

# Supporting Documents Section

## Supporting Document Checklist

See [www.accesscollege.ie](http://www.accesscollege.ie) for further information on what types of documents you may need to supply. Sample documents and letters can be found on [www.accesscollege.ie/hear-supporting-documents](http://www.accesscollege.ie/hear-supporting-documents).

Review each question on the online form 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 Tuesday March 10th 2026.

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 2024 (i.e. 52 weeks).

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## 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 2024.
  - 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 all 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)**



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## How do I request a Statement of Liability for 2024?

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 2024?

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 2024.

## 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 2024?

If your parent(s)/guardian(s) have a 'Notice of Amended Assessment - Chapter 4' or 'Notice of Amended Assessment – Chapter 5 for 2024' 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 2024 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 2024 they need to complete their Tax Return and Self-Assessment for 2024 on ROS as soon as possible.

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

- **A Self-Assessment** – Chapter 4 for 2024 if parent(s)/guardian(s) are jointly assessed by Revenue.
  - **OR**
  - **A Statement of Liability for 2024 and a Self-Assessment** – Chapter 4 for 2024 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 2024?

HEAR requests that you provide the Revenue equivalent of supporting documents for the tax year January 1st 2024 to December 31st 2024.  
See [www.accesscollege.ie](http://www.accesscollege.ie) for details.

A certified English translation by a professional translation service is required in the case of documents not issued originally in English or Irish, in addition to the certified A4 photocopies of the documents themselves.

You can also contact a member of the HEAR team for further information. Contact details are listed on page 3 of this handbook.

## 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 2024, plus a Department of Social Protection form or statement for 2024 as outlined on page 27.

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



## How do I complete the Department of Social Protection (DSP) form or statement?

If your parent(s)/guardian(s) received income from the DSP in the year ending December 31st 2024, you must provide the following four pieces of information from the DSP:

- The total amount of social welfare income received in 2024.
- The name of the person(s) receiving the payment.
- The name of the payment(s) received.
- The date the payment started and the date the payment stopped (if applicable). **The DSP form is included at the back of this handbook** or you can download it from your online HEAR Application.

Ask your parent(s)/guardian(s) to have the local DSP Office Complete, Sign and Stamp your DSP Form. Alternatively your parent(s)/guardian(s) can request a copy of their DSP payment statement online at **[www.welfare.ie](http://www.welfare.ie)**.

You can submit the DSP form or a statement from DSP. Remember HEAR requires evidence of a full year's income for 2024 (i.e. 52 weeks). Some applicants, depending on their parent(s)/guardian(s)' circumstances in 2024, may need to submit Revenue documents and/or evidence of other income as well as evidence of DSP income.