

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