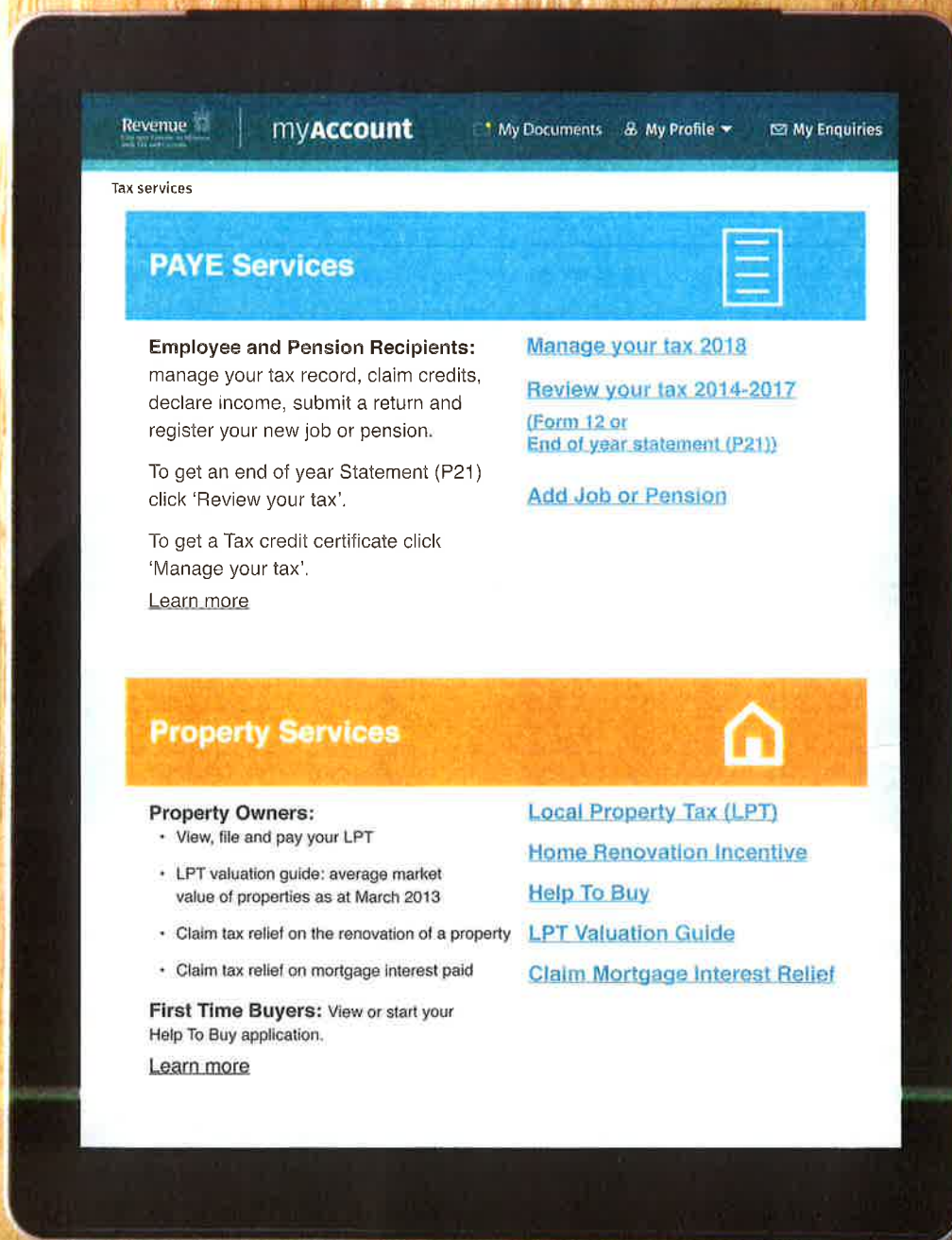


www.revenue.ie/ myAccount

the easy way to review your tax



Quick steps to complete a review of your taxes / file a Form 12

Step 1:

By using this website, you consent to the use of cookies in accordance with our privacy policy. Find out more about [cookies](#). Close

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Sign in to myAccount from the website www.revenue.ie

Sign in to myAccount or ROS [Gaeilge](#)

Popular topics

- [Tax credits, reliefs and exemptions](#)
- [Health expenses](#)
- [Help to Buy \(HTB\) Incentive](#)
- [Emergency tax](#)

2016 Form 11 - File and Pay on ROS
You can file your 2016 income tax return now on ROS

[Read more →](#)

Jobs and pensions
Becoming an employee, calculating your tax, understanding entitlements, claiming a refund, being tax compliant.

Personal tax credits, reliefs and exemptions
Understand your tax entitlements and ensure you get what you are due.

Life events and personal circumstances
Marriage, separation, having children, illness, bereavement, disability, unemployment, retirement.

↓

Step 2:

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

myAccount

[My Documents](#) [My Profile](#) [My Enquiries](#)

Tax services

PAYE Services

Employee and Pension Recipients:
manage your tax record, claim credits, declare income, submit a return and register your new job or pension.

To get an end of year Statement (P21) click [Review your tax](#).

To get a Tax credit certificate click ['Manage your tax'](#).

[Learn more](#)


[Manage your tax 2018](#)

[Review your tax 2014-2017](#)
(Form 12 or End of year statement (P21))

[Add Job or Pension](#)

Click here

Step 3:

Revenue  **Review your tax 2014 - 2017** My Documents

[← Back to myAccount](#) **You can review your tax by completing a Form 12 or requesting an End of year statement (P21)**

Choose Form 12 to:

- Change existing credits / declared income
- Claim additional credits e.g. health expenses and declare additional income

Choose End of year statement (P21):

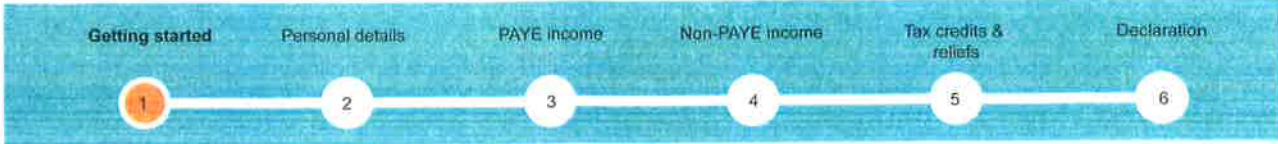
- If you want a statement without making changes to your existing credits / declared income

Year	Review type	Period	Status	Action
2017	Form 12	01/01/2017 to 31/12/2017	Available	Submit
	End of year statement (P21)			Request
2016	Form 12	01/01/2016 to 31/12/2016		Submit
	End of year statement (P21)			Request

To complete form click 'Submit' for relevant year

Step 4:

Getting Started



What You Will Need To Complete This Form

- Form P60(s) for you (and your spouse/civil partner, if relevant) for year ended 31/12/2017.
- NOTE: The Form 12 does not provide for the return of Capital Gains Tax details. If you (or your spouse or civil partner, if relevant), disposed of any chargeable assets, you will need to complete a separate CGT return for that purpose and submit it to your Revenue office. Further information on Capital Gains Tax is [available here](#).

How To Complete

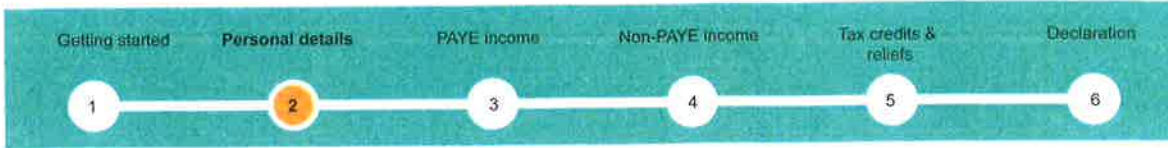
Section	Action	Details
Personal details	Check	Personal details are correct
	Add	Details for you and your spouse or civil partner if relevant
PAYE income	Check	Employment Details
	Add	PAY, tax and USC details, if relevant
Non-PAYE income	Confirm, Edit or Delete	Income already on record
	Add	New income not already on record
Tax credits & reliefs	Confirm, Edit or Delete	Tax credits and reliefs already on record
	Add	New tax credits or reliefs not already on record

Read 'Getting Started' screen and click 'Next'.

← Back

Next →

Personal details



John's personal details



PPS Number

00586885

* Denotes a required field

Date of Birth (dd/mm/yyyy)

21/12/1933

Civil status

Married

Did you change Civil Status in the year 2016?

Yes

No

Dependent Children *

0

Did you hold a full medical card in 2016? *(only include details of a full Medical card not a GP card)

Yes

No

Residency status*

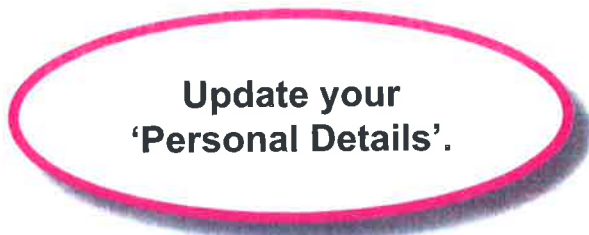
Resident

Non resident

Additional residency status

Not ordinarily resident

Not domiciled



John's contact details



Address

REGISTERED OFFICE, MAIN STREET, NEW TOWN, THIS COUNTY

Phone *

088 1234567

Email *

joe@REVENUE.IE

Step 5 (cont'd):

John's bank details



Account holder's name

Account Holder

Bank account number/IBAN

IE71IPBS99061171773413

Bank identifier/BIC

IPBSIE2DXXX

Mary's personal details



PPS Number

8668022H

Date of Birth (dd/mm/yyyy)

14/10/1929

Did your spouse, or civil partner, hold a full medical card in 2016? *

Yes

No

Medical Card valid to date (mm/yyyy)

09/2019



Residency status*

Resident

Non resident

Additional residency status

Not ordinarily resident

Not domiciled

Mary's bank details



Account holder's name

Bank account number/IBAN

Bank identifier/BIC

Update your
'Personal Details'
and click 'Next' when
completed.

[← Back](#)

[Next →](#)

Step 6:

Revenue Éamonn Ó Súilleabháin
Éamonn Ó Súilleabháin
Irish Tax and Customs

Form 12 - Tax Return

My Documents

PAYE income

Getting Started | Personal Details | **PAYE income** | Non-PAYE income | Tax Credits & Reliefs | Declaration

1 — 2 — 3 — 4 — 5 — 6

Click **Edit** to add income, tax and USC details where these are not displayed or if you have paid non-refundable foreign tax on any of the PAYE incomes shown.

If any source of PAYE income is not included, you can use the Jobs and Pensions service to update your records.

If any of the below information is incorrect, please contact us via MyEnquiries.

John's Employments

Employer	Employer's tax registration no.	Gross income	Tax deducted	Income for USC	USC deducted	Relationship	Action
						None	Edit

Mary's Employments

Employer	Employer's tax registration no.	Gross income	Tax deducted	Income for USC	USC deducted	Relationship	Action
No employments on record							

[← Back](#) [Continue](#)

Click here to edit your employment details if the information isn't already there

Step 7:

Denotes a required field

Employer

Employer's tax registration no.

i Gross Income*

i Tax Deducted*

i Has any of the above employment income been subjected to non-refundable foreign tax

i Income for USC*

i USC Deducted*

i Taxable Illness Benefit included by Employer

i Relationship to Employer*

i Does the P60 for this employment indicate there was 53 pay days in 2016?*

Yes


No

Input employment details as requested and click 'Update'. Repeat for each employment as appropriate. Click 'Continue' when complete.

Cancel

Update

Step 8:

Revenue  **Form 12 - Tax Return** My Documents


Non-PAYE income


Getting started 1 Personal details 2 PAYE income 3 **Non-PAYE income 4** Tax credits & reliefs 5 Declaration 6

Please **confirm**, **edit** or **delete** income already on record. **Add** new income not already on record.

Add income:

JOHN SMITH **MARY SMITH** [Expand All](#) ▼

 Department of Employment Affairs and Social Protection [Show more](#) ▼

 **Dividends** [Show less](#) ▲

Dividends from Irish Resident Companies	Select	UK Dividends	Select
US Dividends	Select	Canadian Dividends	Select

Foreign income [Show more](#) ▼

Other income [Show more](#) ▼

JOHN's Income **MARY's Income**

Confirm	Description	Amount	Action
	No income on record		

Confirm	Description	Amount	Action
	No income on record		

[← Back](#) **Click 'Next' when complete** [Next →](#)

If there are income details entered already you will need to confirm, amend or delete them as appropriate. See Step 9 on how to do this.

Step 9:

Revenue
Can help you with your tax and customs

Form 12 - Tax Return

My Documents

Tax credits & reliefs

Getting started 1 Personal details 2 PAYE income 3 Non-PAYE income 4 Tax credits & reliefs 5 Declaration 6

Please **confirm**, **edit** or **delete** tax credits and reliefs already on record. **Add** new tax credits or reliefs not already on record.

Add tax credits:

JOHN SMITH | **MARY SMITH**

Select the tax credits you wish to claim

Expand All ▾

Show less ▲

Health

Health Expenses	Select	Nursing Home Expenses	Select
Medical Insurance Relief	Select	Blind Persons Tax Credit	Select
Guide Dog Allowance	Select	Income Continuance	Select

You and your family Show more ▾

Your job Show more ▾

Other credits Show more ▾

JOHN's Tax credits

Confirm	Description	Amount	Action
<input type="checkbox"/>	Personal Tax Credit	€3,300.00	
<input type="checkbox"/>	Age Tax Credit	€490.00	
<input type="checkbox"/>	Employee Tax Credit	€1,050.00	Edit Delete
<input type="checkbox"/>	Confirm all		

Click here to amend or delete any details

Click here to confirm if correct

← Back

Next →

MARY's Tax credits

Confirm	Description	Amount	Action
No tax credits on record			

To complete your Form 12 submission, confirm declaration and enter your **myAccount** or MyGovID verified account password.