

In all correspondence please quote  
**Customer Number:**



Office of the Revenue Commissioners  
Collector-General's Division  
Sarsfield House  
Francis Street  
Limerick  
V94 R972

Date

Enquiries: 01 7383663

CUSTOMER NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
ADDRESS LINE 3  
ADDRESS LINE 4

### **Cancellation of your Income Tax Registration**

Dear Customer,

According to our records, you are currently registered for Income Tax as a chargeable person. Under self-assessment rules for Income Tax, chargeable persons are obliged to file Income Tax returns and make payments, on or before 31 October each year.

Based on a review of your Income Tax records, you have not filed any self-assessed Income Tax returns for years up to and including 2021.

In the event that you are no longer a chargeable person and, therefore, no longer need to file Income Tax returns, you should cancel your Income Tax registration. This can be done online via ROS or by completing Form TRCN1 which is available on the Revenue website. If you continue to be a chargeable person, this is a final reminder to file your outstanding Income Tax returns.

If you do not file the Income Tax returns that are outstanding, or you do not cancel your registration within 21 days of this letter, Revenue will proceed to cease your Income Tax registration without further notice. Where your Income Tax registration is ceased and you wish to re-register, you will be required to submit an online application through ROS.

You should note that, where further information comes to Revenue's attention that you were a chargeable person for any relevant tax year, Revenue reserves the right to reinstate your Income Tax registration.

The non-filing of a required tax return by chargeable persons can result in further contact from Revenue, including a follow-up compliance intervention. Non-filing of a return where required is also an offence for which a person can be prosecuted.

If you have any queries regarding this letter, please contact us by telephone at 01-7383663 or via the MyEnquiries service by selecting 'Collector-General's' and more specifically 'IT Filer Compliance'.

Yours sincerely,

Joseph Howley  
Collector-General