

Repayment of Mineral Oil Tax on Aviation Gasoline used for Commercial / Business Air Navigation Form PPF2

Form PPF2 Quick Guide to Submitting Online Repayment Claims

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Accessing the e-Repayment Claims Facility

From February 2017, repayment form PPF2 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 REVPAY - 1, EXIT). The main content area is divided into several sections:

- Revenue Record:** Includes a link to 'Open Revenue Record' and a notification about 10 new documents.
- 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'.

In the 'Other Services' section, the 'e-Repayment Claims' icon, which features a Euro symbol and a circular arrow, is highlighted with a red oval.

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 **Form PPF2** 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

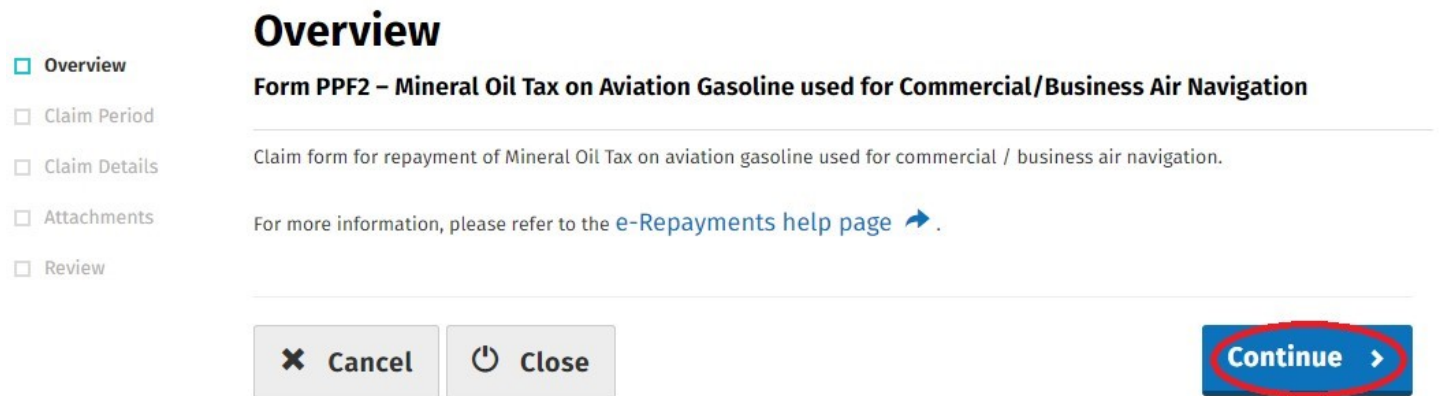
 [More information about Form PPF2](#)

 **Cancel**

 **Close**

Continue 

Select **Continue** again to proceed.



Overview

Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

Claim form for repayment of Mineral Oil Tax on aviation gasoline used for commercial / business air navigation.

For more information, please refer to the [e-Repayments help page](#).

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



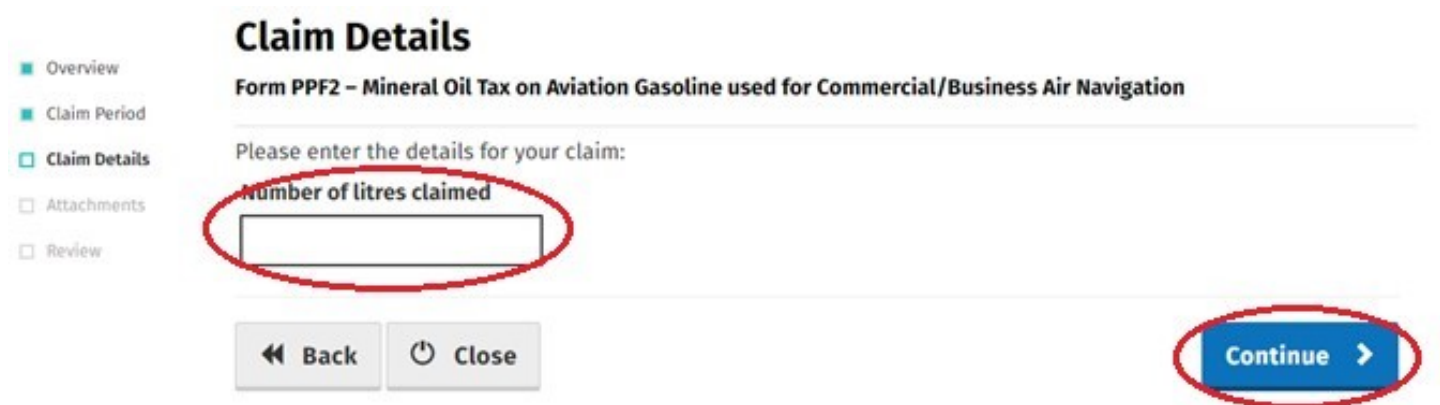
Claim Period

Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

Please enter the period of claim:

MM YYYY

Then input the **Number of Litres Claimed** for the repayment period and select **Continue** again.



Claim Details

Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

Please enter the details for your claim:

Number of litres claimed

In the event of a Budget change, within the repayment period, to the Mineral Oil Tax rate for Aviation Gasoline, 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 are provided in such instances.

Claim Details
Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

Please enter the details for your claim:

Number of litres claimed
Prior to rate change (DD-MMM)

Number of litres claimed
Post rate change (DD-MMM)

◀ Back ⏻ Close Continue ▶

Select the **Add+** button, to attach a **Claim Details Spreadsheet** and scanned copies of all **Invoices** relating to receipt of the aviation gasoline claimed Attachments are a mandatory requirement. Select **Continue to** proceed to the next step.

Attachments
Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

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:

Claim Details Spreadsheet

Attachments

No attachments added yet. Add +

◀ Back ⏻ Close Continue ▶

The **Claim Details Spreadsheet** should be in excel format and must include the following details for each supply of aviation gasoline received: supplier name, supplier VAT number, quantity of fuel, and date of invoice.

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.

Summary
Form PPF2 – Mineral Oil Tax on Aviation Gasoline used for Commercial/Business Air Navigation

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

Personal Details

PPSN:

Name:

Bank Details

Account Name:

BIC:

IBAN:

Claim Details [Edit](#)

Period :

Number of litres claimed :

Repayment amount :

Attachments [Edit](#)

ClaimDetails.xlsx [📎](#)

declare that litres of aviation gasoline, upon which mineral oil tax was paid, were used by the claimant named above for commercial/business air navigation, and not for private pleasure flying, during the period specified above, and I claim a repayment in the amount of € in accordance with section 97B(3) of the Finance Act 1999 (as amended).

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

[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 PPF2	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.