

PAYE Services: Review your tax

Part 38-06-05

Document reviewed December 2023



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A more recent version of this manual is available.

1 Introduction

The purpose of this manual is to provide information for PAYE customers on how to review their tax using MyGovID or myAccount.

'Review your tax' allows you to:

- create, view and print a secure PDF of your Employment Detail Summary (for 2019 and future years)
- submit an Income Tax Return
- obtain a Statement of Liability.

If you wish to use this service, you must be registered for either [MyGovID](#) or [myAccount](#).

1.1 Covid-19 information for taxpayers and their agents

In response to the impact of the Covid-19 Pandemic on the Irish economy, in 2020 the Government introduced a number of schemes and incentives to support employers and their employees. Please see paragraph [3.3](#) for further information in relation to these schemes and incentives.

2 Accessing PAYE Services - Review your tax

The 'Review your tax' service is accessed from PAYE Services in [myAccount](#). Accessing this service allows you to complete an Income Tax Return and request Statements of Liability for the years 2019-2022 inclusive.

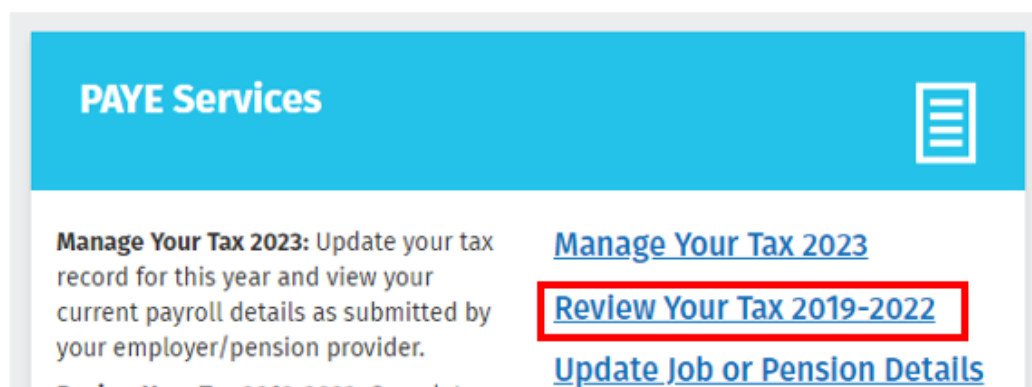


Figure 1: PAYE Services in myAccount.

If you wish to manage your current year tax credits, standard rate tax bands, Universal Social Charge (USC) bands or declare additional incomes, select 'Manage your Tax 2023' from the 'PAYE Services' section. Customers can claim tax relief in real time in respect of expenditure incurred on Health, Nursing Home and Remote Working Expenses. This means the customer can make a claim as they incur the individual expense item. Further information can be found on www.revenue.ie or by accessing [Tax & Duty Manual, part 38-06-04- PAYE Services: Manage your Tax](#).

2.1 Review your tax

The 'Review your tax' PAYE service allows employees and pension recipients:

- (a) Review their Preliminary End of Year Statement;
- (b) Complete an Income Tax Return to obtain a Statement of Liability-see [Chapter 3-Completing the Income Tax Return](#) for further information;
- (c) View and print a secure copy of your Employment Detail Summary-see [chapter 4.0 Employment Detail Summary for further information.](#)

For the Income Tax year 2019 and future years.

2.1.1 Request a Preliminary End of Year Statement (PEOYS)

A PEOYS for 20xx is available to PAYE customers. Please select 'Request' to view the Preliminary Statement (see figure 2, below). The Preliminary End of Year Statement will provide you with details of your Income Tax and USC calculation for 20xx, based on the information held on Revenue's records at 31 December 20xx. In order to accept or amend this information you must complete an Income Tax Return.

Completing an Income Tax Return will also allow you to:

- Change existing credits/declared incomes;
- Declare additional income, e. g. rental income, income from casual work;
- Claim additional credits/reliefs, e. g. health expenses;
- Claim any overpayments;
- Request a Statement of Liability from Revenue.

Please follow the instructions below to complete your Income Tax Return and obtain a Statement of Liability for any, or all, of the previous 4 years.

[← Back to myAccount](#) Tax year

2022

Select

2022

Review type	Description	Status	Action
Statement of Liability	<ul style="list-style-type: none"> • View your Preliminary End of Year Statement for 2022 based on Revenue's records. • Complete your Income Tax return to: <ul style="list-style-type: none"> - Change existing credits/declared income; - Declare additional Income e.g. rental income, income from casual work; - Claim additional credits/reliefs e.g. health expenses; - Request your Statement of Liability from Revenue. 	Available	Request
Employment Detail Summary ⓘ	<ul style="list-style-type: none"> • View a summary of the pay and tax details reported by your employer(s)/pension provider(s) to Revenue. • Create a document containing a summary of your pay and tax details. 	Available	View

Figure 2: Select 'Request' to view the preliminary end of year result

When you select 'Request', a preliminary result will be presented. This result will show whether your tax and USC is:

- Balanced
- Overpaid
- Underpaid

Information is displayed to explain what the preliminary result means.

Preliminary End of Year Statement

This is a preliminary calculation for 2022 based on the information held on Revenue's records at this time.

If you have any additional income to declare e.g. rental income, income from casual work, you should declare this income by completing your Income Tax Return. To go directly to your Income Tax Return, click 'Complete your Income Tax Return' at the bottom of this page.

Preliminary result	Underpayment	€0.17
--------------------	---------------------	-------

What your preliminary result means

Underpayment ⓘ

Based on Revenue's records for 2022, you paid less Income Tax or USC than you were due to pay. This means that you owe Revenue €0.17 based on current information.

Figure 3: Preliminary Income Tax result

You are then asked how you would like to proceed-see figure 4 below.

How would you like to proceed?

You should complete your Income Tax Return to:

- Change existing credits/declared income;
- Declare additional income e.g. rental income, income from casual work;
- Claim additional credits e.g. health expenses;
- Receive your Statement of Liability.

Complete your Income Tax Return →

If you do not need a Statement of Liability and have no additional income to declare or credits/reliefs to claim you can return to 'Review your tax' by clicking the 'Back' button below.

← Back

Figure 4: Here, you are provided with an option to complete an Income Tax Return

3 Completing the Income Tax Return

When you select 'Complete your Income Tax Return' the following screen will be displayed-see figure 5, below:

Completing your Income Tax Return

What do I need to do?

To complete your Income Tax return and request your Statement of Liability, you need to complete the five sections below.

- 1 **Personal details**
Check that your details are correct. Add details for you and your spouse or civil partner, if relevant.
- 2 **PAYE Income**
Check that the pay and tax details for 2022 for each of your jobs/pensions are correct. This is based on information provided by your employer/pension provider to Revenue. A breakdown of this information is available under Employment Detail Summary in the [Review your tax screen](#). If your pay and tax details are incorrect, you must contact your employer to correct these details.
- 3 **Non-PAYE income**
Confirm, edit or delete non-PAYE income already on record. Add any additional non-PAYE income not already declared e.g. rental income, nixers.
- 4 **Tax credits and reliefs**
Confirm, edit or delete tax credits and reliefs already on record. Add new tax credits or reliefs not already on record. You can make your claim for the Stay and Spend tax credit under the 'You and your family' category. **You must upload all receipts and images in advance of completing this return via the Receipts Tracker service in myAccount.**
- 5 **Declaration**
Confirm that all the information provided is correct before requesting your Statement of Liability

How is my personal data used?

- 1 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.
- 2 Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Details of this policy are also available in hard copy upon request. [View Revenue's data protection policy](#)

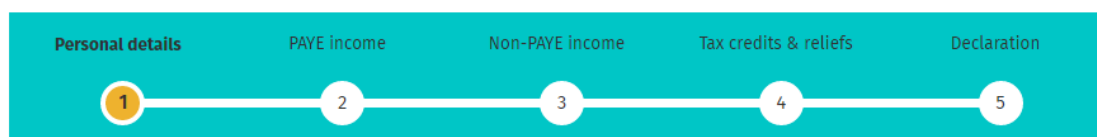
Start →

Figure 5: Completing your Income Tax Return checklist

In this section, you will find useful information to assist you. You should read the information in Figure 5, above, before proceeding.

The Income Tax Return is divided into 5 distinct sections.

1. Personal Details
2. PAYE Income
3. Non-PAYE Income
4. Tax Credits and Reliefs
5. Declaration



* Denotes a required field

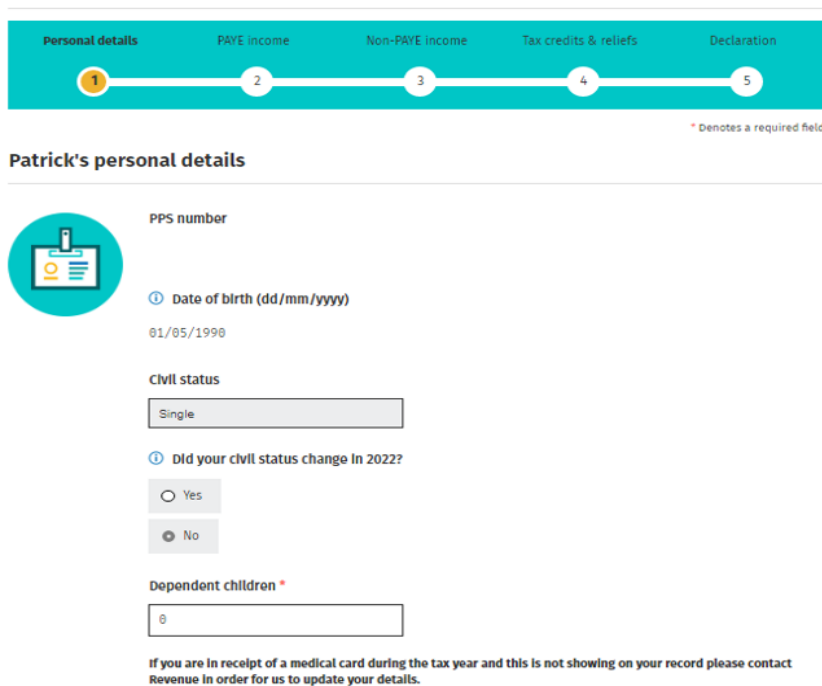
Figure 6: Income Tax Return sections

The Income Tax Return is pre-populated with the information available from Revenue records to make it as easy as possible to complete. Where the information is pre-populated you will be required to confirm that it is correct. It will be possible to add, delete or amend certain information. The following pages provide guidance to completing your Income Tax Return.

3.1 Section 1: Personal Details

In this section, you can update some of your personal information, such as your civil status, number of dependent children, your entitlement to a full Medical Card,

Personal details



Personal details PAYE income Non-PAYE income Tax credits & reliefs Declaration

1 2 3 4 5

* Denotes a required field

Patrick's personal details

PPS number

Date of birth (dd/mm/yyyy)
01/05/1990

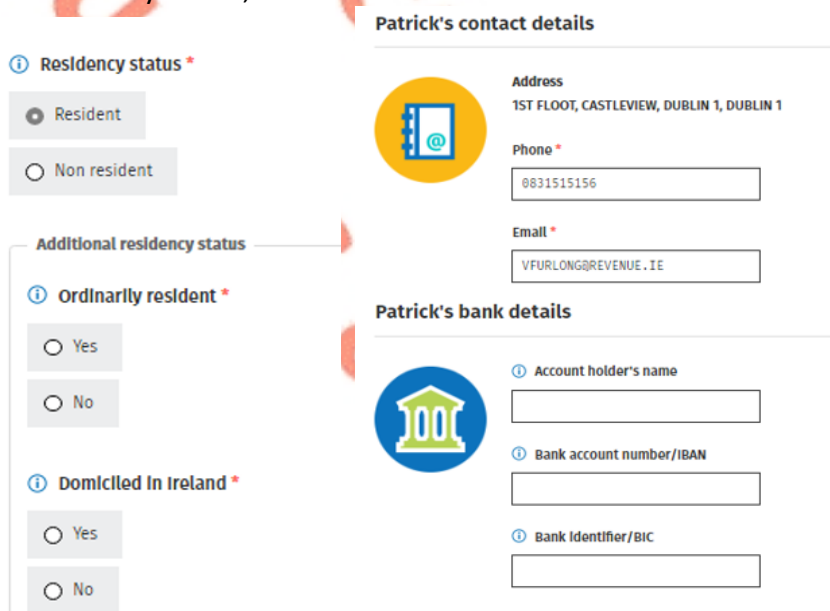
Civil status
Single

Did your civil status change in 2022?
 Yes
 No

Dependent children *
0

If you are in receipt of a medical card during the tax year and this is not showing on your record please contact Revenue in order for us to update your details.

Tax residency status, contact information and bank account details.



Patrick's contact details

Residency status *
 Resident
 Non resident

Additional residency status

Ordinarily resident *
 Yes
 No

Domiciled in Ireland *
 Yes
 No

Address
1ST FLOOR, CASTLEVIEW, DUBLIN 1, DUBLIN 1

Phone *
0831515156

Email *
VFURLONG@REVENUE.IE

Patrick's bank details

Account holder's name

Bank account number/IBAN

Bank Identifier/BIC

Figure 7: Personal details screens

3.2 Section 2: PAYE Income

In this section, you will see details of your employment or pension.

The pay, tax and USC details for your employments on record will be pre-populated for the relevant tax year once the payroll information has been submitted to Revenue records. Where the information is not available you should, contact your

employer/pension provider to ensure that your payroll information is up-to-date and accurate. If, having contacted your employer/pension provider the matter is not resolved, you should submit a myEnquiry for further assistance.

You can click 'Edit' if you have paid non-refundable foreign tax on any of the PAYE incomes shown. If there are no amendments to be made, click 'Next'.

PAYE income

Click **Edit** to **add** income, tax and USC details where these are not displayed or if you have paid non-refundable foreign tax on any of the PAYE incomes shown.

If any source of PAYE income is not included, you can use the Jobs and Pensions service to update your records.

If your pay and tax information is incorrect, please contact your employer/pension provider directly to have it corrected.

PATRICK's employments

Employer	
Employment ID	
Employer's tax registration no.	
Pay for income Tax	€30,000.00
Income Tax paid	€2,650.00
Pay for USC	€30,000.00
USC paid	€638.50
Relationship	None
Action	Edit

← Back Next →

Figure 8: PAYE income screen

3.3 Covid-19 Income Supports

3.3.1 Employer Refund Scheme (ERS):

This scheme was launched by the Government on 15th March 2020 and lasted for a period of 9 days. Further information in relation to this scheme can be found at [Employer Covid-19 Refund Scheme](http://www.revenue.ie) at www.revenue.ie.

3.3.2 Temporary Wage Subsidy Scheme (TWSS):

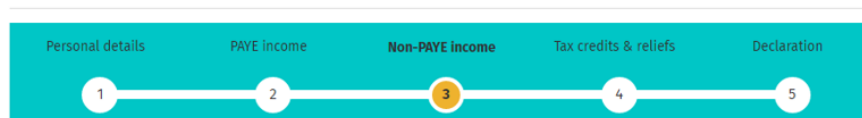
This scheme was launched on 24th March 2020 and replaced the Employer Refund Scheme. The scheme was designed to provide support for employers whose turnover has been adversely affected by the pandemic and lasted until 31 August 2020. Please see [Temporary Wage Subsidy Scheme \(TWSS\)](http://www.revenue.ie) at www.revenue.ie, for further information. The TWSS was replaced by the [Employment Wage Subsidy Scheme \(EWSS\)](http://www.revenue.ie), which started on 1 September 2020 and ended for most employers on 30 April 2022. Further information in relation to the [Employment Wage Subsidy Scheme \(EWSS\)](http://www.revenue.ie) can be found at www.revenue.ie.

3.4 Section 3: Non-PAYE Income

In this section you can:

- (1) Confirm, edit or delete income already on record. If there is an income source shown on record, and you did not receive any income from this source during the year, you should delete it from your record. Similarly, if the amount of the income shown under the relevant category is not correct, you should select 'edit' to amend it.
- (2) Add a new income not already on record. If you were in receipt of income during the year, under any of the categories shown below, you can notify Revenue of the amount of income by selecting the appropriate category and entering the amount received by you during the year. Once you have entered all the information, select 'Next' to proceed.

Non-PAYE income



Please **confirm**, **edit** or **delete** income already on record. **Add** new income not already on record.

Add income:

[Expand All](#) ▼

-  Department of Social Protection (DSP) [Show more](#) ▼
-  Dividends [Show more](#) ▼
-  Foreign income [Show more](#) ▼
-  Other income [Show more](#) ▼

REICHEL'S income

Confirm	Description	Amount	Action
	No income on record		

[← Back](#)

[Next →](#)

Figure 9: Non-PAYE income screen

3.4.1 DSP Incomes

Revenue automatically receives information from the Department of Social Protection (DSP) in relation to certain taxable DSP payments. The information received from DSP will be pre-populated on the Income Tax Return and cannot be amended. The payments will relate to the following benefits:

Invalidity Pension	State Pension Contributory
State Pension Non-Contributory	Occupational Injury Benefit
Survivor's Pension Contributory	Jobseekers Benefit
Partial Capacity Benefit	Illness Benefit
Maternity Benefit	Paternity Benefit
Adoptive Benefit	Health and Safety Benefit
One Parent Payment	Parental Benefit
Jobseekers Benefit Self Employed	Short Term Enterprise Benefit

Table 1: DSP payments pre-populated on Income Tax Return.

Covid-19 Pandemic Unemployment Payment (PUP):

The Covid-19 Pandemic Unemployment Payment (PUP) was introduced in 2020, in response to the Covid-19 Pandemic. If you were in receipt of the Pandemic Unemployment Payment during 2021, it will be shown under the Department of Social Protection heading in the Non-PAYE income section. See figure 10, below:

T-ISIDRO's income

Confirm	Description	Amount	Action
<input type="checkbox"/>	DSP Pandemic Unemployment Payment	€800.00	

[← Back](#)

[Next →](#)

Figure 10: DSP PUP screen

If you were in receipt of PUP, but this income is not displayed in the Non-PAYE Income section, you can add it by selecting it from the list of Department of Social Protection (DSP) incomes. Enter the amount you received in the relevant section, as shown in figure 11, below, and select 'Add' to include this amount in your incomes for the year you are completing the Income Tax Return for.

DSP Pandemic Unemployment Payment
If you were in receipt of DSP Pandemic Unemployment Payment from the Department of Social Protection during 2021 please enter the full amount here.

* Denotes a required field

① Taxable amount of payment received *

[Cancel](#) [Add](#)

Figure 11: Add DSP PUP screen

If you are in receipt of other DSP payment types, where the payment amount is not received directly from DSP, the amount pre-populated on the Income Tax Return will reflect the information Revenue currently hold on record for you. These amounts can be confirmed, edited, or deleted. Additionally, you can input details of payments received. These include payments for:

- Blind Pension
- Survivor's Pension Non-Contributory
- Carer's Income
- Other Income (i.e., taxable payments not included above).

3.4.2 Other non-PAYE Incomes

Where you have notified Revenue of any additional non-PAYE incomes, the information will be automatically displayed on the Income Tax Return. You must confirm or edit/delete the information as appropriate.

Non-PAYE income types are broken down into categories to assist customers to add or update incomes. In addition to DSP incomes, these categories are:

- Dividends
- Foreign Income
- Other income

If you are in receipt of additional taxable non-PAYE income, not included above, you must submit details of this additional income through [myEnquiries](#).

3.5 Section 4: Tax Credits & reliefs

In this section, you will see the tax credits that you are claiming during the year. Some reliefs, such as [Rent-a-Room relief](#), can only be claimed at the end of the year. Details of the tax credits and reliefs you received during the year will be prepopulated on the Income Tax Return. You must confirm your entitlement to the credit or edit/delete as appropriate. There is an option to 'Confirm all' credits on record once you are satisfied that they are correct.

Tax credits and reliefs are broken down into categories to assist you when making a claim for tax credits you are entitled to. These categories are:

- Health
- You and your family
- Your job
- Other credits

Tax credits & reliefs

Please **confirm**, **edit** or **delete** tax credits and reliefs already on record. **Add** new tax credits or reliefs not already on record.

Add tax credits:

Expand All ▾

Health Show more ▾

You and your family Show more ▾

Your job Show more ▾

Other credits Show more ▾

Figure 12: Tax credits & reliefs screen

3.5.1 Stay & Spend Scheme:

The Stay & Spend Tax Credit was available for the years 2020 and 2021 only. It can be used against Income Tax (IT) or Universal Charge (USC) liability in a year of assessment.

3.5.2 Providing additional information when requested

You may be asked to provide additional information to support your entitlement to a credit that you are claiming. Where additional documentation is required in support of a claim, you can upload these documents using the 'Upload Supporting Documents' facility on the 'Manage my Record' section in myAccount.

3.6 Claiming additional tax credits and reliefs

You can claim additional tax credits by selecting the 'Show more' button beside any of the categories. For example, if you wish to claim Health Expenses, select 'Show more' under the 'Health Category'. The option to claim Remote Working Relief can be found under the 'Your job' category.

When you have claimed all tax credits you are entitled to, and reviewed the information submitted you will be asked to confirm your entitlement to the credits claimed. Please select 'Next' to continue.

3.6.1 Remote Working Relief

If you wish to claim for expenditure incurred under Remote Working Relief:

Select 'Remote Working Relief' from the 'Your job' category. When you select this relief, the screen shown in figure 13, below, will be displayed. The total value of receipts uploaded using Receipts Tracker in myAccount, will be displayed.

Remote Working Relief
Remote Working Relief is granted in respect of additional costs associated with heating, electricity and broadband when working remotely. If you wish to upload receipts to support your claim please do so through Receipts Tracker, otherwise please retain your receipts for 6 years. [Would you like more information?](#)

Receipts tracker
The following is a summary of the receipts uploaded by you and your spouse/Civil Partner. Before proceeding to make your claim, you should review this information to ensure it is correct. If you wish to add further receipts, please upload them using the Receipts Tracker in myAccount.

Receipt category	Amount
Heating/Electricity	€1,000.00
Broadband	€1,000.00
Total	€2,000.00

Note: Please round cent amounts to the nearest euro.

Receipts submitted

Receipt Category	Date of Payment	Amount Paid
Broadband	08/05/2022	€1,000.00
Heating/Electricity	06/09/2022	€1,000.00

Figure 13: Uploaded receipts screen

Confirm if you were in receipt of a payment from your employer for remote working. If yes, please enter the relevant amount received from your employer. Please note, any amount received from your employer will be deducted from the amount of relief due to you.

- In the field 'Heat/Electricity Paid', enter the total amount paid by you.
- In the field 'Broadband Paid', enter the total amount paid by you.
- In the field 'Days worked remotely', enter the total number of days worked remotely.

* Denotes a required field

Were you in receipt of up to € 3.20 per day from your employer? *

Yes

No

Heating/Electricity Paid

Broadband Paid

Days Worked Remotely *

Note: You should only include days actually worked remotely. Please do not include days that you did not work, such as weekends, public holidays, sick leave and/or annual leave.

[Cancel](#) [Add](#)

Figure 14: Confirm if you were in receipt of a payment

Note: When calculating the number of days worked remotely, you should exclude weekends (unless you were required to work remotely on some or all weekends), bank holidays (unless you were required to work on some or all bank holidays), periods of sick leave and any day where you were absent from work on annual leave.

Once completed, please select 'Add' to proceed.

3.7 Declaration

When you have added details of all incomes received by you and claimed all credits and reliefs you are entitled to, you will be presented with a declaration screen. Please review and ensure that the information provided is correct and complete.

Clicking 'Continue' after completing the declaration will bring you to the 'Sign and Submit' screen. Please enter your myAccount password and click the 'Sign & Submit' button. This acts as your signature. You will receive an acknowledgement message to confirm that your Income Tax Return has submitted successfully. You will also be advised when your Statement of Liability is available to view. If some details on your submission need to be confirmed, you will also be informed.

When you select 'Sign & Submit', the following message will be displayed to indicate that your submission has been successful.

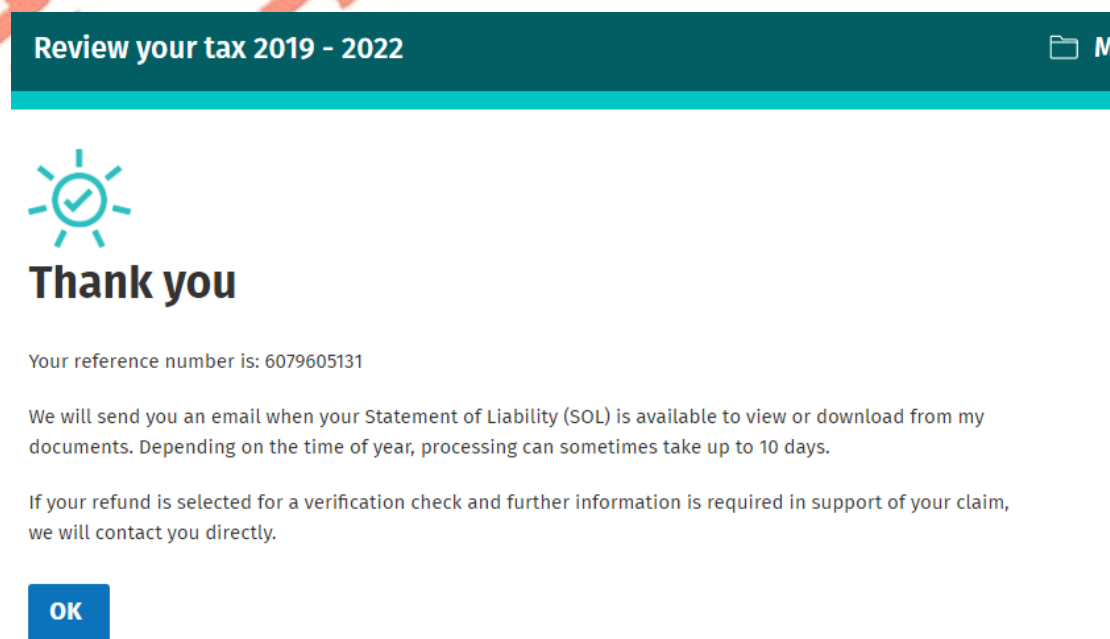


Figure 15: Acknowledgement screen

3.8 Miscellaneous

3.8.1 Saving a partially completed Income Tax Return

The Income Tax Return will automatically save as you progress through the screens. If you do not sign and submit the form, it will remain saved, and you can complete and submit it at a later stage. The status indicator on the Income Tax Return for the relevant year will show as 'Saved'. However, any changes to your record, (for example, if Revenue has received details of additional DSP income for you from The

Department of Social Protection) since you last accessed the Income Tax Return, will not be reflected in the saved form. You will be advised of this and told to delete the saved form.



Your saved Income Tax Return is out of date

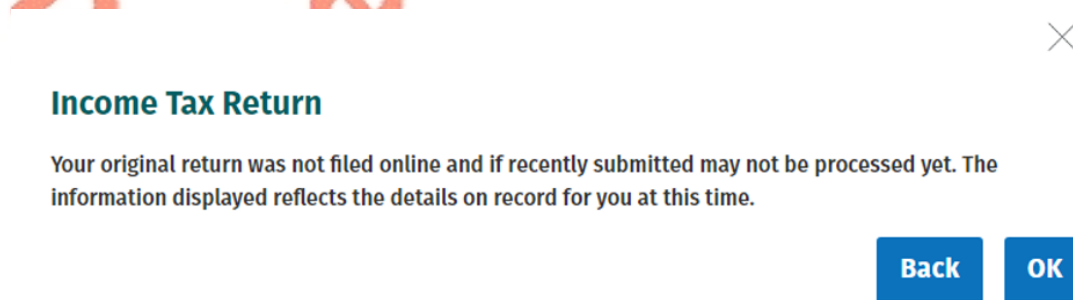
Sorry, your previously saved data is out of date. Please click Back and delete your saved Income Tax Return to continue.

Figure 16: Out of date Income Tax Return screen

3.8.2 Viewing/Downloading/Printing a submitted Income Tax Return

Both you and the non-assessable spouse or civil partner, can view, download, or print a submitted Income Tax Return from the 'Review your tax' homepage, provided the form was submitted online.

If you did not submit your Income Tax Return electronically, you will be shown the following screen:



Income Tax Return

Your original return was not filed online and if recently submitted may not be processed yet. The information displayed reflects the details on record for you at this time.

Back

OK

Figure 17: Income Tax Return not filed online screen

3.8.3 Amending a submitted Income Tax Return

You or your (assessable spouse or nominated civil partner) can amend a submitted Income Tax Return.

All fields can be edited except:

- Information that has been received directly from the DSP or from your employer(s) or pension provider(s)
- Pay, tax and USC details already on Revenue record
- Some auto-calculated fields for certain tax credits and incomes.

When you chose to amend an Income Tax Return, the form will be pre-populated with the latest information available to Revenue and therefore this may differ from

the information pre-populated on the original Income Tax Return submitted. You will be required to confirm that this information is correct or update as necessary.

3.9 Status Indicator

The status indicator in each year will identify if the service is available to you. The different status indicators are as follows:

- i. Available: This means that you can submit an Income Tax Return.
- ii. Required by 31/10/YY: You are required to submit the Income Tax Return by this date.
- iii. Outstanding since 31/10/YY: You are required to submit an Income Tax Return and the due date has passed.
- iv. Saved: There is a partially saved Income Tax Return which has not been submitted.
- v. Submitted: You have submitted an Income Tax Return.

When a customer requests a Preliminary End of Year Statement the status indicator will still show as 'Request' until the Statement of Liability has issued. At that point the indicator will convert to 'View'. If a customer clicks the 'Request' link when a Statement of Liability is currently being processed the following message will display:

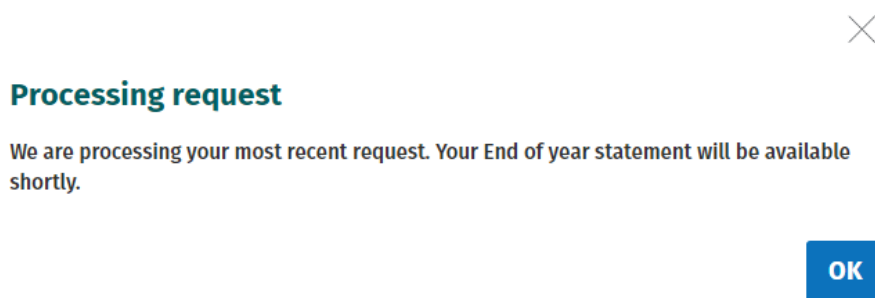


Figure 18: SOL processing request screen

3.10 Viewing a Statement of Liability:

If you make an online submission, you can view the Statement of Liability in 'My Documents' generally within 3-5 working days of the request. You will receive an email from Revenue to advise that you have new correspondence.

The spouse or civil partner in joint assessment cases will also be able to view a copy of the Statement of Liability in 'My Documents'

3.11 Joint Assessment Cases:

In joint assessed cases, either spouse/civil partner can request a Statement of Liability. Only the assessable spouse or nominated civil partner can complete the Income Tax Return. However, the non-assessable spouse or civil partner can elect to be the assessable spouse/nominated civil partner for the relevant year so they can complete and submit the Income Tax Return. This only relates to PAYE customers and does not apply to Income Tax registered customers.

If a customer elects to be the assessable spouse/nominated civil partner, they will be directed to complete the Income Tax Return for the relevant year.

Review your tax 2019 - 2022

Income Tax Return

You cannot currently complete an Income Tax Return for 2022 as you are not the assessable spouse for this tax year. Do you wish to elect to become the assessable spouse for 2022?

For more information about electing to become the assessable spouse click [here](#).

No

Yes

Review your tax 2019 - 2022

My Documents

Assessable spouse election form

I, Beatty Chyna, elect to be the assessable spouse for the 2022 tax year.

Check this box to confirm your declaration.



Sign and submit →

Review your tax 2019 - 2022



Thank you

You have elected to become the assessable spouse for the 2022 tax year. You may now submit an Income Tax Return for this tax year.

Next →

Figure 19: Non-assessable spouse/civil partner election screens

The assessable spouse/nominated civil partner can change until such time as the Income Tax Return has been submitted.

3.12 Capital Gains Tax (CGT)

The Income Tax Return does not provide for the return of Capital Gains Tax. If you disposed of any chargeable assets, you must complete a separate CGT return for that purpose.

3.13 Blocking Rules

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

4 Employment Detail Summary:

From 2019 onwards employers are no longer obliged to provide a Form P60 to their employees. The Employment Detail Summary replaces the Form P60 and can be used, as verification of income in dealings with third parties such as financial institutions, etc.

From 2019 your employer is no longer required to provide you with a P60. This information is now available in your Employment Detail Summary in myAccount. Click [here](#) to access these details.

Figure 20: Employment Detail Summary

4.1 How to view your Employment Detail Summary (EDS)

Sign into myAccount and from PAYE Services select 'View your Employment Detail Summary (EDS) documents'

PAYE Services

Manage Your Tax 2023: Update your tax record for this year and view your current payroll details as submitted by your employer/pension provider.

Review Your Tax 2019-2022: Complete your Income Tax Return and request your Statement of Liability.

Update Job or Pension Details: Register or cease your job or pension.

Claim Unemployment Repayment 2023: Apply for a repayment of Income Tax/ USC if you are out of work.

Create a Summary of Your Pay and Tax Details: Create a secure document (PDF) with your pay and tax details to share with a third party e.g. a financial institution.

Receipts Tracker: Record and manage receipts details and images for your expenses. Health expenses, Nursing Home expenses and Remote Working expenses can be claimed in real-time.

[Learn more](#)

- [Manage Your Tax 2023](#)
- [Review Your Tax 2019-2022](#)
- [Update Job or Pension Details](#)
- [Claim Unemployment Repayment 2023](#)
- [Create a Summary of Your Pay and Tax Details](#)
- [Receipts Tracker](#)
- [View your Employment Detail Summary \(EDS\) documents](#)**

Figure 21: PAYE Services screen

The Employment Detail Summary landing page will allow you to select the relevant year you wish to view your EDS. Where an EDS has been created, select view.

Revenue
Gníomhaíocht na Mionán
Toll, Tar and Customs

Employment Detail Summary My Documents

[← Back](#)

Employment Detail Summary

Filter by tax year...

TAX YEAR	DATE ISSUED	
2022	06/04/23	View
2021	-	Create EDS
2020	-	Create EDS
2019	-	Create EDS

[←](#) **1** [→](#)

Showing results 1-4 of 4

Figure 22: Employment Detail Summary Landing Page

Once selected, you will be brought to My Documents you can view all EDS documents created for that year. You will only see more than one EDS where a financial change was submitted by your employer after the previous EDS was created. The latest EDS is the corrected version. Select 'View PDF'

The screenshot shows the 'My Documents' interface for the year 2022. On the left, there is a navigation menu with options: Summary, Unread documents, 2024, 2023, 2022 (selected), 2021, 2020, 2019, and Archive. The main area is titled 'Your 2022 documents' and contains a table with the following columns: Document name, Tax year, Date issued, and a 'View PDF' link. The table lists two 'Employment Detail Summary' documents for the year 2022. The first document, issued on 11/04/2023, has its 'View PDF' link highlighted with a red box. The second document, issued on 06/04/2023, also has a 'View PDF' link.

Figure 23: Select 'View' to create the Employment Detail Summary

The document is an 'Employment Detail Summary 2019'. At the top, it includes the Revenue logo and contact information for the Personal Division PAYE Services. The recipient's address is listed as MR KERTZMANN, FLORIDA, 73 TEST ROAD, CASTLE VIEW, DUBLIN 1. The document date is 17 Apr 2023. Below the header, there is a section for 'Job/pension details' and 'Pay, Income Tax, USC, LPT and PRSI details'. The 'Job/pension details' section includes: Employer/pension provider name (Addison Graham), Employer/pension provider no. (03714021RH), Employment ID (1), and Start Date (01/01/2015). The 'Pay, Income Tax, USC, LPT and PRSI details' section includes: Gross pay (€20,000.00), Pay for Income Tax (€20,000.00), Income Tax paid (€1,700.00), Taxable benefits (€0.00), Pay for USC (€20,000.00), USC paid (€350.00), LPT deducted (€0.00), Employee PRSI paid (€250.00), and Employer PRSI paid (€1,000.00). The 'PRSI classes' section includes: PRSI class (A1) and Number of Insurable weeks (52).

Figure 24: Employment Details Summary

4.1 How to create an Employment Detail Summary (EDS)

Follow the previous instructions to get to the EDS landing page below. Select the year for which you wish to create an EDS. Select 'Create EDS'.

Employment Detail Summary

Filter by tax year...

TAX YEAR	DATE ISSUED	
2022	06/04/23	View
2021	-	Create EDS
2020	-	Create EDS
2019	17/04/23	View

Showing results 1-4 of 4

Figure 25: Employment Detail Summary select 'Create PDF'

The below page will show your employment(s) details with the option to create the EDS. Select 'Create Document'

Employment Detail Summary 2021

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected.

You can view each payroll submission by selecting 'View job/pension details'.

You can create a document you can save or print by clicking 'Create document'.

[Create document](#)

Your jobs or pensions

Addison Graham (03714021RH)	View job/pension details
Employment ID	1
Start date	01/01/2015
Pay, Tax, USC, LPT and PRSI details	
Gross pay ⓘ	€0.00
Pay for Income Tax ⓘ	€0.00
Income Tax paid	€0.00
Taxable benefits	€0.00
Pay for USC ⓘ	€0.00
USC paid	€0.00
LPT deducted	€0.00
Employee PRSI paid ⓘ	€0.00
Employer PRSI paid ⓘ	€0.00

Figure 26: Create EDS screen

You will receive the following message to confirm your EDS has been created and is available in My Documents. The option to proceed directly to view the EDS is available when you select the 'My Documents' button.

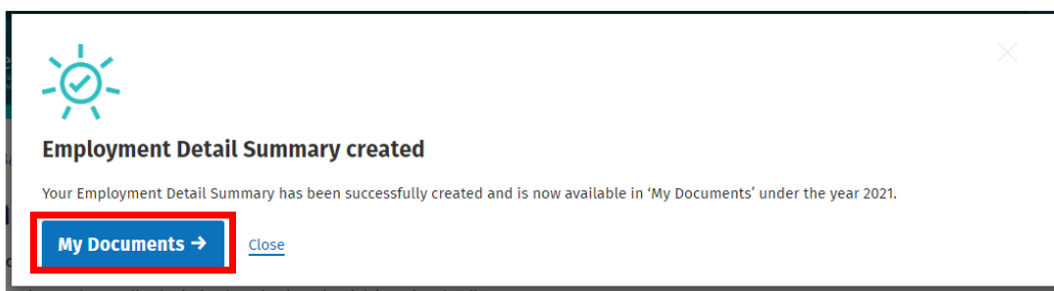


Figure 27: My Documents link

4.2 Creating an EDS where financial changes have been made since the previous EDS was created for a particular year.

Follow all the previous steps to the EDS landing page and select View 'EDS'. You will be provided with the option to create an EDS. Select the 'Create Document' button.

Employment Detail Summary 2021

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected.

You can view each payroll submission by selecting 'View job/pension details'.

You can create a document you can save or print by clicking 'Create document'.

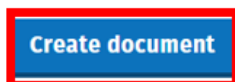


Figure 28: Create document screen

You will be brought to the MyDocuments page where the newly created EDS will be available to view.

[← Back to myAccount](#)

My Documents

Summary

Unread documents

- 2024
- 2023
- 2022
- 2021
- 2020
- 2019
- Archive

Your unread documents

Document name	Tax year	Date issued	
Employment Detail Summary	2021	17/05/2023	View PDF

Your documents by year

2024

2023

2022

2021


2020

2019

Archive

Figure 29: 'My Documents' overview screen

In all correspondence please quote:
PPS No:



Aisling Ni Mhaoleoin
Personal Division
PAYE Services
14/15 Upper O'Connell Street
Dublin 1

MR KERTZMANN
FLORIDA
73 TEST ROAD
CASTLE VIEW
DUBLIN
DUBLIN 1

Enquiries: 1 7383636
17 May 2023

Employment Detail Summary 2021

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected

Job/pension details	
Employer/pension provider name	Addison Graham
Employer/pension provider no.	
Employment ID	1
Start Date	01/01/2015
Pay, Income Tax, USC, LPT and PRSI details	
Gross pay	€0.00
Pay for Income Tax	€0.00
Income Tax paid	€0.00
Taxable benefits	€0.00
Pay for USC	€0.00
USC paid	€0.00
LPT deducted	€0.00
Employee PRSI paid	€0.00
Employer PRSI paid	€0.00

Figure 30: Employment Detail Summary

4.3 Employment Detail Summary (EDS) - paper version

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

5 Review Your Tax-options.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

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[...]