

# A guide to Revenue.ie

# **1. Generating your EDS Statement**



## **Step 1** Revenue homepage

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## **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.

Revenue	Gaeilge
Sign In	
PPS Number	or If you have a verified MyGovID account, you can use your MyGovID details to sign in Continue with MyGovID € What is MyGovID? Or If you already have a temporary password, use this to sign in. You do not need to register again.

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## **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.

	Revenue	ount	🗂 My Documents 🛛   My	y Profile 🔻 🖂 My Enquiries
	From 2019 your employer is no longer re Click <u>here</u> or the 'Review your tax 2016 -	quired to provide you with a P60. This info 2019' link in the PAYE Services card to acc	ormation is now available in your Employm eess these details.	ient Detail Summary in myAccount.
е	Tax services PAYE Services	∎	Property Services	Â
	<ul> <li>Manage Your Tax 2020: Update your tax record for this year.</li> <li>Review Your Tax 2016-2019: Complete your Income Tax Return, request your Statement of Liability, view your Employment Detail Summary.</li> <li>Update Job or Pension Details: Register or cease your job or pension.</li> <li>Claim Unemployment Repayment 2020: Apply for a repayment of Income Tax/USC if you are out of work.</li> <li>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</li> </ul>	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	<ul> <li>Property Owners</li> <li>View, file and pay your LPT</li> <li>LPT valuation guide: average market value of properties as at March 2013</li> <li>Claim tax relief on the renovation of a property</li> <li>Claim tax relief on mortgage interest paid</li> <li>First Time Buyers: View or start your Help To Buy application.</li> <li>Learn more</li> </ul>	Local Property Tax (LPT) Home Renovation Incentive Help To Buy LPT Valuation Guide Claim Mortgage Interest Relief Property Ownership Transfer

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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'. Review your tax 2016 - 2019

Tax year

2019

Select

#### 2019

Review type	Description	Status	Action
Statement of Liability	<ul> <li>View your Preliminary End of Year Statement for 2019 based on Revenue's records.</li> <li>Complete your Income Tax return to: <ul> <li>Change existing credits/declared income;</li> <li>Declare additional Income e.g. rental income, income from casual work;</li> <li>Claim additional credits/reliefs e.g. health expenses;</li> </ul> </li> </ul>	Saved	<u>Edit</u> <u>Delete</u>
Employment Detail Summary (i)	<ul> <li>View a summary of the pay and tax details reported by your employer (s)/pension provider(s) to Revenue.</li> <li>Create a document containing a summary of your pay and tax details.</li> </ul>	Available	<u>View</u>



## 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.



**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'.



#### 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'.



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.



## **Step 6** My Documents



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

,	My Documents						
Back to myAccount     My Documents							
Summary Vour uprood documents (6)							
nts	iour unread documents (o						
	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			
	Amondod tay gradit cartificato	2020	05/02/2020	View DDE			
	Amended tax credit certificate	2020	03/03/2020	<u>view PDr</u>			
	Amended tax credit certificate	2020	03/01/2020	View PDF			
	Amended tax credit certificate	2019	03/10/2019	View PDF			
	unt Ints	My Documents My Documents My Documents My Documents  Your unread documents (6) Document name Employment Detail Summary Amended tax credit certificate Amended tax credit certificate Amended tax credit certificate Amended tax credit certificate	My Documents         My Documents         State       My Documents         Oour unread documents (6)         Document name       Tax year         Employment Detail Summary       2019         Amended tax credit certificate       2020         Amended tax credit certificate       2020	My Documents My Documents My Documents My Documents Nour unread documents (6) Document name Tax year Date issued Employment Detail Summary 2019 03/06/2020 Amended tax credit certificate 2020 16/03/2020 Amended tax credit certificate 2020 05/03/2020 Amended tax credit certificate 2020 03/01/2020 Amended tax credit certificate 2019 03/10/2019	My Documents My Documents My Documents Nour 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

future use.





## **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.