

**This form can be used by:**

1. An individual - complete parts A(1), A(3), A(4) and B, C, D and/or E as appropriate.
2. A partnership, trust or unincorporated body - complete parts A(2), A(3), A(4) and B, C, D and/or E as appropriate to register for, Income Tax, VAT, as an employer for PAYE/PRSI, or for Relevant Contracts Tax (RCT).

Note if you are completing Part A2 and/or C of this form, on registration, you will be required to make payments and returns by electronic means using ROS. Details on ROS and the returns and related tax liabilities that must be paid and filed electronically are available on www.revenue.ie.

It should not be used by:

- PAYE employees taking up employment for the first time - use Form 12A,
- Companies - use Form TR2,
- A body whose sole aim is to receive a registration number to obtain a grant/tax clearance certificate - use a form Exempt Registration available on the website,
- Persons who are collection agents for non-resident landlords - use Collection Agent Registration form available on the website.

Complete ALL parts of this form as required (* denotes a required field) IN BLOCK LETTERS, sign the declaration below and return it to your Revenue District Office, details can be found on www.revenue.ie. Without accurate information the registration(s) will be delayed and/or you may experience delays in receipt of Returns and other forms.

Part A

General Details

A1 Individuals - Give the following information of the person who is to be registered and then complete Section A3/A4

1. Forename*	<input type="text"/>	2. Surname*	<input type="text"/>
3. Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>	4. Nationality*	<input type="text"/>
5. Date of Birth*	<input type="text"/>	6. Private Address*	<input type="text"/>
7. PPSN*	<input type="text"/>		<input type="text"/>
(for information on how to obtain a PPSN refer to www.welfare.ie)			<input type="text"/>
8. Phone No	<input type="text"/>	9. Garda National Immigration Bureau Number (GNIB)	<input type="text"/>
E-Mail	<input type="text"/>	10. Stamp Number	<input type="text"/>
11. Civil Status*	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed
Tick <input checked="" type="checkbox"/> the relevant box	<input type="checkbox"/> Married	<input type="checkbox"/> A former Civil Partner	<input type="checkbox"/> A Surviving Civil Partner
	<input type="checkbox"/> In a Civil Partnership	<input type="checkbox"/> Married but living apart	<input type="checkbox"/> In a Civil Partnership but living apart

12. If married or in civil partnership state the following details in respect of your spouse or civil partner:

Name	<input type="text"/>	PPSN	<input type="text"/>
or if PPSN not known			
Pre-marriage or Pre-Civil Partnership surname	<input type="text"/>	Date of Birth	<input type="text"/>

13. If you want to have your tax affairs dealt with in Irish, tick ☒ the box**A2 Partnership, Trust or Unincorporated Body** - Give the following information of the body who is to be registered and then complete Section A4

14. Name of the Body to be registered*	<input type="text"/>
15. Responsible Person* §	
(a) Name	<input type="text"/>
(b) Address	<input type="text"/>
§ Responsible person. Chairperson or secretary of the group, or precedent partner in the case of a partnership	<input type="text"/>
	<input type="text"/>
16. If previously registered state tax no. used	<input type="text"/>

17. Partnership, Trust or Other Body (a minimum of 2 partners are required)

Give the following information in respect of all partners, trustees or other officers. Under 'Capacity', state whether acting precedent partner, partner, trustee, treasurer, etc. If necessary continue on a separate sheet.

Name	Private Address	Capacity	PPSN (Partners only)										
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A3 Business Details

18. State Registration number of entity prior to Administration / Liquidation / Receivership of company / Individual on whose behalf you act

A4 Business Details

19. If trading under a business name, state Trading as

20. Legal Format (tick ☒ appropriate box)

Sole Trade ☐

Partnership ☐

Other ☐

Specify

21. Business Address (if different to private address)

Phone number

Website address

Mobile phone number

E-Mail

22. Type of business*

(a) Is the business

mainly retail ☐

mainly wholesale ☐

mainly manufacturing ☐

building & construction ☐

forestry/meat processing ☐

service and other ☐

(b) Describe the business conducted in as much detail as possible. Give a precise description such as 'newsagent', 'clothing manufacturer', 'property letting', 'dairy farmer', 'investment income', etc. Do not use general terms such as 'shopkeeper', 'manufacturer', 'computers', 'consultant', etc.

If the application is a property related activity you may also need to complete Panel 39.

23. If the business will supply plastic bags to the customer tick ☒ box *

☐

24. When did the business or activity commence? *

D	D	M	M	Y	Y	Y	Y
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25. To what date will annual accounts be made up? *

D	D	M	M	Y	Y	Y	Y
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26. State the expected turnover in the next twelve months *

27. Adviser Details - Give the following details of your accountant or tax adviser, if any, who will prepare the accounts and tax returns of the business.

Name

Phone number

Address

E-Mail

Mobile phone number

Tax Adviser Identification Number (TAIN)

Client's Reference

28. If correspondence relating to the following is being dealt with by the accountant or tax adviser tick ☒ relevant box

VAT (i.e. VAT3's) ☐

RCT ☐

Employer PAYE/PRSI ☐

Part A continued

General Details

29. If you rent your business premises, state - Name and private address of the landlord (not an estate agent or rent collector)

The amount of rent paid per week month year (tick ☒ frequency) €

The date on which you started paying the rent

The length of the agreed rental/lease period.

30. If you acquired the business from a previous owner, state

The name and current address of the person from whom you acquired it

The VAT/registered number of that person

Part B

Registration for Income Tax (non-PAYE)

31. If you are registering for Income Tax tick ☒ the box ☐ and indicate your main source of income below:

32. Trade ☐ **Foreign Income (incl. Salary & Pension)** ☐ **Rental Income** ☐ **Investment Income** ☐
Other ☐ **Specify**

33. State your bank or building society account to which Income Tax refunds can be made:

Bank/Building Society

Branch Address

IBAN (Max. 34 characters)

BIC (Max. 11 characters)

Part C

Registration for VAT

34. If you are registering for VAT tick ☒ box and complete this part

35. Registration

(a) State the date from which you require to register for VAT *

(b) Is registration being sought only in respect of **European Union (EU) acquisitions?**
 (This applies only to farmers and non-taxable entities) (tick ☒) Yes ☐ No ☐

(c) Are you registering because *
 (i) your **turnover exceeds** or is likely to exceed the **limits** prescribed by law for registration? **Or** (i) ☐
 (ii) you wish to **elect to be a taxable person**, (although not obliged by law to be registered)? **Or** (ii) ☐ (Tick either (i), (ii) or (iii) as appropriate)
 (iii) you are in receipt of business to business services where the reverse charge to VAT applies? Attach a copy of the invoice if this is the case. (iii) ☐

36. Are you applying for the moneys received basis of accounting for goods and services? (tick ☒)

If your answer is 'Yes', is this because Yes ☐ No ☐

(a) expected annual turnover will be less than €2,000,000, (a) ☐ (Tick either (a) or (b) as appropriate)

(b) at least 90% of your expected annual turnover will come from supplying goods and services to persons who are not registered, e.g. hospitals, schools or the general public (b) ☐

37. State the expected annual turnover from supplies of taxable goods or services within the State * €

38. State your bank or building society account to which refunds can be made:

Bank/Building Society

Branch Address

IBAN (Max. 34 characters)

BIC (Max. 11 characters)

39. Developer/Landlord - Property details for VAT purposes

(a) Address of the property

(b) Date purchased or when development commenced

Part C continued**Registration for VAT**

39. (c) Planning permission reference number, if applicable

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(d) A signed statement from you/your client confirming that the property in question will be purchased and/or developed and will be disposed of or used in a manner which will give rise to a VAT liability, e.g., by sale of the property or by exercising the Landlord's 'option to tax'.

In the case of a partnership, the statement should be signed by the precedent acting partner.

Part D**Registration as an Employer for PAYE/PRSI**40. If you are registering as an employer for PAYE/PRSI tick ☒ box and complete this part
☐
41. Persons Engaged(a) How many **employees** are: **Full time** - usually working 30 hours or more per week?
☐
Part time - usually working less than 30 hours per week?
☐

(b) State the date your first employee commenced or will commence in your employment *

D	D	M	M	Y	Y	Y	Y
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42. What payroll and PAYE/PRSI record system will you use? (tick ☒ the relevant box)

(a) Computer System

☐

If you are using a computerised payroll package you should register for the Revenue On-Line service (ROS) at www.revenue.ie to receive electronic copies of Tax Credit Certificates and to file your P35 End of Year Return on-line.

(b) Other Manual System

☐

Wages books are available from Office Suppliers/Stationery Bookstores

43. Correspondence on PAYE/PRSI

If correspondence relating to PAYE/PRSI is being dealt with by an agent, tick ☒ this box

☐

and give the following details if different from Panel 27.

Name

Phone number

Address

E-Mail

Mobile phone number

Tax Adviser Identification Number (TAIN)

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Client's Reference

Part E**Registration for Relevant Contracts Tax (RCT)**

Note that Principal Contractors are obliged to use Revenue's Online Service to fulfill their RCT obligations.

Principal Contractors are obliged to register and account for VAT in relation to Construction Services under the VAT Reverse Charge rules. Please refer to Part C of this form, Registration for VAT). Detailed information on RCT and VAT, including guides on Principal Contractor obligations, is available on the Revenue website www.revenue.ie

44. Are you applying to register as a (tick ☒ relevant box): *

(a) Principal only

☐

(b) Principal & Subcontractor

☐

(c) Subcontractor only

☐

If (a) or (b) applies please provide the number of subcontractors engaged.

45. Date of commencement for RCT *

D	D	M	M	Y	Y	Y	Y
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46. If you are a Principal Contractor have you registered for ROS, or have you an agent willing to carry out all RCT functions who is registered for ROS?

Yes

☐

No

☐

State the Tax Adviser Identification Number (TAIN) of your agent, if applicable

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47. Have you previously registered with Revenue as a Principal?

Yes

☐

No

☐

48. If so, state the date you last ceased to be a Principal

D	D	M	M	Y	Y	Y	Y
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Additional Information

If you require further information please contact your local Revenue office or Employer Helpline at **LoCall 1890 25 45 65**. If you want information on payment options, including **Direct Debit**, contact the **Collector-General** at **LoCall 1890 20 30 70**. **Revenue On-Line Service (ROS) Save time – File On-Line**. Once registered, you can access your tax details and file returns on-line using Revenue On-Line Service (ROS). ROS is available 24 hours a day, 365 days a year. It is easy, instant and secure. You can access ROS and get more information at www.revenue.ie. Forms and Leaflets service **LoCall 1890 306 706 (24/7/365)**

Declaration

This must be made in every case before you can be registered for any tax

I declare that the particulars supplied by me in this application are true in every respect

NAME*

SIGNATURE*

(in BLOCK LETTERS)

CAPACITY*

DATE*

D	D	M	M	Y	Y	Y	Y
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(Individual, secretary, precedent partner, trustee, etc.)