



# Application for a Tax Clearance Certificate

# TC1

This application form is only to be used by the following applicants:

1. Applicants who require Tax Clearance but are non e-Enabled, see Note 1.
2. Applicants who are not resident and not tax registered in this State, see Note 2.
3. Charities/voluntary bodies not registered for tax or do not possess a CHY Number, see Note 3.

PPS Number:

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Applicant Name:

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Applicant Address:

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Reason for Tax Clearance Application:

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## Additional Information for Contract, Licence or Grant applications

Type of Contract, Licence or Grant:

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Where will the work be carried out:

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## If Applicant is Non-Registered and Non-Resident

Tax Registration in Country of Residence:

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Country of Residence:

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## Tick relevant Box:

Supply of Goods ☐

Supply of Services ☐

Supply of Goods & Services ☐

## If Applicant is or was a member of a Partnership:

Name of Partnership:

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Applicant's period of Membership:

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Tax Reference of Partnership:

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Any other connected parties:  
(See Note 4)

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**The information provided in this form is true and correct to the best of my knowledge and belief. I have included all information relevant to this application.**

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

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

Name: \_\_\_\_\_  
(Block Letters)

Daytime Telephone Number: \_\_\_\_\_

# Notes for Completion of an Application for Tax Clearance

## **Note 1: Non e-Enabled**

Applicants who have no access to electronic systems can apply for a Tax Clearance Certificate by completing this application. Completed forms must be submitted to the local Revenue office or to Customer Services, Office of the Collector-General, Sarsfield House, Francis Street, Limerick.

## **Note 2: Non-Residents**

Non-Resident applicants, who have neither an Irish tax registration nor a permanent established (PE) place of business in the State, must apply for tax clearance using this application form to:

Non-Residents Tax Clearance Unit,  
Collector-General's Office,  
Sarsfield House,  
Francis Street,  
Limerick,  
V94 R972.

Telephone: LoCall 1890 20 30 70, please note that the rate charged for the use of 1890 LoCall numbers may vary amongst different service providers. If you are calling from outside the Republic of Ireland, please phone +353 61 488 000.

Fax: +353 61 488 476

E-mail: [nonrestaxclearance@revenue.ie](mailto:nonrestaxclearance@revenue.ie)

## **Note 3: Non-Registered Charities/Voluntary Bodies**

Applicants that are non-registered voluntary bodies or non-registered charities can apply for a Tax Clearance Certificate by completing this application form. Completed forms must be submitted to the local Revenue office or to Customer Services, Office of the Collector-General, Sarsfield House, Francis Street, Limerick.

## **Note 4: Connected Parties**

Tax clearance processing assesses both the applicant's tax affairs and those of any connected parties. Potential connected parties which will also be assessed include:-

- Spouse/Civil Partner
- Properties
- Partners
- Partnerships
- Employer (Small Public Service Vehicles Drivers and Criminal Legal Aid Board applicants)
- Directors/Shareholders
- Previous Business Entity (Liquor Licence applicants)
- VAT Group Remitter (Applicants who are part of a VAT Group); as relevant.

In order to complete the application the applicant will require the Tax Reference Number or Property ID of their relevant connected parties.