



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte  
Seirbhís Aisíocaíochta Cúraim Phríomhúil  
Plás J5  
Lárionad Gnó na Páirce Thuaidh  
Bealach Amach 5, M50  
An Bóthar Thuaidh  
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Primary Care Reimbursement Service  
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20 May 2016

**Re: Tax Clearance - Tax Number Confirmation**

Dear Contractor,

I am writing to you with reference to Circular no. 016/16 dated 3<sup>rd</sup> May 2016.

Based on our initial review of the tax number on file for this GMS Contract I would be grateful if you could complete the form attached to confirm the relevant tax number for your business, partnership or company to facilitate the Primary Care Reimbursement Service (PCRS) to confirm with Revenue the Tax Clearance Certificate Status of all suppliers as required by the Department of Finance.

It is important that the tax number you quote correlates to the person with whom the GMS contract exists.

I would greatly appreciate if you could complete this form and email to [PCRS.etax@hse.ie](mailto:PCRS.etax@hse.ie) or fax to 01 8914897 or alternatively return in the prepaid envelope enclosed at your earliest opportunity to ensure future payments are not unduly affected.

As per previous correspondence (Circular no. 016/16):

*"It is important that you are satisfied that you have a valid Tax Clearance Certificate (TCC) either:*

- a) A manual tax clearance certificate that is currently in date; or*
- b) Have applied for and received an eTax Clearance Certificate online on ROS.*

*It is not necessary to apply for eTax Clearance if you are currently in receipt of a manual TCC that is in date. However, once this expires, it is important that you apply online for eTax Clearance to ensure seamless payment.*

*Full details on how to apply for eTax Clearance are available directly from the Irish Revenue website [www.revenue.ie](http://www.revenue.ie). The link to the FAQs in relation to eTax Clearance can be found at: <http://www.revenue.ie/en/online/etax-clearance-faqs.html#section18>*

*Should you require any further information on eTax Clearance, please refer to the Revenue website as outlined above or your local Revenue office".*

Should you have any queries in relation to the completion of the form attached please contact Contract Support Unit on 01 8647194.

Yours sincerely,

Carmel Burke  
Primary Care Reimbursement & Eligibility

# Tax Number Form

Contractor Name:

Address:

GMS Number:

Tax number should be PPS or Income Tax Number in the case of individuals or VAT or Company Tax Registration Number in the case of corporates. To check if Tax Number is valid please go to <https://www.ros.ie/wiclo/index?lang=en>

Tax Number:

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***Re Circular 016/16 PCRS is currently working with Revenue to fulfil its requirements in relation to eTax Clearance. From 1<sup>st</sup> June 2016, it is intended that PCRS will be checking the Tax Clearance Status of all relevant recipients on a monthly basis through online data upload. It is important to note that until your Tax Clearance Status has been confirmed by PCRS, further payment on your account will be held.***

Signature:

Date:

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Practice/Company Stamp: