



AN COIMISIÚN UM ACHOMHAIRC CHÁNACH
TAX APPEALS COMMISSION

User Guide

Submitting a Tax Appeal online through the Commission's website

As an individual (or company)

or

*As a representative on behalf of an
individual (or company)*

DATE:

13 December 2023

General Information

The Tax Appeals Commission is pleased to announce that, from 13 December 2023, members of the public can now complete and submit their **Notice of Appeal** form online using the 'Notice of Appeal' Portal on the Commission's website www.taxappeals.ie.

Submitting a Notice of Appeal form has now become integrated with our website to enhance the customer experience by becoming more user-friendly, quicker, informative and easier for submission. This new way of form delivery will also save time because, once submitted, the appeal will instantly be received by the Commission with an automatic acknowledgement of receipt being generated. The new form will also prevent any delays in progression due to incompleteness and eliminate the need for manual intervention at the submission stage.

The new portal is self-guided and will direct users through each stage until completion. However, if a person is unsure of any part of the form, the following User Guide is available for assistance.

The registration process requires you to set up an account on behalf of an individual or a company. An email and complex password is required for set up. This email will need to be verified by inputting a pin code automatically issued upon registering for added security. You will also be asked to complete your own **Profile** details which will automatically populate any appeals you wish to submit in the future.

There is no limit to the number of appeals you are able to submit to the Commission and each appeal can be viewed in your 'Manage Appeals' Tab.

You can save a copy of your appeal as a 'draft' at any time for completion at a later date. However, the Commission will delete any appeals that have been in 'draft' form after 30 days.

Once a **Notice of Appeal** is submitted, it cannot be amended at a later stage.

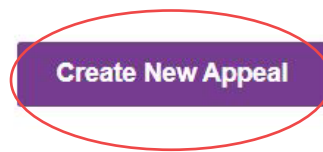
If a member of the public would prefer to submit an appeal by post - that option is still available.

Submitting an Appeal on behalf of yourself (or company)

1. On the ‘**Notice of Appeal**’ Tab on the Website, click on the available online link.
2. You will now be redirected to the portal webpage where the following screen is presented:

Submit an Appeal

Click below "Create New Appeal" button to submit application

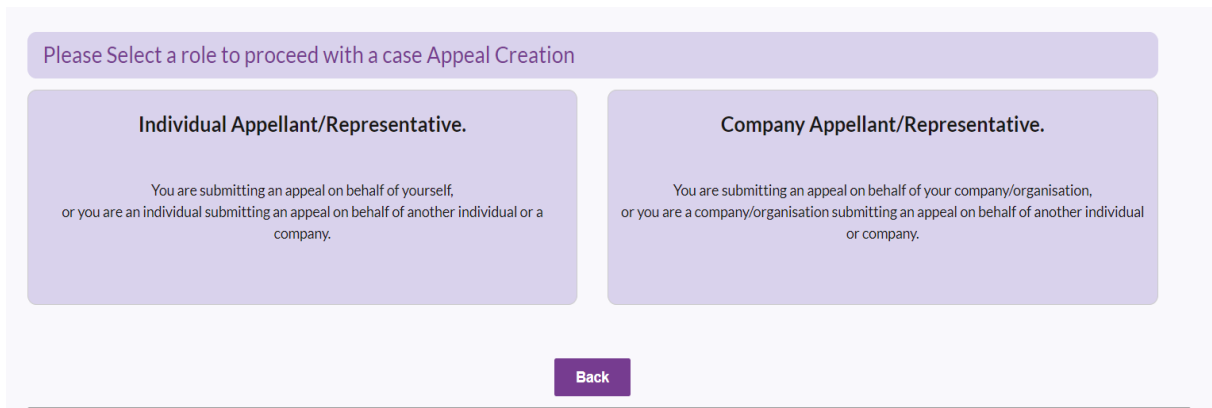


What is Appealable?

3. Click on the ‘**Create New Appeal**’ Button – where you will be directed to the Sign-In & Registration page.

A screenshot of a web form for signing in or registering. At the top left, there are two buttons: 'Sign in' with a key icon and 'Register'. Below these is the heading 'Sign in with an Account'. There are two input fields: '* Email' and '* Password'. Below the password field is a checkbox labeled 'Remember me?'. At the bottom, there are two buttons: 'Sign in' and 'Forgot your password?'.

4. If you have previously submitted an appeal, enter your existing credentials to create a new appeal under the same account.
5. If you have not registered an account before, click on the ‘**Register**’ Tab – you will also be reminded of what appeals can be accepted by the Commission.
6. Click the ‘**Next**’ Button to continue.
7. Click on Button asking if you are **submitting the appeal on behalf of yourself (or company)**.



Step1: Personal Details

- 8. Complete your name, address, contact details (including email address, PPSN Number & Eircode), company name (if applicable) & then Click **Submit** Button.
- 9. Once Saved – click 'Manage Appeals' Tab on top of the page. Then press 'New Appeal'.
- 10. This will now ask you to select whether you are appealing on behalf of yourself, or a client. Click Appellant or Representative.

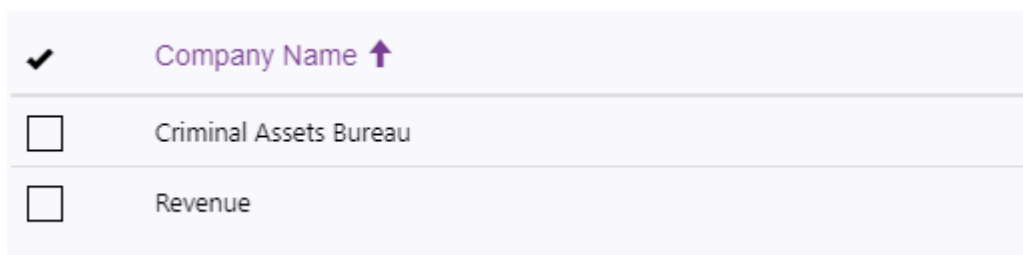
Step 2: Details of Appellant & Representative (if authorising)

If the Appellant is representing themselves, their details will be replicated from the account creation. Verify details and click **Save & Next** Button continue.

- 11. State if you wish to nominate a representative to act on your behalf.
 - o If No: Click **Save & Next** Button, or
 - o If Yes: Complete the details including: name, address, email address & then Click **Save & Next** button.

Step 3: - Details of Appealable Matter

- 12. Select from the drop down menu if the appeal is against Revenue or the Criminal Assets Bureau.



Details of Appealable Matter

Appeal against assessment/decision issued by *

Criminal Asset Bureau

Assessment(s)

Date of Notice of Assessment/Decision ↑	Tax/Issue under appeal	Other	Year at Issue	Is Monetary Appeal?	Quantum of Tax
15/08/2023	Income Tax (IT)		2021	Yes	€50,000.00
23/08/2023	Income Tax (IT)		2022	Yes	€42,000,000.00

Back Save & Next

13. Click on **'Add Assessment'** Button which gives a summary of the assessment e.g. date, tax at issue, year the assessment/decision relates to and if there is a monetary amount involved and press the **'Submit'** Button & then Click **'Save & Next'** Button.

Date of Notice of Assessment/Decision *

15/08/2023

Tax/Issue under appeal *

Income Tax (IT)

What year does the Assessment/ Decision relate to? *

2021

Is a monetary amount being appealed? *

Yes

What amount of tax is being appealed(€)? *

50000

Submit

Step 4: Details of Grounds for Appeal

14. Enter details of grounds of your appeal & then Click ‘**Save & Next**’ Button.

Grounds of Appeal Details

Please set out the grounds of your appeal for the Appeal Commissioners to be able to understand those grounds. It is important that you note that you cannot rely on any grounds during the appeal process that is not set out in this form, unless the Appeal Commissioners decide that you could not have reasonably stated it.*

Add details here

Step 5: Uploading any documents you wish to add

15. Upload any documents you believe may support your appeal.
If you upload any documents by mistake, these can be deleted whilst the appeal is still in draft stage, but cannot be deleted after submission.

Step 5 of 6

Please upload any additional documentation you believe may support your appeal.

Upload Documents

Step 6: Confirm Details & Submit Appeal

16. You will be asked to confirm the details you have already entered & then Click the ‘**Submit**’ Button.

Once the application has been processed, you will receive a unique Case I.D. Number and an acknowledgement within 7 working days.