

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.

| Revenue Cáin agus Custaim na hÉireann Irish Tax and Customs |
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| Sign In |
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| <u>myAccount Help</u> • <u>Security</u> • <u>Privacy</u> • <u>Data Protection</u> • Language: <u>Gaeilge</u> |
| |



Login using your Revenue account details

PPS Number

Date of Birth

DD MM YYYY

Password

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 \rightarrow

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| | Hello Finn Revenue | Gaeilge Sign Out ☐ My Documents & My Profile → ☑ My Enquiries | |
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| | Tax services | | |
| | Property Services | Vehicle Services | |
| | First Time Buyers: View or start your Help To Buy application.Help To Buy LPT Valuation GuideMortgage Interest Relief: claim interest paid on a loan used to purchase, repair, | 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 | |
| | Payments/Repayments | Manage My Record | |
| | 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 | Manage My Record: a range of services to manage and update your record and make enquiries.Learn moreTax RegistrationsMy ProfileTax Register FunctionsMy EnquiriesUpdate Civil StatusReceipts TrackerUpdate Civil StatusMy DocumentsVAT Number VerificationLetter of Tax ResidenceManage Professional Services Withholding TaxUpload Supporting DocumentsWithholding Tax | |
| | Gifts & Inheritances | Jobs and Pensions | |
| | CAT/IT38 return: File an IT38/CAT return.File CAT IT38 ReturnStatement of Affairs (Probate) Form SA.2: Submit a Statement of Affairs (Probate) Form SA.2Statement of Affairs (Probate) Form SA.2Learn moreEarn more | Register your new job or pension and pay the right amount of tax Learn more | |
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| Hello Finn | |
|------------|----------------------------------------------------------------------------------------------------------------------------------|
| Revenue | my Account |
| | Jobs and Pensions Add or cease a |
| | Who is it for? This service is for anyone w |
| | is starting a new job is starting to receive pawelfare, pension) has left a job or pension |
| | has left a job or pension What do I need To add a new job or pension |
| | 1 Your new employer or |

- will be paid

How long does it take?

questions to answer. The sections are as follows: Section One: Add your new job or pension Section Two: 2 Tell us how long you have been living in the Republic of Ireland Section Three: 3

4

Section Four:

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job or pension

who:

payments from a private pension (not a DSP, i.e. social

ion and has received their final payment.

on you will need:

r pension provider's tax registration number

2 The date your job starts or pension becomes payable and how often you

3 To tell us an estimate of your overall incomes

9 If you have recently moved to Ireland, you will need to provide some additional details such as arrival date.

About 10 minutes for most people. Some people may have more or less

Tell us about your overall incomes

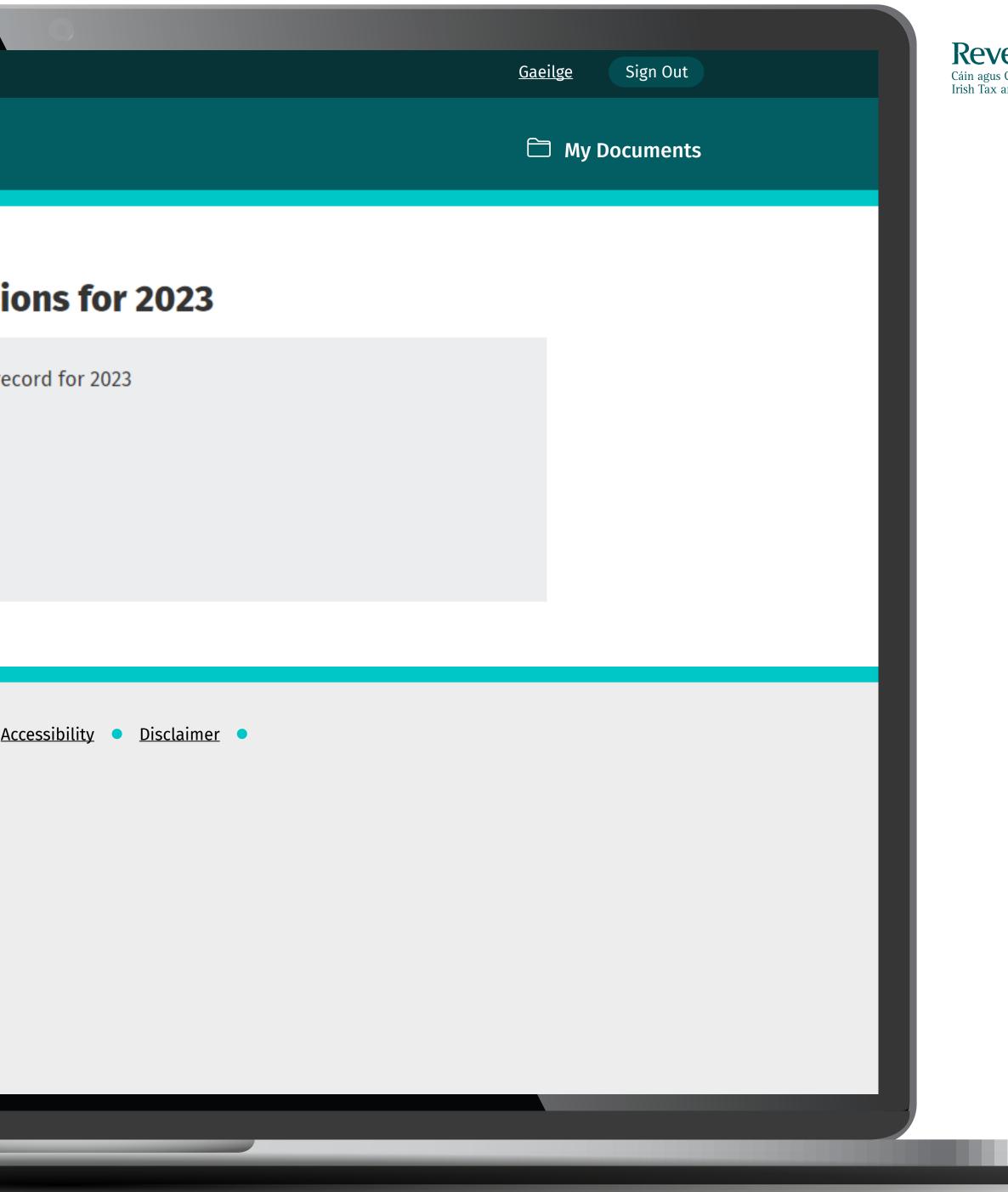
Review your details and submit



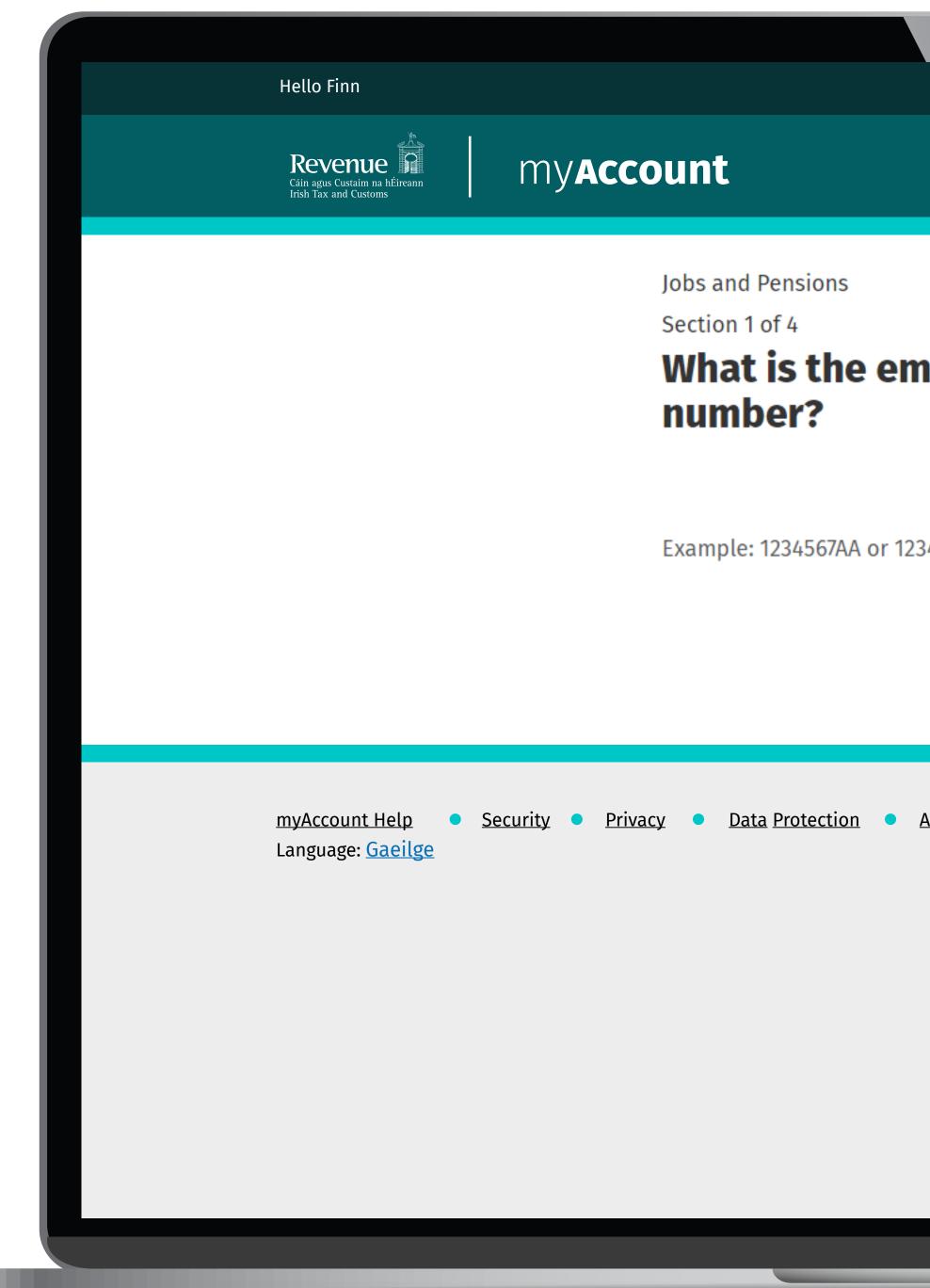




| Hello Finn | | |
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| Revenue Cáin agus Custaim na hÉireann Irish Tax and Customs | my acc | ount |
| | | Jobs and Pensions Jobs and pensions No jobs or pensions on red |
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| | | Jobs and Pensions Section 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? | |
| | | | |
| | <u>myAccount Help</u> • <u>Security</u> • <u>Pri</u> Language: <u>Gaeilge</u> | ivacy • <u>Data Protection</u> • <u>Accessibility</u> • <u>Disclaimer</u> • | |
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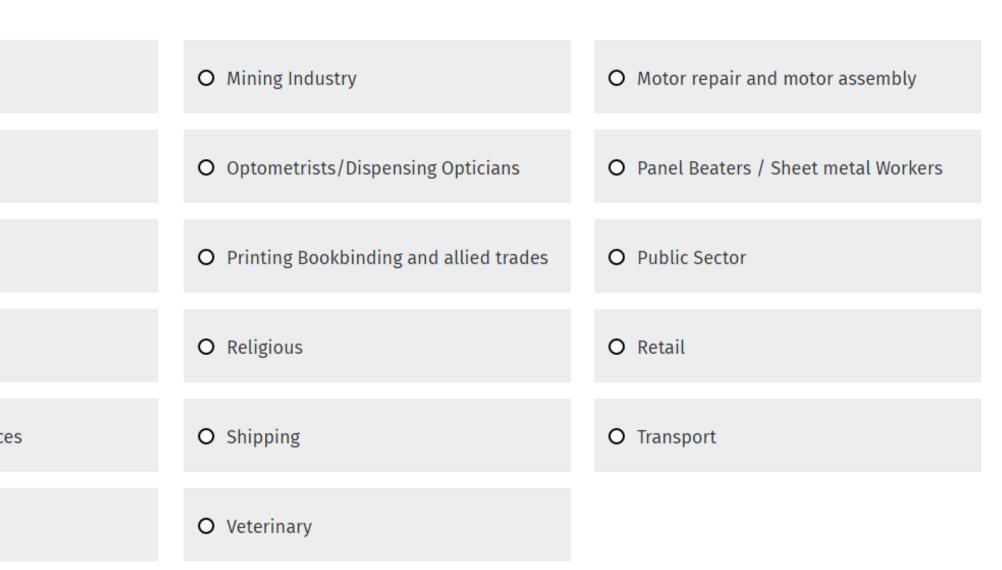


Hello Finn Jobs and Pensions Section 1 of 4 Does this job belong in one of these industries? Workers in one of the below industries may be entitled to flat rate expenses. • No - the appropriate industry is not listed below Or

| O Actor (freelance) | O Airline Industry |
|-----------------------------|---------------------------|
| O Builders & Related Trades | O Cosmetology |
| O Driving Instructor | O Education |
| O Engineering & Electrical | O Fishing |
| O Horse Racing Industry | O Hospital/Health Service |
| O Hotel & Bar Trade | O Journalism |

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| Revenue Cáin agus Custaim na hÉireann Irish Tax and Customs | myAccol | unt | | My Documents | |
| | | Jobs and Pensions Section 2 of 4 Which of the following o describes your residenc | ptions best y situation? | | |
| | | This is to determine your <u>tax residency</u> 7 . | | | |
| | | always lived in the Republic of Irelanc | I | | |
| | | living continuously in the Republic of | Ireland for the past 12 months | | |
| | | recently moved or returned to live in t | the Republic of Ireland | | |
| | | not living in the Republic of Ireland | | | |
| | | | | | |
| | | | | | |
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myAccount

Jobs and Pensions Section 3 of 4

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

*DSP = Department of Social Protection

Yes, I expect to receive **<u>less</u>** than €13,000 from <u>**all**</u> my jobs and other sources

No, I expect to receive **more** than €13,000 from <u>all</u> my jobs and other sources

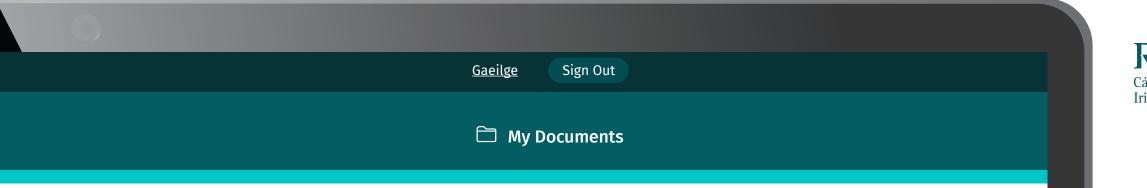
This will determine your rate of <u>Universal Social Charge (USC)</u> **7**.

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| Hello Finn | | |
|---------------------------------------------------|-----------------|--------------------------------------------------------------|
| Revenue | my acco | unt |
| | | Jobs and Pensions Section 3 of 3 Are these deta |
| | | Section 1: Job deta |
| | | Employer's tax regi |
| | | Employer name |
| | | Job start date |
| | | You are paid |
| | | Proprietary directo |
| | | Flat rate expenses |
| | | Section 2: Overall Universal Social Ch |
| | | I confirm that the best of my know application. |
| | | Submit <u>Cancel</u> |
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tails correct?

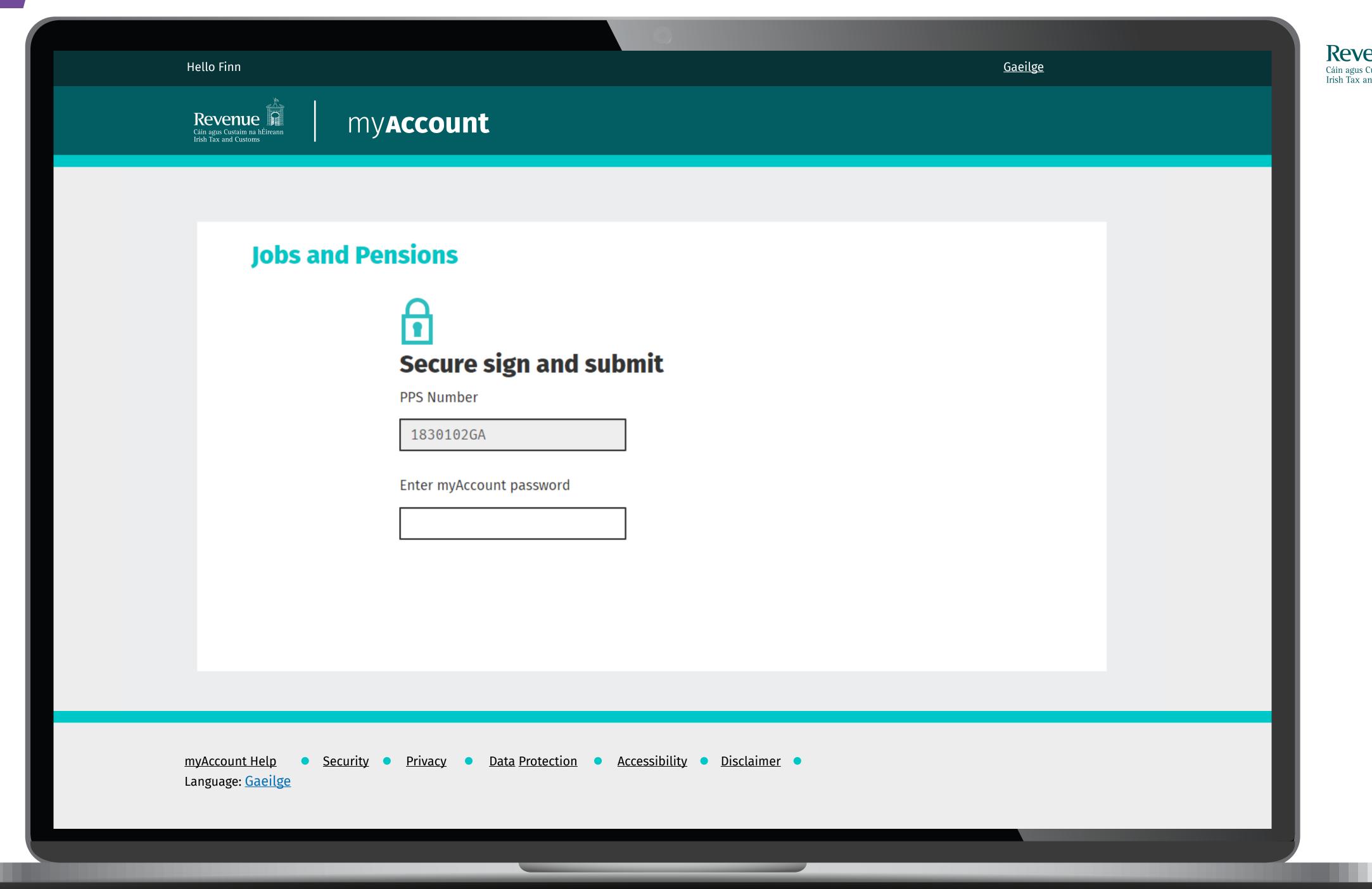
| | | Edit |
|--------------------|-------------|------|
| letails | | |
| registration no. | 18399900A | |
| | Comp0 Comp0 | |
| | 15/06/2023 | |
| | Weekly | |
| ector relationship | None | |
| ses | None | |
| | | |

Edit

| rall incomes | | |
|--------------|--------|--|
| l Charge | Exempt | |

the information provided in this form is true and correct to the owledge and belief. I have included all information relevant to this







Hello Finn

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my**account**

Thank you.

Reference number: 4351608866

working days.

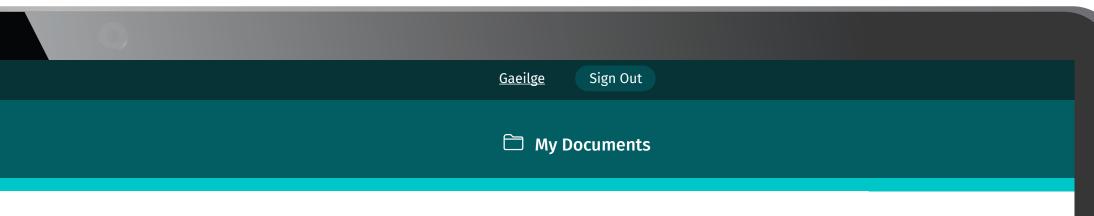
A new Tax Credit Certificate will also issue to your employer. It may take some time for your employer to apply these changes to your pay.

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.

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Your details have been submitted.

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

