

Claiming your tax entitlements as a PAYE taxpayer

1. Do you know your Personal Public Service Number (**PPSN**)? This is your unique tax identification number, which appears on all personal correspondence from Revenue. If you don't know your PPSN, go to <http://www.welfare.ie/> and you will find details of how to get it under "P" in their A-Z index. Your PPSN is usually 7 numbers followed by a letter, e.g. 1234567A.
2. Once you have your PPSN, do you know where your **local tax office** is? If not, look up the Revenue pages of the State Directory in the regional phonebooks and call the number for where you live or see <https://www.revenue.ie/wiclo/details.jsp> for Revenue's online "contact locator" and key in your PPSN to find where your local tax office is.
3. Have you signed up for Revenue's **online self-service PAYE system** <http://www.revenue.ie/en/online/payee-anytime.html> and **Revenue's Online Service "ROS"** <http://www.ros.ie/PublisherServlet/home>? These systems can help you get your money.
4. Do you know **what tax credits you are already getting**? At the beginning of every calendar tax year PAYE taxpayers receive a "Certificate of Tax Credits and Standard Rate Cut-Off Point". This sounds more complicated than it actually is! In summary, this one-page statement tells you the tax credits you are currently receiving and the income level at which you start paying tax at 41% (marginal rate) instead of 20% (standard rate). As well as the annual figures, this certificate tells you the credits and cut-off point on a weekly and monthly basis. It is a good idea to review this certificate every year and consider if you are claiming all that you are entitled to.
5. Are you entitled to tax relief for **medical expenses**? If in doubt, contact your local tax office. You can claim through your tax office, by completing a Form Med 1 (www.revenue.ie/forms/med1.pdf), using Revenue's PAYE self-service online system (as above), or by filing a tax return Form 12 (www.revenue.ie/forms/form12.pdf).
6. Are you renting your private accommodation? You may be entitled to **rent relief**. You can claim rent relief by sending a Form Rent 1 (www.revenue.ie/forms/rent1.pdf) or tax return Form 12 (as above) to your local tax office. The credit will be automatically granted the following year.
7. Are you claiming tax relief on your **bin charges**? Full details of the tax relief you can claim on bin charges and how to claim are to be found on www.revenue.ie/leaflets/it27.pdf.
8. Do you have a **pension**? If so, you could be entitled to tax relief on the contributions you make. This is quite a complex area of tax, but more information can be obtained from the Pensions Board at www.pensionsboard.ie/index.asp and

from Revenue at <http://www.revenue.ie/> . The amount of tax relief you are entitled to usually depends on your age.

9. Do you have children? If so, you could be entitled to **childcare** benefits and tax relief, which can accumulate to as much as €8,000. See the Irish Taxation Institute's Tax Guides <http://www.taxireland.ie/taxadvice/34859.aspx> for more information.
10. Might you be entitled to the **blind person's tax credit**? This credit of €1,830 for single persons and €3,660 for married (both spouses blind) can be claimed through your local tax office and will be automatically granted in subsequent years.

Please see the following link

<http://www.revenue.ie/en/personal/circumstances/moving/index.html> to view the **Revenue Guide to Coming to Live in Ireland**.

Please see the following link <http://www.taxireland.ie/taxadvice/34859.aspx> to view **ITI Tax Guides**.