**How to Register Your Employment with UCC / Avoid Emergency Tax**

**Step One**: **Register on MyAccount on Revenue.ie**

To register you will need:

* PPS Number (if you do not have one, you will need to apply for one via the Department of Social Protection. Please visit [www.welfare.ie](http://www.welfare.ie) to start to the process)
* Date of Birth
* Mobile/Home number & Email address
* Home address

If this is your first time making contact with Revenue, a password for your MyAccount will be posted out to your home address. Once you receive your password, you can log in using this, your PPSN and your date of birth.

**Step Two: Register your UCC Employment**

On the MyAccount homepage under PAYE services, you will click Update Job or Pension Details



You will need:

* The UCC registration Number: 0006286E
* Start date of your new job
* Frequency of your salary e.g. monthly
* Estimate of overall income for the year
* Staff number



Once you have completed registration, a tax credit certificate will be issued to you in a few days, and an electronic copy will be sent to UCC. (This is now referred to as an “RPN”) You can view this tax cert when you click “**Manage Your Tax 2020**”

If you have paid emergency tax within the tax year (January to December inclusive), you may be entitled to receive a refund the next time you are paid. For previous years, you can apply for Statement of Liability, clicking the option **“Review Your Tax 2016-2019**” for direct refunds.

*Please note that P60s are no longer issued by the Payroll Office, and will be available on MyAccount as Statements of Liability.*

**Revenue Phone Number: 01 7383636**