

My Documents

Agents can access a full history of their client's Tax Credit Certificates and End of year Statements (P21) in My Documents.

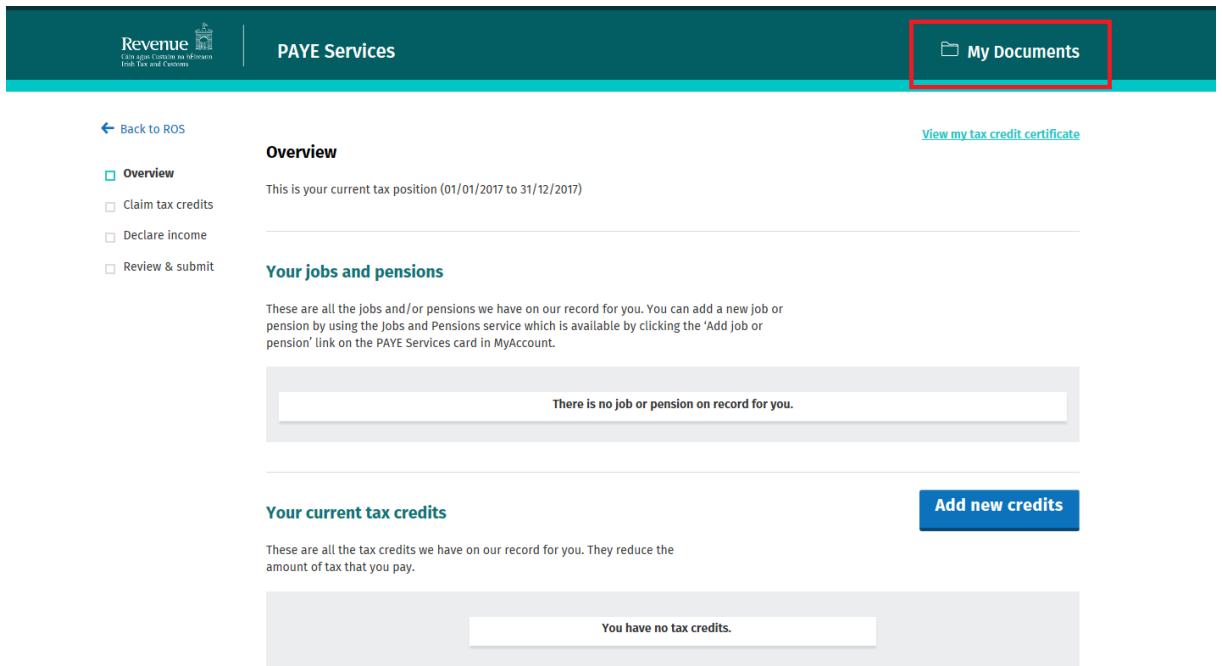
My Documents can be accessed through PAYE Services cards which are available on the Other Services section of the Client Services Tab.

NB: An agent must be linked to the client's PAYE registration for the PAYE Services cards to be available to them. (This can be done using Manage Tax Registration tab in Client Services tab).

Figure 1. Click on PAYE Services 2017

The screenshot displays the Revenue.ie Client Services interface. The top navigation bar includes 'AGENT SERVICES', 'CLIENT SERVICES' (highlighted with a red box), 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The main content area is divided into several sections: 'Revenue Record' (with an 'Open Client Revenue Record' button), 'Services' (listing various management tasks), 'Returns and Payments' (with 'File a Return' and 'Upload Form(s) Completed Off-line' options), and 'Payments & Refunds' (with 'Submit a Payment' and 'Payment Details' options). At the bottom, the 'Other Services' section contains several cards, including 'Home Renovation Incentive (Contractor)', 'Home Renovation Incentive (HomeOwner)', 'PAYE Services 2013-2016 Including Form 12', 'VAT Annual VAT MOSS', 'VRT Certificate of Conformity', and 'PAYE Services 2017 Tax Year' (highlighted with a red box).

Figure 2. On the PAYE Services landing page, click on the My Documents folder on the top right hand side.



Unread documents will be displayed at the top of the My Documents landing page. A history of documents can be found in the relevant 'tax year folder'.

Figure 3. To view a document simply click in 'View PDF'

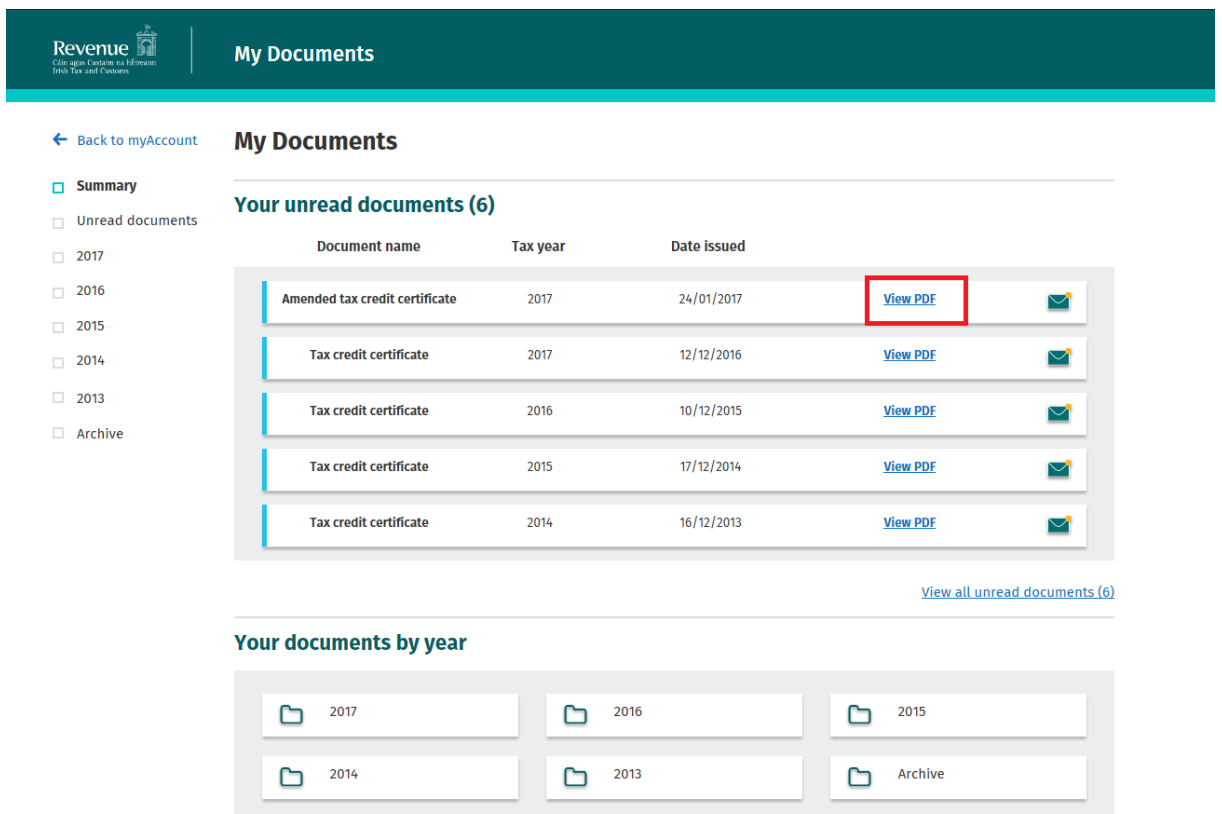


Figure 4. Each document can be viewed, printed or downloaded as required

In all correspondence please quote:

PPS No:

Notice No:

South City & Dún Laoghaire- Rathdown District
Customer Services
85/93 Lr Mount St
Dublin 2

yfcc V646 1 77SEQSTRING??

LoCall No. 1890 333425

24/1/2017

Amended Tax Credit Certificate - 2017*

This certificate shows overleaf your Tax Credits, Rate Bands and information relating to the Universal Social Charge (USC). The details shown on this certificate are based on the most recent information available to Revenue. Your employer will deduct tax and USC using this information so please ensure it is up to date and accurate.

Claiming all the tax credits you are due ensures you pay the correct tax and maximises your take-home pay.



Note:

When accessing My Documents from a desktop you need to ensure your browser settings will 'allow' pop-up's to be displayed.

For mobile devices, the same logic applies – you will need to ensure that 'block pop ups' is set to 'off' in safari/internet settings.

Information on correctly setting your browser options is below.

Internet Explorer

The screenshot shows the Revenue My Documents portal. The main content area displays 'Your unread documents (12)' with a table listing documents:

| Document name | Tax year | Date Issued | View PDF | Envelope icon |
|--------------------------------|----------|-------------|--------------------------|---------------|
| End of year statement (P21) | 2016 | 20/04/2017 | View PDF | ✉ |
| Tax credit certificate | 2017 | 12/12/2016 | View PDF | ✉ |
| Amended tax credit certificate | 2016 | 30/06/2016 | View PDF | ✉ |
| End of year statement (P21) | 2015 | 30/06/2016 | View PDF | ✉ |
| Tax credit certificate | 2016 | 10/12/2015 | View PDF | ✉ |

Below the table is a link: [View all Unread documents \(12\)](#)

Under 'Your documents by year', there are tabs for 2017, 2016, and 2015.

A red box highlights a pop-up notification at the bottom of the browser window that reads: 'Internet Explorer blocked a pop-up from www.ros.ie.' with 'Allow once' and 'Options for this site' buttons.

https://www.ros.ie/mydocuments-web/overview;jsessionid=2 Office of the Revenue Com... R Home - RevNET My Documents

Hello EAMONN Gaelige Sign out

Revenue
Clárú agus Cálúilín na h-Idirnáisiúnaí
High Tax and Crossers

My Documents

← Back to myAccount

Summary

Unread documents

2017

2016

2015

2014

2013

Archive

Your unread documents (12)

| Document name | Tax year | Date issued | | |
|--------------------------------|----------|-------------|--------------------------|--|
| End of year statement (P21) | 2016 | 20/04/2017 | View PDF | |
| Tax credit certificate | 2017 | 12/12/2016 | View PDF | |
| Amended tax credit certificate | 2016 | 30/06/2016 | View PDF | |
| End of year statement (P21) | 2015 | 30/06/2016 | View PDF | |
| Tax credit certificate | 2016 | 10/12/2015 | View PDF | |

[View all unread documents \(12\)](#)

Your documents by year

2017 2016 2015

Internet Explorer blocked a pop-up from [www.ros.ie](#). Allow once

Options for this site

Always allow More settings

09:41 14/07/2017

Google Chrome

PAYE Services H2 - Reve... My Documents

https://www.ros.ie/mydocuments-web/overview;jsessionid=A445DEC758A8670BC2799EDB46EBB3F2?execution=e1s6 Pop-up blocked

Hello CARL Gaelige Sign out

Revenue
Clárú agus Cálúilín na h-Idirnáisiúnaí
High Tax and Crossers

My Documents

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Summary

Unread documents

2017

2016

2015

2014

2013

Archive

Your 2017 documents

| Document name | Tax year | Date issued | |
|------------------------|----------|-------------|--------------------------|
| Tax credit certificate | 2017 | 12/12/2016 | View PDF |

PAYE Help • Security • Privacy • Accessibility • Disclaimer

Language [Gaeilge](#)

14:33 14/07/2017

Browser: PAYE Services H2 - Revenue | My Documents

URL: <https://www.ros.ie/mydocuments-web/overview;rjsessionid=A445DEC758AB670BC2799EDB46EBB3F2?execution>

Page Content:

Hello CARL

Revenue
Clár agus Cúisín na hÍdeamán
My Documents

Navigation: [Back](#)

Summary

Unread documents

2017

2016

2015

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2013

Archive

Your 2017 documents

| Document name | Tax year | Date issued | |
|------------------------|----------|-------------|--------------------------|
| Tax credit certificate | 2017 | 12/12/2016 | View PDF |

Footer: [PAYE Help](#) • [Security](#) • [Privacy](#) • [Accessibility](#) • [Disclaimer](#)
Language [Gaeilge](#)

Taskbar: 14:33 14/07/2017

The following pop-ups were blocked on this page:

- <https://www.ros.ie/mydocuments-web/pdf/view>
- Always allow pop-ups from <https://www.ros.ie>
- Continue blocking pop-ups

[Manage pop-up blocking...](#) **Finished**

Mozilla Firefox

Browser: My Documents

URL: <https://www.ros.ie/mydocuments-web/overview;rjsessionid=3AE7CF28239F8C5B1D8696357DF30B1>

Message: Firefox prevented this site from opening a pop-up window. [Options](#)

Page Content:

Hello CARL

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Navigation: [Back](#)

Summary

Unread documents

2017

2016

2015

2014

2013

Archive

Your 2017 documents

| Document name | Tax year | Date issued | |
|------------------------|----------|-------------|--------------------------|
| Tax credit certificate | 2017 | 12/12/2016 | View PDF |

Footer: [PAYE Help](#) • [Security](#) • [Privacy](#) • [Accessibility](#) • [Disclaimer](#)
Language [Gaeilge](#) [Sign out](#)

Taskbar: 14:34 14/07/2017

My Documents

Office of the Revenue Commis... (IE) | <https://www.ros.ie/mydocuments-web/overview?jsessionid=3AE7CF28239F8C5B1D8696357DF30BI>

Firefox prevented this site from opening a pop-up window.

Hello CARL

Revenue
Cairde agus Custaim na hÉireann
1916 Tax and Customs

My Documents

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Summary

Unread documents

2017

2016


2015

2014

2013

Archive

Your 2017 documents

| Document name | Tax year | Date issued | |
|------------------------|----------|-------------|--------------------------------------------------------------------------------------------------------------|
| Tax credit certificate | 2017 | 12/12/2016 | View PDF  |

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Language [Gaeilge](#)

14:34
14/07/2017