

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

Notice No.:



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

Enquiries: 01 7383663

Date

## **IMPORTANT NOTICE**

### **Reminder to file - Income Tax Return**

Dear Customer,

I note from Revenue's records that you have not filed your Income Tax return for the period(s) listed below and the due date has now passed.

Form Type	Period	Due Date

You are required to file this return as our records indicate that, in relation to the above period(s), \*Insert 3<sup>rd</sup> Party Data Text\* and/or \*VAT/PREM Flag Text\*.

The non-filing of a required tax return by chargeable persons can result in a penalty charge and a more detailed review by Revenue. It is also an offence for which a person can be prosecuted.

In the absence of a return, Revenue may estimate the amount of tax payable by you. The estimate can be displaced by the filing of your return(s). You also risk the loss or refusal of tax clearance.

**Please file the outstanding return(s) immediately using the Revenue Online Service (ROS).**

If you are no longer a chargeable person you should cancel your Income Tax registration. The quickest and most secure way of doing this is online via ROS using the 'Manage Tax Registrations' option.

Further information on your tax obligations and on cancelling a tax registration can be found on [www.revenue.ie](http://www.revenue.ie).

If you wish to discuss this matter further or require assistance in filing your return, please contact us on 01-7383663 or through MyEnquiries.

Yours sincerely,

Joseph Howley  
Collector-General