** [Edit](#)

Non-resident

**Section 3: Additional incomes** [Edit](#)

- DSP Blind Pension - €50

**Universal Social Charge**

Standard rate

☒ I confirm that the information provided in this form is true and correct to the best of my knowledge and belief. I have included all information relevant to this application.

[Submit](#) [Cancel](#)

**Figure 9: Display screen - summary screen: joint assessed customer**

**myAccount**

Jobs and Pensions  
Section 4 of 4

**Are these details correct?**

**Section 1: Job details** [Edit](#)

Employer's tax registration no.	<input type="text"/>
Employer name	Lzdp W Gzrb Ltd (xypenzp Hgpb)
Job start date	08/08/2015
You are paid	Monthly
Proprietary director relationship	None
Flat rate expenses	None

**Section 2: Residency** [Edit](#)

Non-resident

**Section 3: Additional incomes** [Edit](#)

- DSP Blind Pension - £50

**Universal Social Charge**

Standard rate

☒ I confirm that the information provided in this form is true and correct to the best of my knowledge and belief. I have included all information relevant to this application.

[Submit](#) [Cancel](#)

Customers can edit any of the details provided. If they do so, they will need to answer all subsequent questions in the registration process. This is necessary because each question is dependent on the answer to the previous question.

When a customer is satisfied that all the information provided is correct they should click on the declaration and submit the registration form. They will then have to complete the 'Secure sign and submit' screen for the registration to be submitted.

**Figure 10: Display screen – secure sign and submit screen**

**Jobs and Pensions**

**Secure sign and submit**

PPS Number

Enter myAccount Password

[Sign and Submit →](#)

### 2.4.1 Acknowledgement messages

An acknowledgement message will display when the registration form has been submitted.

There are different messages depending on the information provided by the customer. This is to provide additional information to customers based on their particular circumstances.

The message will also take account of whether the customer is adding a job for his/herself or for his/her spouse or civil partner.

Details of the different types of acknowledgement message are set out in Appendix 2.

**Figure 11: Display screen – standard acknowledgement message**

The screenshot shows a web interface for 'Revenue' with the title 'Jobs and Pensions' and a 'My Documents' link. The main message reads: 'Thank you. Your details have been submitted.' It provides a reference number '4905208417' and states that a new Tax Credit Certificate will be available online within 2 working days. It also mentions that a new certificate will be issued to the employer, which may take time to apply to the pay. A note states that tax credits are based on provided information and include taxable incomes held on record. An 'Important notice' box at the bottom states that from now on, all PAYE correspondence will be issued electronically and can be viewed, printed, or downloaded from 'My Documents'.

## 2.5 Saving data on Jobs and Pensions

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

**Figure 12: Display screen – customer screen where data saved**

The screenshot shows a web interface for 'Revenue' with the title 'Jobs and Pensions' and a 'Section 1 of 4' indicator. A message at the top states: 'You have saved updates from your last session. Please click 'Continue' to finish and submit these updates or 'Cancel' to start again.' Below this, the screen displays 'Jobs and pensions for 2016'. It shows two entries for 'Sour Dough Company'. The first entry is 'Active' with a start date of '02/02/2016' and a 'View details' link. The second entry is 'In progress' and has a 'Cancel' link. At the bottom, there is a 'Continue' button with a right arrow.

### 3. Agent access to Jobs and Pensions

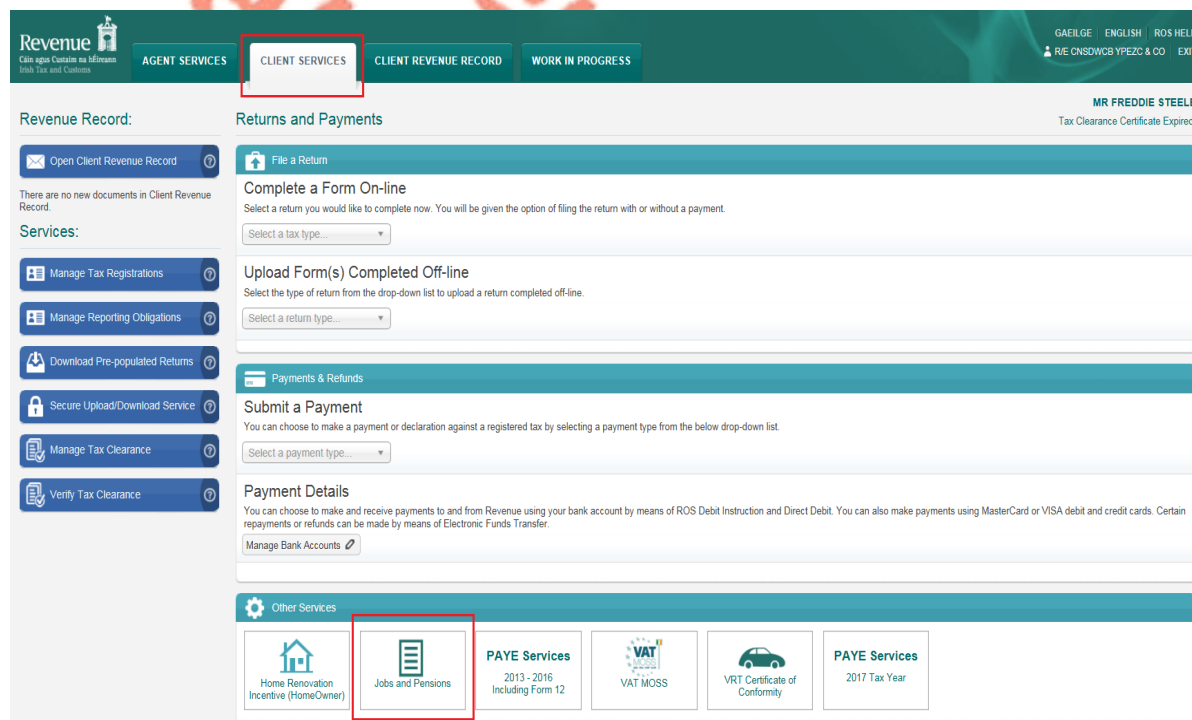
From 25 November 2017, agents can access the Jobs and Pensions service in ROS. Agents can now register the following on behalf of their client:

- first ever job in Ireland
- a change in job
- a second or subsequent job
- an occupational pension
- payment from a private pension

#### 3.1 An existing client that has a PAYE registration

Where a client/agent link exists for a PAYE registration, the Jobs and Pensions card is available in the 'Other Services' section of the 'Client Services' tab as displayed in Figure 13 below. Once an agent clicks on the Jobs and Pensions card they are brought into the Jobs and Pensions service.

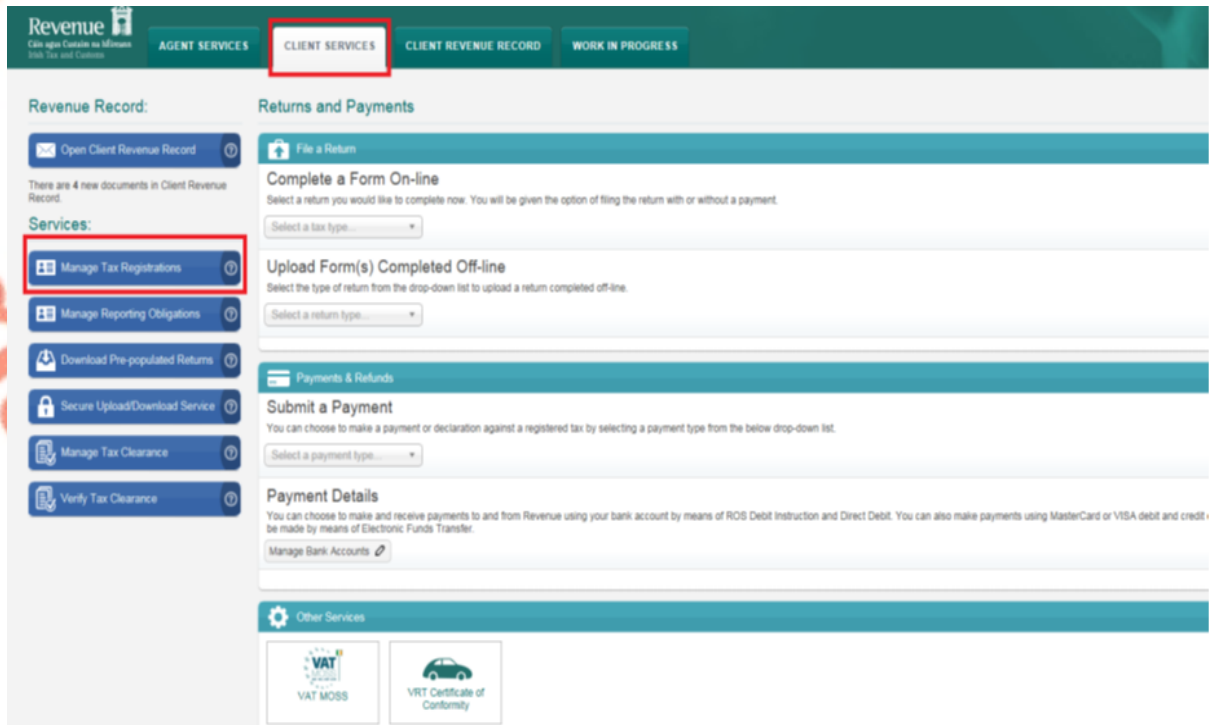
**Figure 13: Jobs and Pensions card location in ROS**



### 3.2 An existing client that has no PAYE registration but has some other tax registration

Where a client/agent link exists for a tax registration other than PAYE, an agent can add the PAYE taxhead by selecting 'Manage Tax Registrations' in the 'Client Services' tab.

**Figure 14: 'Manage Tax Registrations' in the 'Client Services' tab**



The agent is then brought to the eRegistrations screen where there are three actions available:

- Add and link to a new registration – for first time PAYE registrations
- Link to and re-register a ceased registration – for customers with a ceased PAYE taxhead who wish to re-register
- Link only to an existing registration – for customers who are already PAYE registered



Figure 15: PAYE options available on the eRegistrations screen

The screenshot shows the 'eRegistration' screen with a sidebar on the left containing a note about managing tax registrations. The main area lists several registration options, each with a 'Select Action' button. The 'Pay As You Earn - PAYE' option is highlighted with a red box, and its sub-options are visible below it.

Registration Option	Status	Action
Income Tax - IT	You are not linked to this tax	Select Action >
Value Added Tax - VAT	You are not linked to this tax	Select Action >
Employer (PAYE/PRSI) - PREM	You are not linked to this tax	Select Action >
Relevant Contracts Tax - RCT	You are not linked to this tax	Select Action >
Environmental Levy - ELEV	You are not linked to this tax	Select Action >
<b>Pay As You Earn - PAYE</b>	You are not linked to this tax	<a href="#">Add and link to a new registration</a> <a href="#">Link to and re-register a ceased registration</a> <a href="#">Link only to an existing registration</a>
Diesel Rebate Scheme - DRS	You are not linked to this tax	Select Action >
Charitable Donations Scheme - CDS	You are not linked to this tax	Select Action >

All options require the agent to upload either the PAYE A1 or PAYE A2 authorisation form. The link and/or registration will take approx. 2 working days to process, following which the agent will have access to Jobs and Pensions in Client Services as shown below.

Figure 16: Jobs and Pensions card available after 2 working days

The screenshot shows the 'Client Services' screen with a sidebar on the left containing a list of services. The main area displays 'Returns and Payments' and 'Payments & Refunds' sections. The 'Jobs and Pensions' card is highlighted with a red box in the 'Other Services' section.

Service	Description
Home Renovation Incentive (HomeOwner)	
<b>Jobs and Pensions</b>	PAYE Services 2013-2016 Including Form 12
VAT MOSS	
VRT Certificate of Conformity	
PAYE Services	2017 Tax Year

### 3.3 Linking to a new client

Where a client/agent link does not exist for any taxhead, an agent can add the PAYE taxhead by using the 'Manage Tax Registrations' section of the 'Agent Services' page as shown in Figure 17 below. The agent will need to enter a tax type which the client is already registered for on Revenue's records, the client's tax registration number and the client's name.

**Figure 17: Linking to a new client using 'Manage Tax Registrations'**

The screenshot shows the Revenue Agent Services portal. The top navigation bar includes 'AGENT SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The 'AGENT SERVICES' tab is selected. On the left, there are links for 'Open Revenue Record', 'Manage Financial Statements', 'PDC Search', 'Mobile Access', and 'View Property History'. The main content area is divided into 'Clients' and 'Returns' sections. The 'Clients' section includes a 'Find Clients' button, a 'Client Search' form with fields for 'Tax Registrations' and 'Reporting Obligations', and a 'Your Client List' table. The 'Manage Tax Registrations' section is highlighted with a red box and contains a 'Manage Client Registrations' form with fields for 'Select a tax type', 'Enter registration no.', 'Enter name', 'Select tax type', and a 'Manage' button. The 'Returns' section includes an 'Upload Form(s) Completed Off-line' button and a 'Select a return type' dropdown. The 'Other Services' section includes a 'MyEnquiries' button.

The agent is then brought to the eRegistrations screen where there are 3 actions available:

- Add and link to a new registration – for first time PAYE registrations
- Link to and re-register a ceased registration – for customers with a ceased PAYE taxhead who wish to re-register
- Link to an existing PAYE registration

**Figure 18: PAYE options available on the eRegistrations screen**

The screenshot shows the 'eRegistration' screen with a navigation bar at the top containing 'AGENT SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The 'CLIENT SERVICES' tab is active. On the left, there is a sidebar with a note about managing tax registrations. The main area is titled 'Registration Options' and lists several tax types, each with a 'Select Action' button. The 'Pay As You Earn - PAYE' option is highlighted with a red box, and its sub-options are visible: 'Add and link to a new registration', 'Link to and re-register a ceased registration', and 'Link only to an existing registration'.

All options require the agent to upload either the PAYE A1 or PAYE A2 authorisation form. The link and/or registration will take approx. 2 working days to process, following which the agent will have access to Jobs and Pensions in Client Services as shown below.

**Figure 19: Jobs and Pensions card available after 2 working days**

The screenshot shows the 'Revenue Record' screen with a navigation bar at the top containing 'AGENT SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The 'CLIENT SERVICES' tab is active. The main area is titled 'Returns and Payments' and contains several sections: 'Open Client Revenue Record', 'File a Return', 'Complete a Form On-line', 'Upload Form(s) Completed Off-line', 'Payments & Refunds', 'Submit a Payment', and 'Payment Details'. At the bottom, there is a section titled 'Other Services' which contains several cards. The 'Jobs and Pensions' card is highlighted with a red box.

### 3.4 Registering a client that is unknown to Revenue

Where an agent is registering a client that has no Revenue record, for example: the client has never worked in Ireland or has recently moved to Ireland to take up employment, they click on 'Register New Revenue Customer' on the 'Agent Services' page as shown in Figure 20 below.

**Figure 20: Registering a client with no Revenue record**

The screenshot shows the Revenue Agent Services portal. The 'AGENT SERVICES' tab is selected. On the left, there are links for 'Open Revenue Record', 'Manage Financial Statements', 'P2C Search', 'Mobile Access', and 'View Property History'. The main area is titled 'Clients' and includes a 'Find Clients' section with search filters for 'Tax Registrations' and 'Reporting Obligations'. Below this is a 'Manage Client Registrations' section with a 'Register New Revenue Customer' button highlighted in a red box. Other sections include 'Returns' and 'Other Services'.

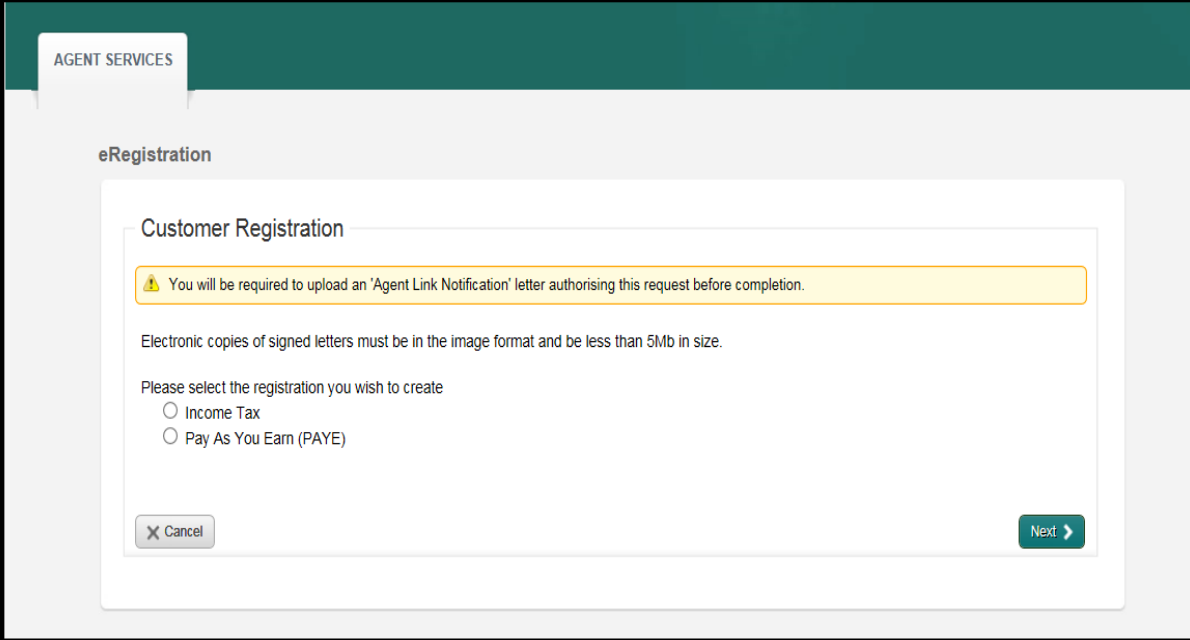
The agent then clicks "Register an individual", as seen in Figure 21.

**Figure 21**

The screenshot shows the 'New Customer Registration' page. It includes a list of registration options: 'Register an Individual', 'Register a Resident Company', 'Register a Partnership', and 'Register a Trust'. The 'Register an Individual' button is highlighted in a red box. Below the buttons, a note states: 'Please note, online registration facilities for existing customers of Revenue are available via the 'Agent Services' tab.'

The agent then selects the PAYE option on screen as in Figure 22.

**Figure 22**



The screenshot shows a web interface for 'AGENT SERVICES' with a sub-section 'eRegistration'. Inside, there is a 'Customer Registration' form. A yellow warning box at the top states: 'You will be required to upload an 'Agent Link Notification' letter authorising this request before completion.' Below this, a note says: 'Electronic copies of signed letters must be in the image format and be less than 5Mb in size.' The form asks the user to 'Please select the registration you wish to create' with two radio button options: 'Income Tax' and 'Pay As You Earn (PAYE)'. At the bottom left is a 'Cancel' button with an 'X' icon, and at the bottom right is a 'Next' button with a right arrow icon.

The agent will need to provide the following details to set the client up on Revenue's records:

- PPS number
- Date of birth
- Name
- Nationality
- Address
- Email
- Upload PAYE A1/A2 mandate

Once the agent has submitted the client's details an acknowledgement message will be sent to the agent's ROS Inbox as shown in Figure 23 below.

**Figure 23: Acknowledgement message in agent's ROS Inbox**

**AGENT SERVICES** REVENUE RECORD PROFILE ADMIN SERVICES

**ROS Acknowledgement** R/E CNSDWCB YPEZC & CO -

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client's ROS Inbox by clicking on the Client Revenue Record tab above. A receipt will be sent to your ROS Inbox as soon as this transaction has been processed which may take 2 working days. To return to Agent Services click on Agent Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number **4604690485F**

eRegistration summary:

Action	Status	Comments
Register and Link PAYE	Success	

To return to Agent Services click on Agent Services tab.

The link and/or registration will take approx. 2 working days to process, following which the agent will have access to Jobs and Pensions in Client Services as shown below.

**Figure 24: Jobs and Pensions card available after 2 working days**

Revenue.ie **CLIENT SERVICES** CLIENT REVENUE RECORD WORK IN PROGRESS

GAELIGE ENGLISH ROS HELP  
R/E CNSDWCB YPEZC & CO EXIT

**MR FREDDIE STEELE**  
Tax Clearance Certificate Expired

**Revenue Record:**

- Open Client Revenue Record
- There are no new documents in Client Revenue Record.

**Services:**

- Manage Tax Registrations
- Manage Reporting Obligations
- Download Pre-populated Returns
- Secure Upload/Download Service
- Manage Tax Clearance
- Verify Tax Clearance

**Returns and Payments**

**File a Return**

**Complete a Form On-line**  
Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.  
Select a tax type...

**Upload Form(s) Completed Off-line**  
Select the type of return from the drop-down list to upload a return completed off-line.  
Select a return type...

**Payments & Refunds**

**Submit a Payment**  
You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.  
Select a payment type...

**Payment Details**  
You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain repayments or refunds can be made by means of Electronic Funds Transfer.  
Manage Bank Accounts

**Other Services**

- Home Renovation Incentive (HomeOwner)
- Jobs and Pensions**
- PAYE Services 2013 - 2016 Including Form 12
- VAT MOSS
- VRT Certificate of Conformity
- PAYE Services 2017 Tax Year



### 3.5 Using the Jobs and Pensions service

When an agent clicks on the Jobs and Pensions card, they are brought through the required Jobs and Pensions screens for their client. The screens may vary slightly depending on the client's circumstances. A typical registration contains the following screens:

Figure 25: Information on who the service is for and what you need to use it

The screenshot shows the 'myAccount' portal for 'Revenue'. The page title is 'Jobs and Pensions' and 'Section 1 of 4'. The main heading is 'Adding a job or pension' with a 'Start →' button. Below this, it asks 'Who is it for?' and states the service is for anyone who is starting a new job or starting to receive payments from a private pension (not a DSP, i.e. social welfare, pension). It also includes a note about not adding a new job or pension until the old employer or pension provider has been notified. The next section is 'What do I need?' which lists requirements: a new employer or pension provider's tax registration number, the start date and payment frequency, an estimate of overall income, and details for recent movers. The final section is 'How long does it take?' which states it takes about 10 minutes and lists four sections: 1. Add your new job or pension, 2. Tell us how long you have been living in the Republic of Ireland, 3. Tell us about your overall incomes, and 4. Review your details and submit.

Figure 26: Choose to add either a job or pension

The screenshot shows the 'Jobs and Pensions' section for 'Revenue'. The page title is 'Jobs and pensions for 2017' and 'Section 1 of 4'. It indicates 'No jobs or pensions on record for 2017' and provides two buttons: 'Add Job →' and 'Add pension →'.

Figure 27: Input the employer's tax registration number

Hello jzbbzvz Gaeilge Sign out

Revenue Clárú agus Comairín na hAiríonna  
Irish Tax and Customs | myAccount My Documents

Jobs and Pensions  
← Back Section 1 of 4

**What is the employer's tax registration no?**

Example: 1234567AA or 1234567A

▼ Where can I find this?

Ask your employer for this number.

**Next** →

Figure 28: Input job details such as start date and pay frequency

Revenue Clárú agus Comairín na hAiríonna  
Irish Tax and Customs | Jobs and Pensions My Documents

Jobs and Pensions  
← Back Section 1 of 4

**Job details**

Employer name  
Ygxgsbg Unllkzzknsqyz

▼ I don't recognise this name

Your employer may use a different name.

Job start date

DD MM YYYY

▼ What is the start date?

This is the first day you started in the job.

How often are you paid?

☒

Staff number (optional)

Are you a proprietary director of the company or related to a proprietary director of the company?

☐ Yes ☒ No

▼ What is a proprietary director?

A proprietary director is a company's beneficial owner or director who can control directly or indirectly more than 15% of a company's ordinary share capital.

**Next** →

Figure 29: Select flat rate expenses if appropriate

Revenue myAccount My Documents

Jobs and Pensions  
Section 1 of 4

Does this job belong in one of these industries?

Workers in one of the below industries may be entitled to flat rate expenses.

What are flat rate expenses?

☐ No - the appropriate industry is not listed below

Or

<input type="radio"/> Actor (freelance)	<input type="radio"/> Airline industry
<input type="radio"/> Builders & Related Trades	<input type="radio"/> Cosmetology
<input type="radio"/> Driving Instructor	<input type="radio"/> Education
<input type="radio"/> Engineering & Electrical	<input type="radio"/> Fishing
<input type="radio"/> Horse Racing Industry	<input checked="" type="radio"/> Hospital/Health Services
<input type="radio"/> Hotel & Bar Trade	<input type="radio"/> Journalism
<input type="radio"/> Mining Industry	<input type="radio"/> Motor repair and motor assembly
<input type="radio"/> Optometrists/Dispensing Opticians	<input type="radio"/> Panel Beaters / Sheet metal Workers
<input type="radio"/> Printing Bookbinding and allied trades	<input type="radio"/> Public Sector
<input type="radio"/> Religious	<input type="radio"/> Retail
<input type="radio"/> Shipping	<input type="radio"/> Transport
<input type="radio"/> Veterinary	

Next →

Figure 30: Select the most appropriate residency situation

Hello Jzbbzvx

Gaeilge Sign out

Revenue **myAccount** My Documents

Jobs and Pensions

← Back Section 2 of 4

**Which of the following options best describes your residency situation?**

This is to determine your [tax residency](#).

☒ always lived in the Republic of Ireland

☐ living continuously in the Republic of Ireland for the past 12 months

☐ recently moved or returned to live in the Republic of Ireland

☐ not living in the Republic of Ireland

▼ [Why is this information required?](#)

This information will help Revenue to determine what tax credits you are entitled to and what incomes you receive that are subject to Irish tax.

Next →

Figure 31: Answer the total income question for USC purposes

Revenue **myAccount** My Documents

Jobs and Pensions

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**In 2017, do you expect your total income from all your jobs and other sources (excluding DEASP\* payments) to be less than €13,000?**

\*DEASP = Department of Employment Affairs and Social Protection

This will determine your rate of [Universal Social Charge \(USC\)](#).

☒ Yes, I expect to receive less than €13,000 from all my jobs and other sources

☐ No, I expect to receive more than €13,000 from all my jobs and other sources

Next →

Figure 32: Review summary page and confirm if correct

Revenue  
Lithuania Customs and Excise  
VMI, TPA and Customs

myAccount

My Documents

Jobs and Pensions  
Section 4 of 4

← Back

**Are these details correct?**

**Section 1: Job details** [Edit](#)

Employer's tax registration no.	00032116A
Employer name	Tymrinlmjx Hg Smbinmau
Job start date	01/01/2017
You are paid	Weekly
Staff number	1234
Proprietary director relationship	None
Flat rate expenses	Hospital/Health Services Nurse where obliged to supply and launder their own uniforms

**Section 2: Residency** [Edit](#)

Resident

**Section 3: Overall Incomes** [Edit](#)

Universal Social Charge Exempt

☐ I confirm that the information provided in this form is true and correct to the best of my knowledge and belief. I have included all information relevant to this application.

[Submit](#) [Cancel](#)

Figure 33: Enter password on the sign and submit screen

**Sign & Submit**

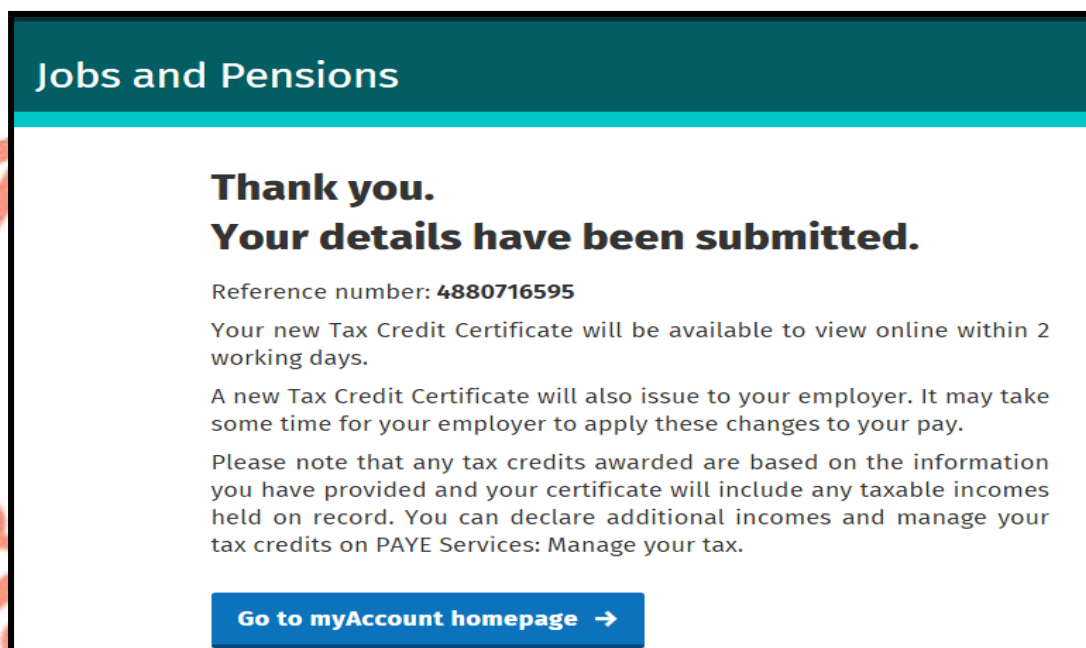
**Certificate** 27025Q-206708 [Help](#)

**Enter Password** Password

[Sign & Submit](#)

0%

**Figure 34: An acknowledgement screen will display confirming the successful submission and providing information tailored to the customer's submission details**



**Jobs and Pensions**

**Thank you.**  
**Your details have been submitted.**

Reference number: **4880716595**

Your new Tax Credit Certificate will be available to view online within 2 working days.

A new Tax Credit Certificate will also issue to your employer. It may take some time for your employer to apply these changes to your pay.

Please note that any tax credits awarded are based on the information you have provided and your certificate will include any taxable incomes held on record. You can declare additional incomes and manage your tax credits on PAYE Services: Manage your tax.

[Go to myAccount homepage →](#)

#### 4. Issue of a Tax Credit Certificate

After the job is registered on the Jobs and Pensions service, a TCC will issue to the new employer. A copy of the TCC will be available to view in My Documents in myaccount usually within 2 working days of the submission being made.

TCCs set out a customer's tax credits and 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 bands.

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

[...]

Output of TCCs stop in early December each year. Jobs can continue to be registered after output has stopped but no employee TCC will issue for the current tax year. The customer will be advised of this in the acknowledgment message – see Appendix 2. Revenue will continue to issue employer TCCs through ROS for new commencements until later in December.



## 4.1 Tax credits

The Jobs and Pensions service will automatically grant the following credits if the customer meets the relevant criteria:

- [Personal Tax Credit](#)
- [Employee Tax Credit](#)
- [Age Credit](#)
- [Earned Income Credit](#)
- [FRE](#)

If a customer is entitled to other credits for the current tax year, they can be claimed in PAYE Services: Manage my tax. (Note: If you are setting up a job for the very first time you will need to sign out of myAccount and sign back in later to see the PAYE Services card).

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

[...]

## 5. Blocking rules

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

[...]

## 6. Real Time Risk (RTR) Framework

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

[...]

## 7. ITP processing

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

[...]

## Other information

### 8.1 Jobs with cessation date 25/12

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

[...]

### 8.2 Incorrect submission by a customer

A customer/agent who submits an incorrect submission will need to contact Revenue via MyEnquiries to have it amended.

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

[...]

### 8.3 Customer decides not to take up job

The Jobs and Pensions service allows a customer notify Revenue of the new job in advance of the start date.

A customer may, following notification to Revenue of the new job, decide not to take up this employment.

The customer will need to contact Revenue via MyEnquiries to have his/her record amended. Otherwise, the job will stay on his/her record with credits and rate bands allocated to it.

### 8.4 Non e-Enabled customers

The paper Form 12A will still be available for customers unable to use myAccount. The paper Form 12A will only be available on request.

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

[...]

A more recent version of this manual is available.

## Appendix 1: Posting rules

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

[...]

no more recent version of this manual is available.

## Appendix 2: Acknowledgment messages

The messages below are the possible versions that would show for a single person adding a job, depending on the details they provided.

### 1. Standard

The screenshot shows a web interface for 'Revenue Jobs and Pensions'. The header includes the Revenue logo, the text 'Take your business to the next level with Tax and Customs', and a 'My Documents' link. The main content area has a teal background with the following text:

**Thank you.**  
**Your details have been submitted.**

Reference number: **4905208417**

Your new Tax Credit Certificate will be available to view online within 2 working days.

A new Tax Credit Certificate will also issue to your employer. It may take some time for your employer to apply these changes to your pay.

Please note that any tax credits awarded are based on the information you have provided and your certificate will include any taxable incomes held on record. You can declare additional incomes and manage your tax credits on PAYE Services: Manage your tax.

**Important notice**

From now on all your PAYE correspondence will only issue electronically and you can view, print or download items securely from My Documents. You can access your correspondence quicker and it supports a cleaner environment.

### 2. Submission to be reviewed (iC cases)

The screenshot shows a web interface for 'Revenue Jobs and Pensions'. The header includes the Revenue logo, the text 'Take your business to the next level with Tax and Customs', and a 'My Documents' link. The main content area has a teal background with the following text:

**Thank you.**  
**Your information will be reviewed and we may need to contact you to confirm some details.**

Reference number: **5074433164**

Once approved, your new Tax Credit Certificate will be available to view online.

A new Tax Credit Certificate will also issue to your employer. It may take some time for your employer to apply these changes to your pay.


Please note that any tax credits awarded are based on the information you have provided and your certificate will include any taxable incomes held on record. You can declare additional incomes and manage your tax credits on PAYE Services: Manage your tax.

**Important notice**


From now on all your PAYE correspondence will only issue electronically and you can view, print or download items securely from My Documents. You can access your correspondence quicker and it supports a cleaner environment.



### 3. Non-resident customer who may be entitled to credits on review

**Revenue**  
Call 0900 20 00 00 or 0900 20 00 00  
Irish Tax and Customs

Jobs and Pensions

 My Documents

**Thank you.**  
**Your details have been submitted.**

Reference number: **6090499461**


A new Tax Credit Certificate will issue to you and your employer shortly. It may take some time for your employer to apply these changes to your pay.

Based on the information you have provided, you are non-resident for Irish tax purposes. Tax credits are generally not due to non-residents, however you may be entitled to further credits on review at the end of the year. Further information is available on [www.revenue.ie](http://www.revenue.ie).


**Important notice**

From now on all your PAYE correspondence will only issue electronically and you can view, print or download items securely from My Documents. You can access your correspondence quicker and it supports a cleaner environment.

### 4. Too late in year to issue TCC

**Revenue**  
Call 0900 20 00 00 or 0900 20 00 00  
Irish Tax and Customs

Jobs and Pensions

 My Documents

**Thank you.**  
**Your details have been submitted.**

Reference number: **4862383061**

Unfortunately, it is too late in the year for a new Tax Credit Certificate to issue for 2017. The details you submitted will be included in your Tax Credit Certificate for 2018.

Once you have received your P60 from your pension provider for 2017 you can request a review of your tax. This can be done by submitting a Form 12 which is available on myAccount (PAYE Services: Review your tax).

**Important notice**

From now on all your PAYE correspondence will only issue electronically and you can view, print or download items securely from My Documents. You can access your correspondence quicker and it supports a cleaner environment.

## 5. Non-resident customer

### Jobs and Pensions

**Thank you.**  
**Your details have been submitted.**

Reference number: **5077724790**

A new Tax Credit Certificate will issue to you and your employer shortly. It may take some time for your employer to apply these changes to your pay.

Please note that any tax credits awarded are based on the information you have provided and could change during the course of the year.

#### Important notice

From now on all your PAYE correspondence will only issue electronically and you can view, print or download items securely from My Documents. You can access your correspondence quicker and it supports a cleaner environment.

A more recent version of this manual is available.