

Declaration and Agent Link Notification

Client Name _____

PPS / Tax Reference number

I confirm that T.R.O. Accountancy (TAIN 73554H) is to act as my agent in respect of the PRSI Refund Applications and the following taxes effective from _____

- PAYE
- Income Tax
- Capital Gains Tax
- Relevant Contracts Tax
- Value Added Tax
- Employers PAYE/PRSI
- Corporation Tax
- Environmental Levy
- Dividend Withholding Tax

I understand that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

CLIENT Signature _____

Date __ / __ / 2011

AGENT Signature _____

Date __ / __ / 2011

CUSTOMER/AGENT AGREEMENT

T.R.O. Accountancy - Services we provide - No refund no fee!

- When registered as your agent we will submit the request for your refund to the Revenue Commissioners within 3 working days.
- As soon as the Revenue Commissioners review the request a statement will be issued. Once we receive the statement we will check the details and notify you of the result and of the refund due to you.
- Within 3 working days the payment will be issued to you.

I confirm the following:

1. I authorise T.R.O. Accountancy to be the exclusive agent for Revenue Commissioners and Department of Social and Family Affairs for previous four years and the current year.
2. I have not submitted a tax return for the four previous years.
3. To provide accurate information and disclose all relevant facts regarding income, taxes, personal circumstances and assets for the correct calculation and preparation of tax returns.
4. I take full responsibility for any discrepancies in the information provided.
5. I authorise T.R.O. Accountancy to receive and process any refunds on my behalf and to send me the refund, after deduction of their commission, by bank transfer.
6. I agree to a commission of 15% + VAT on any refunds I receive for the assembled years.

For example: By a refund of € 1000 you will pay 15% = € 150
+13.5% from €150 = € 20.25
Total € 170.25

7. If I receive a tax refund from any other source, besides T.R.O. Accountancy, I agree to pay the agreed commission within 5 working days. After this period outstanding amounts will be subject to interest by virtue of the Statutory Interest on Late Payments (Commercial Transactions) Regulations 2002.

Name in Print	<input type="text"/>	E-mail	<input type="text"/>
Signature	<input type="text"/>	Phone no	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / 2011	Agent name	<input type="text"/>

Please print out, complete and sign both forms and send them by:

- as a scanned e-mail attachment to office@tro.ie
- or post it to:
T.R.O. Accountancy
11 Hawthorn Wood
Suncroft
Co. Kildare