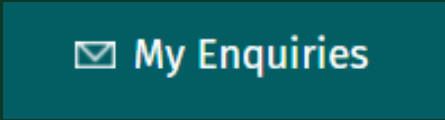


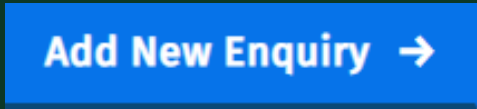


Log in to MyAccount via Revenue

1. Click on My Enquiries in the top right-hand corner of the screen

A teal rectangular button with a white envelope icon and the text "My Enquiries" in white.

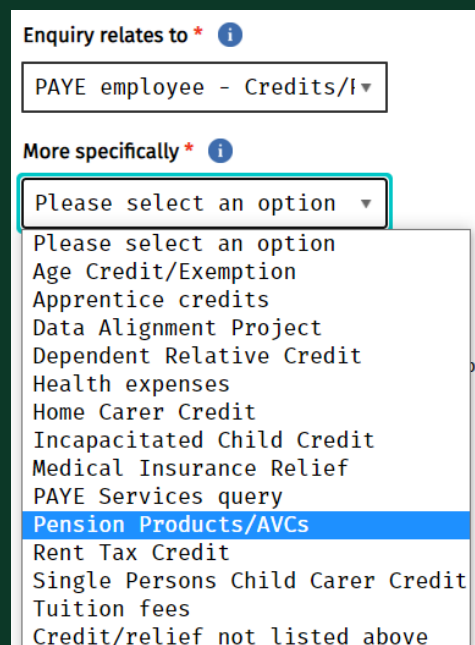
2. Click on “Add New Enquiry” at bottom of screen

A blue rectangular button with the text "Add New Enquiry" in white and a white right-pointing arrow.

3. In the first drop-down menu click on “PAYE employee – Credits/Reliefs”. In the second box for pension-related reliefs click on “Pension products/reliefs”, or for income protection-related queries click on “Credit/relief not listed above”.

As you scroll down there will be further free text boxes to complete:

- A. Complete “reference” as you see fit
- B. In the “details” section you can give a brief synopsis of the relief you are applying for such as “please apply appropriate credits for income protection plan going forward”
- C. Verify your email address

A screenshot of a web form. The first section is titled "Enquiry relates to" with an information icon. Below it is a dropdown menu showing "PAYE employee - Credits/Reliefs". The second section is titled "More specifically" with an information icon. Below it is a dropdown menu showing "Please select an option". A list of options is displayed below the dropdown, with "Pension Products/AVCs" highlighted in blue. The options include: "Please select an option", "Age Credit/Exemption", "Apprentice credits", "Data Alignment Project", "Dependent Relative Credit", "Health expenses", "Home Carer Credit", "Incapacitated Child Credit", "Medical Insurance Relief", "PAYE Services query", "Pension Products/AVCs", "Rent Tax Credit", "Single Persons Child Carer Credit", "Tuition fees", and "Credit/relief not listed above".

4. Attach scanned copies of your policy documentation which you should have received from IPF. The main document to attach is the “original policy certificate”

5. Submit request