



No need to contact Revenue for your P21 - Go on-line and use **PAYE On-Line** Self Service for PAYE Customers

You may be requested to provide a Form P21 to support your grant application. Form P21 is available from the Revenue Commissioners. The quickest and easiest way to get Form P21 is to request it online from PAYE Self Service. Your P21 should arrive within 5 days

What do I need to apply on-line for a 'P21'?

To do this you will need your Revenue PIN and a 'reachservices' username and password. 'reachservices' is a Government service set up to provide secure and confidential access to public services through the internet.

How do I get a Revenue PIN?

You will find your PIN on your Tax Credit Certificate. If you can not find it, you can:

- apply on line at www.revenue.ie. Select the option to 'request a revenue PIN'; or
- text the word PIN followed by your PPS number to 51829.


How do I get a 'reachservices' username and password?

- Step 1** Go to www.revenue.ie and select 'Register with reachservices'. This leads to the 'reachservices' registration page.
- Step 2** Create your Account by entering a username and password of your choice.
- Step 3** Select the option to add personal details.
- Step 4** Select the option to match your personal details with your Public Service Identity (PSI). This is a security feature to safeguard your personal details. You must do this to avail of PAYE On-Line.
- Step 5** When your PSI has been validated you will receive an activation code in the post from reachservices. Go to www.reachservices.ie and use the code to activate your account.

If you aren't already registered with reachservices or if you need a Revenue PIN, you should register/request a PIN as soon as possible.

How do I use PAYE On-Line?

Having activated your reachservices account, you can:

- go to www.revenue.ie
- log in to 
- enter your reachservices username and password
- enter your Revenue PIN
- select 'Tax Credits & Incomes'
- Select '2007'
- request a PAYE Balancing Statement (P21)