A guide to Revenue.ie

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

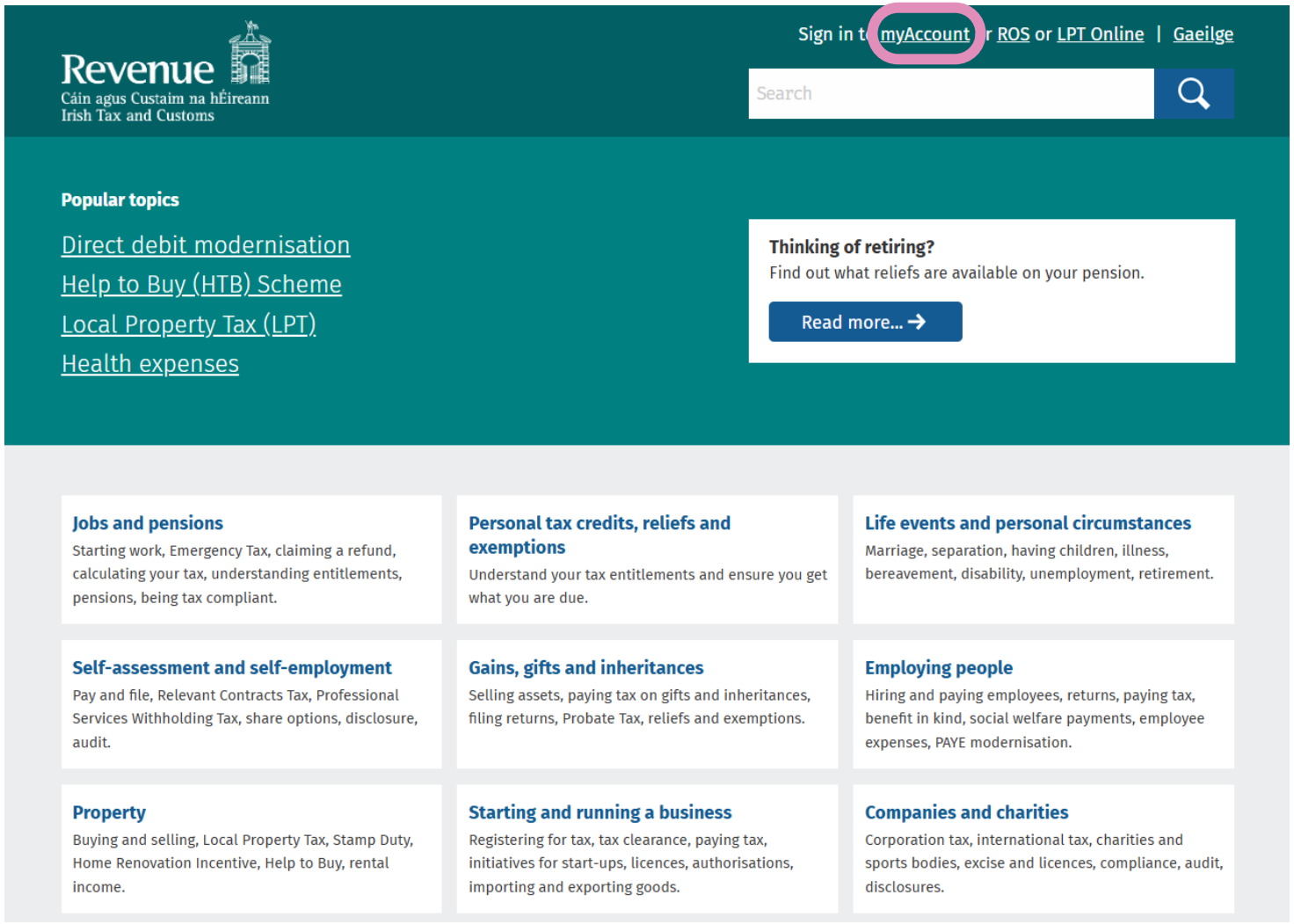


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Revenue homepage

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



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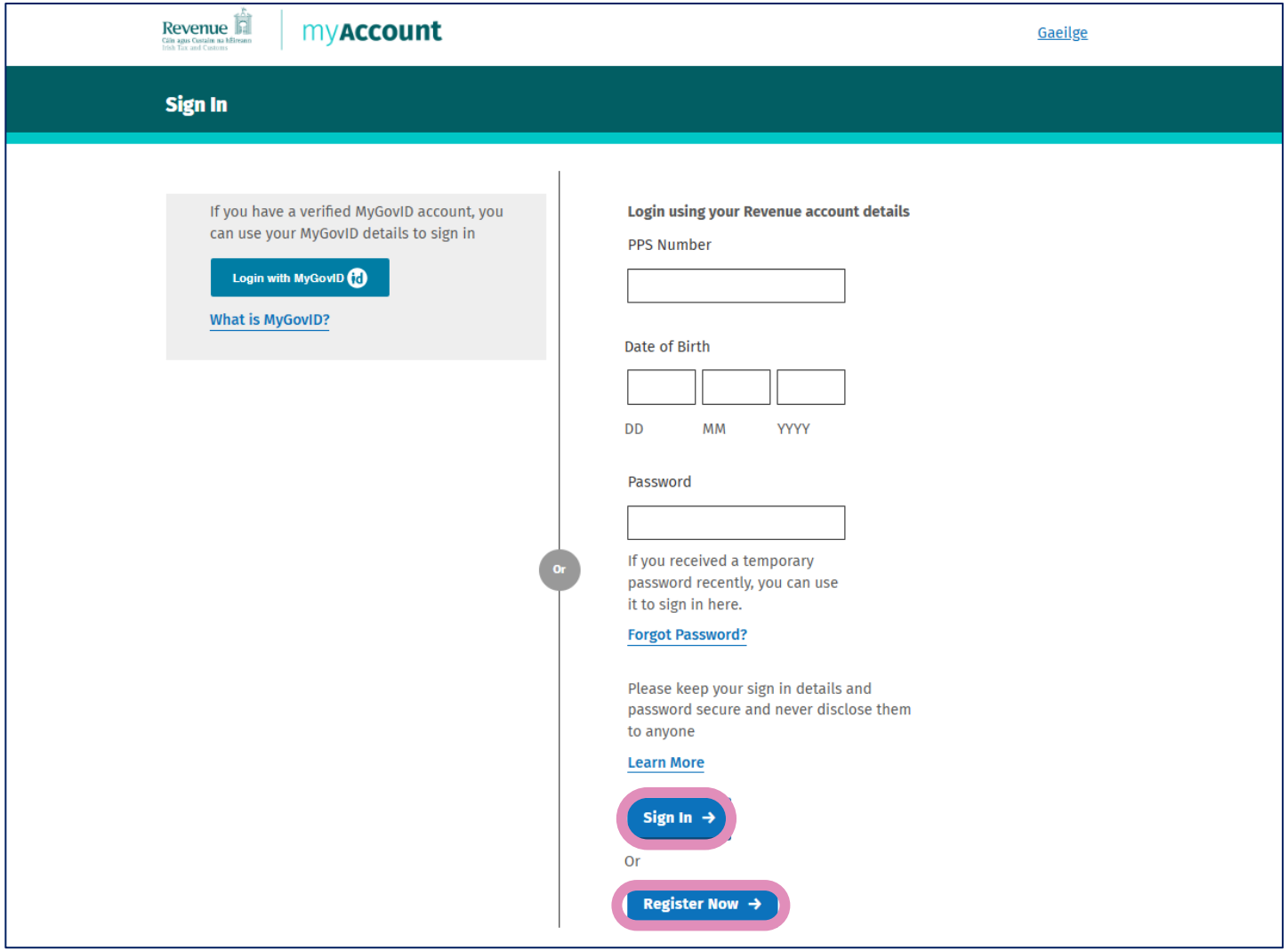
Sign in

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.

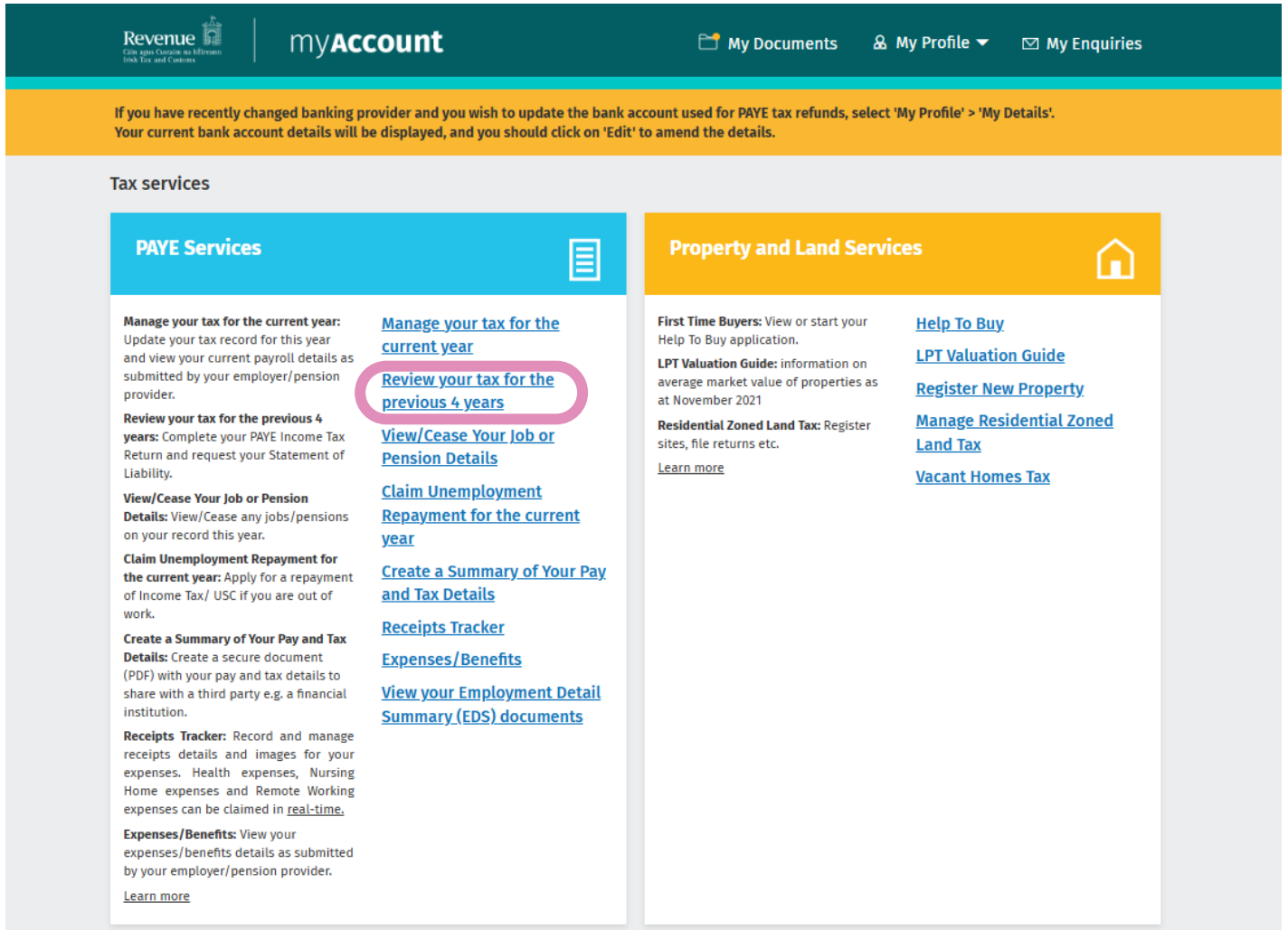


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Home Screen

Select “Review your tax for the previous 4 years”



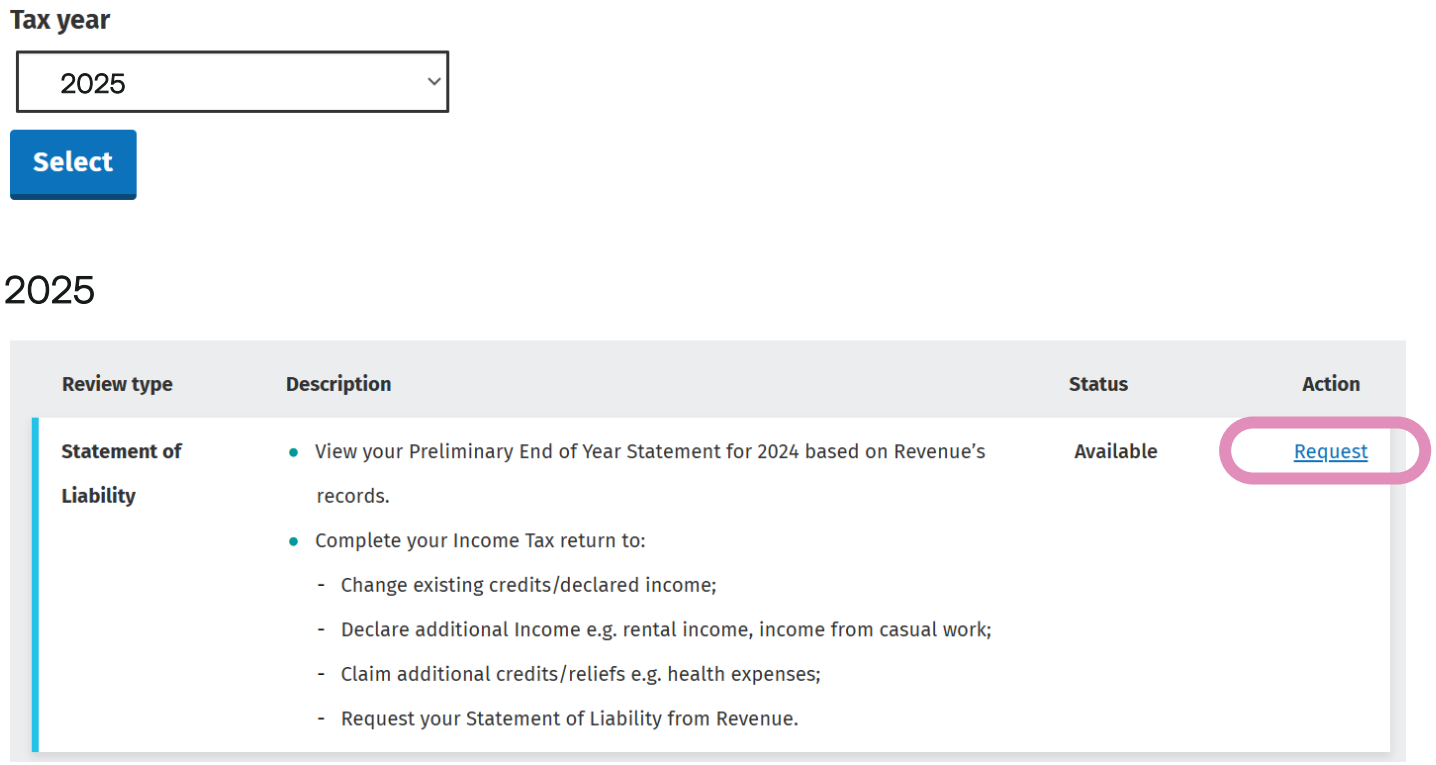
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Statement of Liability

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’.



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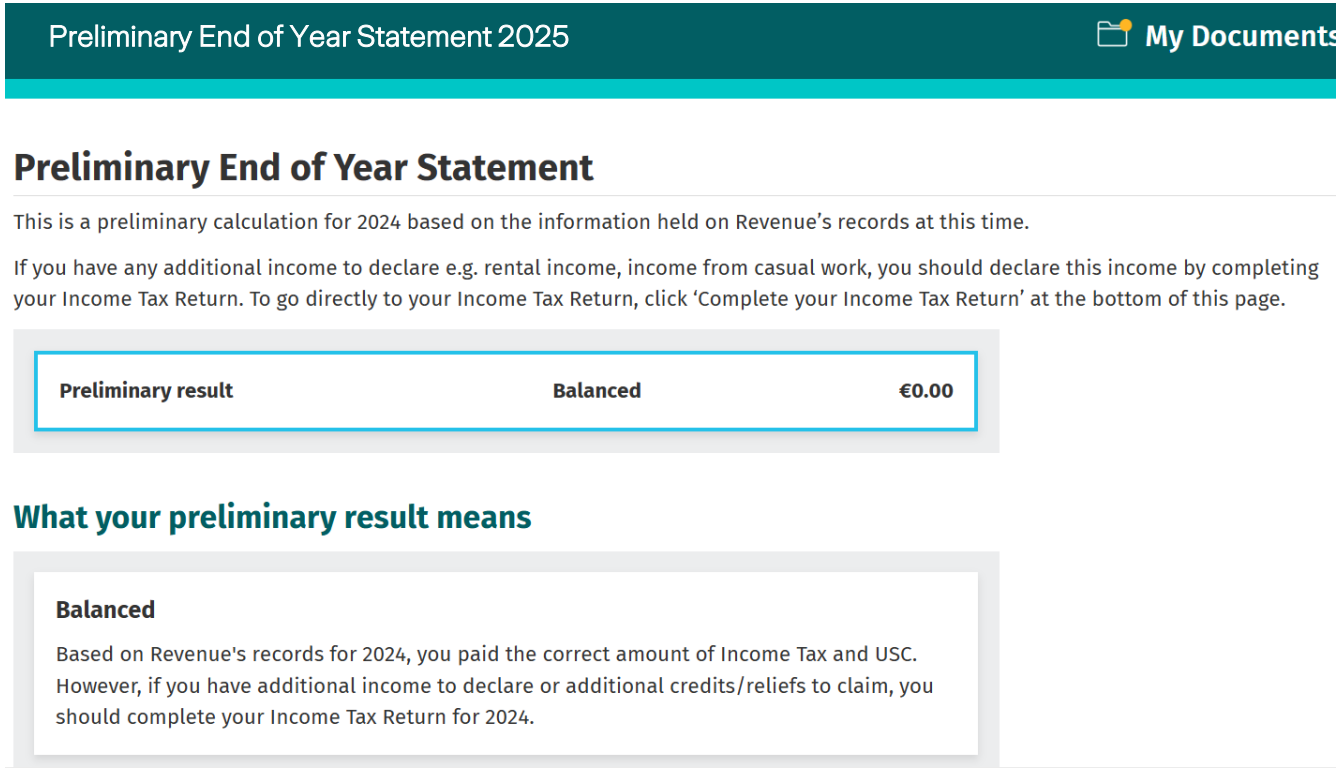
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Preliminary End of Year Statement

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.

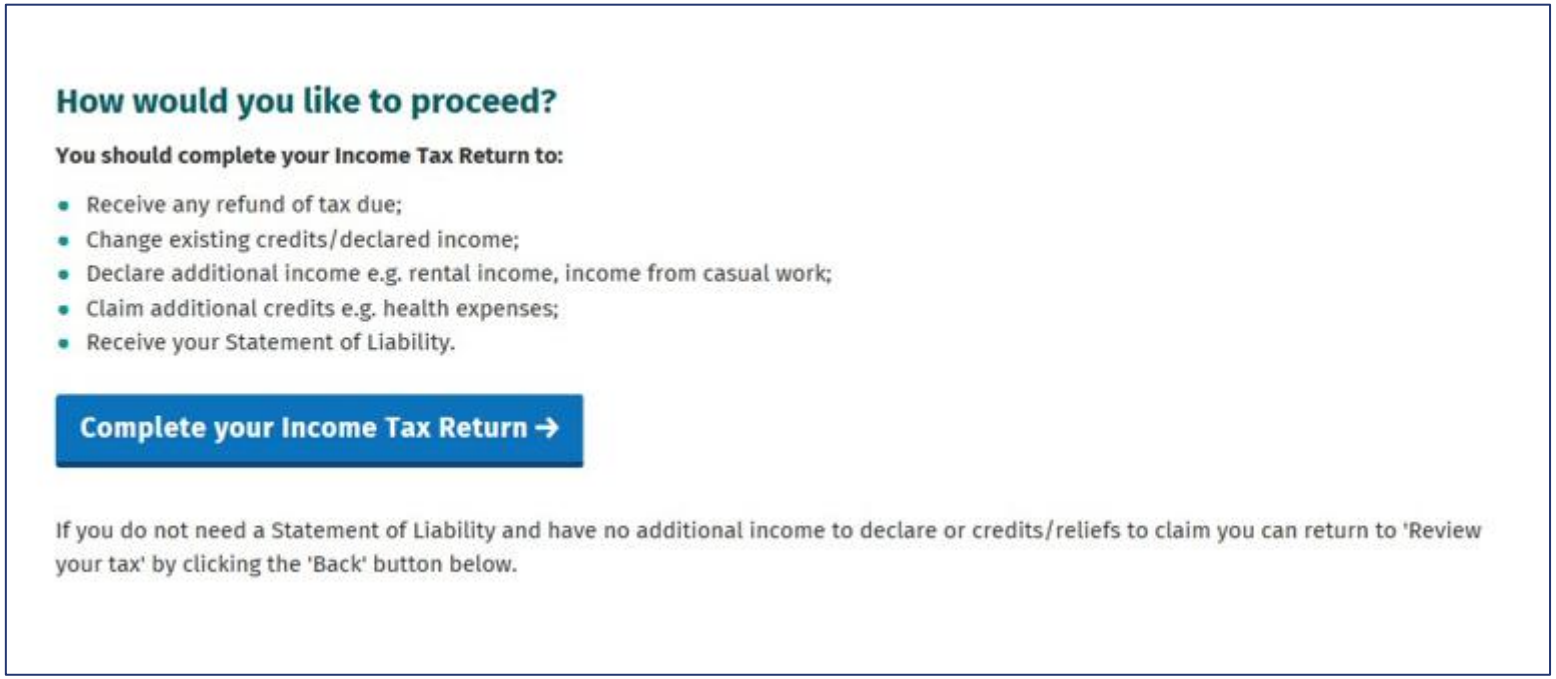


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Tax Return

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

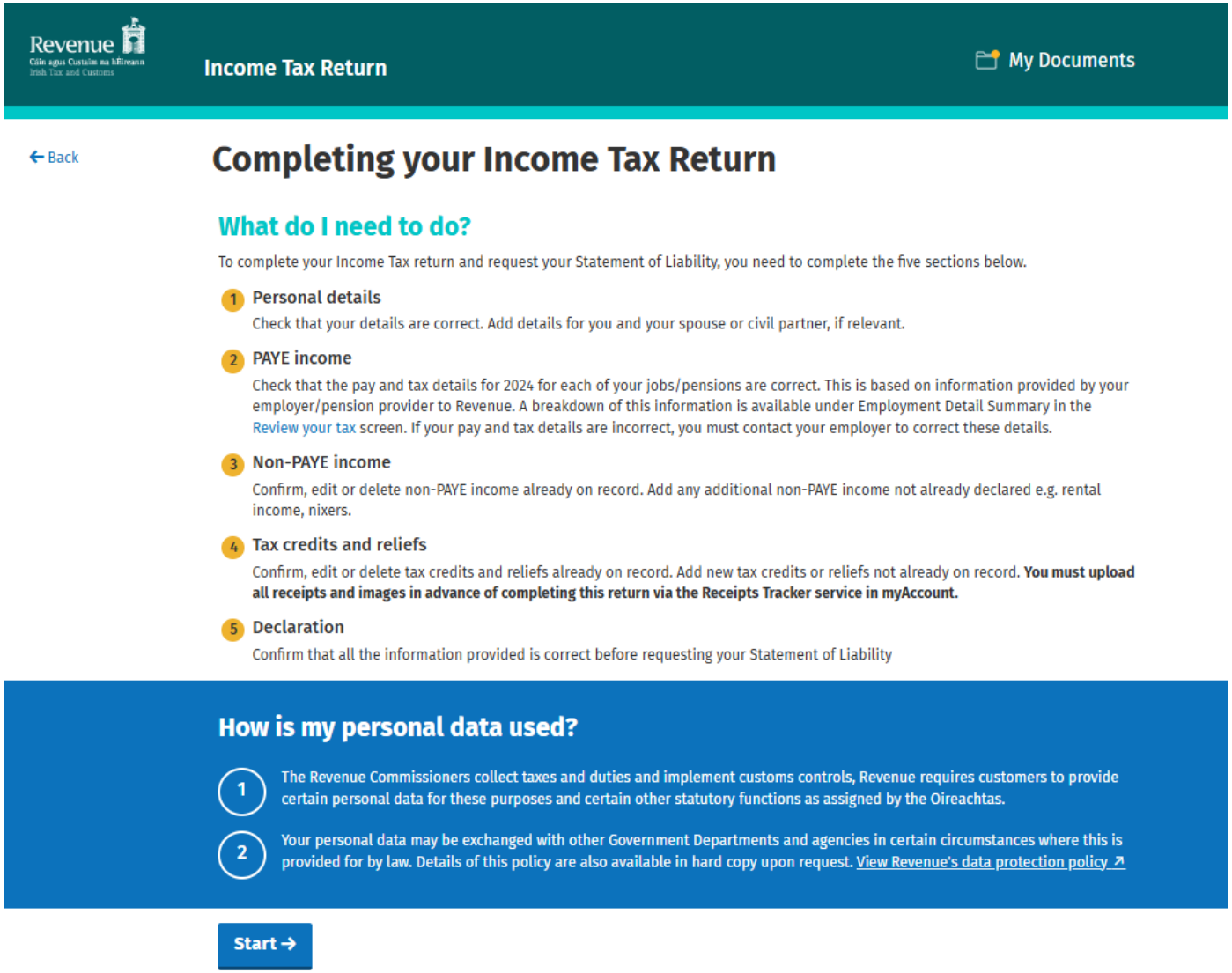


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What do I need to do?

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

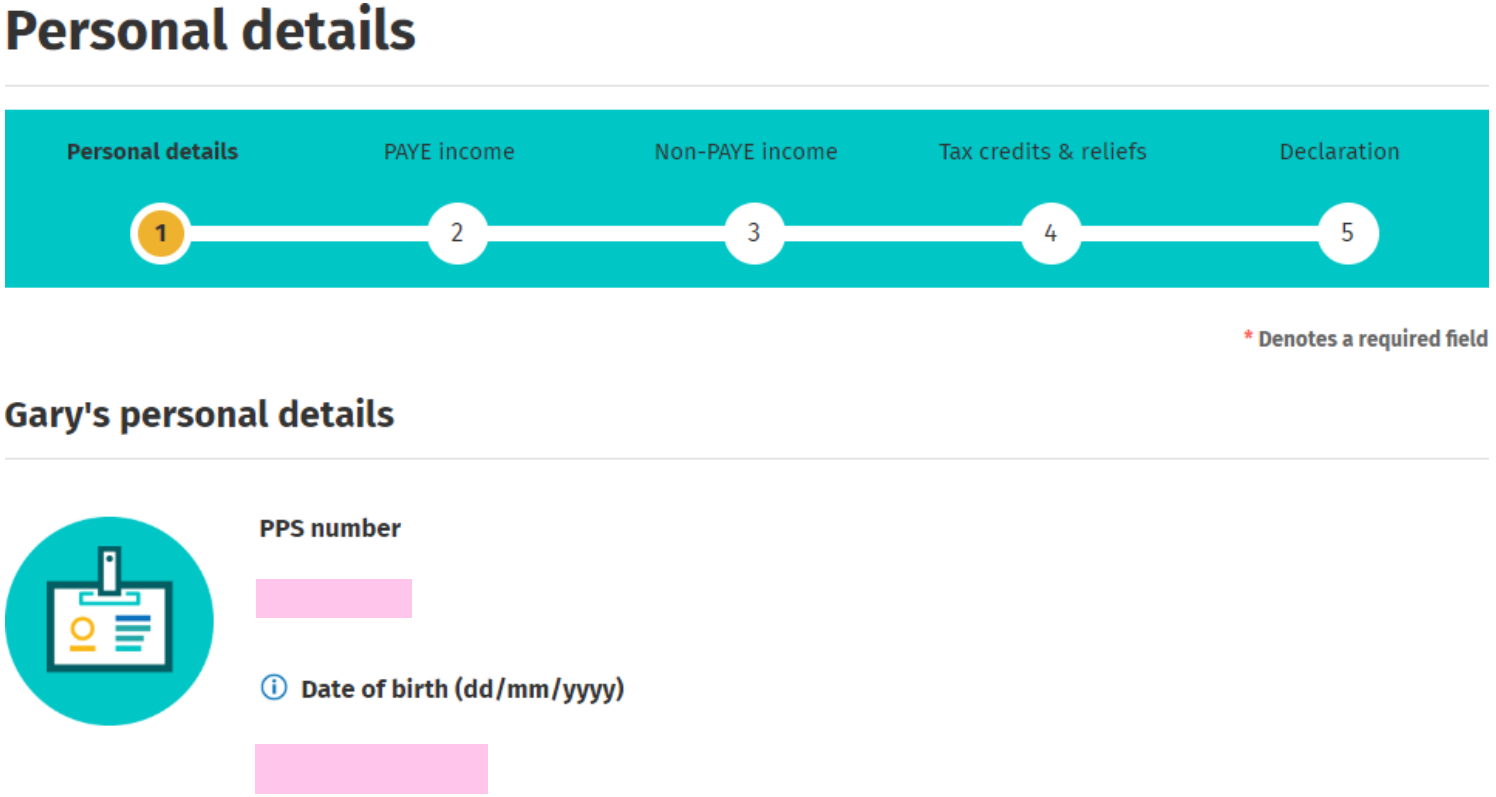


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Personal Details

To start, enter your personal details and click ‘Next’.



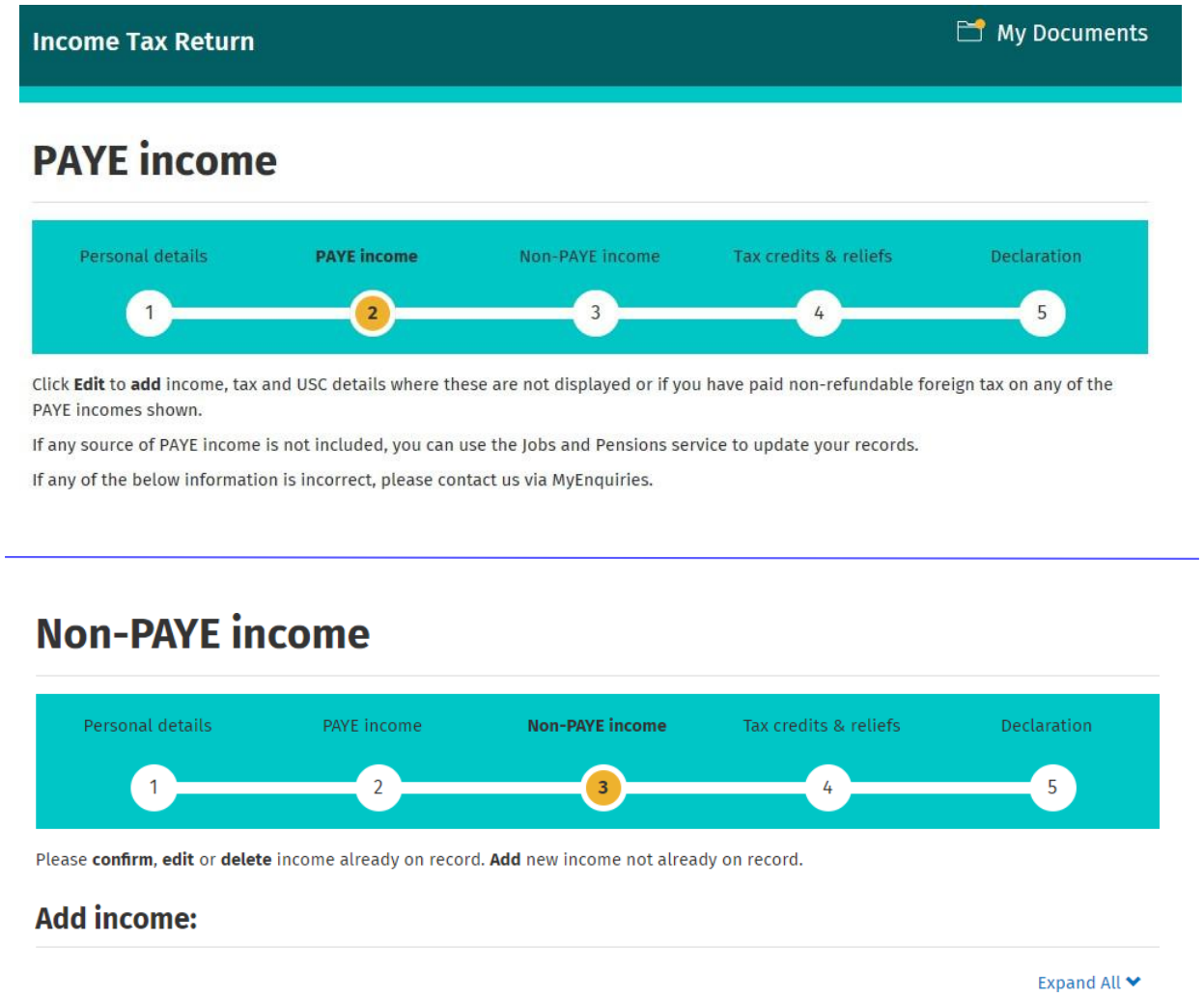
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PAYE & Non-PAYE Income

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’.

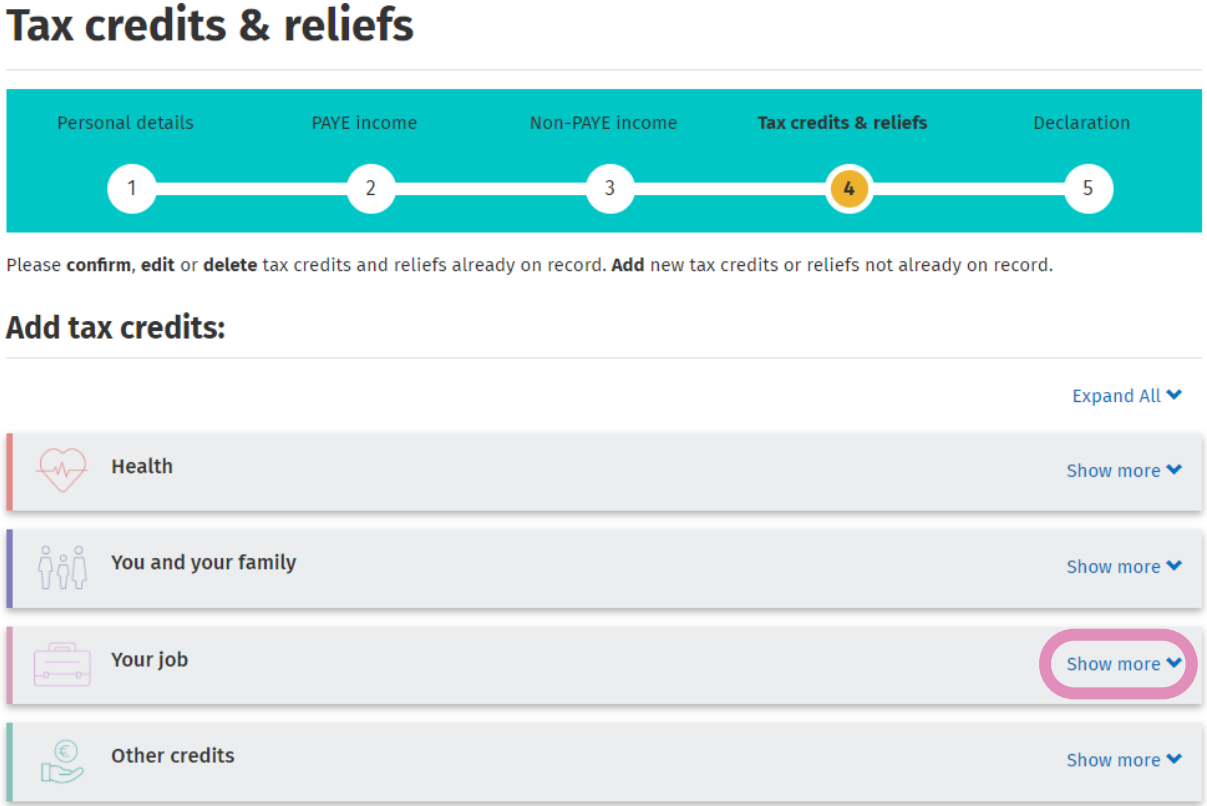


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Tax credits and reliefs

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

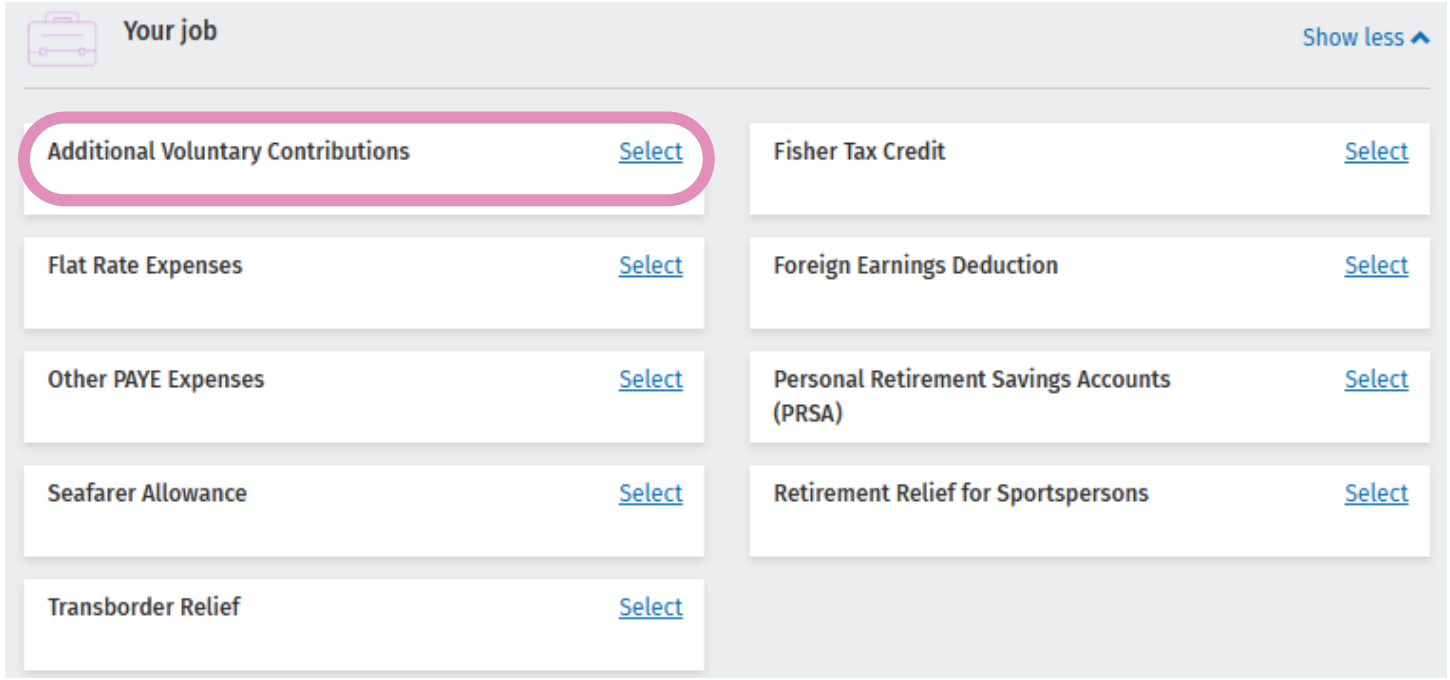


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Tax credits and reliefs

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

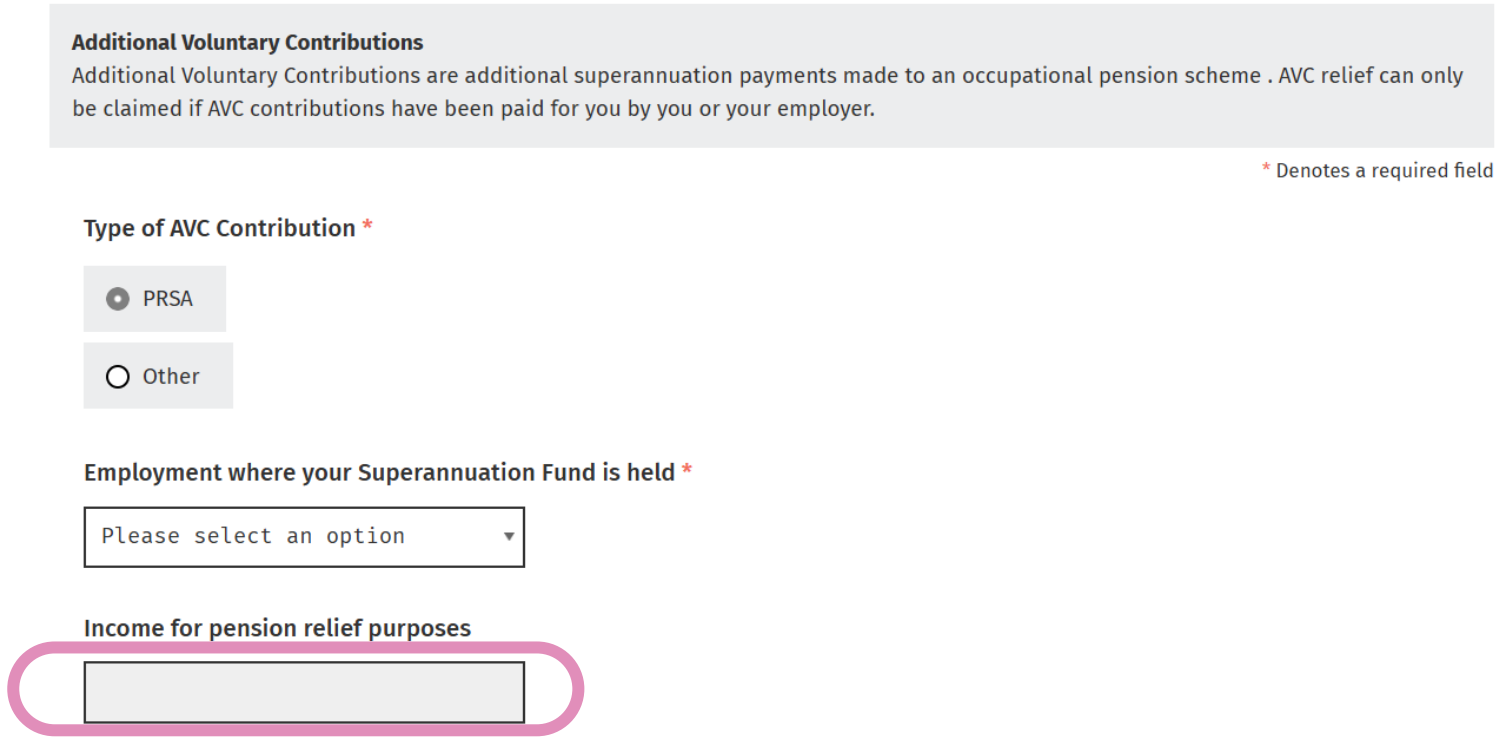


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AVC Contribution

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



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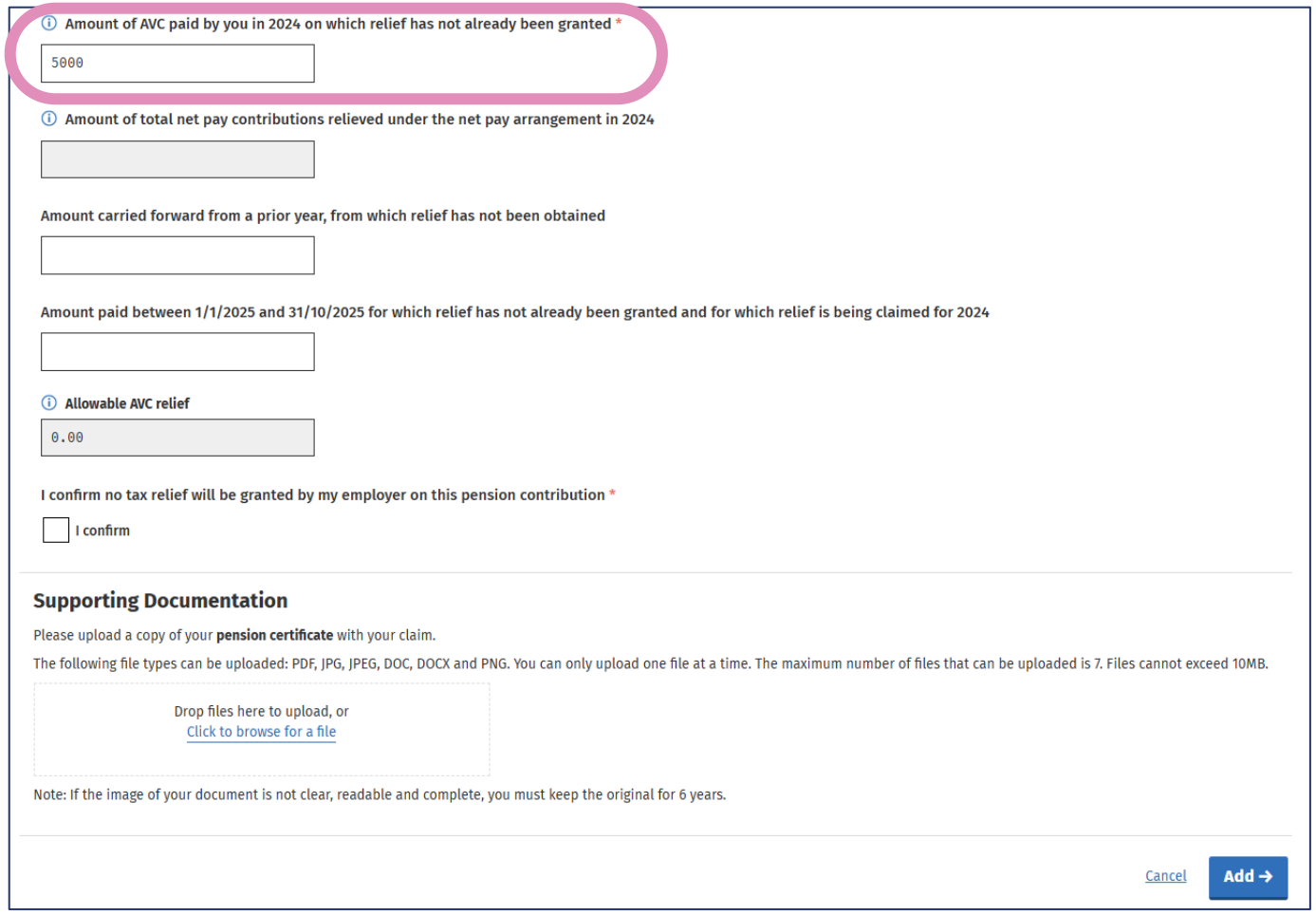
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AVC Contribution continued

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".



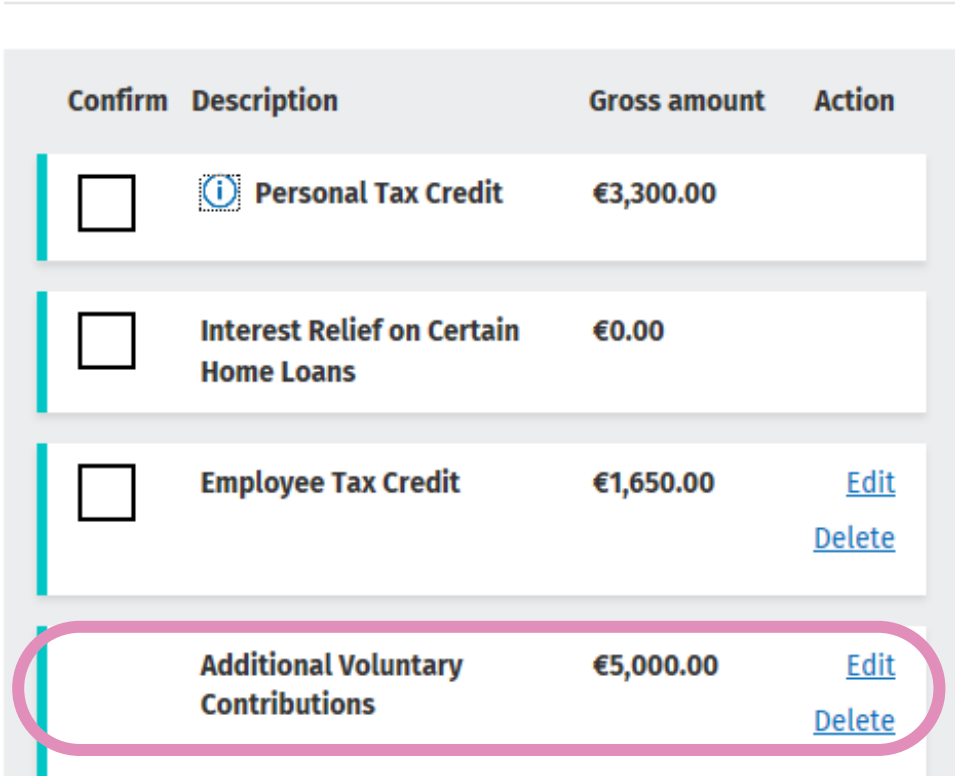
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Tax credits

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 2025 on which relief has not already been granted.



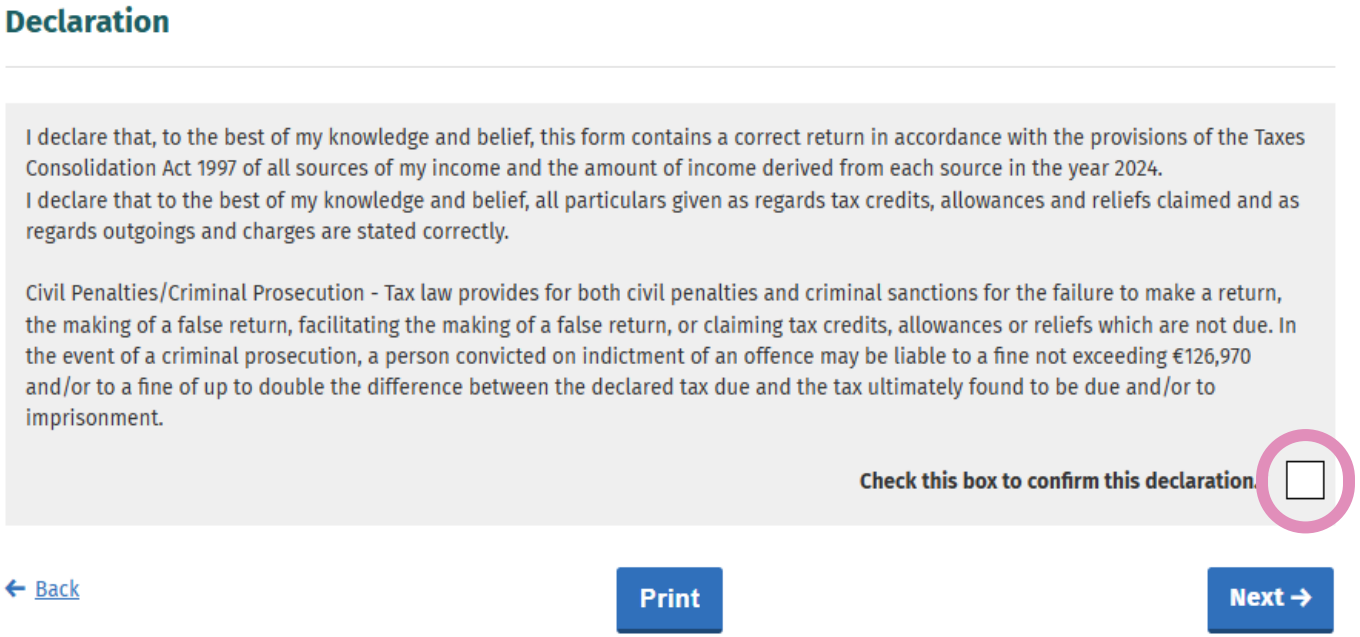
Confirm	Description	Gross amount	Action
☐	Personal Tax Credit	€3,300.00	
☐	Interest Relief on Certain Home Loans	€0.00	
☐	Employee Tax Credit	€1,650.00	Edit Delete
	Additional Voluntary Contributions	€5,000.00	Edit Delete

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Declaration

Continue by reading and confirming the declaration and selecting ‘Next’.

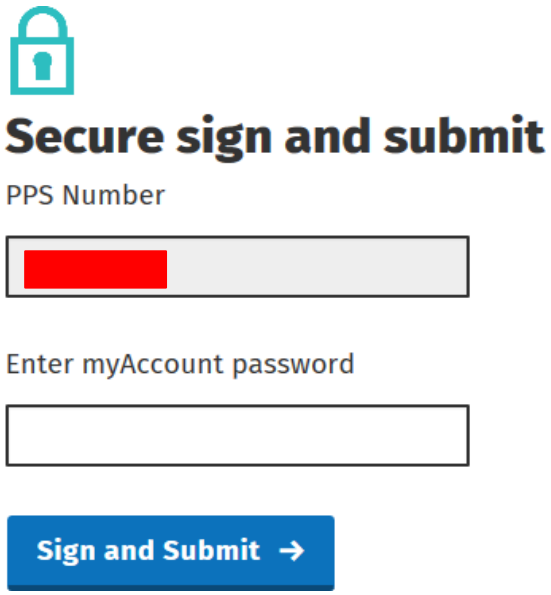


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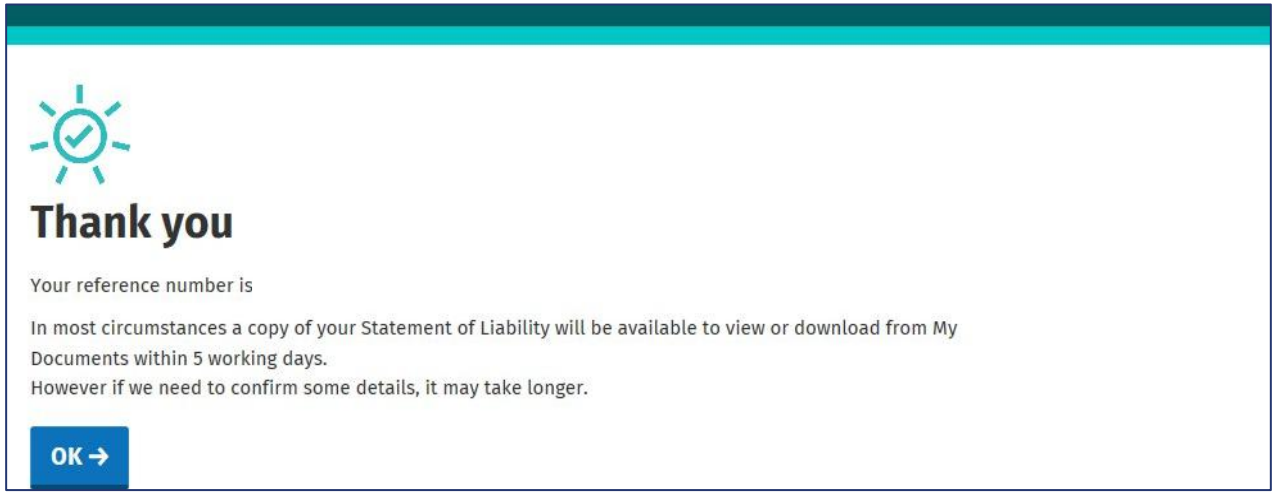
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Sign in and complete

To proceed, input your myAccount again.



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



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Thank you

For further information please contact your Financial Broker

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