

Tax Clearance expiry reminder for 4-year applicants

A Tax Clearance Certificate is confirmation from Revenue that an applicant's tax affairs are in order. Where tax clearance is required for grants and certain relief schemes, the application must be submitted each year. In all other cases, the application will remain valid for four years once an applicant's tax affairs remain in order. After four years, a new application must be submitted.

Effective from Monday 12 January 2026, the following enhancement is now in place for customers/agents who apply for tax clearance every four years.

Tax Clearance expiry reminder

A tax clearance expiry reminder will issue to ROS and myAccount customers approximately 30 days in advance of the expiry date of their four-year tax clearance application.

At the same time, a notification will issue to agents providing a list of linked clients who have been issued with a tax clearance expiry reminder. The listing will provide the client name, registration number and expiry date. This is an online reminder only and no paper output is available.

As is standard, an email will issue to customers advising that correspondence relating to their tax clearance has been sent to them and to log onto ROS or MyAccount to view the correspondence.

Further details of the agent notification are set out below.

ROS inbox – Agent

The document type in the agent's ROS inbox will be 'Agent Upcoming TC expiry'. The agent notification will have a Priority message flag, which is highlighted by the gold star that appears in the last column on the right of the Agent's ROS inbox.

The screenshot shows the Revenue ROS Agent interface. The top navigation bar includes 'TAIN SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The user is logged in as 'AGENT YELLOW'. The main section is titled 'All Clients - Inbox Messages'. On the left, there is a sidebar with 'Inbox Messages' and 'Information Services'. The main content area shows a search bar and a table of messages. A yellow banner at the top of the message list states: 'Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.' The search bar has 'Search by: Search using Document Type' and 'Cancel Search'. Below the search bar, there are filters for 'Tax Type/Duty/Rep. Oblig.' and 'Document Type', with an 'Include Archive' checkbox checked. A 'Refresh Inbox' button is also present. The table below has columns: 'Notice No.', 'Customer Name', 'Regn./Trader No./Doc ID', 'Mandatory ROS filer', 'Tax Type/Duty/Rep. Oblig.', 'Document Type', 'Period Begin', and 'Issued Date'. The first row in the table is highlighted with a red border and contains the following data: '43179040540', a redacted customer name, 'No', 'Tax Clearance', 'Agent Upcoming TC expiry', 'N/A', and '10/12/2025'. A gold star icon is visible in the last column of this row.

Notice No.	Customer Name	Regn./Trader No./Doc ID	Mandatory ROS filer	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
43179040540	[Redacted]		No	Tax Clearance	Agent Upcoming TC expiry	N/A	10/12/2025

Agent Notification - Client listing

The Agent Notification will provide a listing of linked clients whose tax clearance is expiring in approximately 30 days, for 4-year applicants only. A copy of the agent notification is below.

Upcoming Expiry of eTax Clearance

Please see a list of your clients whose eTax Clearance will expire in approximately 30 days.

If your clients still require tax clearance, a new application should be made through the electronic tax clearance (eTC) system.

Your clients will receive the following Notice if they have an active ROS digital certificate or if they are registered for myAccount.

Upcoming expiry of your current tax clearance

Dear Customer,

This reminder is to notify you that your current tax clearance will expire in approximately one month.

If you still require tax clearance, a new application should be made through the electronic tax clearance (eTC) system.

Should you have any queries regarding your tax clearance, please contact the Collector General's Division by telephone on 01 7383663 or by email at cgstaxclearance@revenue.ie.

Yours faithfully,

Joseph Howley
Collector-General

Customer Name

[REDACTED]
[REDACTED]

Registration Number

[REDACTED]
[REDACTED]

eTC Expiry Date

09/01/26

09/01/26