

Jobs and Pensions

Avoid emergency tax

If you haven't already done so, please

- 1. Register for myAccount at www.revenue.ie/myaccount today
- 2. Once you receive your temporary password, sign in to myAccount and create a new password
- 3. Enter the details of your job in the Jobs and Pensions service in myAccount
- 4. Your tax credit certificate will be available to view in myAccount (PAYE Anytime Card) and will be sent to your employer.
- Anyone starting work for the first time must register for and notify us of their new job through the Jobs and Pensions service in My Account

- My Account Registration

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Revenue Self Service

myAccount

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[About myAccount](#)
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myAccount is a single access point for secure online services (excluding ROS) such as PAYE Anytime, eForm 12, LPT, HRI, eTax Clearance and more using a single login and password.

ROS

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[Get Desktop Apps](#)
[MyEnquiries](#)
[eTax Clearance](#)

Local Property Tax LPT

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[Guidance](#)

More...

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[Register for VAT MOSS](#)
[Mortgage Interest Relief](#)
[VRT Calculator](#)
[Report Tax Evasion / Shadow Economy Activity](#)

registration form

password

What do I need to register?

- 1 PPS number
- 2 Date of Birth
- 3 Mobile number or landline number
- 4 Email address
- 5 Home address

To get instant access, verify your identity with 2 of the following:

- Irish driving licence number
- Information from your P60
- Information from your Income Tax notice of assessment or acknowledgement of self assessment

Who can register?

Individuals who are not registered for ROS.

This mainly includes:

- ✓ PAYE taxpayers
- ✓ LPT taxpayers
- ✓ Business customers who do not have an active digital certificate for ROS
- ✓ New taxpayers

[Start Registration →](#)



myACCOUNT

[Gaeilge](#)

[Sign In](#)

Step 1: Complete the registration form

Question 1

What is your PPS number?

Example: 1234567AA or
1234567A

[▶ I don't know my PPS number](#)

[Next →](#)

Step 1: Complete the registration form

[← Back](#) Question 2

How would you like to get your temporary password?

By text (today)

By email (today)

By post (up to 5 working days)

Next →

You will need:

- 1 Your PPS number
- 2 Mobile number or landline number
- 3 Email address
- 4 Your home address

Step 1: Complete the registration form

[← Back](#)

Question 3 of 7

What is your name?

First name

Example: Mary

Family name

Example: Murphy

Next →



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Sign In

Step 1: Complete the registration form

[← Back](#)

Question 4 of 7

What is your date of birth?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

DD

MM

YYYY

Next →

[← Back](#) Question 5 of 7

What is your address?

Street address

Address line 2 (optional)

City or town

County or country

Eircode (if known)

[▶ What Is an Eircode?](#)

Next →

Step 1: Complete the registration form

[← Back](#) Question 6 of 7

What is your mobile number?

Mobile number

Example: 0871234567 or
+447123456789 (International
Format for Non-Irish Mobile
Numbers)

[▶ I don't have a mobile number](#)

Next →

Step 1: Complete the registration form

[← Back](#) Question 7 of 7

What is your email address?

myAccount notifications will be sent to this email address. It is important that you use a valid email address to which only you have access.

Example: mmurphy@email.ie

[Next →](#)

Step 1: Complete the registration form

Are these details correct?

Please check that your details are correct before submitting them for verification.

PPS number		Edit	
Name		Edit	
Date of blrth		Edit	
Address		Edit	
Email address		Edit	
Mobile number		Edit	
Landline number		Edit	

[Submit for verification →](#)

After you are registered for My Account

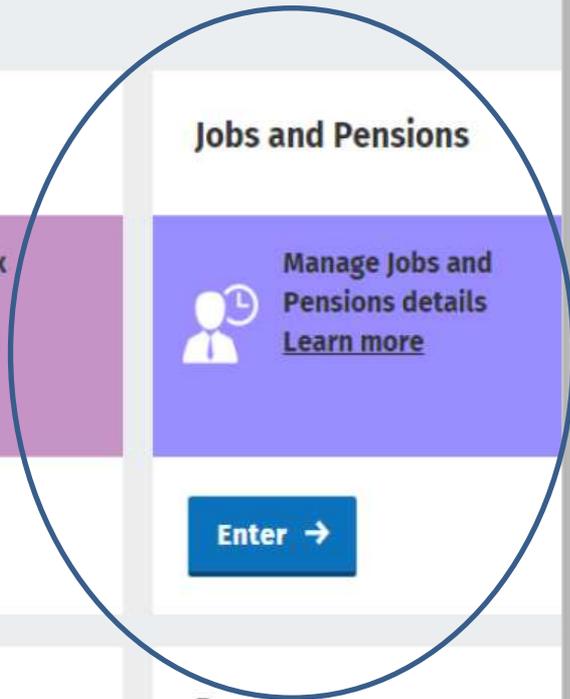
Login to My Account and go to
Jobs and Pensions Card

Input Employment on for Jobs and Pensions

Receive a tax credit in Paye Anytime Card

Tax services

<h3>PAYE Anytime</h3> <p>Manage your tax record, declare income and claim refunds Learn more</p> <p>Enter →</p>	<h3>Form 12</h3> <p>Submit a return of income and a claim for tax credits Learn more</p> <p>Enter →</p>	<h3>Tax Clearance</h3> <p>Apply for Tax Clearance assessment Learn more</p> <p>Enter →</p>	<h3>Jobs and Pensions</h3> <p>Manage Jobs and Pensions details Learn more</p> <p>Enter →</p>
<h3>Tax Registrations</h3> <p>Manage your tax Registrations</p>	<h3>Drivers & Passengers with Disabilities</h3> <p>Apply for Tax Relief on adapted vehicles</p>	<h3>My Enquiries</h3> <p>Tell us your query and we will get back</p>	<h3>Payment</h3> <p>Payment Learn more</p>



Hello Elizabeth

Gaeilge

Sign out



myAccount

[← myAccount home](#)

Jobs and Pensions

Section 1 of 4

Adding a job or pension

[Start →](#)

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)

Just left or changing a job or pension soon? You should not add a new job or pension until your old employer or pension provider has told us that you have left. If you add your new job or pension before then, it will be treated as a second job or pension.

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

Hello Elizabeth

Gaeilge | Sign out



myAccount

Jobs and Pensions

← Back Section 1 of 4

Jobs and pensions for 2016

Active

[View details](#)

[Add Job →](#)

[Add pension →](#)

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Language: [Gaeilge](#)

Hello Elizabeth

[Gaeilge](#) [Sign out](#)



my

Additional job or pension?



There is already an active job or pension on record. If you have just left or are changing a job or pension you should wait until your employer or pension provider has told us. If you add your new job or pension now any tax credits you have will remain with the job or pension already on record.

[▶ Why does this matter?](#)

[Add Job →](#)

Or

[Cancel](#)

[Add pension →](#)

Hello Elizabeth

[Gaeilge](#) [Sign out](#)



myAccount

Jobs and Pensions

[← Back](#) Section 1 of 4

What is the employer's tax registration no?

Example: 1234567AA or 1234567A

[▶ Where can I find this?](#)

[Next →](#)

Employer name

[▶ I don't recognise this name](#)

Job start date

30	09	2016
----	----	------

DD MM YYYY

[▶ What is the start date?](#)

How often are you paid?

Weekly

Staff number (optional)

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

Yes No

[▶ What is a proprietary director?](#)

Next →

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.

What are flat rate expenses?

No - the appropriate industry is not listed below

Or

- Actor (freelance)
- Airline Industry
- Builders & Related Trades
- Cosmetology
- Driving instructor
- Education
- Engineering & Electrical
- Fishing
- Horse Racing Industry
- Hospital/Health Services
- Hotel & Bar Trade
- Journalism
- Mining Industry
- Motor repair and motor assembly
- Optometrists/Dispensing Opticians
- Panel Beaters / Sheet metal Workers
- Printing Bookbinding and allied trades
- Public Sector
- Religious
- Retail
- Shipping
- Transport
- Veterinary

Next

Hello Elizabeth

Gaeilge

Sign out



myAccount

Jobs and Pensions

[← Back](#) Section 2 of 3

Do you expect to receive less than €13,000 in total incomes and earnings for 2016 (excluding any payments from the Department of Social Protection)?

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

Yes

No

Next →

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Language: [Gaeilge](#)

Jobs and Pensions

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Section 3 of 3

Are these details correct?

Section 1: Job details [Edit](#)

Employer's tax registration no.

Employer name

Job start date

You are paid

Staff number

Proprietary director relationship

Flat rate expenses



Section 2: Overall Incomes [Edit](#)

Universal Social Charge

Exempt

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](#)

Thank you.

Your details have been submitted.

Reference number: **5923513348**

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. You can declare additional incomes and manage your tax credits on PAYE Anytime.

[Go to myAccount homepage →](#)

Thank you.

Your information will be reviewed and we may need to contact you to confirm some details.

Reference number: **5871738557**

Once approved, your new Tax Credit Certificate will be available to view online.

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. You can declare additional incomes and manage your tax credits on PAYE Anytime.

[Go to myAccount homepage →](#)

- Where is the tax credit Certificate ?
- My Account in Paye Anytime Card

Revenue
Clár agus Cústair na hÉireann
Irish Tax and Customs

English Gaeilge **PAYE anytime**

Log out
ELIZABETH SHANAHAN

Overview Your Profile 2016 2015 2014 2013 2012 Your Requests History

Manage Your Tax Record

Reduce your taxes by claiming all the credits you're entitled to.

View your personal tax credits and income for previous years.

Claim any refunds (including health expenses) that may be due.
[Click here for help with this screen](#)

2016 Summary

Your tax credits (and any additional incomes) for tax year ending **December 31, 2016:**

4 **Tax Credits**

0 **Additional Incomes**

Are you entitled to more tax credits?

View your tax credits, additional incomes for 2016, and change or add new details.

Manage 2016 Tax Claim →

[Latest Tax Credits Certificate](#)

[Problems opening your Certificate?](#)

Previous Years

It's not too late to claim tax credits - including **health expenses**; or to declare other income for previous years.

2015 → 2014 →
2013 → 2012 →

Your Requests (0)

View your changes here before submitting them to your account.

Submit all changes →

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Our Employers Registration Number is

Revenue Paye Helpline for the South West
Region is:

1890 22 24 25