



COMHAIRLE CHONTAE SHLIGIGH  
SLIGO COUNTY COUNCIL

Sligo.



Íocaíocht Cúnaimh Tithíochta  
Housing Assistance Payment

***HAP SSC***



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***Main  
supporting  
documents  
required  
from  
Tenants:***

- ❖ Current payslips
- ❖ Social Welfare Receipts
- ❖ Employment Detail Summary / Statement of Liability
- ❖ Lease Agreement
- ❖ Irish Residence Permit
- ❖ Letter from school / college



## ***PAYSLIPS & SOCIAL WELFARE PAYMENTS***

- ❖ Payslips can be uploaded in JPEG or PDF format
- ❖ Social Welfare Payments
- ❖ Proof of Child income
- ❖ Mywelfare.ie

Payslips can be uploaded as PDF or screenshots but we can not access password protected payslips

PAYMENT DETAILS		DEDUCTIONS DETAILS		GROSS PAY	
Category	Y	300.00	PAVE	36.53	36.53
			PRSI	20.00	20.00
			USC	13.26	13.26
TOTAL DED.				59.79	59.79
NET PAY				0.00	0.00
TOTAL DED.				0.00	0.00
NET PAY				430.21	430.21

**MyWelfare** 4.6/5.0 Services Login with MyGovID

### What do you want to do today?

- COVID-19 Payments**  
Apply for payment if you have been affected by COVID-19
- Parents, Children, Family**  
Maternity Benefit, Paternity Benefit, Child Benefit, Parents Benefit and Benefit of Work Estimator
- Pensions and Older People**  
Pension services for over 66 year olds
- COVID-19 Pandemic Unemployment Payment**  
Apply now for emergency income support if you are out of work due to COVID-19

**Apply Now**

Using the mywelfare.ie website you can screenshot your social welfare payments or upload a current award letter



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## Employment detail summary & statement of Liability

- ❖ Employment history
- ❖ Log into 'My Account' on [www.revenue.ie](http://www.revenue.ie)

Revenue | myAccount | Gaeilge

Sign In

PPS Number

Date of Birth  
    
DD MM YYYY

Password

If you have a verified MyGovID account, you can use your MyGovID details to sign in

[Continue with MyGovID](#)

[What is MyGovID?](#)

Or

[Register Now](#)

Revenue | myAccount | My Documents | My Profile | My Enquiries

You may view your payroll details as submitted to Revenue by your employer/pension provider in myAccount. Click [here](#) or the 'Manage Your Tax 2021' link in the PAYE Services card to view this year's details. To view 2020 payroll details click the 'Review Your Tax 2017-2020' link.

Tax services

**PAYE Services**

**Manage Your Tax 2021:** Update your tax record for this year and view your current payroll details as submitted by your employer/pension provider.

**Review Your Tax 2017-2020:** Complete your Income Tax Return, request your Statement of Liability, view your Employment Detail Summary.

[Manage Your Tax 2021](#)

[Review Your Tax 2017-2020](#)

[Update Job or Pension Details](#)

[Claim Unemployment Repayment 2021](#)

[Employment Detail Summary](#)

**Property Services**

**Property Owners**

- View, file and pay your LPT
- LPT valuation guide: average market value of properties as at November 2021
- Claim tax relief on the renovation of a property
- Claim tax relief on mortgage interest

[Local Property Tax \(LPT\)](#)

[Home Renovation Incentive](#)

[Help To Buy](#)

[LPT Valuation Guide](#)

[Claim Mortgage Interest Relief](#)



## Employment detail summary & statement of Liability

- ❖ Click 'Review your Tax'
- ❖ Download your most recent Employment Detail Summary (Usually for the previous year) in pdf format.

2020

Review type	Description	Status	Action
Statement of Liability	<ul style="list-style-type: none"><li>• View your Preliminary End of Year Statement for 2020 based on Revenue's records.</li><li>• Complete your Income Tax return to:<ul style="list-style-type: none"><li>- Change existing credits/declared income;</li><li>- Declare additional income e.g. rental income, income from casual work;</li><li>- Claim additional credits/reliefs e.g. health expenses;</li><li>- Request your Statement of Liability from Revenue.</li></ul></li></ul>	Available	<a href="#">Request</a>
Employment Detail Summary ⓘ	<ul style="list-style-type: none"><li>• View a summary of the pay and tax details reported by your employer(s)/pension provider(s) to Revenue.</li><li>• Create a document containing a summary of your pay and tax details.</li></ul>	Available	<a href="#">View</a>



# Employment detail summary & statement of Liability

- ❖ Upload the previous year's Employment Detail Summary. Eg for 2023, 2022 documentation required
- ❖ Statement of Liability

In all correspondence please quote:  
PPS No. [REDACTED]

Personal Division  
PAYE Services  
14/15 Upper O'Connell Street  
Dublin 1

Enquiries: 01 7363612  
29 Jan 2020

### Employment Detail Summary 2019

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected

Job/pension details	
Employer/pension provider name	[REDACTED]
Employer/pension provider no.	[REDACTED]
Employment ID	[REDACTED]
Start Date	[REDACTED]

Pay, Income Tax, USC, LPT and PRSI details	
Gross pay	[REDACTED]
Pay for Income Tax	[REDACTED]
Income Tax paid	[REDACTED]
Taxable benefits	[REDACTED]
Pay for USC	[REDACTED]
USC paid	[REDACTED]
LPT deducted	[REDACTED]
Employee PRSI paid	[REDACTED]
Employer PRSI paid	[REDACTED]

PRSI classes	
PRSI class	[REDACTED]
Number of insurable weeks	[REDACTED]



## CHAPTER 4 SELF ASSESSMENT

For applicants who are self employed, HAP require your End of Year Self Assessment or Chapter 4





## BANK STATEMENT

- ❖ For all other income you can upload your bank statement.
- ❖ This would be for any other income such as maintenance, private pension, etc.

Date	Details	Withdrawn	Paid In	Balance	Banking only better
20DEC16	Balance from last stmt			3245.01	
21DEC16	POS ELVERY SPORT 18/07 1	65.00		3180.01	<p>Don't forget to let us know if any of your personal details change. You can drop into your local branch or call 1890 500 121 800 353 1 212 4101</p> <p>This is an eligible deposit under the Deposit Guarantee Scheme. For more information, please see the 'Deposit Guarantee Scheme-Depositor Information Sheet' available in branch or c</p> <p>Don't have time to get to your branch? Log onto Open24.ie and see what you can do from the comfort of your own home. Check out our new account opening service</p>
21DEC16	POS ELVERY SPORT 18/07 1	65.00		3115.01	
21DEC16	POS ELVERY SPORT 18/07 1	65.00		3050.01	
23DEC16	POS ELVERY SPORT 18/07 1	65.00		2985.01	
23DEC16	POS ELVERY SPORT 18/07 1	65.00		2920.01	
23DEC16	POS ELVERY SPORT 18/07 1	65.00		2855.01	
28DEC16	POS ELVERY SPORT 18/07 1	65.00		2790.01	
28DEC16	POS ELVERY SPORT 18/07 1	65.00		2725.01	
28DEC16	POS ELVERY SPORT 18/07 1	65.00		2660.01	
28DEC16	POS ELVERY SPORT 18/07 1	65.00		2595.01	
30DEC16	POS ELVERY SPORT 18/07 1	65.00		2530.01	
30DEC16	POS ELVERY SPORT 18/07 1	65.00		2465.01	
30DEC16	POS ELVERY SPORT 18/07 1	65.00		2400.01	
30DEC16	POS ELVERY SPORT 18/07 1	65.00		2335.01	
01JAN16	POS ELVERY SPORT 18/07 1	65.00		2270.01	
01JAN16	POS ELVERY SPORT 18/07 1	65.00		2205.01	
01JAN16	POS ELVERY SPORT 18/07 1	65.00		2140.01	
01JAN16	POS ELVERY SPORT 18/07 1	65.00		2075.01	
05JAN16	POS ELVERY SPORT 18/07 1	65.00		2010.01	
05JAN16	POS ELVERY SPORT 18/07 1	65.00		1945.01	
10JAN16	POS ELVERY SPORT 18/07 1	65.00		1880.01	
10JAN16	POS ELVERY SPORT 18/07 1	65.00		1815.01	
10JAN16	POS ELVERY SPORT 18/07 1	65.00		1750.01	
10JAN16	POS ELVERY SPORT 18/07 1	65.00		1685.01	
10JAN16	POS ELVERY SPORT 18/07 1	65.00		1620.01	
10JAN16	POS ELVERY SPORT 18/07 1	65.00		1555.01	





## LEASE AGREEMENT

- ❖ Each Applicant must upload the lease agreement for the property you wish to apply for a HAP payment
- ❖ Tenant and Landlords name
- ❖ Property
- ❖ Schedule

RESIDENTIAL LETTING AGREEMENT  
PRIVATE HOUSE OR APARTMENT

Date: 26 March 2021

Landlord: IRISH

Tenant(s):

Property: Dublin 24

Note for Tenant(s)

1. This is a Fixed Term Tenancy Agreement
2. The Residential Tenancies Acts 2004 to 2015 applies to this agreement.
3. It is strongly recommended that you take legal advice before signing this agreement.
4. \_\_\_\_\_ provides property management services to the Landlord. This means your day to day dealings with the Landlord take place through \_\_\_\_\_ in acting on behalf of the Landlord it processes personal data as a processor on behalf of the Landlord. Where \_\_\_\_\_ is acting for its own purposes it processes personal data as a controller. For further details, see section 5, 'Data Protection & Privacy' and the Annex of this document. We handle your personal data in accordance with our respective Privacy Statements, which are periodically amended, copies of which are available at <http://www.irest.ie/RES-3311-Privacy> and <http://www.irest.ie/RES-3311-Privacy>.

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## OTHER DOCUMENTS

- ❖ Applicants who are in full time education or have family members who are over 17 and are in full time education require a letter confirming admission
- ❖ Some applicants may need to upload their Irish Residence Permit card depending on their residency status.

