



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 Of Employment Day Month Year

Refer to your form P45 for answers to above

Employer Name

AMOUNT OF INCOME RECEIVED BY YOU SINCE THE DATE YOU BECAME UNEMPLOYED

Tick (✓) the appropriate box below

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 are in receipt of U/A, please indicate by ticking this box

Other Income - Please state source of income and gross amount received to date

1. Do you intend to resume employment in Ireland before 31 December next? Y/N

If the answer is "no", state reason:

If resuming education, state name of school/college

2. Are you making this claim on the basis that you are going abroad ? Y/N

If answer is "yes" please state (a) country of destination,

(b) intended departure date

(c) duration of stay abroad

3. Do you intend to take up employment abroad? Y/N

4. Address abroad for correspondence

5. If you wish to have any repayment that may be due to you lodged to your Bank Account please tick (✓) and complete the following details: (The cheque will then be posted to your bank for lodgement.)

Name/Address/ Branch of Bank

Bank Sort Code - -

Account Number

DECLARATION WHICH MUST BE SIGNED

I declare that I am unemployed and that all particulars in this form are correct to the best of my knowledge and belief.

Signature:

Date:

Tel No.

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:

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|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| ♦ 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