

This document addresses any problems with the Electronic PFT facility which have been brought to the attention of Revenue. Please read carefully before commencing your application.

Electronic PFT Facility.

A. Accessing the system.

(1) Applying using PAYE Anytime pin-

Applicants date of birth must be on Revenue records to access the PFT system, individuals should login to PAYE Anytime in the normal way and update his/her profile to include date of birth. Allow one day for the system to update and then you will be able to access the PFT system via this link:

<https://www.ros.ie/payee-home-v1-web/pft/login>

(2) Agents -

If your client is registered on ROS for income tax or PAYE you will need to be linked as the agent to enable you to make an application on behalf of your client. You should check if the client already has another agent as this relationship will be lost and your client may not want this.

In the case of a **non assessable spouse** you will also have to be linked as agents for the spouse on our records to file PFT. Information regarding agents linking for PAYE is set out in **eBrief 52/12** on the Revenue website.

(3) Pension Companies/Advisors-

In the case of pensions companies/advisors who are not the agents and the client does not want to change the agent relationship the only way for you to make the application on behalf of the client is to use the clients PAYE Anytime pin and proceed as in (1) above. This is entirely a matter for the client.

B. The application:

(1) Defined Benefit and AVC validation:

Individuals who have DB schemes and AVC's should proceed as follows:

(1) If the AVC scheme is a separate scheme it should be entered as a second occupational scheme i.e.(you have a DB & AVC scheme you will be entering details for two occupational schemes - one DB scheme and one DC scheme.)

(2) If the AVC's are paid under the rules of the main scheme and the pension figure does not include the AVC benefits, **yes** should be entered for hybrid scheme.

This will solve the AVC validation problems. (this problem only arises where there is a defined benefit scheme with related AVC's)

IMPORTANT: Please remember to Press Add Scheme after entering the details of each scheme. This adds the details of the scheme you have entered to the system, you will then see the information you have entered on the bottom of the screen and you can proceed to enter the next scheme. Please check that the information entered is correct before proceeding.

(2) Pension Arrangements accessed between 7 December 2005 and 31 December 2013.

This includes making a transfer to an overseas scheme, therefore if you have made a transfer to an overseas scheme between 7 December 2005 and 31 December 2013 you will be required to enter the value of the fund that was transferred. (i.e. the value of the fund at date of transfer)

(3) Pensionable Salary at 1 January 2014: This is the figure used by the scheme administrator to calculate your accrued pension at 1 January 2014 as per the statement from the administrator. (this statement will show you the salary used in the calculation)

(4) Bridging Pensions: Where an individual has a bridging pension this should be entered as a defined contribution scheme and the value of the fund at 1 January 2014 will be the bridging pension X 5 - the valuation factor for bridging pensions.

C: Things to Remember:

(1) Closing date is 2 July 2015. (the electronic facility will not be available after 2 July 2015).

(2) There is no provision in legislation for late applications: If you have not made your application on or before 2 July 2015 you will not be able to make a late application. Please ensure you make your application without delay – do not leave it until the closing date.

(3) Remember to press ADD SCHEME after entering details of each scheme. (if you do not press add scheme the information will be lost when you leave the page and therefore will not be included in the calculation of your PFT and may result in you being refused a PFT)

(4) Check you have entered correct information before pressing submit button at the end. (when you have finished and are ready to submit your application please check that all the figures entered are correct. Once you press the submit button you cannot access the system again).

(5) Print off your PFT certificate and retain it as it will be required by each pension scheme administrator as you draw down your benefits.

(6) Penalties: A person who fails to comply with any of the obligations imposed under the relevant legislation will be liable to a penalty of €3,000. (the penalty is €3,000 for each failure)

(7) Revenue Audit: Please note that Revenue will conduct audits on PFT electronic applications in due course.

(8) Further information: See ebrief 50/14 on www.revenue.ie