



Unit 5

myAccount

Scenario 1: Register First Job

Finn wants to register his first job.

The following scenario is designed to mimic a typical user journey in myAccount.
Any updates made using this interactive PDF will not be updated on Revenues records.

Sign In

If you have verified My GovID account, you can use your MyGovID details to sign in

Login with MyGovID 

[What is MyGovID?](#)

Login using your Revenue account details

PPS Number

Date of Birth

DD MM YYYY

Password

Or

If you received a temporary password recently, you can use it to sign in here.

[Forgot Password?](#)

Please keep your sign in details and password secure and never disclose them to anyone

[Learn More](#)

Or

[Register Now](#) →

Hello Finn
Gaeilge [Sign Out](#)

myAccount

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[My Profile](#)
[My Enquiries](#)

Tax services

Property Services 🏠

First Time Buyers: View or start your Help To Buy application.

Mortgage Interest Relief: claim interest paid on a loan used to purchase, repair, develop or improve the home.

LPT Valuation Guide: information on average market value of properties as at November 2021
[Learn more](#)

[Help To Buy](#)
[LPT Valuation Guide](#)
[Claim Mortgage Interest Relief](#)
[Property Ownership Transfer](#)
[Register New Property](#)

Vehicle Services 🚗

Drivers & Passengers with Disabilities: Apply for tax relief on adapted vehicles and claim fuel grant.

Vehicle Owners: Upload a VRT Certificate of Conformity.

VRT Calculator: estimate VRT due on a car, small commercial vehicle or motor cycle. Estimate any repayment of VRT due on the export of a car.

VRT EU Leased Vehicle – Leasee: Submit details of lease in advance of registration
[Learn more](#)

[Drivers & Passengers with Disabilities](#)
[VRT Certificate of Conformity](#)
[VRT Calculator](#)
[VRT EU Leased Vehicle – Leasee](#)

Payments/Repayments €

Payments: make payments online for most tax types and view your payments history.

eRepayments: make repayment claims and check status of submitted claims for

- Specific VAT repayments for unregistered persons
- Mineral Oil Tax paid by certain sectors
- Stamp Duty (83D)

[Learn more](#)

[Make a Payment](#)
[View Payments History](#)
[eRepayments](#)

Manage My Record 📄

Manage My Record: a range of services to manage and update your record and make enquiries.
[Learn more](#)

[My Profile](#)
[My Enquiries](#)
[Receipts Tracker](#)
[My Documents](#)
[Letter of Tax Residence](#)
[Upload Supporting Documents](#)
[Capital Gains Clearance](#)

[Tax Registrations](#)
[Trust Register Functions](#)
[Update Civil Status](#)
[VAT Number Verification](#)
[Manage Professional Services](#)
[Withholding Tax](#)

Gifts & Inheritances 🚩

CAT/IT38 return: File an IT38/CAT return.

Statement of Affairs (Probate) Form SA.2: Submit a Statement of Affairs (Probate) Form SA.2
[Learn more](#)

[File CAT IT38 Return](#)
[Statement of Affairs \(Probate\) Form SA.2](#)

Jobs and Pensions 📋

Register your new job or pension and pay the right amount of tax
[Learn more](#)

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Language: [Gaeilge](#)

Jobs and Pensions

Add or cease a job or pension

Who is it for?

This service is for anyone who:

- ✓ is starting a new job
- ✓ is starting to receive payments from a private pension (not a DSP, i.e. social welfare, pension)
- ✓ has left a job or pension and has received their final payment.

What do I need?

To add a new job or pension you will need:

- 1 Your new employer or pension provider's tax registration number
- 2 The date your job starts or pension becomes payable and how often you will be paid
- 3 To tell us an estimate of your overall incomes
- 4 If you have recently moved to Ireland, you will need to provide some additional details such as arrival date.

How long does it take?

About 10 minutes for most people. Some people may have more or less questions to answer. The sections are as follows:

- 1 **Section One:**
Add your new job or pension
- 2 **Section Two:**
Tell us how long you have been living in the Republic of Ireland
- 3 **Section Three:**
Tell us about your overall incomes
- 4 **Section Four:**
Review your details and submit

Hello Finn

[Gaeilge](#)

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myAccount

 [My Documents](#)

Jobs and Pensions

Jobs and pensions for 2023

No jobs or pensions on record for 2023

[Add pension →](#)

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Jobs and Pensions

Section 1 of 4

What is the employer's tax registration number?

Example: 1234567AA or 1234567A

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Language: [Gaeilge](#)

Jobs and Pensions

Section 1 of 4

Job details

Employer name

Comp0 Comp0

Job start date

DD

MM

YYYY

How often are you paid?

Are you a proprietary director of the company or related to a proprietary director of the company?

Yes

No

Jobs and Pensions

Section 1 of 4

Does this job belong in one of these industries?

Workers in one of the below industries may be entitled to flat rate expenses.

No - the appropriate industry is not listed below

Or

Actor (freelance)

Airline Industry

Mining Industry

Motor repair and motor assembly

Builders & Related Trades

Cosmetology

Optometrists/Dispensing Opticians

Panel Beaters / Sheet metal Workers

Driving Instructor

Education

Printing Bookbinding and allied trades

Public Sector

Engineering & Electrical

Fishing

Religious

Retail

Horse Racing Industry

Hospital/Health Services

Shipping

Transport

Hotel & Bar Trade

Journalism

Veterinary

Jobs and Pensions

Section 2 of 4

Which of the following options best describes your residency situation?

This is to determine your [tax residency](#) ↗.

always lived in the Republic of Ireland

living continuously in the Republic of Ireland for the past 12 months

recently moved or returned to live in the Republic of Ireland

not living in the Republic of Ireland

Jobs and Pensions

Section 3 of 4

In 2023, do you expect your total income for the year, from all your jobs/pensions and other sources (excluding DSP* payments) to be less than €13,000?

**DSP = Department of Social Protection*

Yes, I expect to receive less than €13,000 from all my jobs and other sources

No, I expect to receive more than €13,000 from all my jobs and other sources

This will determine your rate of [Universal Social Charge \(USC\)](#) ↗.

Jobs and Pensions

Section 3 of 3

Are these details correct?

[Edit](#)

Section 1: Job details

Employer's tax registration no.	18399900A
Employer name	Comp0 Comp0
Job start date	15/06/2023
You are paid	Weekly
Proprietary director relationship	None
Flat rate expenses	None

[Edit](#)

Section 2: Overall incomes

Universal Social Charge	Exempt
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I confirm that the information provided in this form is true and correct to the best of my knowledge and belief. I have included all information relevant to this application.

Submit

[Cancel](#)

Jobs and Pensions



Secure sign and submit

PPS Number

Enter myAccount password

Thank you. Your details have been submitted.

Reference number: **4351608866**

Your new Tax Credit Certificate will be available to view online within 2 working days.

A new Tax Credit Certificate will also issue to your employer. It may take some time for your employer to apply these changes to your pay.

Please note that any tax credits awarded are based on the information you have provided and your certificate will include any taxable incomes held on record. You can declare additional incomes and manage your tax credits on PAYE Services: Manage your tax.

Important notice

From now on all your PAYE correspondence will only issue electronically and you can view, print or download items securely from My Documents. You can access your correspondence quicker and it supports a cleaner environment.