Receipts Tracker in myAccount and ROS

Part 38-06-06

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1   Background

The Receipts Tracker can help you easily keep track of and save receipts, images and expense details securely to Revenue storage. Receipts Tracker is available in myAccount or ROS on www.revenue.ie and can be accessed on your computer, laptop or mobile device. If you wish to access in the Irish Language, you can select 'Gaeilge' on the top right of the Revenue homepage.

Figure 1: Revenue homepage

2   Benefits of using Receipts Tracker

When you save receipts details and/or images to Revenue storage, you:

a) can see your receipt details on your online annual income tax return, making it quicker and easier to complete[1].

b) don't have to retain original receipts for Revenue purposes for a period of 6 years. However, you must ensure that uploaded images relate to the expense details to be recorded are clear, readable and complete.

c) can claim tax credits in real time in the current year for
   - Health Expenses
   - Nursing Home Expenses
   - Dental Expenses (non-routine)[2]
   - Remote Working Expenses

d) will reduce potential contact from a Revenue caseworker in the event of verification checks being undertaken on your claims or Income Tax Returns.

3   How to sign-in to Receipts Tracker

To sign-in to the Receipts Tracker you will need to be registered for myAccount or ROS. PAYE-only customers should use myAccount while self-employed/chargeable customers should register for ROS.

4   How to access Receipts Tracker in myAccount

You can access myAccount in two ways:

1. If you have a verified MyGovID you can use your MyGovID details to sign in.

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[1] Receipts recorded under Trade, Rental and Other categories are available in the Receipts Tracker on myAccount or ROS to assist the completion of your income tax return.

[2] A MED 2 certificate supplied by your dental practitioner must be uploaded.

2. On the 'Sign In' page enter your PPSN, Date of Birth, Password and click 'Sign In'.

Figure 2: myAccount 'Sign In' screen

If you are not registered for MyGovID you can do so at www.mygovid.ie to create an account

If you are not registered for myAccount or have forgotten your password, you can do so by clicking 'Register Now' or 'forgot password' and follow the steps on screen.

The two-step verification process must be completed in order to access the PAYE services available. A six-digit verification code will be sent to your mobile device every time you log in. More information about using myAccount is available here.
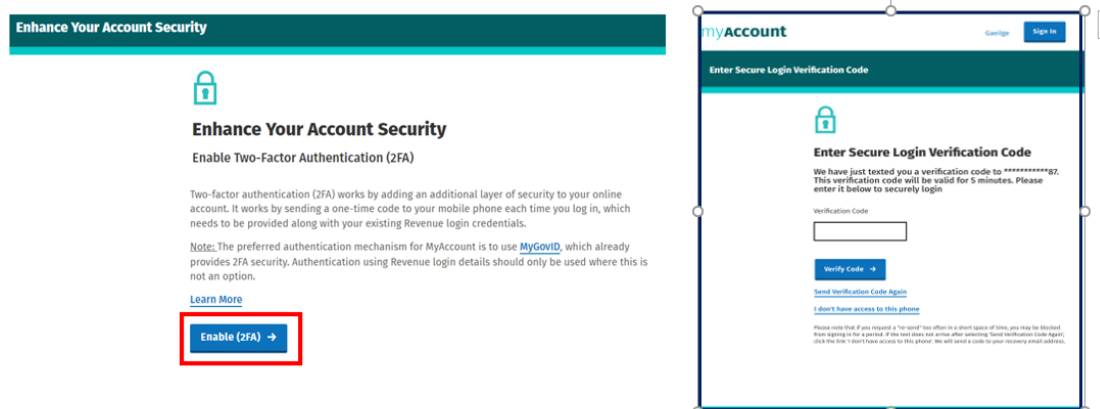
Figure 3: 'Secure Login Verification' Screens

When you have logged in to myAccount, you can access 'Receipts Tracker' from the 'PAYE Services' or 'Manage My Record' sections. You can view and upload receipts details and expenses to Revenue storage for the current and the previous 4 years.
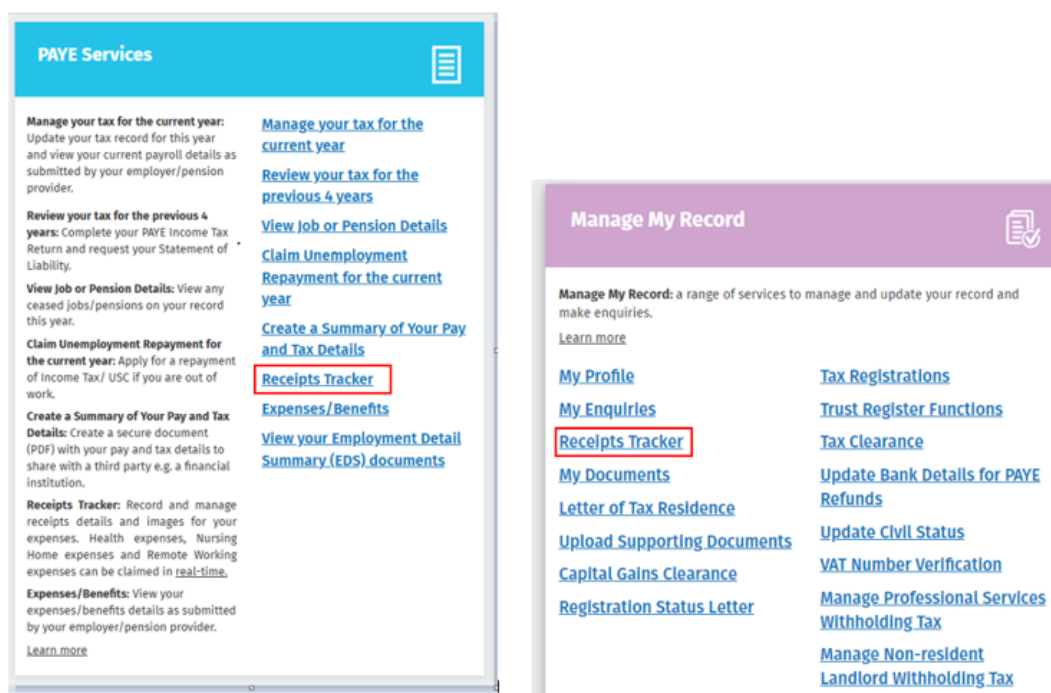

Figure 4: Receipts Tracker in 'PAYE Services' and 'Manage My Record' screens

4.1   Using Receipts Tracker for Real Time Credits

Tax relief can be claimed in real time in respect of Health Dental (non-routine), Nursing Home and Remote Working Expenses. You can upload receipts by selecting 'add receipt' and following the onscreen instructions.

You can view all receipts for a particular year by selecting 'View 20XX receipts' or you can view receipts by category by selecting 'Category Breakdown'.

You must provide the following details for each receipt entered:

- date expense paid

- category

- type

- amount of expense paid by you

Additional details must be entered for some categories of receipts. For example, the name of the nursing home for Nursing Home expenses or if you received a tax-free amount up to €3.20 per day from your employer for remote working expenses or the name of the student for Tuition fee(s).

For expenses paid in 2021 and onwards, the details of any refunded amounts you received for these expenses (e.g., refund from Insurance company) are mandatory and must be included.

When your claim has been processed, an amended Revenue Payroll Notification (RPN) will be made available to your employer. An amended Tax Credit Certificate (TCC) will be available in My Documents to reflect the changes to your credits.

You will receive the benefit of the additional credits claimed when your employer next processes your payroll.

If you submit a claim close to the end of the year or after your employer has run the last payroll for the current year, you may not receive the tax credit in your pay in that year.   You will be able to review your tax position for the year in early January by submitting an income tax return. You can access this service by selecting the 'Review your tax' link on the 'PAYE Services' section in myAccount.

For more information on how to claim Real Time Credits see TDM Part 38-06-04 - PAYE Services: Manage Your Tax.

4.2   How to find information on qualifying expenses

You can record receipt details under the following categories and sub-categories/ types of expenses:

Category	Sub-Categories/Types of expenses			
Health	General	Dental (non-routine)	Nursing home	Dental and health expenses refunded	Nursing home fees refunded
Remote Working	Heat/Electricity	Broadband			
Rental	Repairs	Interest	Other expense	Capital Expenditure	
Stay and Spend	Accommodation	Accommodation and food	Food		
Trade	Expenses	Capital expenditure			
Other	Pension	Tuition fees	Other Receipts	Documentation	

Table 1: List of expense categories and sub-categories

The links in Table 1 provide detailed information about qualifying expenditure and expenses that are available to claim on www.revenue.ie.

4.3   Uploading images, file formats and image/PDF file size

You can upload different file formats using the Receipts Tracker. The type of files that you generate will depend on your particular operating system, computer or mobile device.

The following image file formats can be uploaded:
- .jpg
- .jpeg
- .png

Alternatively, you can also upload a PDF for the expense you are claiming.

You can add up to three images for each individual expense that you are recording. You can view or remove the image. If you remove the image for a mandatory category you must upload another image. Each image cannot exceed 2MB in size.

If you do not save an image of a receipt on the Receipts Tracker, you must retain the original receipt for 6 years.

5   How to access Receipts Tracker on ROS

The Receipts Tracker is available on ROS on www.revenue.ie. If you wish to use ROS in the Irish language, select 'Gaeilge' on the top right-hand side of the sign-in screen.

Figure 5: 'ROS and Gaeilge' options on Revenue homepage

If you are a ROS registered customer, you can access ROS by selecting your ROS certificate and entering your password.
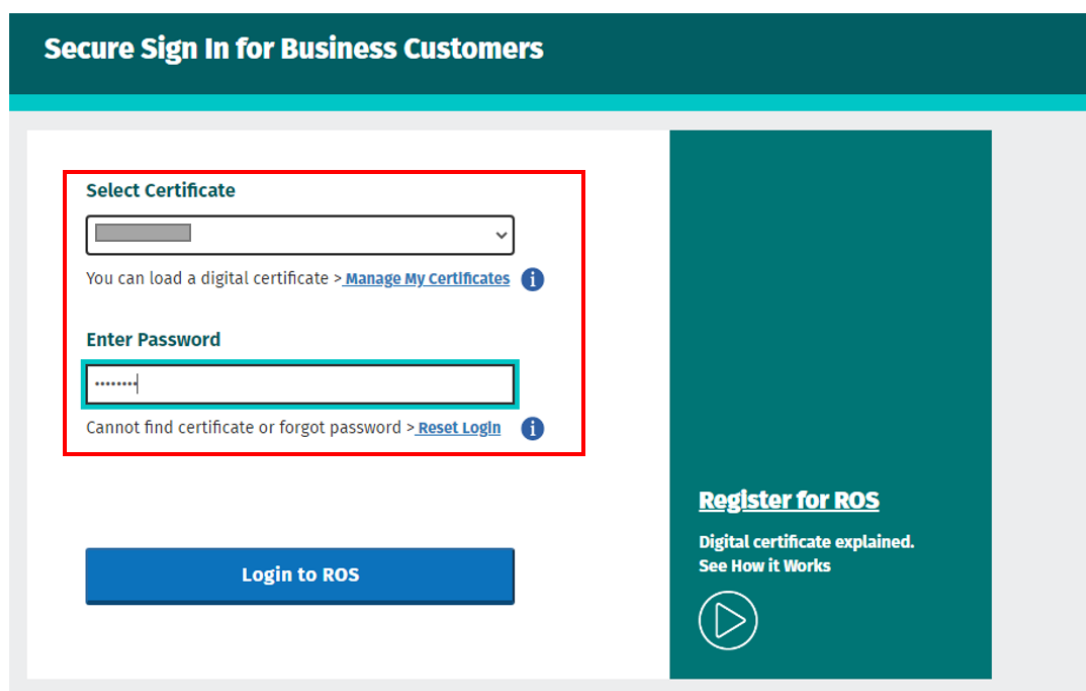
Figure 6: ROS Secure Login page

Once you have accessed your ROS account, you should scroll down to 'Other Services' and click on 'Receipts Tracker'.
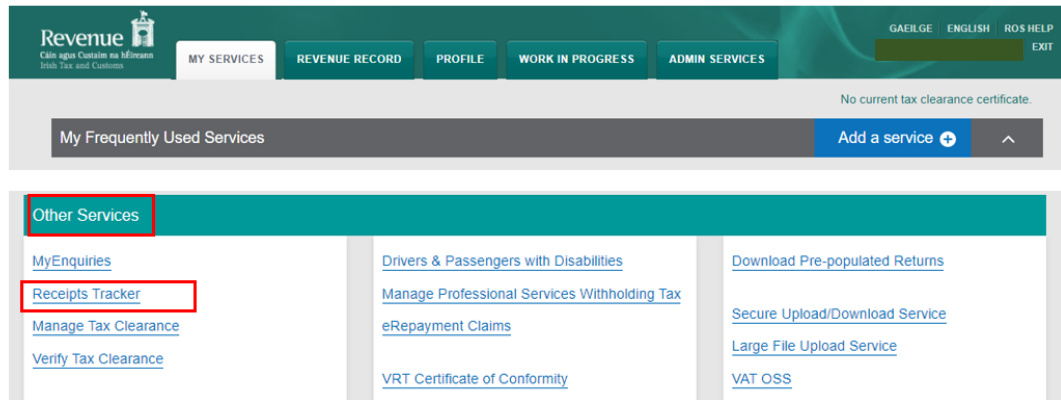
Figure 7: 'Receipts Tracker' on 'Other Services' screen

To upload receipts details and expenses, view previously uploaded receipts or make a claim for Real Time Credits using the Receipts Tracker, please follow the onscreen instructions.

6 Agent access to upload receipts details and images

Agents who are registered for PAYE on behalf of their customers can access the Receipts Tracker to upload receipt details clicking on 'Manage Your Tax 20XX' on the 'other services' screen.
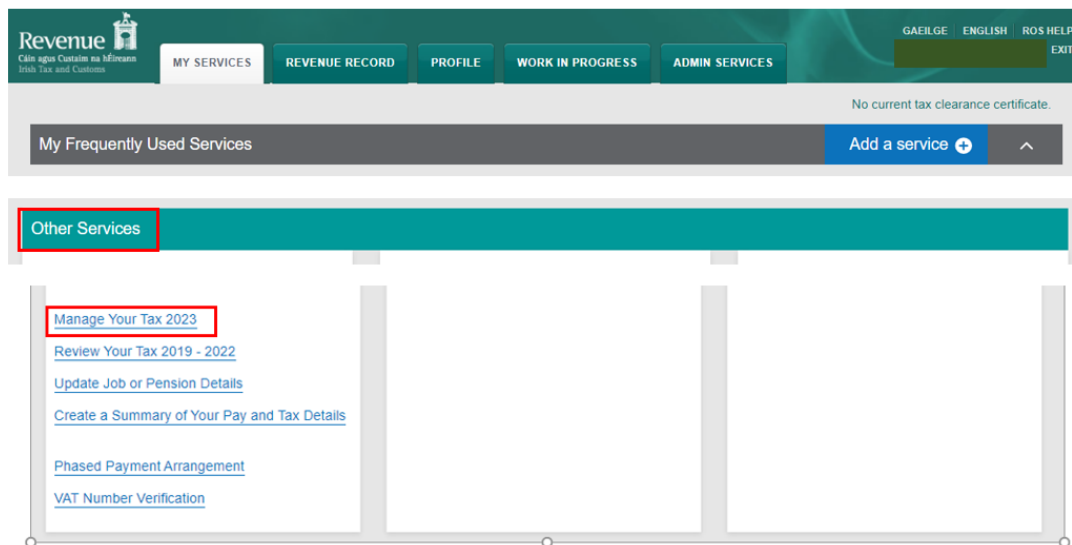

Figure 8: Agent access to 'Manage Your Tax 20XX' on 'other services' screen

Agents can upload the receipts for the current year by clicking on 'Manage receipts'.
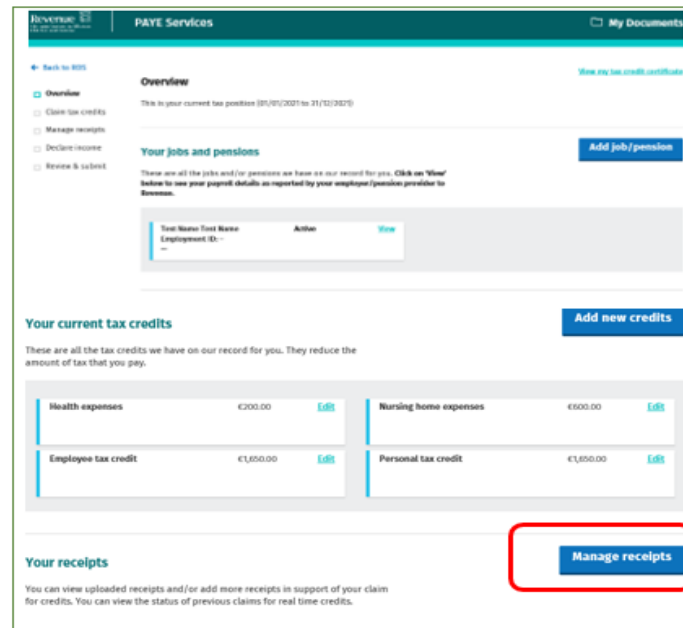
Figure 9: 'Manage receipts' screen

7   Trouble shooting and help

7.1   Revenue help

If you experience difficulty using Receipts Tracker you can contact Revenue Online Service Helpdesk on 01 738 3699 (+353 1 738 3699 for international callers) between 09:00 and 17:00 (Monday to Friday) or email roshelp@revenue.ie.

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