

# **Stamp Duty on Financial Cards**

## **STAMP DUTIES CONSOLIDATION ACT 1999**

**(as amended by subsequent Acts up to and  
including the Finance Act 2015)**

### **Guidance Notes for Financial Institutions**

**July 2016**



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The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

## Introduction

These notes are intended to provide guidance to financial institutions on how stamp duty on cards should be accounted for by those institutions.

These notes are for guidance only and do not purport to be a definitive legal interpretation of the relevant provisions of the Stamp Duties Consolidation Act 1999 (as amended by subsequent Finance Acts up to and including the Finance Act 2015).

## Summary of charges

<b>Credit card</b>	<b>€30.00</b>	<b>Per account</b>
<b>Charge card</b>	<b>€30.00</b>	<b>Per card</b>
<b>Cash/ATM (€0.12 per withdrawal)</b>	<b>€2.50</b>	<b>Maximum per card</b>
<b>Combined card:</b>		
Debit function only, used in year	<b>€0.00</b>	<b>Per card</b>
ATM function only, used in year (€0.12 per withdrawal)	<b>€2.50</b>	<b>Maximum per card</b>
Both functions (ATM & debit), used in year (€0.12 per withdrawal)	<b>€5.00</b>	<b>Maximum per card</b>

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# 1. Credit Cards

## 1.1 Legislation

Section 124 and 124A of the Stamp Duties Consolidation Act 1999 (as amended by Finance Act 2015)

## 1.2 Charge to stamp duty

Stamp duty of €30 is chargeable in respect of each credit card account, maintained by a financial institution (this charge does not apply to credit unions, An Post or any of its subsidiaries) **at any time** during the 12 month period ending on 1 April, referred to as the **year of charge**. Financial institutions must submit a statement within 3 months of 1 April each year, showing details of credit card accounts maintained during that 12-month period. The statement must be accompanied by payment of the duty involved.

To be within the charge to stamp duty, a credit card must be issued to an individual who has an address (billing address of the account) in the State. If the address on the account is within the State for any part of the year of charge the account is liable to the stamp duty charge. The location of the card issuer is irrelevant as to whether an account comes within the charge. A credit card issued by a foreign financial institution to an individual with an address in the State comes within the charge while a card issued by any financial institution to an individual whose address is outside the State does not. A non-Irish resident with a credit card account registered at an address in the State is similarly liable to the stamp duty charge. These rules also apply to credit card accounts denominated in a foreign currency.

Where a credit card account has no transactions during the year of charge, the account is still subject to stamp duty on the basis that the account is maintained during the year of charge.

## 1.3 Preliminary Tax

Financial institutions are required to pay 80% of the stamp duty liability in relation to credit card accounts for the previous year on 15 December of each year. For example on the 15 December 2016 a financial institution will be required to pay 80% of its liability for the charging period 2 April 2015 to 1 April 2016. Where the preliminary tax paid exceeds the final liability for a year of charge the balance will be repaid.

## 1.4 Closing accounts

A credit card account which is maintained by a financial institution at any time during the accounting period is liable for stamp duty. Therefore, when an account holder seeks to close an account the financial institution should bear in mind that the account is liable for stamp duty whether or not the account holder pays the duty to the financial institution.

## 1.5 Switching accounts in the same year of charge

The Finance Act 2005 (Section 128(1)(d)) amended Section 124 of the Stamp Duties Consolidation Act 1999, to provide for an exemption for a second or

subsequent charge to stamp duty arising from the switching of credit card accounts within a financial institution, or from one financial institution to another, in the same year of charge.

## 1.6 Account holders switching financial institutions – procedures to be followed

Where an account holder closes a credit card account with a financial institution (with the intention of switching to another financial institution) the financial institution should issue a “**letter of closure**” (see sample letter of closure at Appendix I) to the account holder confirming -

- that the account holder has paid €30 stamp duty to that financial institution on the account for the year of charge in question, or
- that another financial institution is required to pay the €30 stamp duty in respect of another account which has been closed during the same year of charge (i.e. the account holder has already paid the €30 stamp duty on an account previously closed with another financial institution in the same year).

The financial institution that has collected the stamp duty should then pass on the stamp duty that it received from the cardholder to Revenue at the end of the year of charge.

The **letter of closure** should be on headed paper dated and confirm that the cardholder has, during the year of charge, accounted for the stamp duty by way of payment to the financial institution in question or to another financial institution. Only one original **letter of closure** may be issued in respect of an account that is closed. A **letter of closure** should only be issued to the principal account holder or in the case of an account opened in the name of a company to the billing address of the company. Financial institutions should not issue **letters of closure** to secondary account holders.

A financial institution may only issue one **duplicate letter of closure**, to an account holder to whom the original **letter of closure** issued, where it is satisfied that the original **letter of closure** has been lost or destroyed. A **duplicate letter of closure** must state that it is a duplicate of an original **letter of closure**. The duplicate letter must be on headed paper and dated.

A financial institution in receipt of an original or **duplicate letter of closure** must retain the letter for a period of 4 years from the date of receipt of such letter from an account holder.

## 1.7 Switching accounts within a financial institution

A **letter of closure** is not required where an account holder switches their account for any reason within a financial institution. The account holder is not liable for stamp duty on a replacement account opened during the same year of charge. Stamp duty is chargeable on the original account and the ensuing replacement account should be cross-referenced to the original account.

It is recognised that in practice financial institutions will generally bill their customers on the replacement account at the end of the year of charge rather than on the original account on closure of that account. This practice is acceptable to Revenue provided there is a clear audit trail and the original account is cross-referenced to the replacement account.

## 1.8 Liability of replacement accounts to stamp duty

Where a person opens a credit card account with a financial institution during a year of charge, there is no liability on that account if it is a replacement account. An account will be treated as a replacement account in that year of charge only where

-

- the account holder has already closed a credit card account with the same financial institution and has accounted for the €30, for the same year of charge, on the closed credit card account, or
- the account holder has presented a **letter of closure** from another financial institution confirming that the account holder has closed a credit card account with that other financial institution and has accounted for the €30 stamp duty liability for the same year of charge, on the closed credit card account or on a previously closed credit card account.

Where a financial institution treats an account as a replacement account by virtue of the account holder furnishing a **letter of closure**, the financial institution cannot use that letter to treat any other account as a replacement account. **In addition, while a replacement account is exempt from duty in the year of charge in which it is opened, it is treated as a normal chargeable account in subsequent years of charge.**

## 1.9 Instances where stamp duty is not to be charged

Stamp duty is not to be charged where -

- an account is a replacement account (see 1.6 and 1.7 above) (within the meaning of Section 124 of the Stamp Duties Consolidation Act 1999)
- an account is maintained in the name of a deceased cardholder, in the year of death
- an account is closed and there have been no transactions on that account since it was opened (except stamp duty and/or annual fee) the stamp duty that would be due by the financial institution in respect of that account on the following 1 April is not payable
- an account is opened and not activated (this means that the cardholder is unable to obtain goods, services or cash without first contacting the card issuer). If a cardholder is able to use the card without contacting the card issuer then the account is deemed to be activated from the date the account was opened. Financial institutions must maintain adequate records of such accounts
- test accounts are created, subject to certain conditions:
  - The accounts are clearly identifiable as test accounts for audit purposes.
  - The test accounts and cards should not be maintained on an ongoing basis for personal use by staff or customers of financial institutions.
  - The test accounts are closed and the cards cancelled on completion of the relevant testing.
- accounts are in the name of accredited foreign diplomats. These accounts are exempt from stamp duty under the Diplomatic Relations and Immunities Act 1967. Financial institutions should request sight of the diplomat's accreditation card and a letter from their Embassy confirming their diplomatic status.

Financial institutions should keep copies (an imaged copy will suffice) of such applications and supporting documents.

### **1.10 Revoked Accounts**

In certain situations a cardholder's account is revoked and the cardholder is unable to obtain goods, services or cash and charge it to their account. In these circumstances, if the card account has a revoked status for **the entire year** of charge, it is not liable for stamp duty. If for any reason the revoked status is removed and the cardholder is allowed to charge goods, services or cash to the account for any part of the year of charge then the account is again liable for duty in that year of charge.

### **1.11 Treatment of Bad Debts**

If a financial institution charges stamp duty to an account, pays the duty to Revenue and subsequently closes the account as a bad debt account, repayment of the stamp duty for the year of charge is allowable. Financial institutions may claim such amounts by means of an appropriate deduction (item C (iii) on the statement) made in the first statement submitted to Revenue following closure of the account. If the cardholder subsequently clears the debt, the outstanding stamp duty must be repaid to Revenue in the first statement submitted to Revenue post that event.

### **1.12 Stamp duty on company credit cards**

Credit cards issued to employees in respect of company credit card accounts are liable to stamp duty **on each card issued** in the same manner as company charge cards, as each card may be accounted for separately.

## **2. Charge Cards**

### **2.1 Legislation**

Section 124 and 124A of the Stamp Duties Consolidation Act 1999 (as amended by Finance Act 2015).

### **2.2 Charge to stamp duty**

Stamp duty of €30 is chargeable in respect of each charge card and company charge card, expressed to be valid at any time during the 12 month period ending on 1 April, referred to as the year of charge. Stamp duty is not chargeable on certain replacement cards.

In the case of accounts in the name of more than one individual, stamp duty arises on the principal or first card issued on the account. No duty arises in respect of additional cards issued on such accounts.

Financial institutions are required to submit a statement within 3 months of 1 April each year showing the number of charge cards, company charge cards and supplementary cards issued or renewed by the financial institution and expressed to be valid at any time during the year of charge. The statement must be accompanied by payment of the duty involved.

To be within the charge to stamp duty a charge card must be issued to an individual (or to a company in the case of a company charge card) who has an address (billing address of the account) in the State. If the address on the account is within the State for any part of the year of charge the card is liable to the stamp duty charge. A charge card issued by a foreign financial institution to such an individual (or to a company) comes within the charge while a card issued by any financial institution to an individual with an address outside the State does not. A non-Irish resident with a charge card registered at an address in the State is similarly liable to the stamp duty charge. These rules similarly apply to all accounts or cards denominated in a foreign currency.

A company charge card, issued by a financial institution to an employee of a company, is liable to the relevant stamp duty charge if the company concerned has an address in the State regardless of the fact that the employee has an address outside the State. If the company's address is outside the State then such cards are not liable to stamp duty.

### **2.3 Preliminary Tax**

Financial institutions are required to pay 80% of the stamp duty liability in relation to charge cards for the previous year on 15 December of each year. For example on the 15 December 2016 a financial institution will be required to pay 80% of its liability for the charging period 2 April 2015 to 1 April 2016. Where the preliminary tax paid exceeds the final liability for a year of charge the balance will be repaid.

### **2.4 In-House Cards**

In-house cards do not come within the charge to stamp duty. "In-house" may be construed as something that pertains to the internal affairs of a business as opposed to that business's relations with persons external to itself. An "in-house" card may only be used to purchase goods and services of the person



issuing the card. An example of an in-house card would be a store card issued by a department store which could only be used to purchase goods from that department store.

## 2.5 Closing Accounts

A charge card which is expressed to be valid at any time during the year of charge is liable for stamp duty. Therefore, when an account holder seeks to close an account the financial institution should bear in mind that there is a liability for the stamp duty for the year of charge in which the card is cancelled.

## 2.6 Switching cards in the same year of charge

The Finance Act 2005 (Section 128(1)(d)) amended Section 124 of the Stamp Duties Consolidation Act 1999, to provide for an exemption for a second or subsequent charge to stamp duty arising from the switching of charge card accounts within a financial institution, or from one financial institution to another, in the same year of charge.

## 2.7 Cardholders switching financial institutions – procedures to be followed

Where a cardholder closes a charge card account with a financial institution (with the intention of switching to another financial institution) the financial institution should issue a **letter of closure** (see sample letter of closure at Appendix I) to the account holder confirming -

- that the account holder has paid €30 stamp duty to that financial institution in respect of the charge card on that account for the year of charge, or
- that another financial institution is required to pay the €30 stamp duty in respect of a charge card on a previous account which has been closed during the same year of charge (i.e. the account holder has already paid the €30 stamp duty on an account previously closed with another financial institution in the same year of charge).

The letter will confirm that the cardholder has paid the relevant stamp duty. The financial institution that has collected the stamp duty should include the stamp duty on its statement of account to Revenue at the end of the year of charge.

The **letter of closure** should be on headed paper and dated and should confirm that the cardholder has, during the year of charge, accounted for the amount of stamp duty by way of payment to the financial institution in question or to another financial institution. Only one original **letter of closure** may be issued in respect of an account that is closed. A **letter of closure** should only be issued to the principal account holder or in the case of an account opened in the name of a company to the billing address of the company. Financial institutions should not issue **letters of closure** to secondary account holders.

A financial institution may only issue one original **letter of closure** in respect of an account and may only issue a **duplicate letter of closure**, to an account holder to whom the original **letter of closure** issued, where it is satisfied that the original **letter of closure** has been lost or destroyed. A **duplicate letter of closure** must state that it is a duplicate of an original **letter of closure**. Only one duplicate letter may be issued in respect of an account, it must be on headed paper and dated.

A financial institution in receipt of an original or duplicate **letter of closure** must retain the letter for a period of 4 years from the date of receipt of such letter from an account holder.

## 2.8 Switching accounts within a financial institution

A letter of closure is not required where an account holder switches their account for any reason within a financial institution. An individual account holder (in relation to replacement company charge cards, please refer to section 2.9) is not liable for stamp duty on a replacement card during the same year of charge. Stamp duty is chargeable on the original card and the ensuing replacement charge card account should be cross-referenced to the original account for audit purposes.

It is recognised that in practice financial institutions will generally bill their customers on the new account at the end of the year of charge rather than on the original account on closure of that account. This practice is acceptable to Revenue provided there is a clear audit trail and the original account is cross-referenced to the replacement account.

## 2.9 Liability of replacement cards to stamp duty

Where a person opens a charge card account with a financial institution during a year of charge, there is no liability on that card if it is a replacement card issued in respect of a replacement account. The card will be treated as a replacement card in that year only where -

- the account holder has already closed a charge card account with the same financial institution and has accounted for the €30, for the same year, on the charge card on that account, or
- the account holder has presented a **letter of closure** from another financial institution confirming that the account holder has closed a charge card account with that other financial institution and has accounted for the €30 stamp duty liability for the same year of charge, in respect of the charge card on the closed account or on a previously closed charge card account.

Where a financial institution treats a charge card as a replacement card by virtue of the account holder furnishing a **letter of closure**, the financial institution cannot use that letter to treat any other account as a replacement account. **In addition, while a replacement card is exempt from duty in the year of charge in which it is opened, it is treated as a normal chargeable card in subsequent years of charge.**

The new card in the new institution would then be classified as a replacement card for the year of charge in which the switch took place and would be exempt from stamp duty in that year of charge. In the following year of charge the card would be liable for duty in the normal manner.

## 2.10 Liability of replacement company charge card accounts to stamp duty

Where a replacement account replaces an account previously maintained, and where the number of charge cards issued on the replacement account exceeds the aggregate number of cards in relation to the original account, the excess number of cards are liable for stamp duty.

## 2.11 Instances where stamp duty is not to be charged

Stamp duty is not to be charged where –

- a charge card is a replacement card (see 2.7 and 2.9 above) (within the meaning of Section 124 of the Stamp Duties Consolidation Act 1999)
- a charge card is in the name of a deceased cardholder in the year of charge and the associated account is closed
- additional charge cards are issued to individuals, provided the account to which the goods may be charged relates to an individual and stamp duty has been paid on the principal card. This does not apply in the case of company charge cards and company supplementary cards
- a charge card account is closed and there have been no transactions on that account since it was opened (except stamp duty and/or annual fee) the stamp duty that would be due by the financial institution in respect of that account on the following 1 April is not payable
- an account is opened and not activated (this means that the cardholder is unable to obtain goods, services or cash without first contacting the card issuer). If a cardholder is able to use the card without contacting the card issuer then the account is deemed to be activated since it was opened. Financial institutions must maintain adequate records of such accounts
- test cards and accounts are created, subject to certain conditions:
  - The accounts on which the cards are issued are clearly identifiable as test accounts for audit purposes.
  - The test accounts and cards should not be maintained on an ongoing basis for personal use by staff or customers of a financial institutions.
  - The test accounts are closed and the cards cancelled on completion of the relevant testing.
- accounts and cards are in the name of accredited foreign diplomats. These cards are exempt from stamp duty under the Diplomatic Relations and Immunities Act 1967. Financial institutions should request sight of the diplomat's accreditation card and a letter from their Embassy confirming their diplomatic status. Financial institutions should keep copies (an imaged copy will suffice) of such applications and supporting documents.

## 2.12 Revoked accounts

In certain situations a cardholder's account is revoked and the cardholder is unable to obtain goods, services or cash and charge it to their account. In these circumstances, if the card account has revoked status for **the entire year** of charge then the card is not liable for stamp duty. If for any reason the revoked status is removed and the cardholder is allowed to charge goods, services or cash to the account for any part of a chargeable period then the card is again liable for duty in that year of charge.

## 2.13 Treatment of Bad Debts

If a financial institution charges stamp duty to an account, pays the duty to Revenue and subsequently closes the account as a bad debt account, repayment of the stamp duty for the year of charge in question is allowable. Financial

institutions may claim such amounts by means of an appropriate deduction (item C (iv) on the statement) made in the first statement submitted to Revenue following closure of the account. If the cardholder subsequently clears the debt, the outstanding stamp duty must be repaid to Revenue in the first statement submitted to Revenue post that event.

### **3. Cash cards (ATM cards) and Combined Cards (Cash & Debit Cards)**

#### **3.1 Legislation**

Section 123B and 123C Stamp Duties Consolidation Act 1999 (as amended by Section 62 Finance Act 2015).

#### **3.2 Charge to stamp duty**

Card issuers are referred to as promoters in the legislation. Promoters (promoter includes credit and financial institutions but does not include credit unions, An Post or any of its subsidiaries) are liable to stamp duty on cash transactions. They are required to pay stamp duty of €0.12 per cash transaction in respect of each cash card and combined card which is used at any time during the calendar year **and** is valid on 31 December of that year. The charge is capped at €2.50 in respect of cash cards and combined cards that were only used for cash transactions and €5.00 for combined cards where both functions were used.

For a card to be within the charge to stamp duty the card must be issued to an individual who has an address (address on the bank statement) in the State. The location of the promoter is irrelevant as to whether a card comes within the charge. A cash card or combined card issued by a foreign promoter to such an individual comes within the charge while a card issued by any promoter to an individual whose address is outside the State does not. A non-Irish resident with an address in the State with a card registered at that address is similarly liable to the stamp duty charge. These rules similarly apply to all cards issued on accounts denominated in a foreign currency.

A “cash transaction” means a withdrawal from an ATM in the State using a cash card (ATM only) or a combined card (cash and debit card). Withdrawals from ATMs located outside the State or cashback from point of sale at any location are not liable to stamp duty.

Where a card is valid on 31 December and during the calendar year it replaced a previous card (original card) that had expired or been cancelled the cash transactions will be aggregated for the purpose of the charge and a single cap will apply.

Promoters must submit a statement within 1 month of the end of each year. This statement must show the total number of withdrawals, the number of cash cards and combined cards used at any time during the year and which are valid on 31 December in that year, the number of cash cards where the monetary cap has been applied and the number of cash cards where the monetary cap has not been applied. The statement must be accompanied by payment of the duty involved.

#### **3.3 Preliminary Tax**

Promoters are required to pay 80% of the stamp duty liability in relation to cash card and combined cards for the previous year on 15 December of each year. For example, on the 15 December 2016 a promoter will be required to pay 80% of its liability for the charging period 1 January 2016 to 31 December 2016. Where the preliminary tax paid exceeds the final liability for a year of charge the balance will be repaid.

### 3.4 Instances where stamp duty is not to be charged

Stamp duty is not chargeable where -

- cash cards and combined cards have not been used during the year. Similarly, replacement cards issued during the year that have not been used are not liable for stamp duty
- cash cards and combined cards were issued in respect of a deposit account and the average of the daily positive balance does not exceed €12.70 during the year
- a customer has closed the account during the year and transferred to a different promoter, no stamp duty applies in relation to cards issued by the first promoter. Stamp duty is only payable on cards and replacement cards issued by the second promoter
- accounts are in the name of accredited foreign diplomats. These accounts are exempt from stamp duty under the Diplomatic Relations and Immunities Act 1967. Promoters should request sight of the diplomat's accreditation card and a letter from their Embassy confirming their diplomatic status. Promoters should keep copies (an imaged copy will suffice) of such applications and supporting documents
- cash cards and combined cards, which were held by individuals who have died during the year
- cash cards have only been used to request a chequebook, a balance statement, to establish a customer identity, or to establish a correct customer account number are deemed not to have been used during the year
- cards issued in respect of a basic payment account. A basic bank account means a card account which -
  - 1) issued to an account holder who, in the three years preceding the application to open the basic payments account, did not hold a bank account or held an account and did not initiate any transactions in that period, and
  - 2) where, in respect of every 2 consecutive quarters, all amounts paid into the account (apart from amounts paid into the account under the Social Welfare Acts), do not exceed €4,500 in each quarter, and
  - 3) is a standard bank account with Allied Irish Banks, Bank of Ireland or Permanent TSB.
- test accounts are created, subject to certain conditions:
  - the accounts are clearly identifiable as test accounts for audit purposes
  - the test accounts and cards should not be maintained on an ongoing basis for personal use by staff or customers of a promoter
  - the test accounts are closed and the cards cancelled on completion of the relevant testing.

## 4. Other Financial Cards where a charge to stamp duty does not apply

### 4.1 Introduction

There are a number of related financial products where there may, arguably, be a technical charge to stamp duty. Although such products may come within the charge under S.123B or S.124, Revenue takes the view that these products would not be regarded as falling within the charge.

### 4.2 Prepaid cards

The distinguishing features of these cards are that they are anonymous, cannot be reloaded (in effect disposable when their value is exhausted) and limited to a maximum value of €1,000.

### 4.3 Prepaid vouchers, linked to an identity card

Revenue has determined that a pre-paid voucher for a fixed amount and with a unique number, which allows the purchase of goods remotely (usually via the internet or by telephone), is not within the charge to stamp duty.

### 4.4 Fuel cards

“In-house” is normally construed as applying to goods and services provided by the card issuer only. In the case of fuel cards, Revenue is prepared to treat these as in-house and exempt from stamp duty, even where purchases may be made from outlets other than those of the card issuer. This treatment is on the strict condition that such cards have the facility to purchase fuel and fuel related products **only**. For example, a card issued by Oil Company **A**, may be used the card to purchase fuel from Oil Company **B**, and still maintain its “in-house” status.

## 5. Payment of stamp duty by financial institutions to Revenue

Payment may be made by Revpay. Financial institutions and promoters should ensure that the statement and payment are forwarded in time for Revenue to receive them by the due date in order to avoid interest and penalties.

Forms are available at [www.revenue.ie/en/tax/stamp-duty/forms/index.html](http://www.revenue.ie/en/tax/stamp-duty/forms/index.html)

**You can make Revpay payments on ROS in five easy steps:**

**Step 1:** Go to the My Services page on the ROS home page. Click `**Submit a Payment**` you will be asked to select a payment type.

**Step 2:** Click `**Tax Payment/Declaration**` and you will be presented with a tab to `**Select Tax Type**` from a drop down menu. Scroll down through the list to select the tax you wish to pay.

**Step 3:** Click `**Make a payment**` and insert the payment details for the tax selected.

**Step 4:** Select from one of the following payment options:

- Credit card
- Debit card
- a once off debit – a ‘Single Debit Instruction (SDI)’ using a bank account.

**Step 5:** You will receive a payment acknowledgment. This completes the payment process. When a ROS customer or agent makes a payment they will receive a ROS Inbox Message notifying them of the payment.



## 6. Revenue contacts

Remittances and statements of account are dealt with by Customer Services, Large Cases Division

### Postal address:

Office of the Revenue Commissioners  
Large Cases Division  
Customer Services Branch  
Ballaugh House  
73/79 Lower Mount Street  
Dublin 2  
D02 PX37

Email address: [lcdfslevies@revenue.ie](mailto:lcdfslevies@revenue.ie)  
Fax number: +353-1-6034445  
Telephone Number: 1890 60 50 90

### Revenue website

The Revenue website [www.revenue.ie](http://www.revenue.ie) is a comprehensive, accessible and well-indexed reference point for all Revenue taxes and activities.

In addition to this guidance, an information leaflet Stamp Duty on Financial Cards [www.revenue.ie/en/tax/stamp-duty/leaflets/stamp-duty-financial-cards.html](http://www.revenue.ie/en/tax/stamp-duty/leaflets/stamp-duty-financial-cards.html) for cardholders is also available on the website.

# Appendix I - Recommended Letter of Closure in relation to credit cards, charge cards and company charge cards

## Credit Cards

Account No: \_\_\_\_\_

To whom it may concern this letter confirms that the credit card account held in the name of X with an address of .....has been closed in the 12 month chargeable period ending on 1 April 20\_\_ and the Government Stamp Duty of €30 for that chargeable period has been collected during the chargeable period -

- in respect of that account, or
- in respect of a previous account closed in the same chargeable period.

## Charge Cards

Account No: \_\_\_\_\_

To whom it may concern this letter confirms that the charge card account held in the name of X with an address of .....has been closed in the 12 month chargeable period ending on 1 April 20\_\_ and the Government Stamp Duty of €30 for that chargeable period has been collected during that chargeable period -

- in respect of the charge card on that account, or
- in respect of the charge card on a previous account closed in the same chargeable period.

## Charge Cards – Company Charge Cards

Account No: \_\_\_\_\_

To whom it may concern this letter confirms that the charge card account held in the name of Company Y with an address of .....has been closed in the 12 month chargeable period ending on 1 April 20\_\_ and the Government Stamp Duty of €30 per card has been collected in the chargeable period -

- in respect of that account, for X cards, and
- in respect of previous account(s) closed in the same chargeable period, for Y cards.