



# Refund of PRSI contributions

**How to complete this application form.**

**Your Employees must have a Personal Public Service Number (PPS No.) before you apply for a refund for them.**

- Please answer **all questions** that apply to you using a **BLACK** ball point pen and use BLOCK LETTERS and place an X in the relevant boxes. You can apply for one type of refund per form. Incomplete forms will be returned and this may delay your application.

**Please note:** A refund may be claimed for a maximum of four years prior to the current year.

## Part 1

### Employer details

1. Employer No.:

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2. Employer Registered Name:

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3. Trading Name:

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### Employer Contact Details

4. Correspondence address:

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County

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Postcode

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Country

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5. Telephone number:

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MOBILE

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LANDLINE

6. Email address:

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### Declaration

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the Department and that I may be prosecuted. I undertake to immediately advise the Department of any change in my circumstances which may affect my continued entitlement.

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Signature (not block letters)

Date:

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**Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.**

## Part 2

## Employer payment details

Please provide the Company/Partnership's current, deposit or savings account details for payment. The account must be in the Company/Partnership name.

### Financial Institution

You will find the following details printed on statements from your financial institution.

Name of financial institution:

Bank Identifier Code (BIC):

International Bank Account Number (IBAN):

Name(s) of account holder(s):  
Name 1:

Name 2 (if any):

## Part 3

## Employer checklist

Each Employee (EE) on whose behalf you make an application for PRSI Refunds needs a Personal Public Service Number (PPS No.) before you apply.

### Please note:

A refund may be claimed for a maximum of four years prior to the current year.

If details of additional employees need to be supplied, please do so on a copy of **Part 5** of this form.

People with income from rent/ investments or from self-employment (Self-Assessment) should apply to Revenue for a refund.

### Have you enclosed the following on behalf of the employee(s) concerned?

(Only for customers applying for a refund because they have paid Social Insurance in another EU country or in a non-EU country with which Ireland has a Bilateral Social Security agreement).

- ☐ Their E101/A1, if relevant
- ☐ Their Certificate of Coverage, if relevant
- ☐ Their Exemption Certificate, if relevant

## Part 4

## Reason for refund

Reason you think the Company/Partnership or your employee(s) may qualify for a refund?

Use Code against each employee on Part 5 on the next page.

Reason for Refund	Refund Code
Employee(s) of pensionable age	OPA
Self-employed (Company Director/Sole Trader/Partnership) who paid Class A contributions	DIR
Civil/public servant who paid Class A instead of Class B/C/D	CIV
Paid PRSI on full salary while getting Illness Benefit	ILB
Paid PRSI on full salary while getting Maternity/Adoptive Benefit	MAT
Paid PRSI on full salary while getting Paternity Benefit	PAT
Employee(s) is/are Holder(s) of E101/A1, Certificate of Coverage, Exemption Certificate	EXE
Under 16	U16
No Contract of Service	NCS
Subsidiary Employment	SUB
Other reason	OTH

If "Other reason" - please give details below:

Please complete Part 5 PRSI REF 2 (A) in respect of each employee.

Indicate the Total Number of employee(s) pages you are submitting:



Send this completed application form to:

**PRSI Refund Section**

Department of Social Protection  
Gandon House  
Amiens Street  
Dublin 1  
D01 A361

Telephone: (01) 673 2586

If you are calling from outside the Republic of Ireland please call + 353 1 673 2586

**Data Protection Statement**

**The Department of Social Protection will treat all information and personal data you give us as confidential. However, it should be noted that information may be exchanged with other Government Departments / Agencies in accordance with the law.**

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.

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Edition: June 2017

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