

# Cut off dates for final 2025 payments

Important notes for payments taxable through the PAYE system in 2025.

1. Since the introduction of PAYE Modernisation in January 2019, Revenue have very strict reporting rules for payments made under the PAYE System. For that reason we cannot allow for exceptional payments outside of the scheduled payroll runs. Therefore it is extremely important that you ensure any payment requests are received by Zurich by the cut off dates outlined below.

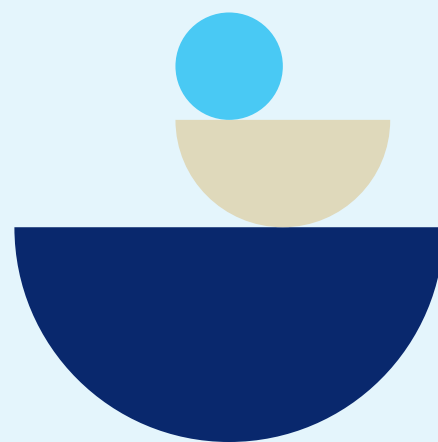
2. In order to ensure payments are correctly taxed, it is the customers' responsibility to ensure that the appropriate Tax Credit Certificate is in place for Zurich Life.

In line with Revenue guidelines, Zurich will register the payment with Revenue. The customer must then ensure that the appropriate allowances have been allocated

to Zurich. The best way to do this is by using Revenue's MyAccount online service to view the Tax Credit Certificate, and make any required changes. If the customer is unable to use online services, they should contact their local tax office for assistance.

The Tax Credit Certificates must be in place by 08/12/2025. Zurich will not be able to issue any refunds if Tax Credit Certificates are received after this date. Any tax refunds due will need to be claimed by the customer directly from the Revenue.

Annuity Company Registered Number: 9546075H  
ARF Company Registered Number: 9546074F



## **Pension Maturities**

### **Trivial Payments/Taxable Balances**

#### **Cut off date: 13/11/2025**

- Fully completed paperwork must reach the Pension Claims Team by 13/11/2025.
- Payment will be made on 22/12/2025.
- Retirement Claim Forms should be emailed directly to the Pension Maturities Team at [pensionclaims@zurich.com](mailto:pensionclaims@zurich.com)

## **Tax Free Lump Sums**

#### **Cut off date: 13/11/2025**

- In order to receive a Tax Free Cash payment in 2025, fully completed paperwork must reach the Pension Claims Team by 13/11/2025.
- Retirement Claim Forms should be emailed directly to the Pension Maturities Team at [pensionclaims@zurich.com](mailto:pensionclaims@zurich.com)

N.B: Paperwork for taxable payments received after the cut off dates will not be processed until 2026 and will be taxed in the 2026 tax year.

## **ARF Payments**

### **ARF Encashments**

#### **Cut off date: 01/12/2025**

- Signed instruction, and bank statement if payment is to a new bank account, must be received by 01/12/2025.
- Payment will be made on 22/12/2025.
- Scanned or Photographed copies of signed instructions can be emailed directly to the Pension Payroll team at: [iezpensionclaimspayroll@zurich.com](mailto:iezpensionclaimspayroll@zurich.com).

## **ARF Regular Incomes for existing policies**

#### **Cut off date: 01/12/2025**

- Instructions for ARF regular incomes on existing policies and amendments to existing regular withdrawals must be received by 01/12/2025.
- Payment will be made on 22/12/2025.
- Amendments to existing ARF incomes can be emailed directly to the Pension Payroll team at: [iezpensionclaimspayroll@zurich.com](mailto:iezpensionclaimspayroll@zurich.com).

## **ARF Regular Incomes on New Business**

ARF policies issued after 30/11/2025 will not be liable for tax on the basis of the 2025 imputed distribution requirement. For this reason incomes on policies issued after the 30/11/2025 will be set up for 2026.

ARF policies issued before 30/11/2025, where the client is age 61 or over, will have an automatic income set up for payment unless it is specifically requested that tax is paid on the basis of an imputed distribution. Regular withdrawal payments will be made on 22/12/2025.

## **ARF Top Ups from external source**

Top Ups received on or before 30/11/2025 will automatically be included in the calculations for the annual minimum distribution/tax liability unless written confirmation that the liability has already been met is received from the previous provider.

Top Ups received after 30/11/2025 will not be included in the calculations for the annual minimum distribution/tax liability unless specifically requested.

## **Pension Annuity Payments**

#### **Cut off date: 13/11/2025**

- Fully completed paperwork (including funds for external transfers) must be received by the cut off dates above.
- Any payments due will be made on 22/12/2025.
- N.B: Paperwork for taxable payments received after the cut off dates will not be processed until 2026 and will be taxed in the 2026 tax year.

## **Savings & Investment Encashments**

### **Payments from Savings & Investment plans**

#### **Cut off date: 14/11/2025**

In order to receive a pre Christmas payment, fully completed paperwork must reach the relevant Service Team by 14/11/2025.

#### **Please note**

Funds must be with Zurich on or before the relevant tax deadline. Please allow 3-5 working days for post or Electronic Transfers to reach us.

## **Zurich Life Assurance plc**

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Zurich Life Assurance plc is regulated by the Central Bank of Ireland.

The information contained herein is based on Zurich Life's understanding of current Revenue practice as at September 2025 and may change in the future.

Intended for distribution within the Republic of Ireland.

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