

# A guide to Revenue.ie

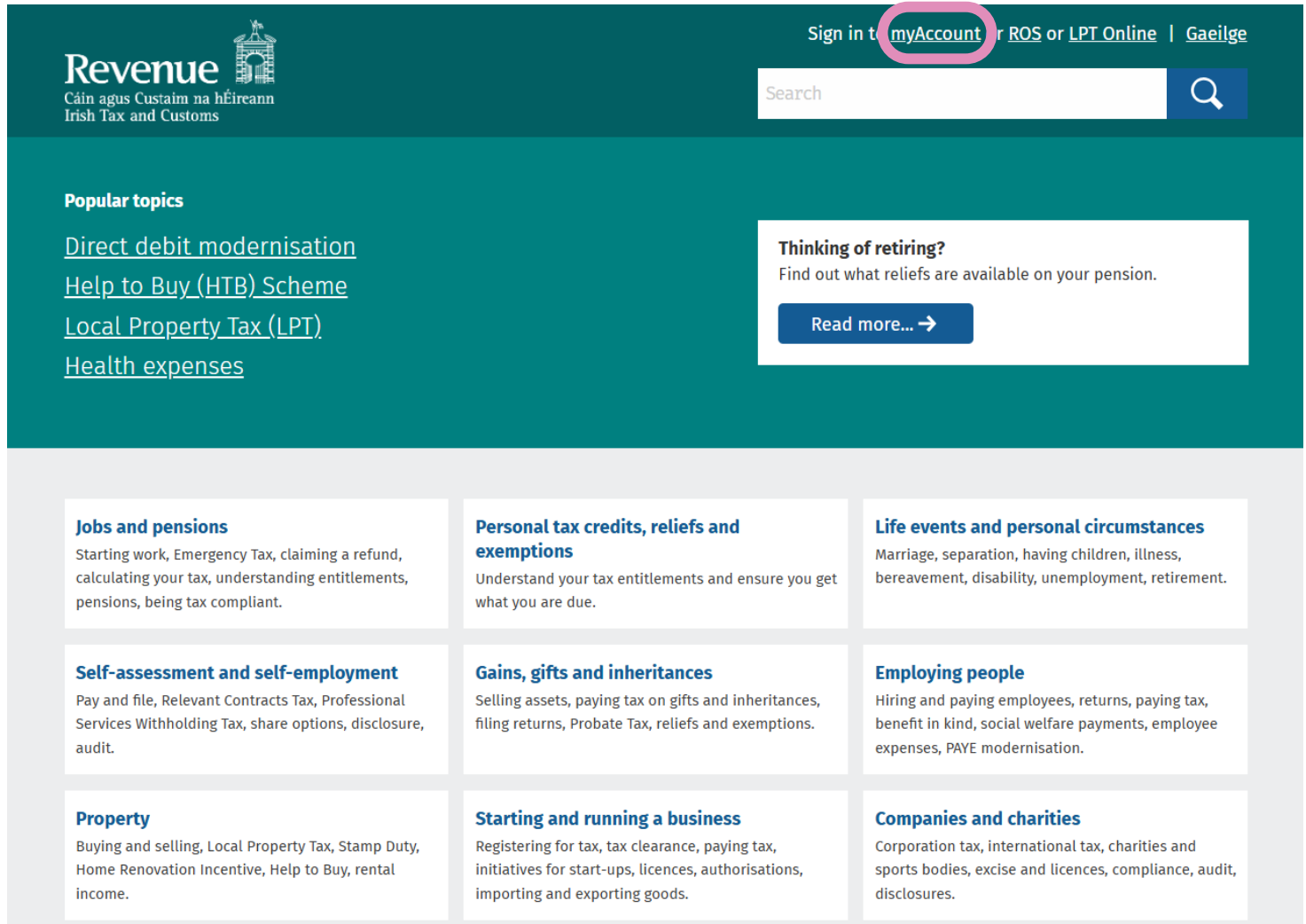
Claiming Tax relief on Additional  
Voluntary Contributions (AVCs)  
relating to previous tax year



# 1

## Revenue homepage

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



The screenshot shows the Revenue Ireland homepage. At the top, there is a dark teal header. On the left, the Revenue logo is displayed with the text 'Cáin agus Custaim na hÉireann' and 'Irish Tax and Customs'. On the right, there is a navigation bar with links: 'Sign in to myAccount', 'or ROS or LPT Online', and 'Gaeilge'. The 'myAccount' link is circled in pink. Below the navigation bar is a search bar with a magnifying glass icon. The main content area has a teal background. On the left, under 'Popular topics', there are links: 'Direct debit modernisation', 'Help to Buy (HTB) Scheme', 'Local Property Tax (LPT)', and 'Health expenses'. On the right, there is a white box titled 'Thinking of retiring?' with the text 'Find out what reliefs are available on your pension.' and a 'Read more... →' button. Below this, there is a grid of nine white boxes, each with a title and a brief description: 'Jobs and pensions', 'Personal tax credits, reliefs and exemptions', 'Life events and personal circumstances', 'Self-assessment and self-employment', 'Gains, gifts and inheritances', 'Employing people', 'Property', 'Starting and running a business', and 'Companies and charities'.

**Revenue**  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

Sign in to **myAccount** or ROS or LPT Online | Gaeilge

Search

**Popular topics**

- [Direct debit modernisation](#)
- [Help to Buy \(HTB\) Scheme](#)
- [Local Property Tax \(LPT\)](#)
- [Health expenses](#)

**Thinking of retiring?**  
Find out what reliefs are available on your pension.

[Read more... →](#)

<b>Jobs and pensions</b> Starting work, Emergency Tax, claiming a refund, calculating your tax, understanding entitlements, pensions, being tax compliant.	<b>Personal tax credits, reliefs and exemptions</b> Understand your tax entitlements and ensure you get what you are due.	<b>Life events and personal circumstances</b> Marriage, separation, having children, illness, bereavement, disability, unemployment, retirement.
<b>Self-assessment and self-employment</b> Pay and file, Relevant Contracts Tax, Professional Services Withholding Tax, share options, disclosure, audit.	<b>Gains, gifts and inheritances</b> Selling assets, paying tax on gifts and inheritances, filing returns, Probate Tax, reliefs and exemptions.	<b>Employing people</b> Hiring and paying employees, returns, paying tax, benefit in kind, social welfare payments, employee expenses, PAYE modernisation.
<b>Property</b> Buying and selling, Local Property Tax, Stamp Duty, Home Renovation Incentive, Help to Buy, rental income.	<b>Starting and running a business</b> Registering for tax, tax clearance, paying tax, initiatives for start-ups, licences, authorisations, importing and exporting goods.	<b>Companies and charities</b> Corporation tax, international tax, charities and sports bodies, excise and licences, compliance, audit, disclosures.

# 2



## 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.



[Gaeilge](#)

Sign In

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

Login with MyGovID 

[What is MyGovID?](#)

Login using your Revenue account details

PPS Number

Date of Birth

DDMMYYYY

Password

If you received a temporary password recently, you can use it to sign in here.

[Forgot Password?](#)

Please keep your sign in details and password secure and never disclose them to anyone

[Learn More](#)

Sign In →

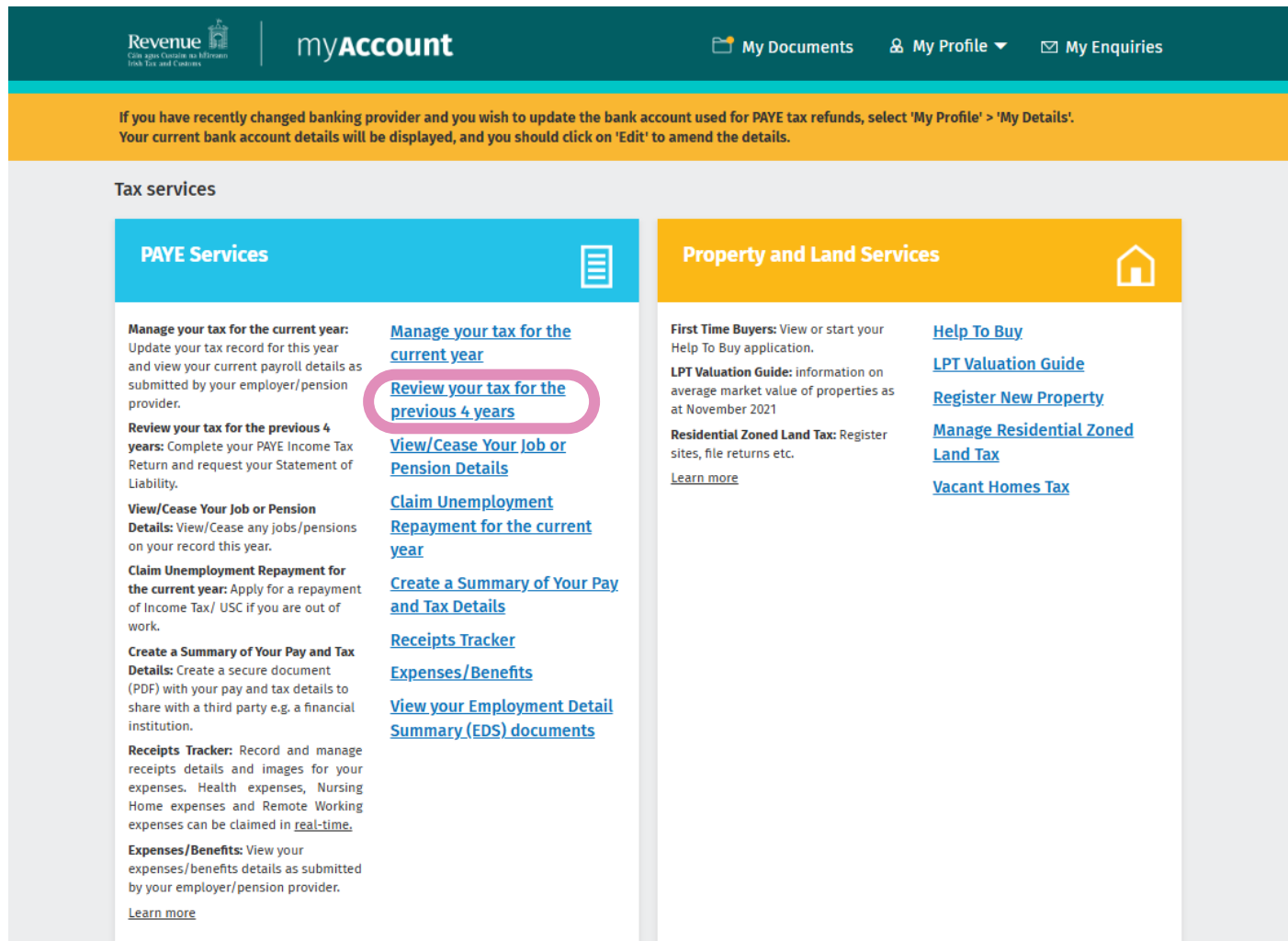
Or

Register Now →

# 3

## Home Screen

Select “Review your tax for the previous 4 years”



The screenshot shows the Zurich myAccount Home Screen. At the top, there is a dark teal header with the Revenue logo, the myAccount title, and links for My Documents, My Profile, and My Enquiries. Below the header is an orange banner with a message about updating bank account details for PAYE tax refunds. The main content area is divided into two columns. The left column is titled 'PAYE Services' and contains several sections: 'Manage your tax for the current year', 'Review your tax for the previous 4 years' (highlighted with a red circle), 'View/Cease Your Job or Pension Details', 'Claim Unemployment Repayment for the current year', 'Create a Summary of Your Pay and Tax Details', 'Receipts Tracker', and 'Expenses/Benefits'. The right column is titled 'Property and Land Services' and contains sections for 'First Time Buyers', 'LPT Valuation Guide', 'Residential Zoned Land Tax', and 'Vacant Homes Tax'. Each section includes a brief description and a link to learn more or access the service.

Revenue  
Cuide agus Cuidim na Míreann  
Irish Tax and Customs

myAccount

My Documents My Profile My Enquiries

If you have recently changed banking provider and you wish to update the bank account used for PAYE tax refunds, select 'My Profile' > 'My Details'. Your current bank account details will be displayed, and you should click on 'Edit' to amend the details.

Tax services

**PAYE Services**

**Manage your tax for the current year:**  
Update your tax record for this year and view your current payroll details as submitted by your employer/pension provider.

**Review your tax for the previous 4 years:** Complete your PAYE Income Tax Return and request your Statement of Liability.

**View/Cease Your Job or Pension Details:** View/Cease any jobs/pensions on your record this year.

**Claim Unemployment Repayment for the current year:** 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 institution.

**Receipts Tracker:** Record and manage receipts details and images for your expenses. Health expenses, Nursing Home expenses and Remote Working expenses can be claimed in real-time.

**Expenses/Benefits:** View your expenses/benefits details as submitted by your employer/pension provider.

[Learn more](#)

[Manage your tax for the current year](#)

[Review your tax for the previous 4 years](#)

[View/Cease Your Job or Pension Details](#)

[Claim Unemployment Repayment for the current year](#)

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

[Receipts Tracker](#)

[Expenses/Benefits](#)

[View your Employment Detail Summary \(EDS\) documents](#)

**Property and Land Services**

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

**LPT Valuation Guide:** Information on average market value of properties as at November 2021

**Residential Zoned Land Tax:** Register sites, file returns etc.

[Learn more](#)

[Help To Buy](#)

[LPT Valuation Guide](#)

[Register New Property](#)

[Manage Residential Zoned Land Tax](#)

[Vacant Homes Tax](#)

# 4

## Statement of Liability

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

In the section titled “Statement of Liability”, click ‘Request’.

Tax year

2024

Select

2024

Review type	Description	Status	Action
Statement of Liability	<ul style="list-style-type: none"><li>View your Preliminary End of Year Statement for 2024 based on Revenue's records.</li><li>Complete your Income Tax return to:<ul style="list-style-type: none"><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><li>- Request your Statement of Liability from Revenue.</li></ul></li></ul>	Available	<a href="#">Request</a>

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## Preliminary End of Year Statement

From here, you will see a page with a breakdown of your tax payments for your chosen year.

It is recommended that your tax calculation has gone through before you proceed so that you can see whether there is an overpayment or underpayment of tax.

In this instance, the employee has no over/under payment.

### Preliminary End of Year Statement

This is a preliminary calculation for 2024 based on the information held on Revenue's records at this time.

If you have any additional income to declare e.g. rental income, income from casual work, you should declare this income by completing your Income Tax Return. To go directly to your Income Tax Return, click 'Complete your Income Tax Return' at the bottom of this page.

Preliminary result	Balanced	€0.00
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### What your preliminary result means

<p><b>Balanced</b></p> <p>Based on Revenue's records for 2024, you paid the correct amount of Income Tax and USC. However, if you have additional income to declare or additional credits/reliefs to claim, you should complete your Income Tax Return for 2024.</p>
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## Tax Return

Scroll down to the bottom of that same page and click “Complete your Income Tax Return” to proceed.

### How would you like to proceed?

You should complete your Income Tax Return to:

- Receive any refund of tax due;
- Change existing credits/declared income;
- Declare additional income e.g. rental income, income from casual work;
- Claim additional credits e.g. health expenses;
- Receive your Statement of Liability.


**Complete your Income Tax Return →**

If you do not need a Statement of Liability and have no additional income to declare or credits/reliefs to claim you can return to 'Review your tax' by clicking the 'Back' button below.

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## What do I need to do?

You will then be brought to a page detailing the 5 steps needed to complete your Income Tax return.



Revenue  
Cúla agus Custaim na hÉireann  
Irish Tax and Customs

Income Tax Return

 My Documents

[← Back](#)

### Completing your Income Tax Return

#### What do I need to do?

To complete your Income Tax return and request your Statement of Liability, you need to complete the five sections below.

- 1 Personal details**  
Check that your details are correct. Add details for you and your spouse or civil partner, if relevant.
- 2 PAYE income**  
Check that the pay and tax details for 2024 for each of your jobs/pensions are correct. This is based on information provided by your employer/pension provider to Revenue. A breakdown of this information is available under Employment Detail Summary in the [Review your tax](#) screen. If your pay and tax details are incorrect, you must contact your employer to correct these details.
- 3 Non-PAYE income**  
Confirm, edit or delete non-PAYE income already on record. Add any additional non-PAYE income not already declared e.g. rental income, nixers.
- 4 Tax credits and reliefs**  
Confirm, edit or delete tax credits and reliefs already on record. Add new tax credits or reliefs not already on record. **You must upload all receipts and images in advance of completing this return via the Receipts Tracker service in myAccount.**
- 5 Declaration**  
Confirm that all the information provided is correct before requesting your Statement of Liability

#### How is my personal data used?

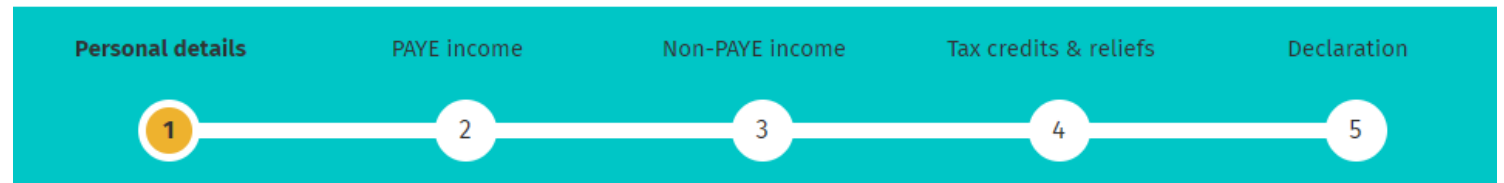
- 1** The Revenue Commissioners collect taxes and duties and implement customs controls, Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas.
- 2** Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Details of this policy are also available in hard copy upon request. [View Revenue's data protection policy ↗](#)

[Start →](#)

## Personal Details

To start, enter your personal details and click 'Next'.

### Personal details



\* Denotes a required field

### Gary's personal details



PPS number

 Date of birth (dd/mm/yyyy)

## PAYE & Non-PAYE Income

You can choose to add income, tax and USC details for PAYE and non- PAYE income which are not already recorded by Revenue.

Once you have checked that your PAYE income and any Non-PAYE income is recorded, click 'Next'.

### Income Tax Return

[My Documents](#)

### PAYE income

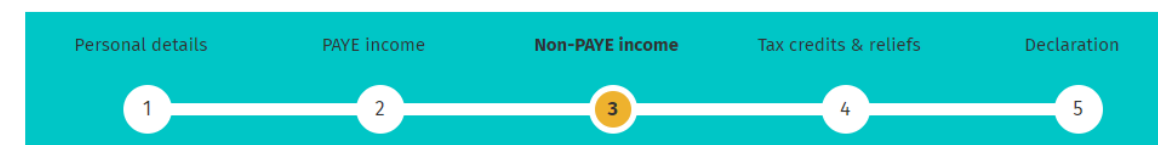


Click **Edit** to **add** income, tax and USC details where these are not displayed or if you have paid non-refundable foreign tax on any of the PAYE incomes shown.

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.

### Non-PAYE income



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

### Add income:

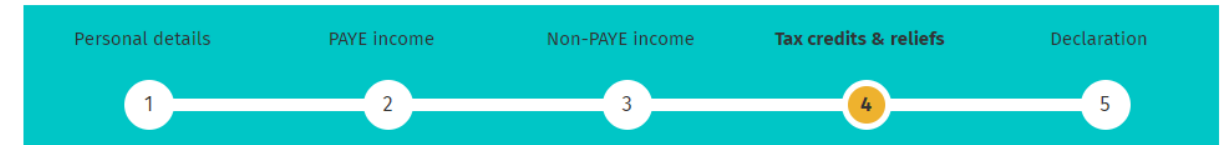
[Expand All](#) ▼

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## Tax credits and reliefs

Select the “Show more” dropdown in the ‘Your job’ section

### Tax credits & reliefs



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:

[Expand All](#) ▼

 Health

[Show more](#) ▼

 You and your family

[Show more](#) ▼

 Your job

[Show more](#) ▼


 Other credits

[Show more](#) ▼

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## Tax credits and reliefs

Select the “Show more” dropdown in the ‘Your job’ section

 Your job Show less ^

Additional Voluntary Contributions [Select](#)

Flat Rate Expenses [Select](#)

Other PAYE Expenses [Select](#)

Seafarer Allowance [Select](#)

Transborder Relief [Select](#)

Fisher Tax Credit [Select](#)

Foreign Earnings Deduction [Select](#)

Personal Retirement Savings Accounts (PRSA) [Select](#)

Retirement Relief for Sportspersons [Select](#)

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## AVC Contribution

Select the type of AVC Contribution you are looking for and enter your income for pension relief purposes.

### Additional Voluntary Contributions

Additional Voluntary Contributions are additional superannuation payments made to an occupational pension scheme . AVC relief can only be claimed if AVC contributions have been paid for you by you or your employer.

\* Denotes a required field

#### Type of AVC Contribution \*

☒ PRSA

☐ Other

#### Employment where your Superannuation Fund is held \*

Please select an option ▼

#### Income for pension relief purposes

Input the amount of AVC you are going to pay, for this example we will be inputting €5000.

Fill in the remaining sections, which includes any additional AVC's or tax reliefs you may claim through the main scheme. This ensures that you do not go over the age-related tax limits.

Upload your policy certificate and click “Add”.


14 © Zurich

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## Tax credits

Once completed, your tax credits will be updated to include your lump sum Additional Voluntary Contribution.

This is the amount of AVC paid by you in 2024 on which relief has not already been granted.

Confirm	Description	Gross amount	Action
<input type="checkbox"/>	 Personal Tax Credit	€3,300.00	
<input type="checkbox"/>	Interest Relief on Certain Home Loans	€0.00	
<input type="checkbox"/>	Employee Tax Credit	€1,650.00	<a href="#">Edit</a> <a href="#">Delete</a>
	Additional Voluntary Contributions	€5,000.00	<a href="#">Edit</a> <a href="#">Delete</a>

Continue by reading and confirming the declaration and selecting 'Next'.

### Declaration

I declare that, to the best of my knowledge and belief, this form contains a correct return in accordance with the provisions of the Taxes Consolidation Act 1997 of all sources of my income and the amount of income derived from each source in the year 2024.

I declare that to the best of my knowledge and belief, all particulars given as regards tax credits, allowances and reliefs claimed and as regards outgoings and charges are stated correctly.

Civil Penalties/Criminal Prosecution - Tax law provides for both civil penalties and criminal sanctions for the failure to make a return, the making of a false return, facilitating the making of a false return, or claiming tax credits, allowances or reliefs which are not due. In the event of a criminal prosecution, a person convicted on indictment of an offence may be liable to a fine not exceeding €126,970 and/or to a fine of up to double the difference between the declared tax due and the tax ultimately found to be due and/or to imprisonment.

Check this box to confirm this declaration.

☐

[← Back](#)

Print

Next →

# 16

## Sign in and complete

To proceed, input your myAccount again.



### Secure sign and submit

PPS Number

Enter myAccount password

**Sign and Submit →**

You should receive a confirmation along with your reference number. As stated, you can expect to receive your Tax refund in due course.



### Thank you

Your reference number is

In most circumstances a copy of your Statement of Liability will be available to view or download from My Documents within 5 working days.

However if we need to confirm some details, it may take longer.

**OK →**

Thank you

For further  
information please  
contact your  
Financial Broker