

# Supporting Document Section

## Supporting Document Checklist

You can use the table on page 17 to work out what types of documents you need to supply.

Review each question and answer Yes/No to each. Where you answer Yes, check the “Document Required” column. This tells you what documents you must send to the CAO by 15 March 2024.

If you have indicated income from both parents you must submit documents detailing both their incomes. HEAR requires evidence of a full year’s income for 2022 (i.e. 52 weeks).

### How to request supporting documents from the Revenue Commissioners.

If your parent(s)/guardian(s) received income from employment, self-employment, land, farming or rent from rental properties:

- You must submit your parent(s)/guardian(s) Statement of Liability or a Self-Assessment – Chapter 4 for 2022.
- If they are exempt from paying tax provide a tax exemption letter from Revenue.
- Supply documents for both parent(s)/guardian(s). If they are jointly assessed one document is sufficient.
- Submit both pages of a Statement of Liability including front and back. If only one page is submitted, it cannot be assessed.
- In all cases where you are submitting a Self-Assessment – Chapter 4 or Notice of Assessment all pages are required.

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### What is a Statement of Liability?

A Statement of Liability is the new name for the Revenue statement that was previously called a P21. A Statement of Liability is a statement of total income, tax credit and tax paid for a particular tax year for people in paid employment who pay all of their income tax under PAYE (Pay As You Earn). You do not automatically receive a Statement of Liability from Revenue; you must request this document.

**Your Employment Detail Summary will not be accepted.**

**Request your Statement of Liability online at [www.revenue.ie](http://www.revenue.ie).**

## **How do I request a Statement of Liability for 2022?**

The quickest and easiest way for your parent(s)/guardian(s) to get their Statement of Liability is by clicking on the myAccount link on the Revenue website at [www.revenue.ie](http://www.revenue.ie). There is a simple registration process and a PIN will be issued by post in 5-8 working days. Your parent/guardian should log in using this PIN and request the Statement of Liability. If your parent(s)/guardian(s) have chosen to receive correspondence electronically, the Statement of Liability will be available by clicking on the My Documents tab, otherwise the Statement of Liability will be posted to them.

Your parent(s)/guardian(s) may also request a Statement of Liability by submitting a paper Income Tax Return.

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## **What is a Self-Assessment – Chapter 4?**

A Self-Assessment – Chapter 4 is a statement of total income or profits, tax chargeable and tax paid for a particular tax year for people who are: self-employed, directors, and/or receiving income of any kind where some or all of the tax cannot be collected under the PAYE system. Do not submit Form 11 as this is not a required document and will not be accepted.

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## **How do I request a Self-Assessment – Chapter 4 for 2022?**

A Self-Assessment – Chapter 4 will be in your parent(s)/guardian(s) Revenue On-Line Service (ROS) inbox after they have completed their return and self-assessment for 2022.

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## **What if parent(s)/guardian(s) cannot get a Self-Assessment – Chapter 4 document?**

A Notice of Assessment – Chapter 4 will be issued by Revenue to parent(s)/guardian(s) who file a paper tax return to Revenue and who do not complete a self-assessment on that return. The majority of self-employed Revenue customers receive a Self-Assessment – Chapter 4.

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## **What if my parent(s)/guardian(s) have a ‘Notice of Amended Assessment (Chapter 4)’ or ‘Notice of Amended Assessment (Chapter 5) for 2022’?**

If your parent(s)/guardian(s) have a ‘Notice of Amended Assessment - Chapter 4’ or ‘Notice of Amended Assessment – Chapter 5 for 2022’ from Revenue you should send this document to the CAO. Where a Notice of Amended Assessment – Chapter 4 or Notice of Amended Assessment – Chapter 5 for 2022 is received HEAR will not require a Self-Assessment - Chapter 4 or Notice of Assessment – Chapter 4.

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## How long will it take for Revenue to issue a Statement of Liability or Self-Assessment– Chapter 4?

It is essential that you apply for a Statement of Liability early. Statement of Liabilities can take several weeks to issue. If your parent(s)/guardian(s) do not have a Self-Assessment – Chapter 4 (or a Notice of Assessment) for 2022 they need to complete their Tax Return and Self-Assessment for 2022 on ROS as soon as possible.

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## If one parent/guardian was PAYE and one parent/guardian was self-employed what document do I submit?

- A Self-Assessment – Chapter 4 for 2022 if parent(s)/guardian(s) are jointly assessed by Revenue.
- OR
- A Statement of Liability for 2022 and a Self-Assessment – Chapter 4 for 2022 is required if parent(s)/guardian(s) are separately assessed by Revenue.
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## What if my parent(s)/guardian(s) earned income from outside the Republic of Ireland in 2022?

HEAR requests that you provide the Revenue equivalent of supporting documents for the tax year 1 January 2022 to 31 December 2022. See [accesscollege.ie](https://www.accesscollege.ie) for details.

You can also contact a member of the HEAR team for further information. Contact details are listed on page ii.

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## What if my parent/guardian is self-employed and is also in receipt of a Social Welfare payment?

Submit a copy of a Self-Assessment – Chapter 4 for 2022, plus a Department of Social Protection form or statement for 2022 as outlined on page 23.

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**Please do not submit original documents. Documents will not be returned by CAO. Send good quality photocopies including front and back of all pages.**

In all correspondence please quote:  
 PPS No: [blank]  
 Notice No: [blank]

Enquiries:  
 23rd Jan 2022

**PAYE/USC STATEMENT OF LIABILITY FOR THE TAX YEAR 2022**

PAYE Calculation		€
Income	(See Panel 1 overleaf for a breakdown)	30,800.00
Less: Deductions	(See Panel 3 overleaf for a breakdown)	0.00
<b>Taxable Income</b>		<b>30,800.00</b>
Charged as follows	30,800.00 @ 30 % =	9,240.00
Tax Due		9,240.00
Plus: Tax Retained by you	(See Panel 5 overleaf for a breakdown)	0.00
Adjustments	(See Panel 7B overleaf for a breakdown)	0.00
<b>Gross Tax Payable</b>		<b>9,240.00</b>
Less: Tax Credits	(See Panel 4 overleaf for a breakdown)	9,240.00
Taxes Deducted	(See Panel 2 overleaf for a breakdown)	2,700.00
Reliefs	(See Panel 6 overleaf for a breakdown)	0.00
Adjustments	(See Panel 7A overleaf for a breakdown)	0.00
<b>PAYE Result</b>	Balanced	<b>0.00</b>
<b>Income Chargeable to USC (see panels 8 and 9 overleaf for a breakdown)</b>		
SELF	12,012.00 @ 0.5% =	60.06
	7,862.00 @ 2% =	157.24
	10,128.00 @ 4.5% =	455.67
Less: USC Deducted		672.99
<b>USC Result: Underpayment</b>		<b>0.01</b>
<b>Final Result: Underpayment</b>		<b>0.01</b>

**Treatment of Result**  
 This underpayment will not be collected at this time.

**Notice**  
 I, the above named Inspector, give notice that I have directed that this statement shall be treated in all respects as if it were an assessment to tax raised on you.

**What if you do not agree with the result on this PAYE/USC Statement of Liability?**  
 If you do not agree that the result reflects your income or your claims for tax credits, allowances or reliefs for the tax year, you may contact us through myAccount (using MyEnquiries) on www.revenue.ie or by using the phone number or address shown above. We will recheck the result and, if appropriate, make any necessary change.

**Appeal this Statement to the Tax Appeals Commission (an independent statutory body)**  
 If you wish to appeal against this Statement, you must do so within the period of 30 days after the date of this Statement by completing and submitting a Notice of Appeal form to the Tax Appeals Commission (TAC). The Notice of Appeal form, which is available on the TAC's website www.taxappeals.ie contains the address to which an appeal is to be sent. You will be required to submit a copy of this Statement with your Notice of Appeal.

Sample Statement of Liability 2022

In all correspondence please quote:  
 District: 001  
 Unit: 010  
 PPS No.: [blank]  
 Notice No.: [blank]

Dublin Region  
 City Centre/North City Business Taxes District  
 915 Upr O'Connell St  
 Dublin 1

Enquiries:  
 31/12/2022

**Self Assessment - Chapter 4 of Part 41A TCA 1997  
 Income Tax for the year ending 31/12/2022**

Dear Sir/Madam

I acknowledge receipt of your income tax return and self assessment for the year ending 31/12/2022. Details of your Self Assessment are set out as follows:

Amount of income or profits arising for this period	€0.00
Amount of income tax chargeable for this period	€0.00
Amount of USC chargeable for this period for self	€0.00
Amount of USC chargeable for this period for spouse	€0.00
Amount of PRSI chargeable for this period for self	€0.00
Amount of PRSI chargeable for this period for spouse	€0.00
Amount of tax payable for this period	€0.00
Amount of surcharge due under S 10B4 because of:	
• late filing of this return or	€0.00
• of non-compliance with LPT requirements	€0.00
Amount of tax paid directly to the Collector General for this period	€0.00
Balance of Tax Payable for this period	€0.00

This balance of tax should be paid on or before 31 Oct 2022.

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Yours Faithfully,  
 District Manager

**€ Payslip IT ACK**

The amount entered below is to be credited to the tax year indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: MR TEST CASE TESTING 1  
 PPS No.: [blank]  
 Year: 01/01/2022 to 31/12/2022

**Whole Euro only - DO NOT ENTER CENT**

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Sample Self-Assessment Letter Chapter 4 for 2022

In all correspondence please quote:  
 District: 001  
 Unit: 010  
 PPS No.: [blank]  
 Notice No.: [blank]

District Manager  
 Dublin Region  
 City Centre/North City Business Taxes District  
 915 Upr O'Connell St  
 Dublin 1

Enquiries: 01 8855000  
 31 December 2022  
 Page: 1 of 4

**NOTICE OF ASSESSMENT  
 Chapter 4 of Part 41A Taxes Consolidation Act 1997  
 Income Tax for the year ending 31 December 2022**

Dear Sir/Madam,

I hereby give notice that:

- in accordance with section 959U of the Taxes Consolidation Act 1997, a self assessment to Income Tax has been made in relation to you for the year ending 31 December 2022
- the amounts included in the self assessment are based on statements and particulars specified in your tax return for the year ending 31 December 2022 and are set out on the following pages of this notice.

Section 933 and Chapter 6 of Part 41A of the Taxes Consolidation Act 1997 contain details of your statutory rights and obligations in relation to the making of an appeal. In particular, section 959A(1) provides that no appeal may be made against a self assessment made under section 959U. Also, section 959A(1) provides that no appeal may be made against amounts in an assessment that are based on statements or particulars specified in your tax return.

The balance payable is as follows:

Year of Assessment	2022
Total €	00.00
Rounded Total €	00.00

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Yours faithfully,  
 District Manager

**€ Payslip NoA C**

The amount entered below is to be credited to the tax year indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: MR TEST CASE TESTING 2  
 PPS No.: [blank]  
 Year: 1/1/2022 to 31/12/2022

**Whole Euro only - DO NOT ENTER CENT**

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Sample Notice of Assessment (Chapter 4) for 2022

In all correspondence please quote:  
 District: 001  
 Unit: 010  
 PPS No.: [blank]  
 Notice No.: [blank]

District Manager  
 Dublin Region  
 City Centre/North City Business Taxes District  
 915 Upr O'Connell St  
 Dublin 1

Enquiries:  
 June 2022  
 Page: 1 of 4

**NOTICE OF AMENDED ASSESSMENT  
 Chapter 5 of Part 41A Taxes Consolidation Act 1997  
 Income Tax for the year ending 31 December 2022**

Dear Sir/Madam,

I hereby give notice that:

- in accordance with Chapter 5 of Part 41A of the Taxes Consolidation Act 1997, your assessment to Income Tax for the year ending 31 December 2022 has been amended.
- the amounts included in the amended assessment are set out on the following pages of this notice.
- if you wish to appeal the assessment to which this notice refers, you must give notice of appeal in writing to me [within 30 days](mailto:within_30_days) after the date of this notice.

Before giving notice of appeal, a chargeable person must, within the time for bringing the appeal, have made a return for the chargeable period in question and have paid the tax and any interest due on the basis of that return. The notice of appeal must specify each amount or matter with which an appellant is aggrieved together with the grounds, in detail, of the appeal as respects each such amount or matter.

Section 933 and Chapter 6 of Part 41A of the Taxes Consolidation Act 1997 contain details of your statutory rights and obligations in relation to the making of an appeal.

The balance payable is as follows:

Year of Assessment	2022
Total €	00.00
Rounded Total €	00.00

Payments made to Revenue that have not yet been debited from your bank account are not reflected in the Balance above.

Yours faithfully,  
 District Manager

**€ Payslip NoA C**

The amount entered below is to be credited to the tax year indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: MR TEST CASE TESTING 2  
 PPS No.: [blank]  
 Year: 1/1/2022 to 31/12/2022

**Whole Euro only - DO NOT ENTER CENT**

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Sample Notice of Amended Assessment (Chapter 5) for 2022