



FIRST CLAIM FOR TAX REPAYMENT DURING UNEMPLOYMENT

Please read the INFORMATION NOTES overleaf BEFORE completing this form.

NAME and ADDRESS (Block Capitals)

PPS Number

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Employer Number

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Unit Number

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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

Please state the date this income started

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Gross weekly amount €

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Number of children included in your claim

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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 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 and

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(c) duration of stay abroad

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

4. Address abroad for correspondence if known

5. If you wish to have any repayment due lodged to your Bank Account please tick (✓) here and supply the following details:

Name/Address/Branch of Bank

Bank Sort Code

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Account Number

DECLARATION WHICH MUST BE SIGNED

N.B. form P45 Parts 2 & 3 MUST accompany this claim

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.

A person who knowingly makes a false statement for the purpose of 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 for Dept. of Social, Community & 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 the Inspector of Taxes together with:

Form P45 (Parts 2 & 3) Cessation Certificate 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?

The Inspector of Taxes will send you details of the refund (if any).

Certain amounts payable to you may not be liable, in full, to income tax. In calculating your repayment, the tax office will exclude any amounts which are not taxable.