



**Name of Employee**  
PPSN

**Payroll/Works No.**  
(if applicable)

**Tax Credit €**

**Rate Band €**

**USC Rate Band 1 €**

**USC Rate Band 2 €**

**USC Rate Band 3 €**

'1' indicates that temporary basis applied } at 31Dec.   
'2' indicates that emergency basis applied }

Enter 'D' if employee was a director.

Enter 'X' if there were 53 pay days in the year.

Enter 'W' if week 1/month 1 applied

Date of commencement of employment.

Pay Frequency at 31 Dec.

PRSI Exempt

USC Exempt

(0: weekly, 1: fortnightly, 2: monthly, 3: 4-weekly, 4: other)

**(A) PAY**

€

- Total pay (i.e. gross pay less any superannuation contributions allowable for income tax purposes) in above year including pay in respect of previous employment(s), and taxable Illness Benefit, if any.
- Pay in respect of previous employment(s), if any, in above year.
- Pay in respect of this period of employment (i.e. gross pay less any superannuation contributions allowable for income tax purposes), including taxable Illness Benefit, if any. **Use this figure in PAYE Services in myAccount.**
- Total amount of taxable Illness Benefit included in the above pay figure. **Use this figure in PAYE Services in myAccount.**

**(B) TAX**

€

- Total net tax deducted in above year (including tax deducted by previous employer(s), if any).
- Tax in respect of previous employment(s), if any, in above year.
- Net tax deducted (D)/refunded (R)  in this employment. **Use this figure in PAYE Services in myAccount.**

**(C) Local Property Tax (LPT)**

€

LPT deducted in this period of employment, if applicable.

**(D) Pay for Universal Social Charge (USC) purposes**

€

- Total pay for USC purposes in above year, including pay for USC purposes in respect of previous employment(s), if any.
- Pay for USC purposes in respect of previous employment(s), if any, in the above year.
- Pay for USC purposes in respect of this period of employment. **Use this figure in PAYE Services in myAccount.**

**(E) USC Deducted**

€

- Total USC deducted in above year, including USC deducted by previous employer(s), if any.
- USC in respect of previous employment(s), if any, in above year.
- Net USC deducted (D)/refunded (R)  in this employment. **Use this figure in PAYE Services in myAccount.**

**(F) PRSI in this employment**

€

- Gross pay for employee PRSI purposes.
- Employee's PRSI.
- Total (employer + employee) PRSI.
- Total number of weeks insurable employment.
- Initial social insurance contribution class.
- Subsequent social insurance contribution class.
- Number of weeks at the class entered at 6 above.

I/We certify that the particulars given above in respect of Pay, Tax, PRSI, USC and LPT are correct in respect of this employment.

**Employer's Name**  
**Employer's Phone Number**

**Employer's PAYE Regd. No.**  
**Date**

**TO THE EMPLOYEE:**

**THIS IS A VALUABLE DOCUMENT**

You should retain this document carefully as evidence of tax, PRSI, Universal Social Charge and LPT deducted.

Note: There is a **four-year time limit** on claiming refunds of tax or Universal Social Charge.

You may also require this document as evidence if you claim social welfare benefits within the next two years.