

# Form 12A

## Application for a Tax Credit Certificate



Please complete relevant sections in **BLOCK LETTERS**

### Personal Details

First Name	<input type="text"/>	Male	<input type="checkbox"/>
Surname	<input type="text"/>	Female	<input type="checkbox"/>
Address	<input type="text"/>	Date of Birth (DD/MM/YY)	<input type="text"/>
		PPS No.	<input type="text"/>
		Nationality	<input type="text"/>

If you have a PPS No. but cannot provide it, state:

Your Birth Surname	<input type="text"/>	Your Mother's Birth Surname	<input type="text"/>
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**Civil Status** - Insert ☒ in the relevant section below:

Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	In a Civil Partnership	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	A Surviving Civil Partner	<input type="checkbox"/>	Married but living apart	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	A Former Civil Partner	<input type="checkbox"/>	In a Civil Partnership but living apart	<input type="checkbox"/>

Insert ☒ in the box(es) if you, your spouse or civil partner hold a 'full' medical card

(a 'GP only' medical card is not a 'full' medical card)

Self ☐

Spouse or Civil Partner ☐

State medical card expiry date (MM/YY)

Self

Spouse or Civil Partner

### Residence Details

**If you lived outside Ireland during the last 24 months state:**

Date you went abroad (DD/MM/YY)  Date of arrival or return to Ireland (DD/MM/YY)

Country of residence prior to arrival here  Intended duration of your stay (i.e. number of years/months)

If you are married or in a civil partnership confirm if your spouse or civil partner resides in Ireland Yes ☐ No ☐

If your spouse or civil partner resides abroad, state his/her country of residence

### Employment or Pension Details

Employer's or Pension Company's Name	<input type="text"/>
Employer's or Pension Company's PAYE Registered No. (available from your employer or pension company)	<input type="text"/>
Staff or Personnel No. (if any)	<input type="text"/>
Occupation (e.g. Carpenter, Nurse, etc.)	<input type="text"/>
Date employment commenced (DD/MM/YY)	<input type="text"/>
Is this your first job in Ireland?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to your employer by marriage, civil partnership or otherwise?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes', state relationship (e.g. spouse, civil partner, son, daughter, etc.)	<input type="text"/>

### Declaration

I declare that, to the best of my knowledge and belief, all the particulars given in this form are stated correctly

Signature	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Telephone or E-mail	<input type="text"/>		

## Income from 1 January last to date

If you and/or your spouse or civil partner are/were in receipt of income from the Department of Social Protection state:

Type of payment	<input type="text"/>	Weekly amount	€ <input type="text"/>
(e.g. State Pension, Illness Benefit, Jobseeker's Benefit, Maternity Benefit, Adoptive Benefit, Health & Safety Benefit, etc.)			
Date payment commenced (DD/MM/YY)	<input type="text"/>	Date payment ceased, if ceased (DD/MM/YY)	<input type="text"/>
If previously employed in Ireland, state: Name & Address of last employer			
Date this employment ceased (DD/MM/YY)	<input type="text"/>	<input type="text"/>	

## Details of any other income

Income derived from all sources must be declared (e.g. Maintenance payments where tax was not deducted, Irish Rental Income, Investment Income, Foreign Income or Foreign Pensions received, etc.)

Description of Income	Annual Amount € (Self)	Annual Amount € (Spouse or Civil Partner)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Claim for Tax Credits

Insert ☒ in the box(es) below to claim tax credits that may be due to you:

Single Person's Tax Credit <input type="checkbox"/>	PAYE Tax Credit <input type="checkbox"/>	*Home Carer Tax Credit <input type="checkbox"/>
Married or Civil Partner Tax Credit <input type="checkbox"/>	*Single Person Child Carer Credit <input type="checkbox"/>	*Dependent Relative Tax Credit <input type="checkbox"/>
Widowed Person or Surviving Civil Partner Tax Credit <input type="checkbox"/>	*Incapacitated Child Tax Credit <input type="checkbox"/>	*Blind Person's Tax Credit <input type="checkbox"/>
Age Tax Credit (if either you, your spouse or civil partner is aged over 65) <input type="checkbox"/>	*Widowed Person or Surviving Civil Partner with qualifying child Tax Credit <input type="checkbox"/>	*Incapacitated Person - Relief for Employing a Carer <input type="checkbox"/>

Credits marked with \* may require more detailed information and you will be contacted in relation to your claim

## Civil Status

If you are married or in a civil partnership and are claiming Married Person or Civil Partner Tax Credit state your spouse's or civil partner's:

Name	<input type="text"/>	Nationality	<input type="text"/>
Date of Birth (DD/MM/YY)	<input type="text"/>	Country of Residence	<input type="text"/>
Date of marriage or civil partnership registration (DD/MM/YY)	<input type="text"/>	PPS No.	<input type="text"/>
Employer's or Pension Company's Name	<input type="text"/>		
Employer's or Pension Company's PAYE Registered No. (available from his/her employer or pension company)	<input type="text"/>		
Staff or Personnel No. (if any)	<input type="text"/>		

If you are widowed or a surviving civil partner and this is your first claim for Widowed Person or Surviving Civil Partner Tax Credit state:

Date of death of your deceased spouse or civil partner (DD/MM/YY)	<input type="text"/>	His or her PPS No.	<input type="text"/>
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If you are married but living apart, in a civil partnership but living apart, divorced or a former civil partner, and this is your first tax claim since your civil status changed state:

Date your civil status changed (DD/MM/YY) (attach a copy of any legal documents covering same)	<input type="text"/>	His or her PPS No. (if known)	<input type="text"/>
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If you need further information on any point, please call your Revenue office, the number for which is listed on the attached Helpsheet.

# Application for a Tax Credit Certificate

You will need to complete Form 12A to apply for your Tax Credit Certificate if you are starting your first employment in Ireland.

## What is a Tax Credit Certificate?

A Tax Credit Certificate is a notice which issues to you that shows your tax credits and rate bands.

## How do I apply for my Tax Credit Certificate?

Complete the appropriate sections on Form 12A. Your claim will be processed promptly if you quote your Personal Public Service (PPS) Number, your Employer's or Pension Company's PAYE Registration Number, and you complete all relevant sections of the form. Send the completed form to your Revenue office or call in person with the completed form. Both you and your employer will be notified of your tax credits and ratebands. Your employer will then make the necessary Income Tax and Universal Social Charge (USC) deductions from your salary.

## How do I obtain my Personal Public Service Number (PPS Number)?

Personal Public Service (PPS) numbers are allocated by the Department of Social Protection (DSP). If you do not have a PPS number, you must register with a DSP local office **before** you apply for your Tax Credit Certificate.

**Leaflet SW100 - Personal Public Service Number**, issued by the DSP gives further information on how to register for your PPS number. The leaflet is available to view or download from [www.welfare.ie](http://www.welfare.ie). A list of DSP offices where you can register is also available on their website.

## General Information for individuals coming to live in Ireland.

Your entitlement to tax credits depends on your residence position, therefore it is important to tell your Revenue office what your intentions are with regard to residing in Ireland.

Irish nationals returning to work in Ireland and nationals from other countries coming to work in Ireland, must complete the Residence Details section on the Form 12A. If you intend living here for a temporary period, state the expected duration of your stay. This information will assist your Revenue office in determining your tax credit entitlements.

For further information see Leaflet **RES 1** on [www.revenue.ie](http://www.revenue.ie).

## What is Emergency Basis?

If your employer/pension company has not received:

- your PPS number, or
- a Tax Credit Certificate for your current employment, or
- a P45 from your previous employer,

income tax and USC on the emergency rates will be deducted from your salary.

For further information, see **Revenue's guide to the Emergency Basis** and the current **Emergency rates of Income Tax and USC** on [www.revenue.ie](http://www.revenue.ie).

It is very important that you obtain your Tax Credit Certificate as quickly as possible to avoid Emergency Tax and/or Emergency USC deductions.

## myaccount

**myaccount** is a single access point for all Revenue's secure services and is the quickest and easiest way to manage your tax affairs.

Once registered for PAYE and you have received a Tax Credit Certificate, you should then register for **myaccount** on **www.revenue.ie**. You will be able to access a range of services from **myaccount** such as **PAYE Anytime**, which is Revenue's online service for employees.

With **PAYE Anytime** you can claim tax credits, declare additional income and update your personal information.

For further information, including the address of your Revenue office, visit **www.revenue.ie** or phone your Revenue LoCall Service whose number is listed below.

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

Please note that the rates charged for the use of the 1890 (LoCall) numbers may vary among different service providers. If calling from outside the Republic of Ireland phone +353 1 702 3011.

### Accessibility

If you are a person with a disability and require this form in an alternative format, the Revenue Access Officer can be contacted at **accessofficer@revenue.ie**.