

# Revenue Guide

## 1. Statement of Liability

### How do I get a Statement of Liability?

You must [complete an income tax return](#) to get a Statement of Liability. This applies even if there are no changes needed to your record and you have no additional tax credits to claim or additional income to declare.

Your Statement of Liability will normally be available within 5 working days from the date you make a request. It will be available under 'My Documents' in your myAccount.

**If you have already completed your income tax return:** To view your Statement of Liability:

1. [Sign in to myAccount](#)
2. Click on 'My Documents' at the top of the myAccount home page
3. Select the specific year folder from the 'Summary' screen
4. Click 'View PDF' to view the Statement of Liability

### Your 2025 documents

| Document name             | Tax year | Date issued ▼ |                                                                                                                |
|---------------------------|----------|---------------|----------------------------------------------------------------------------------------------------------------|
| Employment Detail Summary | 2025     | 29/06/2026    | <a href="#">View PDF</a>  |
| Statement of Liability    | 2025     | 27/01/2026    | <a href="#">View PDF</a>  |

# Revenue Guide

## 2. Employment Details Summary

### How to create an EDS

To create an EDS, sign in to myAccount, and follow the instructions to get to the EDS landing page. Select the year you wish to create an EDS and take the following steps.

PAYE Services

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

**Review your tax for the previous 4 years:** Complete your PAYE Income Tax Return and request your Statement of Liability.

**View/Cease Your Job or Pension Details:** View/Cease any jobs/pensions on your record this year.

**Claim Unemployment Repayment for the current year:** Apply for a repayment of Income Tax/ USC if you are out of work.

**Create a Summary of Your Pay and Tax Details:** Create a secure document (PDF) with your pay and tax details to share with a third party e.g. a financial institution.

**Receipts Tracker:** Record and manage receipts details and images for your expenses. Health expenses, Nursing Home expenses and Remote Working

[Manage your tax for the current year](#)

[Review your tax for the previous 4 years](#)

[View/Cease Your Job or Pension Details](#)

[Claim Unemployment Repayment for the current year](#)

[Create a Summary of Your Pay and Tax Details](#)

[Receipts Tracker](#)

[Expenses/Benefits](#)

[View your Employment Detail Summary \(EDS\) documents](#)

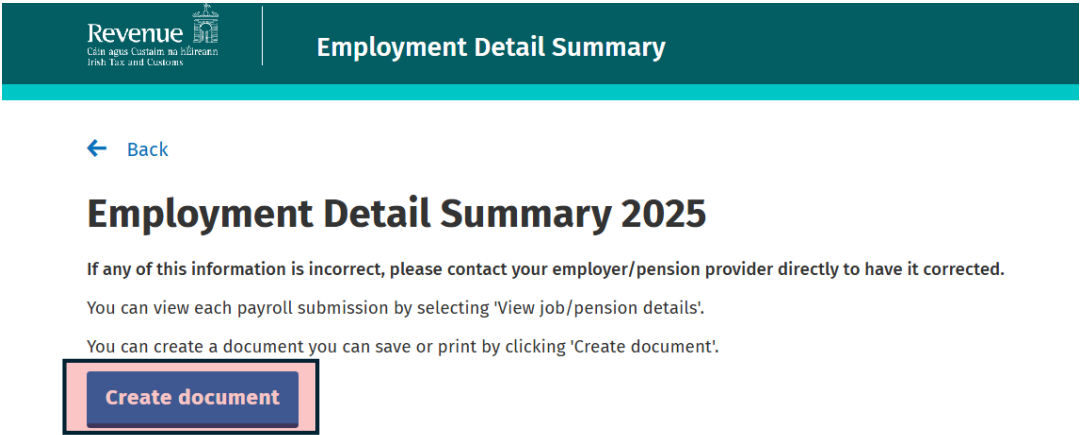
1. Select 'Create EDS'.

### Employment Detail Summary

| Filter by tax year... |             |
|-----------------------|-------------|
| TAX YEAR              | DATE ISSUED |
| 2025                  | -           |
| Create EDS            |             |

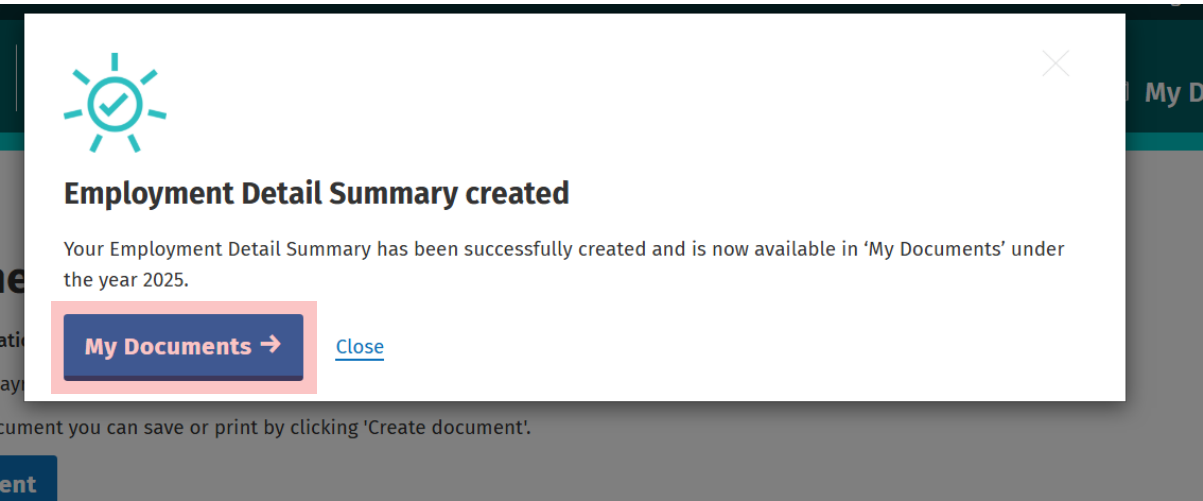
# Revenue Guide

- 2. You will be brought to the ‘your jobs and pension’ page.
- 3. Select ‘Create Document’



## Your jobs or pensions

- 4. You will receive a message to confirm your EDS has been created and is available in 'My Documents'. The option to proceed directly to view the EDS is available when you select the ‘My Documents’ button.



- 5. You can view your document by clicking ‘view PDF’, You can also print or save your document.

## Your 2025 documents

| Document name             | Tax year | Date issued ▼ |                                                                                                                          |
|---------------------------|----------|---------------|--------------------------------------------------------------------------------------------------------------------------|
| Employment Detail Summary | 2025     | 29/06/2026    | <div><a href="#">View PDF</a></div> |

# Revenue Guide

## 3. Summary of Pay and Tax details (year to date)

**Sharing your summary** When you are sharing your summary electronically with a third party, they will need a copy of the PDF along with the password to open the document.

1. Click 'Create a Summary of Your Pay and Tax Details'

**PAYE Services**

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

**Review your tax for the previous 4 years:** Complete your PAYE Income Tax Return and request your Statement of Liability.

**View/Cease Your Job or Pension**  
**Details:** View/Cease any jobs/pensions on your record this year.

**Claim Unemployment Repayment for the current year:** Apply for a repayment of Income Tax/ USC if you are out of work.

**Create a Summary of Your Pay and Tax**  
**Details:** Create a secure document (PDF) with your pay and tax details to share with a third party e.g. a financial institution.

**Receipts Tracker:** Record and manage receipts details and images for your expenses. Health expenses, Nursing Home expenses and Remote Working

[Manage your tax for the current year](#)

[Review your tax for the previous 4 years](#)

[View/Cease Your Job or Pension Details](#)

[Claim Unemployment Repayment for the current year](#)

[Create a Summary of Your Pay and Tax Details](#)

[Receipts Tracker](#)

[Expenses/Benefits](#)

[View your Employment Detail Summary \(EDS\) documents](#)

# Revenue Guide

## 2. Click 'Create Summary'

Pay and Tax Summary

 My Documents

### Create a summary of your pay and tax details

You can create a secure document (PDF) summarising your pay and tax details. Your **summary will be password protected** once it is generated so that you can manage who has access to your information. When you are sharing your summary electronically, you will need to send both the PDF and the unique password associated with it.

#### What is this summary for?

You can provide this summary to any person or body, such as a financial institution, a solicitor or local authority, as proof of income or tax paid for the purposes of applying for a loan, mortgage, grants etc.

#### What will this summary include?

This summary can include:

- ✓ Your pay and tax details to date for the current year
- ✓ Full details of any payments you received as submitted by your employer(s)/pension provider(s) for the last three months
- ✓ Your Statements of Liability for the last four tax years.

You can select which of the above information you would like the summary to include.

#### Is there anything I need to do before requesting this summary?

- 1 You should ensure your pay and tax details are correct. You can view your payroll details for the year through the 'Manage your tax' link in the PAYE Services card.
- 2 You may need to request Statements of Liability for the last four years if you have not done so already. The summary will only include any Statements of Liability which have already been issued. You can request a Statement of Liability through the 'Review your tax' link in the PAYE Services card.

Create summary →

View previous summaries

## 3. Click 'next'

Step 1 of 4

### Statements of Liability

The Statement of Liability will show your pay and tax details for a previous year. You can select to include Statements of Liability for up to the last four years.

#### Select years

Please select the years which you would like the summary to include.

☐ 2025

[View](#)

☐ 2024

[View](#)

☐ 2023

[View](#)

☐ 2022

[View](#)

Next →

# Revenue Guide

## 4. Tick ‘yes’ box and scroll down to click ‘next’ below jobs and pensions

Step 2 of 4

### Pay and tax details Year To Date (YTD)

These are your pay and tax details for the current year as submitted to Revenue by your employer/pension provider. **If any of these figures are incorrect, please contact your employer/pension provider.**

Select pay and tax details

Please select whether you wish to include your pay and tax details YTD

☐ Yes

Your jobs / pensions

Cork City Council (0005126M)

| Pay for Income Tax | Income Tax paid | Pay for USC | USC paid  | Employee PRSI paid | LPT deducted |
|--------------------|-----------------|-------------|-----------|--------------------|--------------|
| €28,239.89         | €0.00           | €26,646.79  | €4,258.72 | €28,239.89         | €613.60      |
| €1,186.06          | €0.00           |             |           |                    |              |

Next →

## 5. Scroll down and click ‘next’

Step 3 of 4

### Payroll details

These are your payroll details for your jobs or pensions as submitted by your employer/pension provider.  
**Note:** The summary will include payroll details for the current month and the number of previous months selected.

#### Select period

Please select the number of months of payroll details you wish to include.

Self

☐ 1 Month  
(01/05/2026 - 29/06/2026)

☐ 2 Months  
(01/04/2026 - 29/06/2026)

☐ 3 Months  
(01/03/2026 - 29/06/2026)

Your jobs / pensions

No payroll details selected.

Next →

# Revenue Guide

## 6. Tick the 'declaration' box and click 'Create Summary'

Step 4 of 4

### Review your summary of pay and tax details

This is the information that will be included in your summary. Please ensure the details shown below are correct.

#### Statements of Liability

No Statement of Liability selected.

#### Pay and tax details Year To Date (YTD)

Pay and tax details

01/01/2026 - 29/06/2026

#### Payroll details

No payroll details selected.

#### Declaration

☐

I confirm that the information above is correct.

Create summary →

## 7. It will state Summary created and a password will display. Note password and click 'download summary'



### Summary created

Your summary of pay and tax details has been successfully created. The summary is now available for you to download.

### Summary password

You will need to use the password shown below to open your summary after it has been downloaded. It is your responsibility to keep this password secure and to share it as appropriate.

Password: 982864

**Note:** You can return to this application to view any previously generated summaries along with the unique password for each.

[How do I use my password?](#)

Download summary ↓

## 8. View your downloaded pay and tax summary and enter the password when prompted. You can then print the document.