HOW TO REGISTER YOUR JOB ON REVENUE:
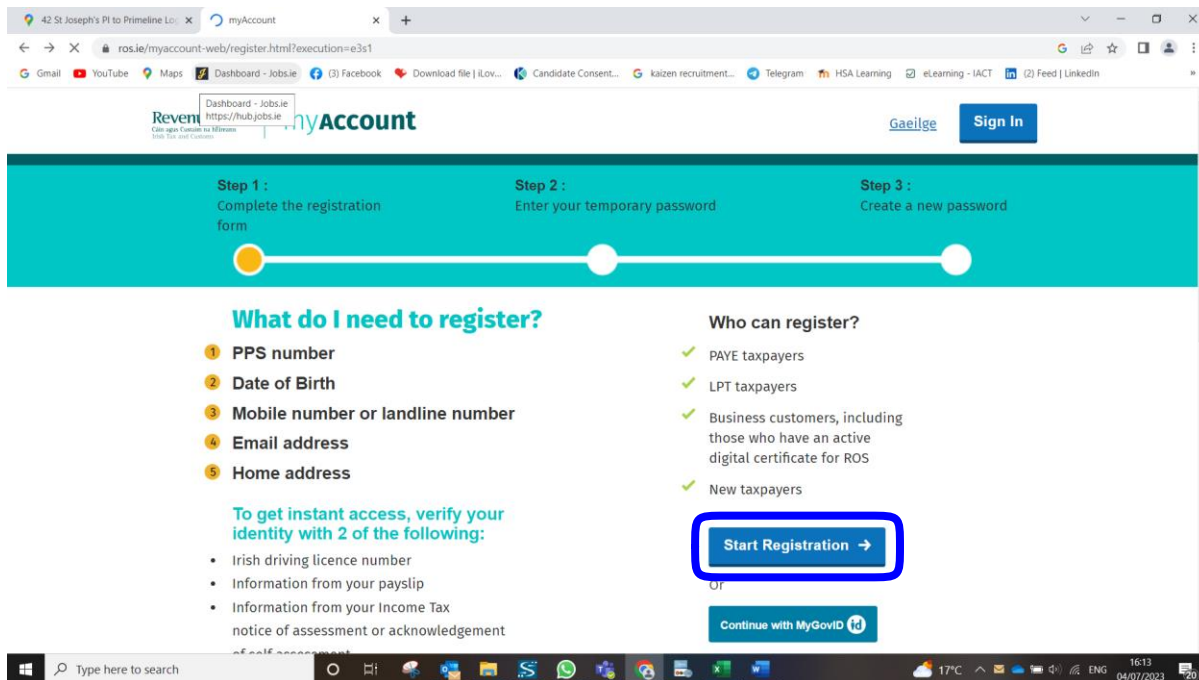
Step 1. If you do not have yet a my account revenue you will have to register for one on this link
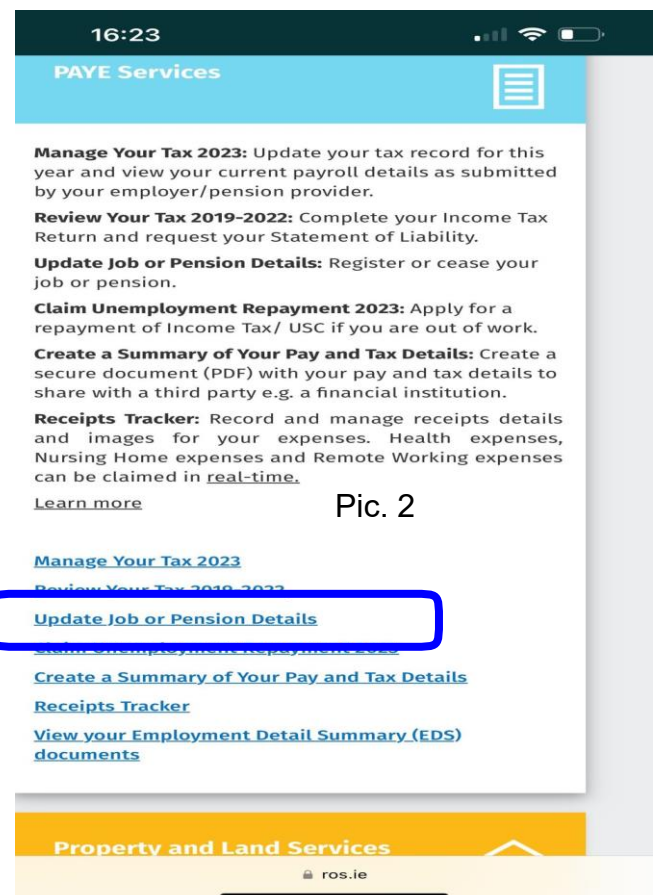https://www.ros.ie/myaccount-web/register.html?execution=e3s1

Pic. 1

You will receve a temporary password via an post at your residence address (home) in around 5 days from the registration.

Step 2. Once you receve your temporary password, you will have to change it to a password of your choice. Then log into your account revenue and register the job with our company Kaizen Workforce Solution Ltd following the next steps.
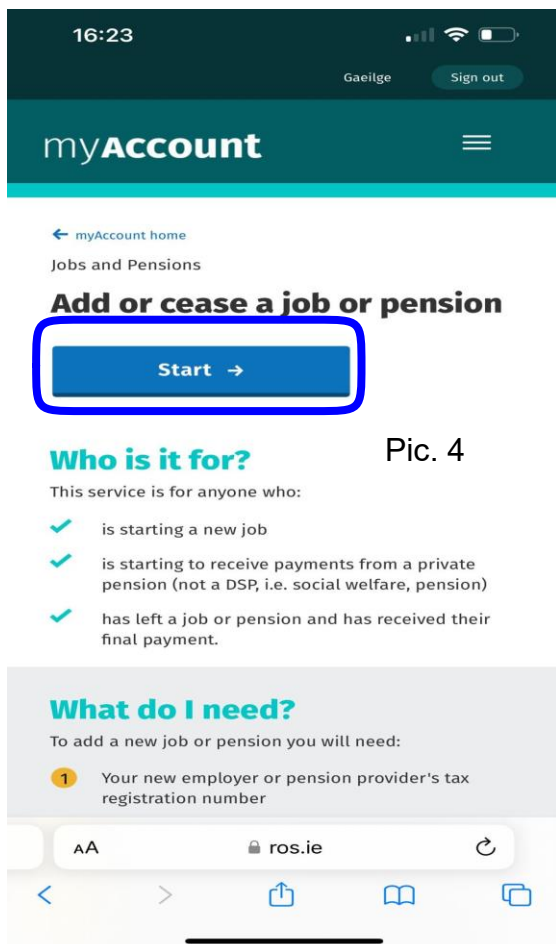
- Go to PAYE Services and click on Update job or Pension details pic. nr2.
- Click on Add Job pic. nr3.

Pic. 2

Pic. 3

Pic. 4

• Click on start and start the registration process pic. nr 4. It will ask you to provide the company tax registration number this is 9770322A Kaizen Workforce Solutions LTD. You are paid on a weekly basis.

Here is a link from the Revenue official website where it explains what to do if you are starting your first job in Ireland. https://www.revenue.ie/en/jobs-and-pensions/starting-your-first-job/index.aspx

Step 3. After Registering your job you have to send an enquiry to revenue and ask them to sed your Tax credits to your employer Kaizen.

.

This is how you can do it:

Go on home page of your account revenue.

Click on the menu button you can see it in pic. nr5 circled with yellow. Then click on ✉ My Enquiries button circled with red.
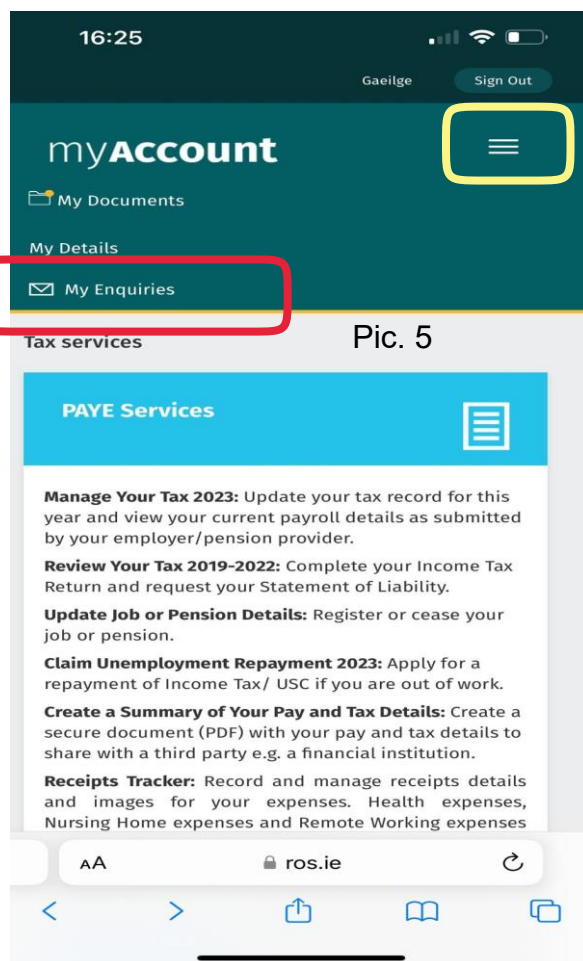
Pic. 5

It will open. If you did before an enquiry you will be able to see them here. Go on the bottom of this page and click on Add New Enquiry pic nr 6.

Showing 1 to 2 of 2 entries   Previous **1** Next

Archive Ticked Items   Pic. 6

View Archive ▢

Add New Enquiry →

After you click on add new Enquiry you will see the pic. nr7. You can let blank the fields that are (optional).

In the special box Enquiry details pic nr8 you will be able to write down your request to send the tax credits to your employer Kaizen. See example in the box below.

Enquiry details   Pic. 8

Please enter further detail about your enquiry (up to 2,000 characters)

Hello I would like to have my tax credits sent to Kaizen Workforce Solutions my current employer and to be added on a cumulative tax basis.

Go at the button of the enquiry form and submit the enquiry pic. nr9.

16:26

Tax reference number
948754004

Tax reference type
CUST

My reference (optional) ⓘ   Pic. 7

You should not include a Tax Reference Number or other personal data as part of this reference (see Information tooltip).

For attention of (optional)

Enquiry details

Please enter further detail about your enquiry (up to 2,000 characters)

Please provide an email address below. Note your address will only be used to notify you when there has been activity on your enquiry.

Email address *

🔒 ros.ie

16:26

Filename can only be alphanumeric and max length of 50. ⓘ
▶ What file types can I attach?

Drop files here...

📎 Add files...   ✕ Cancel upload

Pic. 9

Once the revenue officer will see the enquiry and it will change the status from in progress to completed you will have your taxes back to normal.

Submit enquiry →

* Denotes mandatory field.

MyAccount Help •▢▢ Security •▢▢ Privacy •
Accessibility • Disclaimer
Language: Gaeilge

🔒 ros.ie