

Enquiries: District

Cancellation of your Employer Registration

<Registration Number>

Dear Sir/Madam,

My records indicate that you do not currently have any employees and have not made PAYE/PRSI/USC payments as an employer for the last two years.

Given that you appear not to be operating as an employer, I intend cancelling your registration (as an employer) unless I hear further from you within three weeks of this notification. If you currently have employees you should contact Revenue immediately and complete any outstanding monthly (P30) or annual (P35) returns.

If you start employing staff at a future date you can easily re-register (as an employer) using Revenue's Online Service (ROS) at www.revenue.ie.

Yours faithfully,

XXX

District Manager.