



**Irish Tax
Institute**

Leaders in Tax

Tax Technician

Student Handbook 2011/2012



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South Block
Longboat Quay
Grand Canal Harbour
Dublin 2

Tel: +353 1 663 1700

Fax: +353 1 668 8387

E-mail: students@taxinstitute.ie

Web: www.taxinstitute.ie

CONTACT US



Grace McRandal
Senior Manager of Professional
Education
Direct: +353 1 6631713
E-mail: gmcrandal@taxinstitute.ie



Carol Dooley
Tax Technician Coordinator
Direct: +353 1 6631748
E-mail: cdooley@taxinstitute.ie



Niamh O'Sullivan
Examinations Coordinator
Direct: +353 1 6631712
E-mail: nosullivan@taxinstitute.ie



Dear Student

I would like to welcome you to the Tax Technician programme 2011/2012.

This handbook offers comprehensive information on the Tax Technician qualification and is designed to guide you through your course of study. It is important that you retain it for future reference. You will find this handbook of considerable use. Please take time to familiarise yourself with the rules and regulations.

In a regulatory environment that is constantly evolving, with rapid tax legislative and administrative changes, managing tax compliance has become increasingly complex. Moreover, getting tax compliance wrong can be very expensive for businesses and individuals alike. Therefore, the need for expert tax compliance staff is greater than ever.

The course covers compliance issues for income tax and payroll, business taxes, capital taxes and VAT. It also covers relevant legal and accounting principles, as well as an overview of company filing obligations.

Our Education team provide a range of support services to assist you during your studies and are in regular communication about various aspects of the course and examinations.

I would like to wish you every success in your studies in the year ahead.

Kind regards

Yours sincerely

A handwritten signature in cursive script that reads "Martina O'Brien".

Martina O'Brien
Director of Educational Strategy

Key Dates

	Winter Course 2011/2012	Summer Course 2012*
Registration opens	July 2011	March 2012
Lectures commence	1 October 2011	April 2012
Register by	16 September 2011	2 April 2012
Registration closes	2 December 2011**	11 May 2012**
Lectures finish	25 March 2012	August 2012
Examinations***	16-20 April 2012	13-17 August 2012
Publication of examination results	20 June 2012	26 September 2012

Courses are offered in Dublin and Limerick (subject to demand)

Please see page 14 for full details

* Summer courses are offered subject to demand

** Exam applications received after this date will be subject to a late fee of €50

*** A detailed schedule of examinations is set out on page 15

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About the Irish Tax Institute

The Irish Tax Institute is the leading representative and educational body for Ireland's Registered Tax Consultants and is the only professional body exclusively dedicated to tax. Our members provide tax expertise to thousands of businesses, multinationals and individuals in Ireland and internationally. In addition many hold senior roles within professional service firms, global companies, Government, Revenue and state bodies.

The Institute is the leading provider of tax qualifications in Ireland, educating the finest minds in tax and business for over thirty years. Our AITI Registered Tax Consultant qualification is the gold standard in tax education and is renowned for its professional rigour and depth. The Irish Tax Institute's Tax Technician qualification is Ireland's only professional tax compliance qualification and is the preferred route into a tax compliance career.

A respected body on tax policy and administration, the Institute engages at the most senior levels across Government, business and state organisations. Representing the views and expertise of our members, we play an important role in the fiscal and tax administrative discussions and decisions in Ireland and in the EU.

Educating the finest minds in tax for over thirty years

The Irish Tax Institute provides a dynamic and comprehensive range of professional taxation qualifications, offered nationwide. These qualifications are specifically tailored and designed to equip individuals with the necessary skills and knowledge to enable them to pursue successful and well rewarded careers within the taxation profession. Our hands-on approach to professional education means that students are immersed in real-life challenges that develop their ability to provide comprehensive solutions within their work environment. The Institute strives to bring quality programmes which are designed, delivered and assessed by a team of taxation specialists drawn from a diverse range of backgrounds.

THE IRISH TAX INSTITUTE PROGRAMMES INCLUDE:

Tax Technician Qualification (TMITI)

The Tax Technician programme gives students the knowledge and practical skills to manage tax compliance affairs for both individuals and companies. Upon successful completion of the programme students are eligible to apply for Technician Membership of the Irish Tax Institute.

Associateship of the Irish Tax Institute (AITI)

The Irish Tax Institute provides a comprehensive three Part professional qualification for those wishing to become AITI Registered Tax Consultants. Designed and delivered in accordance with best practice in professional education, an AITI Registered Tax Consultant will have detailed tax knowledge and the requisite professional skills to work as an AITI Registered Tax Consultant.

Fellowship by Thesis (FITI)

The Irish Tax Institute oversees the Institute's Fellowship by Thesis programme. Candidates who submit a thesis that meets the requirements of the Institute will be eligible for the award of a Fellowship by the Irish Tax Institute.

Graduate Diploma in Financial Planning

Offered in conjunction with the LIA (Life Insurance Association) and the Institute of Bankers' School of Professional Finance (a recognised school of UCD), the Graduate Diploma in Financial Planning is a prestigious qualification aimed at those who wish to develop their financial planning knowledge and skills to the highest international standards. This Graduate Diploma in Financial Planning also meets the main educational requirements for those who wish to apply for the prestigious, internationally recognised Certified Financial Planner™ or CFP® certification.

Developing outstanding professionals

Tax is a dynamic and fast-paced career. The constantly evolving nature of tax legislation in Ireland, the EU and internationally means that the legal, taxation and commercial implications of a transaction are changing almost every day. Upskilling is key to career success. The Irish Tax Institute's professional development programme provides wide-ranging continuing professional development, appropriate advice, specialist seminars and other support services for members. This ensures that our members remain professionally competent throughout their working lives. The Irish Tax Institute also produces a comprehensive suite of taxation publications covering the full range of tax topics.

The leading authority on tax

The Irish Tax Institute is a member-focused and responsive organisation, dedicated to anticipating and providing solutions for tax professionals. We are the only professional body in Ireland solely focused on tax. Our members are actively involved in developing and advancing research on taxation, economic and social policy through our nationwide branch network and comprehensive committee structure. As members of the Confédération Fiscale Européenne, we monitor and influence legislation and tax policy developments in the EU and internationally.

WHAT WILL I STUDY?

The Tax Technician qualification equips you with the knowledge and skills to handle tax compliance together with related legal and accounting issues.

The Tax Technician qualification is Ireland's only professional tax compliance qualification and has been designed as a practical course that will meet the increasing need for tax compliance services.

You will study and be examined in the following subjects:

Income Tax & Payroll Compliance

Examine the influences and confines which frame the Irish Income Tax system

Identify the taxation issues effecting an income tax payer

Calculate the income tax due by an income tax payer

Complete the forms relevant to that income tax liability

Assess when the forms must be filed and the income tax paid

Describe the legal issues related to having employees

Account for income tax liabilities

Explain income tax obligations to the taxpayer

Business Taxes Compliance

Assess the filing requirements for forming a company under Irish law

Outline the duties of Directors

Explain a company's obligations to keep books and records

Examine the influences and confines which frame the Irish Corporation Tax system

Identify the taxation issues effecting a corporation tax payer

Calculate the corporation tax due by a corporation tax payer

Complete the forms relevant to that corporation tax liability

Assess when the forms must be filed and the corporation tax paid

Account for corporation tax liabilities

Explain corporation tax obligations to the taxpayer

Capital Taxes Compliance

Examine the influences and confines which frame the Irish Capital Tax system

Identify the capital taxation issues effecting a taxpayer

Calculate the capital tax due by a taxpayer

Complete the forms relevant to that capital tax liability

Assess when the forms must be filed and the capital tax paid

Describe the requirements of the succession act

Describe the legal issues relating to transactions in shares

Explain capital tax obligations to the taxpayer

VAT & other Indirect Taxes Compliance

Examine the influences and confines which frame the Irish Indirect Tax system

Identify the indirect taxation issues effecting a taxpayer

Calculate the indirect tax due by a taxpayer

Complete the forms relevant to that indirect tax liability or refund

Assess when the forms must be filed and the indirect tax paid

Account for indirect tax liabilities

Explain indirect tax obligations to the taxpayer

Please see the Tax Technician Examination Syllabus from page 26 for further details.

Workshops on book-keeping, financial reporting, profit & loss and balance sheets, and accounting standards and principles will also be held for students.

ENTRY REQUIREMENTS

To register as a student it is necessary to have at minimum a Level 5 qualification on the National Framework of Qualifications (Leaving Certificate or equivalent).

A copy of an official certified transcript of your qualification is required to process an application. Please do not send in originals.

There are no exemptions available from the Tax Technician programme.

What if I do not hold a Level 5 qualification?

Applicants who do not hold a Level 5 qualification may be considered on a case-by-case basis, through the recognition of prior learning.

Applications should include:

- » A one-page summary outlining:
 - » Why you wish to study the Tax Technician qualification
 - » How completion of the Tax Technician qualification will benefit your career
 - » Why you think you will be able to successfully complete the course
- » A two-page resume detailing relevant professional experience and education to date
- » Any other supporting documentation that you feel is relevant to your application (e.g. supporting letter from your employer or suitable referee, evidence of training courses undertaken, relevant voluntary work, etc)

Applications should be submitted to Grace McRandal, Senior Manager of Professional Education, by e-mail at gmcrandal@taxinstitute.ie with supporting documentation as appropriate.

All decisions to accept an applicant based on the recognition of prior learning are at the discretion of the Irish Tax Institute. An applicant may lodge an appeal in accordance with Regulation 5.1 (see page 20).

FEES

The student fee for 2011/2012 is €2,045.

This fee covers the student subscription, course fees which include all course materials, the practical workshops prior to examinations, as well as examination fees.

There are a number of flexible payment options.

Students can pay their fees by credit card, cheque, bank draft, cash or in instalments by direct debit mandate over the duration of the course. The direct debit mandate is available to download from our website at **www.taxinstitute.ie/education**.

Repeat students

Repeat students are required to pay their student subscription of €140. The student subscription is due on 1 October 2011.

Students who wish to repeat a course are entitled to a discount on course fees. Students who do not wish to repeat the course are advised to purchase up-to-date manuals. Please see the website for more details.

Examinations only:

All 4 Subjects	Cost Per Subject
€275	€70

A late examination registration fee of €50 will arise for students who register after 2 December 2011 in respect of the summer examinations and after 11 May 2012 in respect of the winter examinations.

Postage and Package

Within the Republic of Ireland – €12.

Outside Republic of Ireland – Contact us for cost details.

Refund of fees

Should a student request a refund of course fees prior to having received any of the materials and before the course commences, the Irish Tax Institute will refund the fee, less a 20% administration charge. All requests for refunds must be made in writing.

Please note that, apart from the previous limited exception, no refund or transfer of fees will be permitted. If you are paying by direct debit any outstanding instalments will continue to be payable.

Change of examination sitting

If you decide to change your selected examination sitting after your examination number has been issued for the end-of-course examination a €50 charge is payable. This charge arises where you change the timing of the examinations, or where you change your examination venue, for example, changing from Limerick to Dublin. An application form must be completed and a fee paid before any change is made.

Direct Debit Failure

There is a €50 fee for each monthly direct debit that fails.

HOW TO REGISTER

To register please go to www.taxinstitute.ie/education. You may choose to register online or using the hard-copy registration forms available to download.

- » Read this Tax Technician Student Handbook **in detail** prior to registration and review the rules and regulations contained within
- » Fill in your **personal details** on either the online registration form
- » Fill in your **qualification** history and provide an official Level 5 transcript as proof of eligibility to register for the Tax Technician qualification
- » Apply for the **Tax Technician course**, selecting a venue as appropriate
- » Tax Technician is **not a modular programme** and students must register for and sit examinations in all relevant subjects
- » Provide a **day-time address and contact number** for delivery of course materials
- » Indicate which **examination sitting** you intend to present for (summer 2012 or autumn 2012) If you decide to change your selected examination sitting after your examination number has been issued for the end-of-course examination a €50 charge is payable. This charge arises where you change the timing of the examinations, or where you change your examination venue
- » **Check** all details are correct before submitting the online registration application or posting the hard-copy form
- » Pay **fees** by credit card, cheque, or direct debit mandate. Laser cards are not accepted

In order to complete your registration you must return your signed registration document, proof of payment and an official transcript of results. Your registration will be confirmed on receipt of this material.

WINTER VENUES AND TIMETABLES

Lecture venue and timetables

The Tax Technician programme is offered in Dublin and Limerick, subject to demand.

Tax Technician Weekend Classes 2011/2012

Saturday 1 October 2011	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Income Tax & Payroll Compliance Business Taxes Compliance
Sunday 2 October	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	VAT & Other Indirect Taxes Compliance Capital Taxes Compliance
Saturday 22 October	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Accountancy Workshop Accountancy Workshop
Saturday 5 November	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Business Taxes Compliance VAT & Other Indirect Taxes Compliance
Sunday 6 November	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Income Tax & Payroll Compliance Capital Taxes Compliance
Saturday 26 November	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Income Tax & Payroll Compliance Capital Taxes Compliance
Sunday 27 November	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	VAT & Other Indirect Taxes Compliance Capital Taxes Compliance
Saturday 10 December	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Capital Taxes Compliance Income Tax & Payroll Compliance
Sunday 11 December	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Business Taxes Compliance VAT & Other Indirect Taxes Compliance
Saturday 14 January	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	VAT & Other Indirect Taxes Compliance Capital Taxes Compliance
Sunday 15 January	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Business Taxes Compliance Income Tax & Payroll Compliance
Saturday 11 February	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Income Tax & Payroll Compliance Business Taxes Compliance
Sunday 12 February	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Capital Taxes Compliance Income Tax & Payroll Compliance
Saturday 3 March	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	VAT & Other Indirect Taxes Compliance Business Taxes Compliance
Sunday 4 March	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Capital Taxes Compliance Income Tax & Payroll Compliance

Practical Workshops

Saturday 24 March	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Income Tax & Payroll Compliance VAT & Other Indirect Taxes Compliance
Sunday 25 March	9.30 am – 1.00 pm 2.00 pm – 5.30 pm	Capital Taxes Compliance Business Taxes Compliance

This is an indicative timetable, which confirms the dates of lectures and the number of hours per subject. Please note that this timetable is subject to change and changes will be posted on the student area of the website.

It is the responsibility of each student to regularly check the students' area of the website for any amendments to this timetable as individual notification of any such changes will not be made.

EXAMINATION VENUES AND TIMETABLES

Examination venues

All examination venues are subject to confirmation and demand. Please check the students' area of the website and the examination notification, which will be issued approximately two weeks before the examinations.

Examinations will be held in Dublin, Cork, Limerick and Athlone, subject to demand.

Dates and times of examinations

Income Tax & Payroll Compliance	Monday 16 April 2012	9:30 am – 12:30 pm
Business Taxes Compliance	Tuesday 17 April 2012	9:30 am – 12:30 pm
Capital Taxes Compliance	Thursday 19 April 2012	9:30 am – 12:30 pm
VAT & Other Indirect Taxes Compliance	Friday 20 April 2012	9:30 am – 12:30 pm

Income Tax & Payroll Compliance	Monday 13 August 2012	9:30 am – 12:30 pm
Business Taxes Compliance	Tuesday 14 August 2012	9:30 am – 12:30 pm
Capital Taxes Compliance	Thursday 16 August 2012	9:30 am – 12:30 pm
VAT & Other Indirect Taxes Compliance	Friday 17 August 2012	9:30 am – 12:30 pm

COURSE MATERIALS

Course materials are provided as follows:

- » A dedicated manual prepared for each subject

Students will also receive:

- » TaxFax, the Irish Tax Institute's weekly information service on the latest tax news, tax cases, tax publications, Irish Tax Institute representations, Revenue legislation and forthcoming tax deadlines
- » TMITI Student TaxFind online tax research database TMITI Student TaxFind includes
 - » TMITI manuals
 - » *Taxation Summary*
 - » *Irish Tax Review*
- » Tax Relay, a regular round-up of tax technical and Revenue developments, the Institute's branch activities and the Irish Tax Institute's professional affairs agenda

Delivery of course materials

Every effort will be made to deliver course materials within two weeks of processing a complete application. However, deliveries will not commence before 16 September 2011. All deliveries occur during office hours and must be signed for. It is essential to provide us with a day-time address and contact number which will be passed to our delivery company. Our delivery company cannot predict when deliveries will occur.

On receipt of course materials students are advised to check and ensure that they have received all relevant materials. To facilitate this a full list of course materials is available from **www.taxinstitute.ie/education**.

STUDENT SERVICES

The Irish Tax Institute offers a wide range of services to assist you during your time as a student.

- » A dedicated Education Coordinator who acts as a single point of contact for all student queries
- » A secure area of our website, **www.taxinstitute.ie/education**, with the following valuable information:
 - » Timetables
 - » Important announcements
 - » Special online student orientation and examination sessions
 - » Tax Technician students are eligible for Student Travelcards (details are available on the students' area of the website)

Internet access is vital as students are expected to visit the students' area of the Irish Tax Institute website regularly to:

- » View e-learning elements of the course
- » Obtain examination results online
- » Update personal details online

On first registering students will be issued with a student number and password to log into the students' area of the Irish Tax Institute website.

Students are asked to ensure that their personal details are correct, including their e-mail address, as they may periodically receive e-mails containing important information. If there is a change, students should update their profile online via their secure login.

If students do not access the students' area of the Irish Tax Institute website regularly, they will miss important information.

In case of emergencies, such as the last-minute timetable changes, the Irish Tax Institute may, where possible, send an SMS text message to students.

Feedback

To facilitate our ongoing commitment to quality and excellence, the Irish Tax Institute will periodically canvas for feedback via online surveys and focus groups. We welcome feedback as it is vital to ensure the ongoing development of our professional education programmes.

If students have a query or would like to discuss any aspect of the Tax Technician programme, please do not hesitate to contact any member of the Education Team. We are here to help, and look forward to meeting you over the coming academic year.

STUDENT REGULATIONS 2011/2012

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Student Regulations

The headings to these regulations are for guidance only and shall not be used to assist in the interpretation of their meaning.

All text set out in bold italics is for illustrative purposes only and does not form part of the regulations.

1. Definitions

“Academic year” shall run from 1 October one year to 30 September the following year.

“Autumn sitting” shall mean the end of course examinations which take place in August.

“End of course examination” shall mean the examinations which take place in April and August.

“Examinations” shall refer to assessments which take place in exam hall conditions under the supervision of an invigilator. These may also be referred to as **“Invigilated Assessments”**.

“Exam sitting” shall mean the summer and/or autumn sittings as appropriate.

“Investigations Committee” shall refer to a Committee of the Irish Tax Institute as set out in the Code of Professional Conduct to which students are bound.

“In writing” or **“written notification”**, in the context of written notice issuing from the Irish Tax Institute shall mean a notice e-mailed to the e-mail address which a student has registered with us, posted to an address the student has registered with us, or sent by fax to a number the student has registered with us. In the context of written notice issuing to the Irish Tax Institute it shall mean a notice e-mailed to **students@taxinstitute.ie** or post sent to the Irish Tax Institute’s registered office being: South Block, Longboat Quay, Grand Canal Harbour, Dublin 2, Ireland.

“Subject” shall mean the study course and end of course examination.

“Summer sitting” shall mean the end of course examinations which take place in April.

“Required Assessments” In certain cases students may have achieved a pass mark in a previous sitting of the end of term examination and therefore are only required to register for and sit the remaining end of term examinations. These are referred to as the Required Assessments.

2. Information subject to change

2.1. The information in this handbook is accurate at the time of going to print. However, the Irish Tax Institute reserves the right to change the information contained in this handbook, including the structure of the course and/or examinations, the timetables or the regulations. All changes will be posted on the students’ area of the Irish Tax Institute website **www.taxinstitute.ie/education**.

2.2. The structure of the course and/or examinations, the timetables or the regulations may change from year to year. As a student member of the Irish Tax Institute it is your responsibility to ensure that you are familiar at all relevant times with the structure of the course and/or examinations, the timetables or the regulations then in force.

3. **General terms relating to membership of the Irish Tax Institute**

- 3.1. The Council, the governing body of the Irish Tax Institute, is entitled, from time to time, to make regulations in regard to the registration of persons as students for the Tax Technician programme, the contents of syllabi, the holding of Tax Technician examinations and all other related matters. Such regulations are contained in this booklet and may be amended, altered, revoked or replaced from time to time by Council. The regulations in force for the time being are deemed to be incorporated into and form part of the bye-laws of the Irish Tax Institute.
- 3.2. A sub-committee of Council, the Education Committee, has responsibility for the Irish Tax Institute's educational function. The Education team undertakes the day-to-day management of the Tax Technician programme.
- 3.3. Students are required to register as student members of the Irish Tax Institute in order to be eligible to present for the Tax Technician programme, including the course and all examinations.
- 3.4. The Council reserves the right to refuse an application for admission as a student member.
- 3.5. The Irish Tax Institute's Code of Professional Conduct (the "Code") applies to all student members and members of the Irish Tax Institute and is available to download at www.taxinstitute.ie. Failure to comply with the Code shall render a student liable to disciplinary action. The Irish Tax Institute's Recommended Best Practice Guidelines provide guidance on how to abide by the Code.
- 3.6. All student members are bound by the regulations set out in this handbook and by all decisions taken by the Irish Tax Institute's Education Committee.

4. **Special consideration**

- 4.1. The Institute will endeavour to accommodate students with disabilities or special learning needs (for example in examinations through the provision of extra time, use of a scribe or reader, enlarged text on question papers etc). Medical documentation will be required in support of any application for special arrangements and must be submitted at least one month prior to the relevant course or examination. Where a student has a specific medical condition that may require emergency medical attention, they are also asked to notify their Education Coordinator in advance of commencing the course and the Examinations Coordinator in advance of the examinations.

5. **Appeals**

- 5.1. Students have a right of appeal to the Director of Educational Strategy (or nominee) in relation to the operation of any of the rules in this handbook to the extent that the operation affects:
 - » Admissions
 - » Deferrals of courses and examinations
 - » Extension of time limits relating to end of term examinations

- 5.2. If a student is unhappy with a decision of the Director of Educational Strategy (or nominee), they have a further right of appeal to the Education Committee. The decision of the Education Committee shall be final.
- 5.3. Appeals, both first and second stage, must be submitted to an Education Coordinator on the relevant forms which are available to download on the students' area of the website and may require certain documentary evidence as appropriate.
- 5.4. All appeal forms must be lodged within 10 working days of receipt by the student of the decision which is being appealed against or of the event which gives rise to the appeal, whichever is relevant.

A separate appeals procedure applies for contravention of examination regulations. Please see Regulation 10.

6. Courses

- 6.1. Students may not attempt the examinations unless they have been registered for the course.
- 6.2. It is not permitted to record lectures or workshops.
- 6.3. Students must switch off or silence mobile phones during lectures and workshops.

7. Assessment – general

- 7.1. All fees, including the student subscription, must be paid in full prior to a student registering for an end of course examination.
- 7.2. Upon completion of a study course, a student must register for and sit the end of term examinations at one of the next two scheduled examination dates.

If a student completes their study course in March 2011 they must complete their first examination sitting in either summer or autumn 2011.

- 7.3. In order to successfully complete the Tax Technician programme a student must achieve a pass mark (50%) in each of the end of term examinations.
- 7.4. Students must register for and sit all of the Required Assessments in one examination sitting. If a student does not sit all Required Assessments in one sitting any results achieved in any examinations which are attempted at that sitting will be deemed invalid.
- 7.5. In the event that a student does not pass all of the end of term examinations in one examination sitting they may repeat the end of term examination(s) that they did not pass (the Required Assessments). All end of term examinations must be passed within four consecutive examination sittings (inclusive of the first examination sitting).

A student who completes their first sitting in summer 2011 has the autumn 2011, summer 2012 and autumn 2012 examination sittings to pass all four examinations.

- 7.6. Where a student does not pass all of the end of term examinations within the timeframe set out in Regulation 7.5 they shall forfeit all previous pass marks achieved and must take the Tax Technician course again.
- 7.7. If a student attempts more questions than necessary for a particular end of term examinations, their result will be calculated on the basis of the highest marks achieved for the individual questions attempted.
- 7.8. Council reserves the right to publish details of students who have been successful in one or more end of term examination in each sitting.
- 7.9. The Student gives Council the right to publish the examination scripts submitted which, without the consent of the student, will not identify the student.

8. **Invigilated Assessments**

- 8.1. Students are required to bring a valid form of photo identification and their examination number to each of their examinations which they must display on their desk for the duration of the examination.

Valid forms of photo identification are:

- » A valid Irish driving licence
- » A valid passport
- » A valid Garda identification (National Age Card)

- 8.2. Students who do not bring this identification to each examination may not be permitted to sit the examination.
- 8.3. Students must not be in possession of briefcases, bags, unauthorised books or notes during the examination. Regulation 9 sets out what is permitted in the exam hall.
- 8.4. Mobile phones are not allowed in the examination hall.
- 8.5. No additional time is allowed for students who arrive late for an examination.
- 8.6. Students may not leave the hall during the first 60 minutes of the examination. After this time, subject to 8.7 below, a student may leave the hall temporarily under supervision. Question papers and any other exam stationery must not be removed from the hall during the absence.

In a 3 hour examination which commences at 9:30am, the 60 minutes ends at 10:30 am.

- 8.7. No student will be admitted to the examination hall more than 60 minutes after the start of the examination; in exceptional circumstances, a student may be admitted by an invigilator after 60 minutes have elapsed, provided no other student has left the examination.

In a 3 hour examination which commences at 9:30am, the 60 minutes ends at 10:30 am.

- 8.8. No students may leave the hall during the last 30 minutes of the examination.

In a 3 hour examination which ends at 12:30pm, the 30 minutes starts at 12:00pm.

- 8.9. Students must obey all instructions issued by an invigilator.
- 8.10. Students must stop writing immediately when the end of the examination is announced and remain seated until all scripts have been collected.
- 8.11. The student's script is the property of the Irish Tax Institute and under no circumstances will it be returned to or discussed with the student.
- 8.12. Students are prohibited from writing their names on their examination scripts.

9. Material permitted in the exam hall

- 9.1. Tables of tax rates, allowances and other related information will be supplied in the exam hall if necessary.
- 9.2. Other than materials provided by the Irish Tax Institute in the exam hall, Students may be in possession of a non-programmable pocket calculator

10. Assessment – contravention of regulations

- 10.1. Students are subject to the Irish Tax Institute Code of Professional Conduct which includes the right of the Irish Tax Institute to impose sanctions on foot of a contravention of the Code up to and including expulsion of the student from membership of the Irish Tax Institute.
- 10.2. The Exams Sub-Committee and Education Committee reserve the right to refer any matter in relation to any breach of student regulations to the Investigations Committee
- 10.3. The Exams Sub-Committee and the Education Committee regard the breach of any regulations of any kind as a very serious matter. With regard to the Invigilated assessments the following are considered to be serious breaches and will result in full investigation as outlined 10.4:
 - (i) Being in possession of mobile phones, briefcases, bags, unauthorised books or notes
 - (ii) Aiding, or attempting to aid, another student
 - (iii) Obtaining, or attempting to obtain, aid from another student
 - (iv) Communicating, or attempting to communicate, with any other person in the examination hall, other than an invigilator, for the duration of the examination
 - (v) Continuing to write in their answer booklet once the examination time has ended
 - (vi) Failing to obey any instruction from an invigilator

If a student is found to be in possession of suspicious material, the Invigilator shall remove any suspicious material, if relevant, and notify the student that a report will be made to the Exams Sub-Committee of the Education Committee. This shall be dealt with in accordance with Regulation 10.4. If the suspicious material is needed for the Exams Sub-Committee to review, it shall be kept by the Invigilator and only returned to the student after the Exams Sub-Committee has reviewed it. Otherwise, the material shall be returned to the student after the examination.

- 10.4. The Exams Sub-Committee shall investigate a suspected breach of regulations to assess whether or not there was a breach.

Where a suspicion of breach of exam regulations is to be dealt with under this regulation, the student shall receive written notification. The notification shall state that an investigation under this regulation has commenced, identify the suspected breach of regulations, invite the student to provide an explanation within two working days and require the student to attend at the investigation. The student may be accompanied to the investigation. Failure by the student to attend at the investigation may result in the maximum possible penalty being imposed.

The student may request that these time frames or dates be extended but due to the tight timeframe surrounding the correction of assessments, such an extension may result in the student's marks being withheld from the student and where relevant, the student's employer, pending the completion of this process.

- 10.4.1. The Exams Sub-Committee shall set out whether they judge a breach of a regulation to have taken place and the reasons for that judgement.

- 10.4.2. If the instance is confirmed as a breach of regulations by the Exams Sub-Committee subject to 10.2 above the penalty, decided by the Exams Sub-Committee, shall range from:

- (i) Assigning a reduced mark for the assessment
- (ii) Assigning a mark of zero for that assessment
- (iii) Cancelling the assessment during which the breach took place. Students should note that if this relates to an end of course examination then this would render any other Required Assessments attempted at that examination sitting invalid

Where no exam regulation breach is confirmed the student's permanent record shall be purged of any mention of the instance.

Where a regulation breach is confirmed, the student shall be notified in writing of the penalty imposed and this shall form part of the student's record.

If a student wishes to appeal against any penalty imposed by the Exams Sub-Committee then they must notify the Director of Educational Strategy of their intention to appeal within thirty days of publication of the marks for their assessment. The student must submit their formal appeal, outlining all grounds for appeal, in writing within 10 days of this submitting the notice of their intention

to appeal. These appeals shall be dealt with by a Committee appointed by Council. Unlike normal appeals, this appeal shall first be made in writing and then, should the student wish, they may present to this Committee meeting in person to discuss their appeal. Any findings of the Committee appointed by Council are final.

Any costs incurred directly relating to an investigation under this regulation shall be borne by those who incur them.

11. **Assessment - Notification of examination results and rechecks**

- 11.1. Students will receive an official transcript of their end of term examinations' results by post.
- 11.2. If a student is dissatisfied with their results, they may apply to have one or more end of term examinations rechecked. A recheck costs €60 per subject.
 - 11.2.1. A person other than the Examiner will be appointed solely by the Irish Tax Institute to carry out a recheck.
 - 11.2.2. The Exams Sub-Committee will consider the results of a recheck and their decision on the matter will be final. Under no circumstances will the Irish Tax Institute enter into discussions with the student on the result of a recheck.
 - 11.2.3. Applications for rechecks must be made on the appropriate form (available on the TMITI Assessments section of the student area of the website) and submitted, with the appropriate fee, to the Irish Tax Institute within 10 calendar days from the date of the results becoming available online.

EXAMINATION SYLLABUS

The objective of the Tax Technician qualification equips you with the knowledge and skills to handle tax compliance together with related legal and accounting issues.

You will study and be examined on the following subjects, each of which have a dedicated manual:

- » Income Tax & Payroll Compliance
- » Business Taxes Compliance
- » Capital Taxes Compliance
- » VAT & Other Indirect Taxes Compliance

Candidates will be expected to:

- » Answer questions, with computations where appropriate, demonstrating that they understand the practical aspects of the taxes being examined
- » Answer narrative questions
- » Be familiar with the practical application of the principles of Irish tax law
- » Demonstrate a knowledge of the system of administration of the various taxes including the requirements for compliance and the penalties for breach thereof, both in regard to submission of information and payment of tax
- » Answer question in a logical, coherent fashion
- » Complete relevant forms where appropriate in certain examinations

Candidates will not be expected to be familiar with the relevant basic legislation.

Candidates may assess the standard of examinations from previous years' examination papers.

Candidates will not be permitted to bring any publications into the examination hall.

Please review pages 18-25 regarding the Tax Technician Student Regulations.

INCOME TAX AND PAYROLL COMPLIANCE

Learning outcomes:

- » Examine the influences and confines which frame the Irish Income Tax system
- » Identify the taxation issues effecting an income tax payer
- » Calculate the income tax due by an income tax payer
- » Complete the forms relevant to that income tax liability
- » Assess when the forms must be filed and the income tax paid
- » Describe the legal issues related to having employees
- » Account for income tax liabilities
- » Explain income tax obligations to the taxpayer

Examination

5 questions, answer 4

1. Context and confines of income tax

- » Appreciate the influences and confines which frame the Irish taxation system
- » Explain the principles of a fair and efficient tax system
- » Outline the structure of the Revenue Commissioners and identify the appropriate contact for given issues

2. Overview of the charge to income tax

- » Identify profits or gains which are taxable under Income Tax
- » Identify whether or not an individual is tax resident in Ireland
- » Outline the territorial scope of Income Tax
- » Outline the Schedular system for categorising sources of income
- » Outline the main sources of law for Income Tax
- » Outline the tax rates, credits and bands

3. Business profits

- » Identify if a sole trader is carrying on business as a trade (Case I) or a profession (Case II)
- » Outline the basis of assessment for trading and professional income
- » Identify whether or not business expenses are deductible for Income Tax purposes
- » Describe relief available for business losses incurred by a sole trader
- » Calculate the taxable business profits of a sole trader

4. Business profits - tax depreciation

- » Explain what relief, if any, is available for capital expenditure by a business
- » Outline the basis period for any relief available on capital expenditure
- » List the conditions necessary to claim relief for capital expenditure
- » Identify if any relief is available for capital expenditure
- » Calculate any relief available for capital expenditure

5. Rental income

- » Identify how rental income is taxed
- » Identify whether or not expenses are deductible against rental income
- » Describe any relief available for rental losses incurred
- » Calculate an individual's taxable rental income

6. Other investment income

- » Identify how other investment income is taxed
- » Identify the basis of assessment for each type of investment income
- » Describe how any withholding taxes are dealt with
- » Calculate the taxable investment income of an individual including any associated reliefs

7. Employment income

- » Identify what employment income is taxable under Schedule E
- » Summarise the legal issues around employments
- » Compare what is taxable as employment income to the taxation of self employed individuals
- » Outline the basis of assessment for Schedule E
- » Identify whether or not expenses are deductible against Schedule E income
- » Identify whether or not reimbursed expenses are taxable under Schedule E
- » Identify whether or not benefits are taxable under Schedule E
- » Calculate an individual's taxable employment income

8. Termination payments

- » Outline the items which are commonly seen in a termination payment
- » Identify any legal issues surrounding redundancies
- » Identify any reliefs from Income Tax available for termination payments
- » Calculate the taxable portion of a termination payment

9. Pensions

- » Outline the different types of pension
- » Describe the tax relief available for pension contributions
- » Calculate an individual's taxable income after deducting pension contributions

10. SRCOP, tax rates, personal tax credits and reliefs

- » Identify the rates of tax that will apply to an individual's income
- » Identify the tax relief available to an individual for various payments made
- » Identify the personal tax credits and reliefs available to an individual by virtue of their personal circumstances
- » Calculate the Income Tax payable by an individual tax payer

11. PRSI & USC

- » Describe the operation of the Universal Social Charge
- » Describe the operation of PRSI to self employed tax payers
- » Describe the operation of PRSI for employed tax payers
- » Calculate a taxpayers liability to the Universal Social Charge and PRSI

12. Restriction of income tax reliefs

- » Describe the key features of the Employment and Investment Incentive scheme
- » Describe the restriction of specified reliefs for high earners
- » Identify what reliefs are effected and how the restriction applies

13. Married Couples/Civil Partners/Cohabitants

- » Outline the basis of assessment options
- » Describe the taxation of a married couple in the year of marriage/ registration of civil partnership
- » Describe the taxation in the year of death
- » Outline the consequences of divorce and the dissolution of a civil partnership
- » Describe the taxation of maintenance payments
- » Calculate the taxable income of a married couple/civil partners

14. Administration – self-assessment

- » Describe the pay-and-file system for Income Tax
- » Identify the key pay-and-file dates for Income Tax
- » Complete the relevant returns
- » Outline what interest and penalties can apply where pay-and-file dates are missed

15. Administration – payroll

- » Explain the operation of the PAYE collection system
- » Describe how a taxpayer with small amounts of other income can remain solely within the PAYE system
- » Describe the obligations of an employer in operating the PAYE system
- » Complete the employer forms relating to the PAYE system
- » Explain the operation of the PAYE collection system

16. Recording payroll tax in the financial accounts

- » Set out the journal entries required to book the payroll tax expense and payments in the financial statements
- » Prepare a PAYE reconciliation

17. Revenue powers and Revenue audits

- » Outline Revenue's powers
- » Describe a Revenue audit and Revenue's code of practice for Revenue Auditors

BUSINESS TAXES COMPLIANCE

Learning outcomes:

- » Assess the filing requirements for forming a company under Irish law
- » Outline the duties of Directors
- » Explain a company's obligations to keep books and records
- » Examine the influences and confines which frame the Irish Corporation Tax system
- » Identify the taxation issues effecting a corporation tax payer
- » Calculate the corporation tax due by a corporation tax payer
- » Complete the forms relevant to that corporation tax liability
- » Assess when the forms must be filed and the corporation tax paid
- » Account for corporation tax liabilities
- » Explain corporation tax obligations to the taxpayer

Examination

5 questions, answer 4

Company law

1. Overview of company law

- » Identify what is a company generally understood to mean
- » List the key characteristics of a company

2. Formation and operation of a company

- » Identify the filing requirements for forming a company under Irish company law
- » Describe the type of capital structures that companies can have
- » Describe the purpose of the Memorandum and Articles of Association
- » Identify when company meetings must be held
- » Outline a company's obligations to make filings with the Companies Registration Office

3. Directors

- » Describe the role of Directors of a company
- » Outline how the Directors of a company are appointed
- » Describe how Directors can be disqualified or restricted from acting as Directors
- » Describe how Directors retire or are dismissed
- » List the powers of Directors
- » Explain the duties of Directors
- » List the role and duties of the Company Secretary

4. Books & records

- » Identify whose responsibility it is to maintain administrative records of a company
- » Outline a company's obligation to keep proper books of account
- » Outline a company's obligation to prepare annual accounts

- » Explain when a company must have its annual accounts audited
- » Identify the elements of a company's financial statements

5. Overview of corporation tax

- » Appreciate the influences and confines which frame the Irish corporation tax system
- » Outline the structure of the Revenue Commissioners and identify the appropriate contact for given issues
- » Outline how and when a company must register for tax

6. Overview of the charge to corporation tax

- » Compare the taxation of company income to the taxation of income in the hands of an individual
- » Describe the basis of assessment for corporation tax
- » Outline the main sources of law for corporation tax

7. Using financial statements

- » Identify whether the company is carrying on a trade
- » Identify items in the financial statements which might lead to adjustment to the companies taxable profits

8. Business profits

- » Identify whether a company is in receipt of trading or other receipts
- » Identify whether or not expenses are deductible for corporation tax purposes
- » Identify if any relief is available for capital expenditure
- » Calculate any relief available for capital expenditure
- » Calculate the taxable business profits of a company

9. Investment income

- » Identify how investment income received by a company is taxed
- » Calculate the taxable investment profits of a company

10. Capital gains

- » Describe how a company is charged to tax on its capital gains

11. Losses & trade charges

- » Identify what relief is available to a company for losses incurred
- » Identify what relief is available to a company for trading charges
- » Calculate the taxable income of a company after relief for losses and charges

12. Groups

- » Identify if a group exists for corporation tax purposes
- » Calculate any group relief available
- » Describe what relief is available for the transfer of assets between group companies

13. Close companies

- » Explain why close company legislation was introduced
- » Identify if a company is a close company
- » Describe the implications of being a close company
- » Calculate any tax or surcharges due by a close company

14. Dividends, distributions and dividend withholding tax

- » Identify whether or not a payment by a company constitutes a dividend/distribution
- » Identify if dividend withholding tax should apply to a dividend or distribution
- » Calculate any dividend withholding tax arising on a dividend or distribution
- » Identify when any dividend withholding tax withheld must be paid to Revenue and any forms which must be filed

15. Other withholding taxes

- » List the three main withholding taxes (other than dividend withholding tax) in Ireland
- » Identify when each withholding tax should apply and how relief is claimed for tax withheld
- » Identify when any withholding tax withheld must be paid to Revenue and any forms which must be filed

16. Trading overseas

- » Explain how Irish companies are taxed on income from overseas
- » Describe how relief may be granted to Irish companies for foreign tax suffered

17. Administration

- » Describe the pay-and-file system for Corporation Tax
- » Identify the key pay-and-file dates for Corporation Tax
- » Complete the relevant returns
- » Outline what interest and penalties can apply where pay-and-file dates are missed

18. Recording corporation tax in the financial accounts

- » Set out the journal entries required to book the corporation tax expense and payments in the financial statements
- » Prepare a reconciliation of current tax expense to current tax liability
- » Set out the journal entries required to book withholding tax in the financial statements

CAPITAL TAXES COMPLIANCE

Learning outcomes

- » Examine the influences and confines which frame the Irish Capital Tax system
- » Identify the capital taxation issues effecting a taxpayer
- » Calculate the capital tax due by a taxpayer
- » Complete the forms relevant to that capital tax liability
- » Assess when the forms must be filed and the capital tax paid
- » Describe the requirements of the succession act
- » Describe the legal issues relating to transactions in shares
- » Explain capital tax obligations to the taxpayer

Examination

5 questions, answer 4

Capital Gains Tax

1. Context and confines of capital taxes

- » Appreciate the influences and confines which frame the Irish capital taxes system
- » Explain the principles of a fair and efficient tax system
- » Outline the structure of the Revenue Commissioners and identify the appropriate contact for given issues

2. Overview of the charge to capital gains tax

- » Identify profits or gains which are taxable under Capital Gains Tax (CGT)
- » Outline the territorial scope of CGT
- » Outline the main sources of law for CGT
- » Identify the tax rate and basic reliefs

3. Calculation of capital gains

- » Identify if a disposal is subject to CGT
- » Identify other occasions where CGT can arise
- » Identify the amounts which will be taken into account in calculating the CGT
- » Describe the special treatment given to development land
- » Calculate the gain made on the disposal of a capital asset

4. Shares

- » Applying first principles, determine the CGT implications of share transactions
- » Describe the legal issues a company must consider before altering its share capital

5. Exemptions and reliefs

- » Identify whether a disposal qualifies for 'retirement relief'
- » Identify whether a disposal qualifies for 'principal private residence' relief
- » Identify whether other miscellaneous exemptions and reliefs apply
- » Calculate the taxable value of a gain after exemptions and reliefs are claimed

6. Married couples and Civil Partners

- » Describe how CGT applies to transactions between married couples and civil partners
- » Describe how CGT applies to transactions between separated or divorced couples and transactions following the dissolution of a civil partnership
- » Calculate any CGT arising on transactions between married/separated/divorced couples/transactions following the dissolution of a civil partnership

7. Losses

- » Describe what relief is available to an individual who makes a capital loss
- » Calculate the capital loss relief available

8. Administration of CGT

- » Describe the pay-and-file system for CGT
- » Identify the key pay-and-file dates for CGT
- » Complete a CGT return
- » Outline what interest and penalties can apply where pay-and-file dates are missed

Capital Acquisitions Tax

9. Overview of the charge to Capital Acquisitions Tax

- » Identify gifts or inheritances which are taxable under Capital Acquisitions Tax (CAT)
- » Outline the territorial scope of CAT
- » Outline the main sources of law for CAT
- » Identify the tax rate and basic reliefs

10. Valuation of capital acquisitions

- » Identify the amounts which will be taken into account in calculating the taxable value
- » Compare the value of a gift for CAT purposes to its value for CGT purposes
- » Calculate the taxable value of a gift or inheritance

11. Exemptions and reliefs

- » Identify whether a disposal qualifies for 'favourite nephew relief'
- » Identify whether a disposal qualifies for 'dwelling house' exemption
- » Identify whether a disposal qualifies for agricultural relief
- » Identify whether a disposal qualifies for business relief
- » Identify whether other miscellaneous exemptions and reliefs apply
- » Calculate the taxable value of a gain after exemptions and reliefs are claimed

12. Married couples and Civil Partners

- » Describe how CAT applies to transactions between married couples and civil partners
- » Describe how CAT applies to transactions between separated or divorced couples and transfers following the dissolution of a civil partnership
- » Calculate any CAT arising on transactions between married/separated/divorced couples/transfers following the dissolution of a civil partnership
- » Compare the CAT and CGT treatments of transactions between spouses

13. Administration of CAT

- » Calculate the CAT due on a gift
- » Describe the pay-and-file system for CAT
- » Identify the key pay-and-file dates for CAT
- » Complete a CAT return
- » Outline what interest and penalties can apply where pay-and-file dates are missed

14. Succession law and administration of estates

- » Describe the requirement to provide for certain family members, as set out in succession law
- » Outline the rules of intestacy
- » Identify how the administration of an estate can impact on the valuation of inheritances

Stamp Duty

15. Overview of Stamp Duty

- » Identify what gives rise to a charge to Stamp Duty
- » Outline the territorial scope of Stamp Duty
- » Outline the main sources of law for Stamp Duty

16. Exemptions and reliefs

- » Identify the rate of Stamp Duty that apply to various transactions
- » Identify whether other miscellaneous exemptions and reliefs apply

17. Administration of Stamp Duty

- » Describe how and when Stamp Duty must be paid
- » Identify any Stamp Duty forms that must be completed and filed
- » Outline what interest and penalties can apply where payment or filing dates are missed

VAT & OTHER INDIRECT TAXES COMPLIANCE

Learning outcomes

- » Examine the influences and confines which frame the Irish Indirect Tax system
- » Identify the indirect taxation issues effecting a taxpayer
- » Calculate the indirect tax due by a taxpayer
- » Complete the forms relevant to that indirect tax liability or refund
- » Assess when the forms must be filed and the indirect tax paid
- » Account for indirect tax liabilities
- » Explain indirect tax obligations to the taxpayer

Examination

5 questions, answer 4

1. Context and confines of Indirect Taxes

- » Appreciate the influences and confines which frame the Irish indirect tax systems
- » Explain the European dimension to VAT
- » Explain the principles of a fair and efficient tax system
- » Outline the structure of the Revenue Commissioners and identify the appropriate contact for given issues

2. The charge to VAT.

- » Describe the scope of VAT
- » Outline the charge to VAT
- » Identify when a supply is made in the course of a business
- » Define key terms in VAT
- » Identify when a business must register for VAT and complete the relevant forms
- » Describe when VAT group registration is available and why it can be beneficial
- » Completion of tax registration forms

3. Supplies of goods and services

- » Identify a supply of goods for VAT purposes
- » Identify a supply of services for VAT purposes
- » Explain the place of supply rules of goods and services
- » Explain the reverse charge mechanism and self accounting for VAT
- » Be aware of the reverse charge for principle contractors and sub-contractors

4. International transactions

- » Outline the rules which apply to the sale of goods outside of the State and establish what evidence must be retained by the trader to satisfy the authorities
- » Set out the VAT treatment of digitised goods (electronically supplied services)
- » Calculate the VAT chargeable or deductible on international supplies
- » Set out the VAT treatment of international transport services

5. VAT on property

- » Outline the different rights a person can hold over or in property
- » Judge whether a contract is a license or a lease and explain the VAT and legal implications of the judgement
- » Describe how property transactions were treated under the old system
- » Describe how property transactions are treated under the new system
- » Outline how deductible VAT is calculated for property transactions

6. The rates of VAT and deductible / non-deductible VAT

- » Identify the rate of VAT that should apply to a single supply
- » Identify the rate of VAT that should apply to a composite or multiple supply
- » Calculate the VAT chargeable on a supply
- » Describe and calculate a VAT input credit

7. VAT and specific businesses transactions

- » Outline whether or not VAT arises on a transfer of a business
- » Describe the special VAT rules that apply to certain industry sectors

8. Administration

- » Describe the record keeping requirements of VAT
- » Complete a valid VAT invoice or credit note
- » Describe the pay-and-file system for VAT and identify the key pay-and-file dates
- » Account for VAT using the invoice basis and the cash basis of accounting for VAT
- » Complete Form RTD, VIES and Intrastat returns
- » Outline what interest and penalties can apply where pay-and-file dates are missed
- » Assignment and self assessment statements

9. Other Indirect taxes

- » Describe how vehicle registration tax ("VRT") applies
- » Outline the other national excises
- » Outline the harmonised excises
- » Explain how Carbon tax applies
- » Explain how Non Principle Private Residence ("NPPR") charge applies

10. Recording VAT in the Financial Accounts

- » Set out the journal entries required to book VAT in the financial statements
- » Prepare a VAT reconciliation
- » Explain how the Annual Return of Trading Details of VAT traders is used as an analytical tool



Irish Tax Institute

Leaders in Tax

Irish Tax Institute
South Block
Longboat Quay
Grand Canal Harbour
Dublin 2
Ireland
Tel: +353 1 6631700
E-mail: students@taxinstitute.ie
Web: www.taxinstitute.ie