

A guide to Revenue.ie

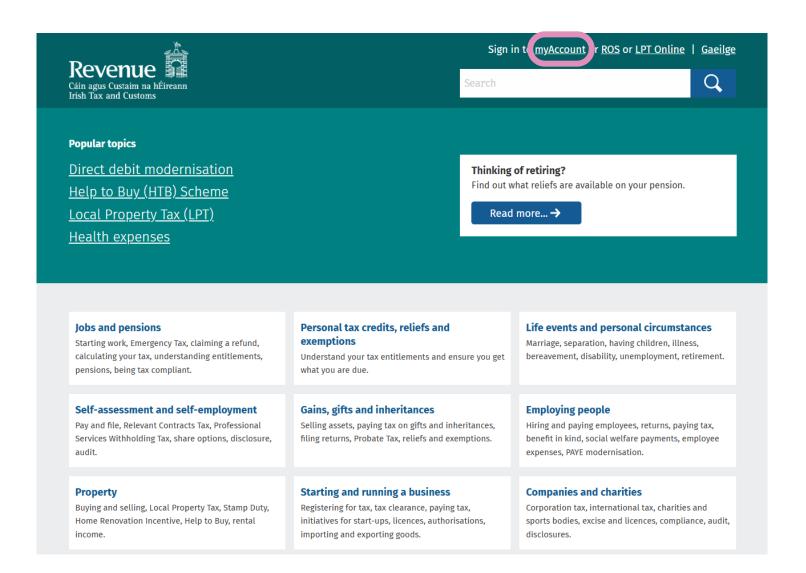
Generating your EDS Statement





## Revenue homepage

To start, click "myAccount" at the top right-hand corner of the page.





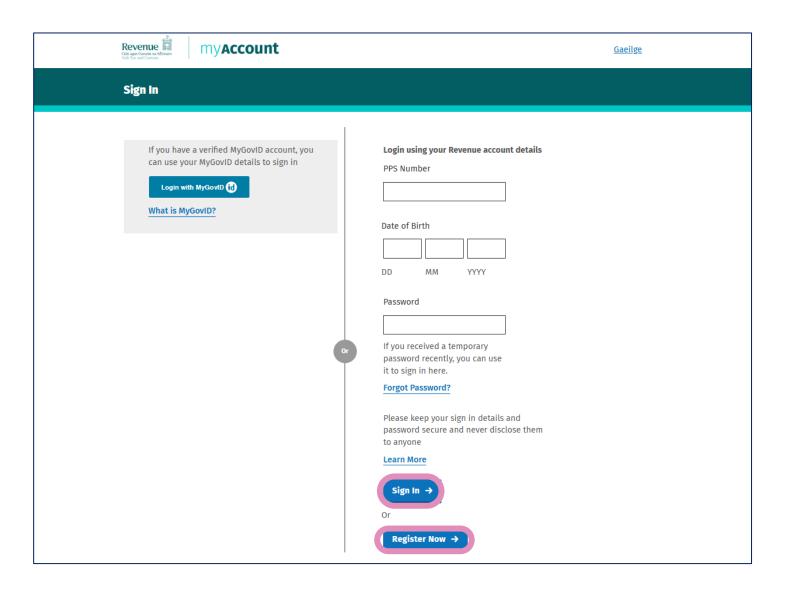
# Sign in

#### **New User**

If you have not yet registered on 'myAccount', scroll down and select "Register Now" and follow the instructions.

#### **Existing User**

Once registered, input your PPS Number, Date of Birth and Password to sign in.

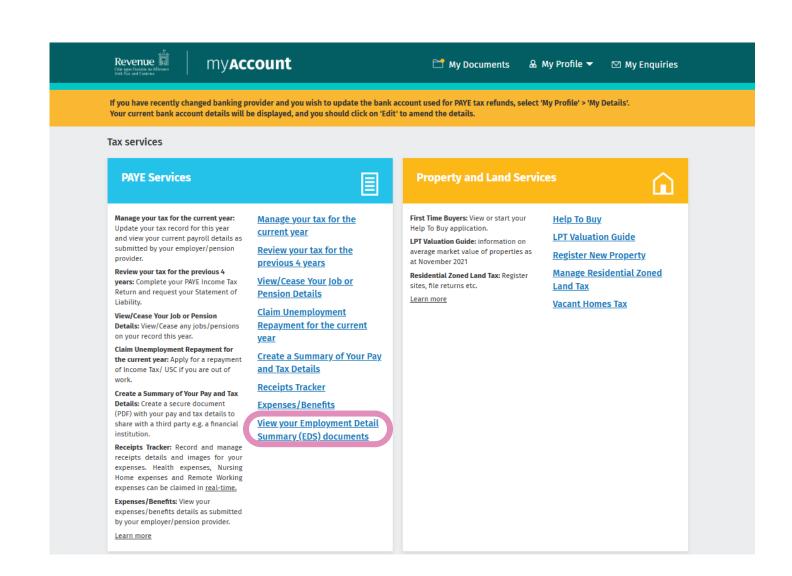


3



### Home Screen

Select "View your Employment Detail Summary (EDS) documents"





From here, you can choose your tax year for which you wish to generate the EDS Statement, using the dropdown.

In the section titled "Employment Detail Summary", click 'View'.

#### **Employment Detail Summary**

| Filter by tax year |          |             |            |
|--------------------|----------|-------------|------------|
|                    | TAX YEAR | DATE ISSUED |            |
|                    | 2024     | -           | Create EDS |
|                    | 2023     | -           | Create EDS |
|                    | 2022     | -           | Create EDS |
|                    | 2021     | -           | Create EDS |
|                    | 2020     | -           | Create EDS |
|                    | 2019     | -           | Create EDS |



This will bring you into the Employment Detail Summary section, where you can create a new document or view previously created documents.

Click "Create document" to proceed

A pop-up will appear if successfully created, informing you that your EDS will be available under "My Documents"

## **Employment Detail Summary 2024**

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected.

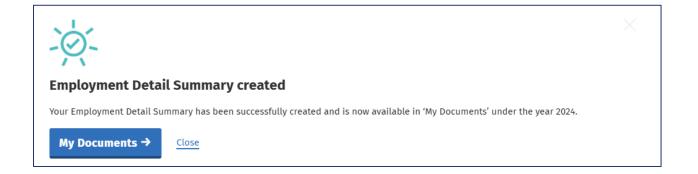
You can view each payroll submission by selecting 'View job/pension details'.

You can create a document you can save or print by clicking 'Create document'.

**Create document** 

#### Your jobs or pensions

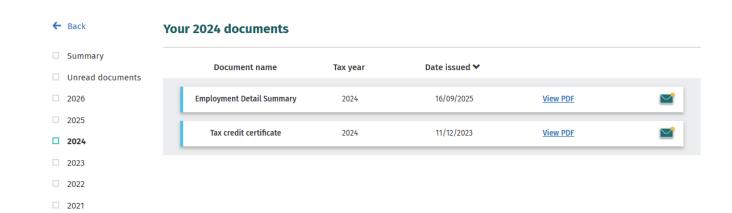
Zurich Life Assurance Plc View job/pension details





Once in "My Documents", Find your Employment Detail Summary and click "View PDF" to download a copy.

This will open a PDF version of your Employment Detail
Summary, which can be saved to your device or printed for future use.



□ Archive

