



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 (ACCRUED & PROJECTED INTEREST WILL BE APPLIED TO THE VALUES PRIOR TO THE APPROVAL OF THE PPA)

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

PPA1

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 <input type="checkbox"/> No <input type="checkbox"/>
BIC		IBAN			
		Current Balance	€		Joint Account
		Account Type			Yes <input type="checkbox"/> No <input type="checkbox"/>
BIC		IBAN			
		Current Balance	€		Joint Account
		Account Type			Yes <input type="checkbox"/> No <input type="checkbox"/>
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			

PPA1

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

PPA1

E - OTHER INFORMATION

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

F - LIST ALL / ANY ASSETS AND ENCUMBRANCES THEREON (FOR ADDITIONAL ASSETS, PLEASE INCLUDE AS A SCHEDULE TO THIS APPLICATION)

Assets	Encumbrances on Asset

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. PLEASE INCLUDE A LIST OF COST CUTTING MEASURES IMPLEMENTED AND TO BE IMPLEMENTED.

PPA1

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**

PPA1

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

DEBT - GREATER THAN €100,000

1. Completion and submission of the Phased Payment Application (PPA1). Full details of Interest charges and repayment schedule will be outlined to you.
2. Up to date bank statements (previous 6 months) 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.
3. Cash flow projections for the following six months.
4. Up to date management accounts.

DEBT- BETWEEN €50,000 AND €100,000

1. Completion and submission of the PPA1. Full details of Interest charges and repayment schedule will be outlined to you.
2. Up to date bank statements (previous 6 months) 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.

In some cases, the following additional information at least may be required:

3. Cash flow projections for the following 6 months.
4. Up to date management accounts.

DEBT- LESS THAN OR EQUAL TO €50,000

1. Full completion of the PPA1 Form.
2. Documentation may be requested by a caseworker as deemed necessary when evaluating the PPA proposal.

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. Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Full details of Revenue's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on our **Privacy** page on www.revenue.ie. Details of this policy are also available in hard copy upon request.