

Repayment of Mineral Oil Tax Carbon Charge by Greenhouse Gas Emission Permit Holders Form CC-Rep

Form CC-Rep Quick Guide to Submitting Online Repayment Claims

Pages 1 – 2	Accessing the e-Repayment Claims Facility
Pages 3 – 8	Submitting a New Claim
Page 9	Amending a Previously Submitted Claim

Accessing the e-Repayment Claims Facility

From February 2017, repayment form CC-Rep should be submitted via the **e-Repayment Claims Facility**, accessible through the Revenue On-Line Service (ROS). It is important for claimants to read the [Mineral Oil Tax e-Repayment Claims Facility User Guide](#) to familiarise themselves with mandatory requirements for access to the e-Repayments Claims Facility. The e-Repayments Claim Facility can be accessed through the claimants ROS homepage.

The screenshot displays the Revenue On-Line Service (ROS) homepage. The top navigation bar includes the Revenue logo, language options (GAEILGE, ENGLISH, ROS HELP), and user information (COMPANY REV/PAY - 1, EXIT). The main content area is divided into several sections:

- Revenue Record:** Includes a link to "Open Revenue Record" and a notification that there are 10 new documents in the Revenue Record.
- Services:** A list of services such as "Manage Tax Registrations", "Manage Reporting Obligations", "Download Pre-populated Returns", "Manage Relevant Contracts Tax", "Manage Financial Statements", "Secure Upload/Download Service", "Mobile Access", "Vehicle Technical System (VTS)", "Manage LPT / HC arrears", "View Property History", "Manage Tax Clearance", and "Verify Tax Clearance".
- Returns and Payments:** Contains sections for "File a Return" (with "Complete a Form On-line" and "Upload Form(s) Completed Off-line" options), "Payments & Refunds" (with "Submit a Payment" and "Payment Details" options), and "Other Services".
- Other Services:** A row of icons for "Home Renovation Incentive (Contractor)", "VAT MOSS", "MyEnquiries", "e-Repayment Claims" (highlighted with a red circle), and "VRT Certificate of Conformity".
- Information:** A section at the bottom of the main content area.

From the Welcome Screen claimants may choose to either submit a new claim or amend a previously submitted claim.

Welcome

e-Repayments is a single access point for making secure online repayment claims for the following reliefs:

Form 1131: Mineral Oil Tax on Mineral Oil **USED** by the claimant for the purpose of sea navigation, and VAT on Hydrocarbon oil **USED** as fuel in registered sea-fishing vessels in the course of a sea-fishing business.

Form 1132: Mineral Oil Marine Diesel (Marked Gas Oil) and Fuel Oil **SUPPLIED** for the purpose of commercial sea navigation

Form CC – Rep: Application for refund of Mineral Oil Tax Carbon Charge (MOTCC) by Greenhouse Gas Emissions Permit holders

Form PPF2: Claim for repayment of Mineral Oil Tax on Aviation Gasoline used for commercial / business air navigation

 [View Claim History](#)  [Close](#)  [Add a new claim](#)

Submitting a New Claim

Select claim type **Form CC-Rep** and click **Continue**.

Type of claim

Please choose the type of repayment claim you wish to make.

Form 1131

▶ [More information about Form 1131](#)

Form 1132

▶ [More information about Form 1132](#)

Form CC-Rep

▶ [More information about Form CC-Rep](#)

Form PPF2

▶ [More information about Form PPF2](#)

✕ Cancel

⏻ Close

Continue >

Continue again to proceed.

Overview

Claim Period

Claim Details

Attachments

Review

Overview

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Application for refund of Mineral Oil Tax Carbon Charge (MOTCC) by Greenhouse Gas Emissions Permit Holders

✕ Cancel

⏻ Close

Continue >

Insert the **Month** and **Year** of the repayment period concerned and then select **Continue**.

Claim Period
Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the period of claim:

MM YYYY

◀ Back ⏻ Close Continue >

Select **Add a new Supplier** to input details for each supplier from whom mineral oil, eligible for this repayment period, was received.

Claim Details
Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the details for your claim:

▶ There are currently no suppliers added

Add a new Supplier +

◀ Back ⏻ Close

For each supplier input the supplier's **VAT Number** as well as the **Number of Litres Claimed** for each relevant mineral oil product. Select **Continue** to proceed.

Note, in the event of a Budget rate change, within the repayment period, to any Mineral Oil Tax product covered by this form, claimants will be required to input the **Number of Litres Claimed** both prior to and post the date the Budget rate change was enacted. Additional fields will be provided in such instances.

- Overview
- Claim Period
- Claim Details**
- Attachments
- Review

Supplier Details

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the details for this supplier:

Vat Number

Number of litres claimed for:

Marked Gas

Marked Kerosene

LPG

Fuel Oil

Claimants will be returned to the claim detail screen where they can add another supplier (as many as necessary) or **Edit** input supply details, if required. Select **Continue** to exit **Claim Details** and proceed to the next step.

Claim Details

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the details for your claim:

Supplier VAT Number	Number of litres claimed		
33333333H	5,442,107	Edit	Remove
66666666H	624,088	Edit	Remove

Total number of litres claimed
6,066,195

Select the **Add+** button, to attach a copy of the appropriate **Greenhouse Gas Permit(s)** and scanned copies of all **Invoices** relating to receipt of the mineral oil claimed. Please note that it is a mandatory requirement to upload at least 3 attachments with your claim.

1. Greenhouse Gas Emissions Permit
 2. Spreadsheet (detailing all invoices claimed)
 3. Copy of all invoices claimed
- . Select **Continue to** proceed to the next step.

Attachments

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Supporting documentation should be maintained for a period of 6 years, and can be requested at any stage to support a claim. Please attach the following to your claim:

Greenhouse Gas Emissions Permit

Attachments

No attachments added yet. **Add +**

Continue >

On the penultimate **Summary** screen, claimants should review the details of the claim and, having verified the accuracy of the claim, must indicate so via the declaration **Tick-Box**.

Having ticked the declaration tick-box, select **Submit** to proceed to the final screen.

- Overview
- Claim Period
- Claim Details
- Attachments
- Review

Summary

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Personal Details

PPSN:

Name:

Bank Details

Account Name:

BIC:

IBAN:

Claim Details

Period :

Supplier VAT Number	Product	Volume	Claim amount
Total number of litres claimed :			
Repayment amount :			

[Edit](#)

Attachments

permit.pdf [Download](#)

[Edit](#)

declare, in accordance with the statutory provisions governing Mineral Oil Tax, that the details on this form represent a full and true account of mineral oil procured tax-paid from the oil suppliers named, for use in the installation covered by the Greenhouse Gas Emissions Permit attached to this claim, during the period quoted, and I claim repayment of Mineral Oil Tax Carbon Charge of € .

Violated Rules

✓ No violated rules

[Back](#) [Close](#) [Print](#) [Submit](#)

Finally, claimants must “Sign” the claim by re-entering their ROS **Password** and selecting **Sign & Submit**.

Sign & Submit

Certificate

[i Help](#)

Enter Password

Password

Sign & Submit

0%

The claim submission process is complete at this point.

Amending a Previously Submitted Claim

Firstly, claimants must select the **View Claim History** option on the **Welcome** screen (shown on page-2).

On the **Claim History** screen, claimants can select any previously submitted claim they wish to amend by select the **Edit** button corresponding to that claim.

Claim History

This screen allows you to view and edit your previous claims.

Display records per page Search:

Type	Submission Date	Claimed Amount	Status	Action
Form CC-Rep	13/12/2016	€102.28	Approved	Edit View

Showing page 1 of 1 Previous Next

Claimants will be presented with the same screens, outlined above with respect to the process for submitting a new claim, pre-populated with the data entered on first submission of the claim. Claimants can amend the claim by editing the relevant data and resubmitting the claim.

Note: all amended claims are subject to Revenue checking prior to their finalisation.