

A guide to Revenue.ie

1. Generating your EDS Statement

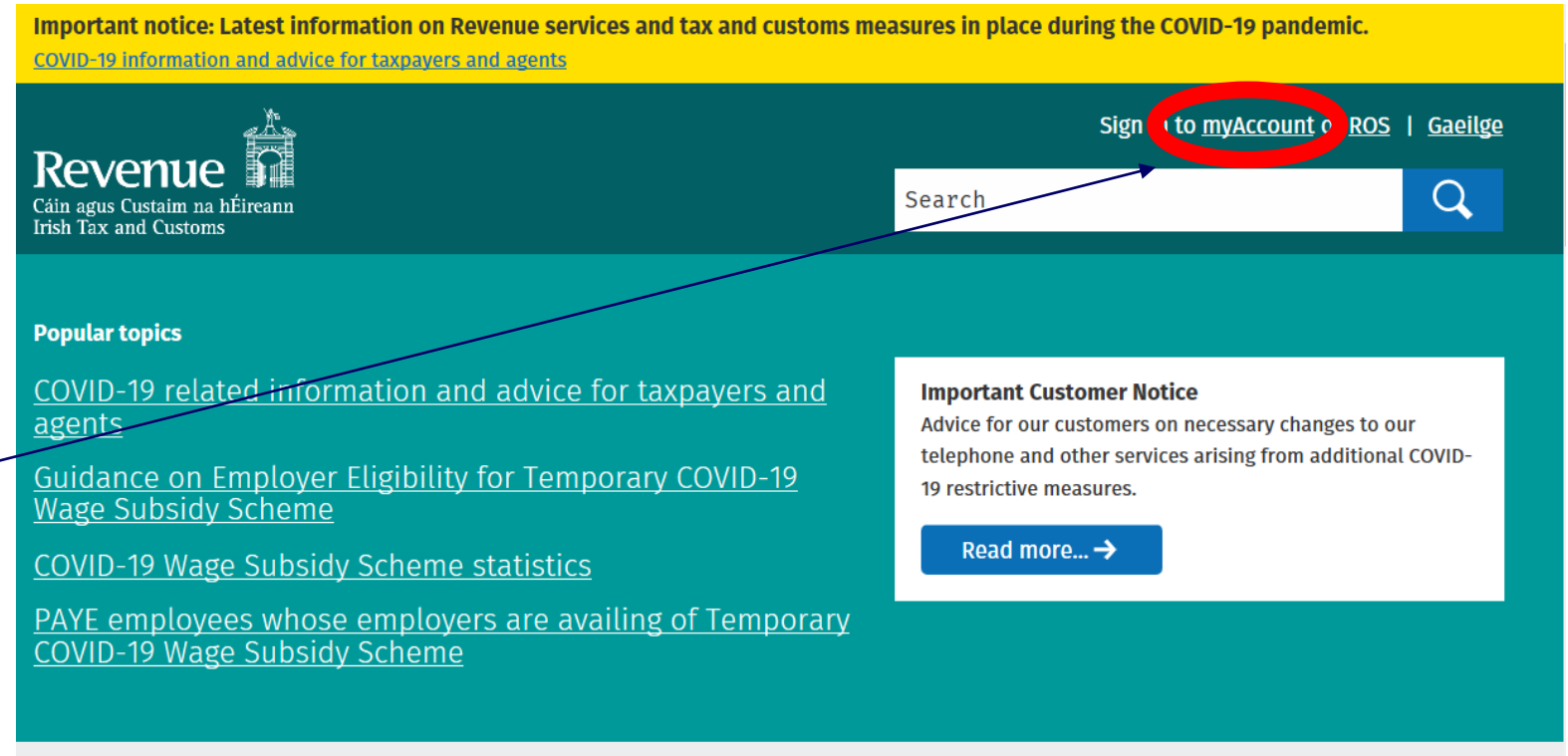


Step 1

Revenue homepage

Revenue Website: *Revenue.ie*

To start, click “myAccount”
at the top right hand
corner of the page



Step 2

Sign In

This will bring you to the Sign In page.

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

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

Sign In

PPS Number

Date of Birth

DD


MM

YYYY

Password

Temporary passwords can also be used

If you have a verified MyGovID account, you can use your MyGovID details to sign in

[Continue with MyGovID](#) 

[What is MyGovID?](#)

Or

[Register Now](#) →

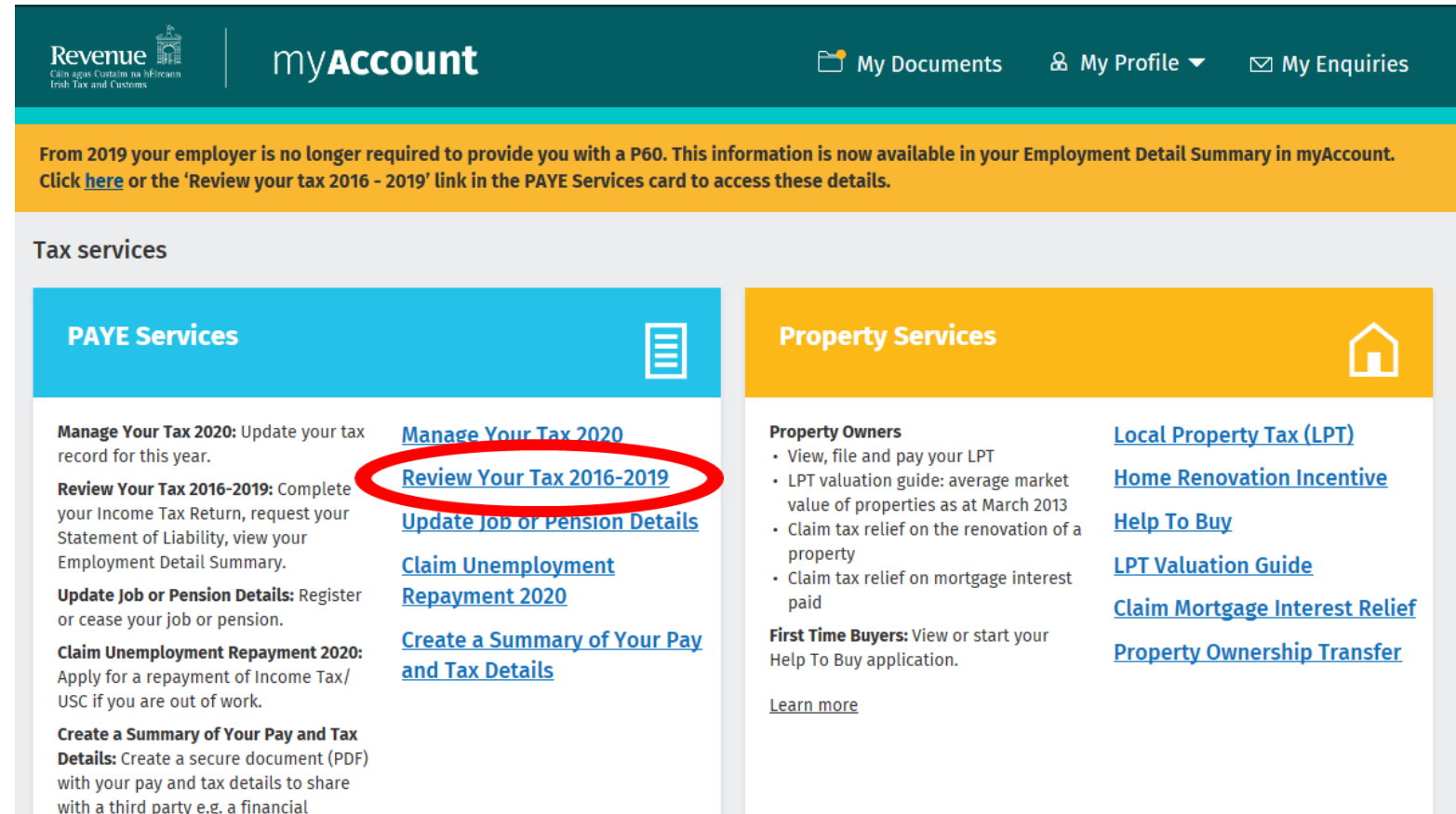
If you already have a temporary password, use this to sign in. You do not need to register again.

Step 3

Home Screen

Once you have signed in, you will be brought to the Home Screen.

Select “Review Your Tax 2016-2019” link under PAYE Services.



The screenshot shows the 'myAccount' interface for Revenue Ireland. The header includes the Revenue logo, the 'myAccount' title, and navigation links for 'My Documents', 'My Profile', and 'My Enquiries'. A yellow banner provides information about P60 availability. Below this, the 'Tax services' section is divided into two main categories: 'PAYE Services' (highlighted in blue) and 'Property Services' (highlighted in orange). Under 'PAYE Services', there are several links: 'Manage Your Tax 2020', 'Review Your Tax 2016-2019' (circled in red), 'Update Job or Pension Details', 'Claim Unemployment Repayment 2020', and 'Create a Summary of Your Pay and Tax Details'. Under 'Property Services', there are links for 'Local Property Tax (LPT)', 'Home Renovation Incentive', 'Help To Buy', 'LPT Valuation Guide', 'Claim Mortgage Interest Relief', and 'Property Ownership Transfer'. A 'Learn more' link is also present at the bottom of the Property Services section.

Revenue
Cúin againn Cúistim na n-Éireann
Irish Tax and Customs

myAccount

My Documents My Profile My Enquiries

From 2019 your employer is no longer required to provide you with a P60. This information is now available in your Employment Detail Summary in myAccount. Click [here](#) or the 'Review your tax 2016 - 2019' link in the PAYE Services card to access these details.

Tax services

PAYE Services

Manage Your Tax 2020: Update your tax record for this year.

Review Your Tax 2016-2019: Complete your Income Tax Return, request your Statement of Liability, view your Employment Detail Summary.

Update Job or Pension Details: Register or cease your job or pension.

Claim Unemployment Repayment 2020: Apply for a repayment of Income Tax/ USC if you are out of work.

Create a Summary of Your Pay and Tax Details: Create a secure document (PDF) with your pay and tax details to share with a third party e.g. a financial

[Manage Your Tax 2020](#)

[Review Your Tax 2016-2019](#)

[Update Job or Pension Details](#)

[Claim Unemployment Repayment 2020](#)

[Create a Summary of Your Pay and Tax Details](#)

Property Services

Property Owners

- View, file and pay your LPT
- LPT valuation guide: average market value of properties as at March 2013
- Claim tax relief on the renovation of a property
- Claim tax relief on mortgage interest paid

First Time Buyers: View or start your Help To Buy application.

[Learn more](#)

[Local Property Tax \(LPT\)](#)

[Home Renovation Incentive](#)

[Help To Buy](#)

[LPT Valuation Guide](#)

[Claim Mortgage Interest Relief](#)

[Property Ownership Transfer](#)

Step 4

Tax year

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

Review your tax 2016 - 2019

My Documents

Tax year

2019

Select

2019

Review type	Description	Status	Action
Statement of Liability	<ul style="list-style-type: none">View your Preliminary End of Year Statement for 2019 based on Revenue's records.Complete your Income Tax return to:<ul style="list-style-type: none">Change existing credits/declared income;Declare additional Income e.g. rental income, income from casual work;Claim additional credits/reliefs e.g. health expenses;	Saved	Edit Delete
Employment Detail Summary ⓘ	<ul style="list-style-type: none">View a summary of the pay and tax details reported by your employer (s)/pension provider(s) to Revenue.Create a document containing a summary of your pay and tax details.	Available →	View

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

Step 5
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.

Revenue
Clár agus Custaim na hÉireann
Irish Tax and Customs

Employment Detail Summary

My Documents

← Back

Employment Detail Summary 2019

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

Previously created Employment Detail Summary on record

You have previously created an Employment Detail Summary document for 2019 which you can view in 'My Documents'.

My Documents

Your jobs or pensions

Spouse jobs or pensions

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

☑

Employment Detail Summary created

Your Employment Detail Summary has been successfully created and is now available in 'My Documents' under the year 2019.

My Documents →

Close

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Step 6

My Documents



Once in “My Documents”,
Find your Employment
Detail Summary and click
“View PDF”.



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My Documents

← Back to myAccount

☒ Summary

☐ Unread documents

☐ 2020

☐ 2019

☐ 2018






☐ 2017

☐ 2016

☐ Archive

My Documents

Your unread documents (6)

Document name	Tax year	Date issued		
Employment Detail Summary	2019	03/06/2020	View PDF	
Amended tax credit certificate	2020	16/03/2020	View PDF	
Amended tax credit certificate	2020	05/03/2020	View PDF	
Amended tax credit certificate	2020	03/01/2020	View PDF	
Amended tax credit certificate	2019	03/10/2019	View PDF	

[View all unread documents \(6\)](#)

Step 7

EDS PDF

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

In all correspondence please quote:
PPS No: [REDACTED]



Pat Murphy
Personal Division
PAYE Services
14/15 Upper O'Connell Street
Dublin 1

MR RICHARD O NEILL
[REDACTED]

Enquiries: 01 7383636
20 May 2020

Employment Detail Summary 2019

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

Job/pension details

Thank you

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