

IMPORTANT INFORMATION FOR NEW APPOINTEES

PLEASE READ CAREFULLY

PPS Number:

To comply with Audit Regulations, it is necessary for us to ensure that all PPS numbers submitted are valid. A copy of any one of the following documents will suffice:

- A certificate of tax credits and standard rate cut-off point in respect of a previous employment
- A P45 from a previous employment which shows your PPS number in respect of the current or previous year of assessment
- A Social Welfare Services Card, or PPS Registration Letter issued by the Department of Social and Family Affairs
- A P21 Balancing Statement
- A P60 issued by a former employer, which shows your PPS Number
- Any other items of correspondence from the tax office, which specifically quotes your PPS number
- A Payslip from a previous employer which shows your PPS Number.
- Public Services Card

Tax Details:

- Please submit a P45 from your previous employer.
- If you do not have a P45, please contact the tax office on 1890 222 425. The PAYE registration number for Cork ETB (formerly City of Cork VEC) is 0005182K. Please be sure to quote your PPS number. You need to get a “certificate of tax credits and cut off point” relevant to the current tax year for Cork ETB. The tax office will advise you further.
- **Please remember that all new employees are put on emergency tax, and if your tax affairs are not in order, this will result in you paying 41% tax on all your earnings within 8 weeks of starting employment.**