



CERTIFICATE OF INCOME

A Certificate must be completed in respect of every member of the household who is at present in receipt of income of any kind.

PART 1: Employed: Employer to complete and submit along with (1) Statement of Liability, (2) Employment Detail Summary or last payslip for previous year and (3) 4 out of the last 6 payslips or Pay and Tax Summary (year to date).

PART 2: Social Welfare Income: If there is a means deduction on your social welfare, a letter from Social Protection explaining deduction is required.

PART 3: If Self-Employed complete and submit a minimum of 2 years accounts along with an up-to-date tax balancing statement and preliminary tax receipt.

PART 4: Declaration.

This form should be completed in full in BLOCK CAPITALS, except where a signature is required.

Name: _____ PPSN No: _____

Previous Name (if any): _____

Present Address: _____

Previous Address: _____

PART 1: FOR COMPLETION BY YOUR EMPLOYER

The following are the details of the weekly gross income received by the above named:

Occupation: _____

Regular Overtime: _____

Date Employment Commenced: _____

Shift Allowance: _____

Is Position (please tick):

Permanent Temporary Part-Time Full-Time

If part-time, how many hours per week: _____

Name of Employer: _____

Telephone: _____

Address: _____

Email: _____

I/We certify that the particulars set out above are correct in respect of the above named employee:

Signed: _____

Official

Stamp:

Occupation: _____

Note: this Certificate must be signed and stamped by the Secretary, Accountant or Partner in the Firm.



PART 2: SOCIAL WELFARE INCOME

If payment is lower than standard payment, please indicate below why payment is reduced, e.g. Deductions for overpayment, means-tested. If means-tested, please submit copy of calculation of means as issued by the Department of Social Protection.

PART 3: FOR COMPLETION BY SELF-EMPLOYED

Name of Business: _____ Date Business Registered: _____

Address of Business: _____ Type/Nature of Business: _____

In addition to the above details we require:

1. Copy of Certificate of Registration of your business as issued by Revenue.
2. If trading more than 12 months, copy of most recent Profit & Loss Accounts as certified by your Accountant and Notice of Self-Assessment as issued by Revenue.
3. If you are trading less than 12 months, please provide letter from your Accountant with your projected profits and/or income for your business.

PART 4: DECLARATION

I declare that the information given by me for the purpose of declaring my income is correct and authorise the local authority to make any enquiries from official sources as it may be consider necessary.

SIGNATURE OF APPLICANT: _____ DATE: _____



❖ **Statement of Liability/Employment Detail Summary/Pay and Tax Summary (year to date)**

The Statement of Liability, Employment Detail Summary & Pay and Tax Summary (year to date) are available through Revenue's online service, myAccount.

The details can be accessed through the following link:

- **Website Link:** https://www.ros.ie/myaccount-web/sign_in.html?execution=e1s1

You will need to register with Revenue to access this portal if you have not done so already.

Details on how to register are available on the site and can be accessed by the following link:

- **Website Link:** <https://www.revenue.ie/en/online-services/support/help-guides/myaccount/registering.aspx>

Any queries in relation to same must be directed to Revenue.

❖ **Social Welfare Income**

If payment is lower than standard payment, please indicate below why payment is reduced, e.g. Deductions for overpayment, means-tested. If means-tested, please submit copy of calculation of means as issued by the Department of Social Protection.

❖ **Contribution Statement**

If you are an EU Citizen and currently unemployed, evidence of employment for 12 months will be required.

A Contribution Statement is a summary of your social insurance record in Ireland and provides a record of how many contributions you have, up to the end of the last tax year.

This statement can be requested by anyone with a MyGovID account.

- **Website Link:** <https://services.mywelfare.ie/>