FIRST CLAIM FOR TAX REPAYMENT DURING UNEMPLOYMENT



Please read the INFORMATION NOTES overleaf BEFORE completing this form. **N.B. Form P45 Parts 2 & 3 MUST accompany this claim**

NAME and ADDRESS (Block Capitals)

	PPS Number
	Employer Number
	Unit Number
	Date of Cessation Day Month Y Of Employment
	Refer to your form P45 for answers to all Employer Name
MOUNT OF INCOME RECEIVED BY YOU SINCE ck (✔) the appropriate box below	THE DATE YOU BECAME UNEMPLOYED
Unemployment Benefit	Other Social Welfare Income - please state type:
Disability Benefit	
In the case of the above: Please state the date this income started	Gross weekly amount €
Number of children included in your claim	
Unemployment Assistance is not taxable. If you a	re in receipt of U/A, please indicate by ticking this box
Other Income - Please state source of income and g	
Are you making this claim on the basis that you an If answer is "yes" please state (a) country of destin (b) intended departure date	
De very intend to take up any language taken 10.1/h	
Jo you intend to take up employment abroad? Y/N	
Address abroad for correspondence	e to you lodged to your Bank Account please tick (✔) ill then be posted to your bank for lodgement.)
 Address abroad for correspondence If you wish to have any repayment that may be due and complete the following details: (The cheque w Name/Address/ 	ill then be posted to your bank for lodgement.)
Address abroad for correspondence If you wish to have any repayment that may be due and complete the following details: (The cheque w Name/Address/ Branch of Bank	Ill then be posted to your bank for lodgement.) Bank Sort Code
Address abroad for correspondence If you wish to have any repayment that may be due and complete the following details: (The cheque w Name/Address/ Branch of Bank DECLARATION	ill then be posted to your bank for lodgement.) Bank Sort Code Account Number
Address abroad for correspondence If you wish to have any repayment that may be due and complete the following details: (The cheque w Name/Address/ Branch of Bank DECLARATION	ill then be posted to your bank for lodgement.) Bank Sort Code Account Number WHICH MUST BE SIGNED
Address abroad for correspondence If you wish to have any repayment that may be due and complete the following details: (The cheque w Name/Address/ Branch of Bank DECLARATION I declare that I am unemployed and that all particulars in the	ill then be posted to your bank for lodgement.) Bank Sort Code Account Number Account Number WHICH MUST BE SIGNED his form are correct to the best of my knowledge and belief.

obtaining repayment of income tax is liable to heavy penalties

ALL SECTIONS AND THE DECLARATION MUST BE COMPLETED IN ALL CASES

(Where this form is not completed in full, it may be necessary to return it to you which may delay processing your claim.)

1. Am I entitled to a tax refund?

If tax has been deducted from your pay since 1 January and you are now unemployed you **may** be entitled to a tax refund.

2. When do I apply for a refund?

You should wait a minimum of **four weeks** from the date you became unemployed before you apply for a tax refund. If however you are in receipt of any taxable sources of income (which would include taxable income from the Department of Social & Family Affairs) you should wait a minimum of **eight weeks**.

3. How much tax is refunded?

If you are entitled to a tax refund the amount of the refund will depend on:

- the length of time you have been unemployed
- the amount of tax you have paid
- whether you have arrears of tax.

4. How do I apply?

Complete the form overleaf and send it to your Regional Revenue Office together with:

Form P45 (Parts 2 & 3) given to you by your last employer,

AND

Where applicable, supporting documentation in respect of tax deducted from any casual earnings or any other source of income returned overleaf.

5. What happens next?

Your Revenue Office will send you details of the refund (if any).

Certain amounts payable to you from the Department of Social & Family Affairs may not be liable, in full, to income tax. In calculating your repayment, Revenue will exclude any amounts which are not taxable.

Further Information

You can get further information by phoning (within ROI only) your Regional Revenue Office, the LoCall number for which is listed below:

 Border Midlands West Region Cavan, Donegal, Galway, Leitrim, Longford, Louth, Mayo, Monaghan, Offaly, Roscommon, Sligo, Westmeath 	1890 777 425
 Dublin Region Dublin (City and County) 	1890 333 425
 East & South East Region Carlow, Kildare, Kilkenny, Laois, Meath, Tipperary, Waterford, Wexford, Wicklow 	1890 444 425
 South West Region Clare, Cork, Kerry, Limerick 	1890 222 425

If you are calling from outside the Republic of Ireland, please telephone 00 353 (1) 702 3011. Alternatively, you can visit the Revenue website at **www.revenue.ie**

