

Phased Payment Application

1. BUSINESS AND TAX DETAILS

A – BUSINESS DETAILS

Taxpayer/ Business Name							
Tax Ref. No.							
Business Address							
Home/Official Address							
Contact Details:	Tel: Email:						

B - DETAILS OF TAX DEBTS (THIS SHOULD INCLUDE PERIODS FOR WHICH RETURNS MAY BE OUTSTANDING - THE RETURNS SHOULD BE SENT TO REVENUE WITH THIS APPLICATION)

Taxhead	Period(s) (Give details of period(s)/years involved)	Total €

2. PAYMENT PROPOSAL

A - PROPOSED PAYMENT SCHEDULE (THIS MUST INCLUDE INTEREST)

Down-payment	€
Duration	
Monthly Payment	€
Brief Summary of basis for terms proposed:	

3. REPAYMENT CAPACITY

A - BANK AND OTHER FINANCIAL INSTITUTION DETAILS (INCLUDE ALL ACCOUNTS OTHER THAN LOANS)

Name of Financial Institution		Location		Account Information					
				Current Balance	€		Joint Account		
				Account Type			Yes		No
BIC		IBAN							
				Current Balance	€		Joint Account		
				Account Type			Yes		No
BIC		IBAN							
				Current Balance	€		Joint Account		
				Account Type			Yes		No
BIC		IBAN							

B - CURRENT LENDING COMMITMENTS OF THE BUSINESS (INCLUDE INTER COMPANY LOANS):

	No. 1 Loan	No. 2 Loan	No. 3 Loan
Lending Institution			
Loan Type			
Monthly Repayments	€	€	€
Start Date			
End Date			
Security held by the institution? If so, specify nature of security			
All repayments up to date?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, state arrears currently due			
Have the terms changed at any time?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, state nature of change			

C - DETAILS OF DEBTS OWED TO THE BUSINESS (FOR ADDITIONAL DEBTORS, PLEASE INCLUDE AS A SCHEDULE TO THIS APPLICATION)

Debtor Name & Address			
Overall Debt	€	€	€
Age of Debt			
Please indicate by (✓) if debt in dispute and amount of debt involved	€ <input type="checkbox"/>	€ <input type="checkbox"/>	€ <input type="checkbox"/>
Indicate whether an agreed payment plan is in place and nature of any such agreement including monthly payment schedule and duration			
Bad debt provision (if applicable)	€	€	€

D - PLEASE SPECIFY HOW THE PROPOSED REPAYMENT SCHEDULE WILL BE SERVICED HAVING REGARD TO THE REQUIREMENT THAT FUTURE TAXES ARE PAID AS THEY FALL DUE AND ANY OTHER DEBTS OWED BY THE BUSINESS

E - OTHER INFORMATION

<p>Have you an invoice discounting/factoring arrangement? (If yes, please provide precise details)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>When was your last bank review? Outcome?</p>	
<p>When is your next bank review?</p>	
<p>Have you had discussions with the Credit Review Office? If yes, please provide details on a separate sheet</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

4. DEMONSTRATION OF BUSINESS VIABILITY

A - PLEASE SET OUT CLEARLY THE BASIS ON WHICH YOU BELIEVE THIS IS A VIABLE BUSINESS HAVING REGARD TO THE OVERALL LEVEL OF DEBT OF THE BUSINESS AND THE CAPACITY TO REPAY THOSE DEBTS AND ENSURE TIMELY PAYMENT OF DEBTS AS THEY ARISE INTO THE FUTURE

B - BRIEF STATEMENT OF UNDERLYING SPECIFIC REASON(S) WHY TAX DEBTS HAVE NOT BEEN MET AS THEY FALL DUE AND WHY THAT DEBT CANNOT NOW BE PAID IN A SINGLE SUM (FINANCED BY BORROWING, IF NECESSARY)

5. TAX CLEARANCE REQUIREMENT

DO YOU REQUIRE A TAX CLEARANCE CERTIFICATE IF A PAYMENT PROPOSAL IS AGREED BY REVENUE? (PLEASE TICK (✓) AS APPROPRIATE)	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I declare that all of the information provided by me is true and accurate and that I am committed to fully meeting the terms of the phased payment plan proposed, if it is agreed by Revenue

Signed: _____ **Director/Owner of Business**

BLOCK CAPITALS: _____

Date: _____

Please forward this application form along with all supporting documentation to::

**COLLECTOR-GENERAL'S DIVISION
 SARFIELD HOUSE
 FRANCIS STREET
 LIMERICK
 V94 XE3F**

THE FOLLOWING ADDITIONAL INFORMATION/DOCUMENTATION SHOULD BE SENT TO REVENUE WITH YOUR COMPLETED PPA1

DEBT - GREATER THAN €100,000

- 1. Up to date bank statements that will allow Revenue to take a view as to whether there are increasing excesses on the account and to take a view on the extent of the account swing**
- 2. List of all/any assets and encumbrances thereon**
- 3. Outline of what cost cutting measures have been implemented in the business including drawings by the owner/directors**
- 4. Cash flow projections for the following six months**
- 5. Up to date management accounts**
- 6. Letter from Financial Institution confirming loan disapproval**

DEBT - LESS THAN €100,000

- 1. Up to date bank statements that will allow Revenue to take a view as to whether there are increasing excesses on the account and to take a view on the extent of the account swing**
- 2. List of all/any assets and encumbrances thereon**
- 3. Outline of what cost cutting measures have been implemented in the business including drawings by the owner/directors**
- 4. Letter from Financial Institution confirming loan disapproval**