

# Steps to completing your Tax Return for Health Expenses.

First and foremost it is **very important to remember**, Revenue DO NOT require you to upload all your receipts for your gluten free food purchases.

Here is what they say on their website:

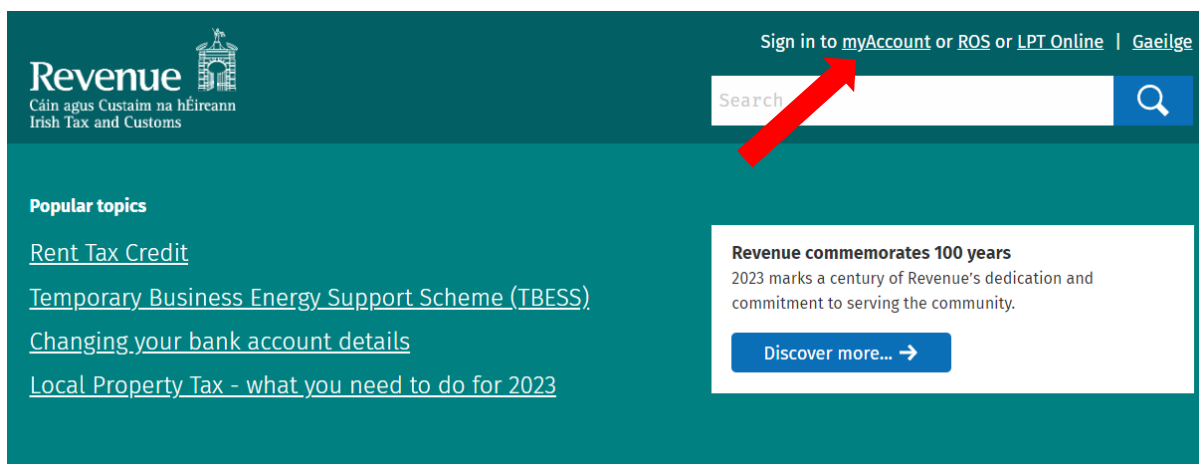
## Receipts needed in order to make a claim for health expenses

You are required to keep all original receipts for six years when making a claim for health expenses. **You do not need to submit these receipts (this includes Med 2 forms) when you make a claim.** However, we may request to view them if your claim is selected for checking.

The Revenue Receipts Tracker service in [myAccount](#) is the quickest and easiest option to store your receipts. For more information, please see [Manage your receipts with the receipts tracker](#).

**What you need to do is KEEP YOUR RECEIPTS for four years**

So here's how you go about completing the tax return for your health expenses via the myAccount link on the Revenue website – [www.revenue.ie](http://www.revenue.ie) . If you get stuck, please call Revenue directly – they are very helpful and will help with all aspects of your tax return.



If you have any issues DO NOT call the Coeliac Society as we cannot help you – but call Revenue themselves. The country is divided into Revenue Sections so your PPS number will inform you which office to call. Go to the link below and enter your PPS number to get the right telephone number to call the Revenue PAYE team on.

<https://www.revenue.ie/en/contact-us/customer-service-contact/payee-jobs-and-pensions-helpline.aspx>

Once you are logged in, to claim your tax back on gluten free food spend for the year gone – click the link indicated below

## Tax services

### PAYE Services



**Manage Your Tax 2023:** Update your tax record for this year and view your current payroll details as supplied by your employer/pension provider.

**Review Your Tax 2019-2022:** Complete your Income Tax Return, request your Statement of Liability, view your Employment Detail Summary.

**Update Job or Pension Details:** Register or cease your job or pension.

**Claim Unemployment Repayment 2023:** 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 expenses can be claimed in real-time.

[Learn more](#)

[Manage Your Tax 2023](#)

[Review Your Tax 2019-2022](#)

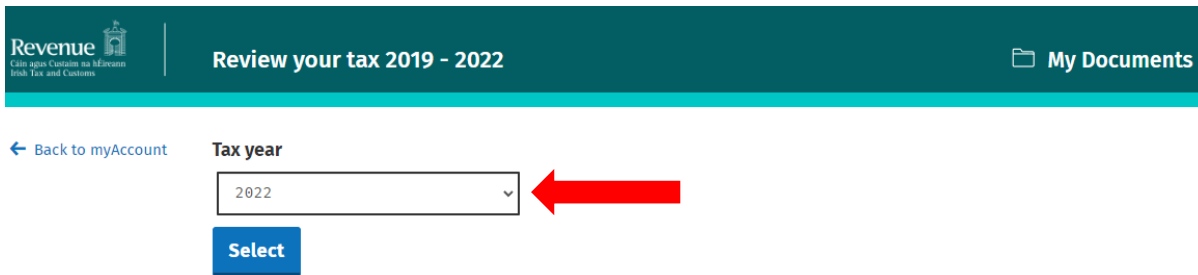
[Update Job or Pension Details](#)

[Claim Unemployment Repayment 2023](#)

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

[Receipts Tracker](#)

On the new screen that opens you can now select the year you want to claim for via the drop down box – and click select.



Revenue  
Cain agus Custaim na hÉireann  
Irish Tax and Customs

Review your tax 2019 - 2022

My Documents

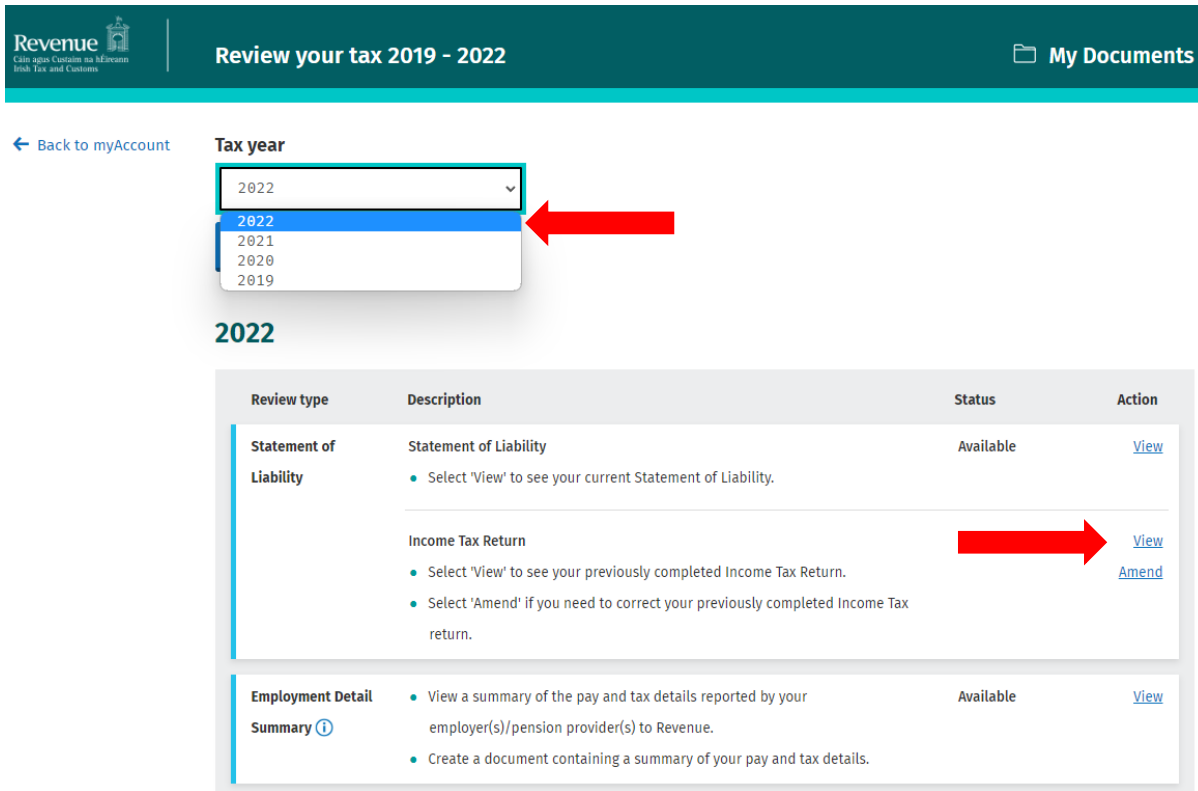
← Back to myAccount

Tax year

2022

Select

For this example we are choosing 2022.



Revenue  
Cain agus Custaim na hÉireann  
Irish Tax and Customs

Review your tax 2019 - 2022

My Documents

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Tax year

2022

2022

2021

2020

2019

**2022**

Review type	Description	Status	Action
Statement of Liability	<p>Statement of Liability</p> <ul style="list-style-type: none"><li>Select 'View' to see your current Statement of Liability.</li></ul>	Available	<a href="#">View</a>
Income Tax Return	<p>Income Tax Return</p> <ul style="list-style-type: none"><li>Select 'View' to see your previously completed Income Tax Return.</li><li>Select 'Amend' if you need to correct your previously completed Income Tax return.</li></ul>		<a href="#">View</a> <a href="#">Amend</a>
Employment Detail Summary ⓘ	<ul style="list-style-type: none"><li>View a summary of the pay and tax details reported by your employer(s)/pension provider(s) to Revenue.</li><li>Create a document containing a summary of your pay and tax details.</li></ul>	Available	<a href="#">View</a>

Once you have selected the year you now need to click on View beside your Income Tax Return. This will open the next screen and bring you step by step through completing your tax return.

You will then have this screen open – read it and click the START button

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## Completing your Income Tax Return


### What do I need to do?

To complete your Income Tax return and request your Statement of Liability, you need to complete the five sections below.

- 1 Personal details**  
Check that your details are correct. Add details for you and your spouse or civil partner, if relevant.
- 2 PAYE income**  
Check that the pay and tax details for 2021 for each of your jobs/pensions are correct. This is based on information provided by your employer/pension provider to Revenue. A breakdown of this information is available under Employment Detail Summary in the [Review your tax](#) screen. If your pay and tax details are incorrect, you must contact your employer to correct these details.
- 3 Non-PAYE income**  
Confirm, edit or delete non-PAYE income already on record. Add any additional non-PAYE income not already declared e.g. rental income, nixers.
- 4 Tax credits and reliefs**  
Confirm, edit or delete tax credits and reliefs already on record. Add new tax credits or reliefs not already on record. You can make your claim for the Stay and Spend tax credit under the 'You and your family' category. **You must upload all receipts and images in advance of completing this return via the Receipts Tracker service in myAccount.**
- 5 Declaration**  
Confirm that all the information provided is correct before requesting your Statement of Liability

### How is my personal data used?

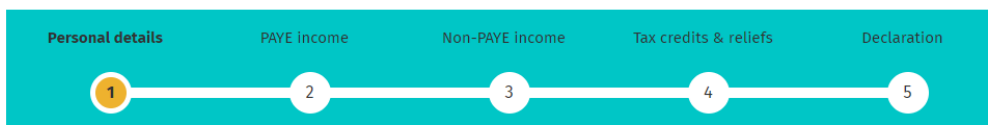
- 1** The Revenue Commissioners collect taxes and duties and implement customs controls, Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas.
- 2** Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Details of this policy are also available in hard copy upon request. [View Revenue's data protection policy](#)

**Start →** 

You will be brought to this step by step guide – remember to scroll right down to the bottom of every screen in this process to find the buttons to move on through the process. You should check each screen to make sure the details held on file for you are correct

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## Personal details



\* Denotes a required field

### Personal details



PPS number

.....

**Date of birth (dd/mm/yyyy)**

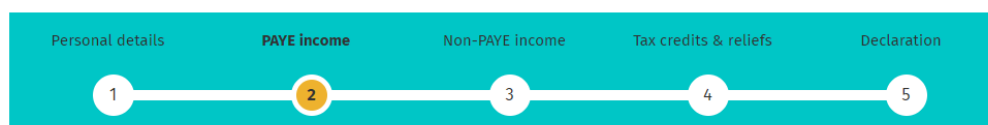
.....

Civil status

**Did your civil status change in 2021?**

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## PAYE income



Click **Edit** to **add** income, tax and USC details where these are not displayed or if you have paid non-refundable foreign tax on any of the PAYE incomes shown.

If any source of PAYE income is not included, you can use the Jobs and Pensions service to update your records.

If your pay and tax information is incorrect, please contact your employer/pension provider directly to have it corrected.

### M's employments

<p><b>Employer</b></p> <p>.....</p> <p><b>Employment ID</b></p> <p>.....</p> <p><b>Employer's tax registration no.</b></p> <p>.....</p> <p><b>Pay for Income Tax</b></p> <p>.....</p> <p><b>Income Tax paid</b></p> <p>.....</p> <p><b>Pay for USC</b></p> <p>.....</p>	<p>.....</p>
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At step 3 you can start entering information that you may be able to claim relief on – if you are not entitled to relief at this step move on to the next step as it is at Step 4 that you can claim your Health Expenses Relief.

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## Non-PAYE income



Please **confirm**, **edit** or **delete** income already on record. **Add** new income not already on record.

### Add income:

Expand All ▾

-  Department of Social Protection (DSP) Show more ▾
-  Dividends Show more ▾
-  Foreign income Show more ▾
-  Other income Show more ▾

At Step 4 click on the Show More link beside Health and click on the link for Health Expenses

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## Tax credits & reliefs



Please **confirm**, **edit** or **delete** tax credits and reliefs already on record. **Add** new tax credits or reliefs not already on record.

### Add tax credits:

Expand All ▾

-  Health Show more ▾
-  You and your family Show more ▾
-  Your job Show more ▾
-  Other credits Show more ▾

On the screen that pops you enter the information as requested – you will not be asked to enter each receipt individually but the sum total of your spend on health related expenses.

You will be asked to enter the amount received back through private health insurance (PHI) if you could claim any of your medical expenses via PHI during the year

**Health Expenses**  
You may claim tax relief in respect of any qualifying health expenses paid by you in respect of any individual.

[Would you like more information?](#)

\* Denotes a required field

① Health Expenses already claimed Should be 0:00 – but don't worry if it isn't – you may have already started a claim – if you are not sure call Revenue

① Enter the amount of general health expenses not already claimed during the year

① Enter the amount of non-routine dental expenses not already claimed during the year

① Enter the amount of any refund received or receivable from a third party in respect of amounts entered in the above two fields only

Gross amount of Health Expenses now claimed

Refunds received from a third party

① Net amount of Health Expenses now claimed

The fields will automatically update from the information you provide above.

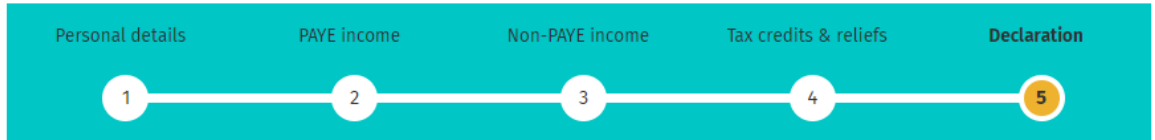
Means Private Health Insurance like VHI, Laya, Irish Life, Hospital Saturday Fund etc...

This button will say Submit or Update – regardless this is the button you press to bring you to the last step

[Cancel](#) [Update](#)

At the final Step you will be asked to check what you are submitting and then to select a check box stating that you are happy with the submission

# Declaration



After reviewing your return details below, please read and confirm your declaration before continuing to submit your Income Tax Return.

## Review      M's details

\* Denotes a required field

Income (1)			
Description	Amount on revenue record	Amount declared	Status
COMPANY LIMITED BY GUARANTEE			Confirmed

Tax credits & reliefs (3)			
Description	Amount on revenue record	Amount claimed	Status
Personal Tax Credit			Confirmed
Employee Tax Credit			Confirmed
Health Expenses	—		Added

Now scroll down the screen to the Declaration – Read it, and if you are happy with what you are submitting, check the box and hit the Done button. If you need to change anything you can always go back to the previous screen.

## Declaration

I declare that, to the best of my knowledge and belief, this form contains a correct return in accordance with the provisions of the Taxes Consolidation Act 1997 of all sources of my income and the amount of income derived from each source in the year 2022.  
I declare that to the best of my knowledge and belief, all particulars given as regards tax credits, allowances and reliefs claimed and as regards outgoings and charges are stated correctly.

Civil Penalties/Criminal Prosecution - Tax law provides for both civil penalties and criminal sanctions for the failure to make a return, the making of a false return, facilitating the making of a false return, or claiming tax credits, allowances or reliefs which are not due. In the event of a criminal prosecution, a person convicted on indictment of an offence may be liable to a fine not exceeding €126,970 and/or to a fine of up to double the difference between the declared tax due and the tax ultimately found to be due and/or to imprisonment.

Check this box to confirm this declaration.\*



And that is how you claim for your health expenses. If you have any issues DO NOT call the Coeliac Society as we cannot help you any further – but call Revenue themselves. The country is divided into Revenue Sections so your PPS number will inform you which office to call. Go to the link below and enter your PPS number to get the right telephone number to call the Revenue PAYE team on.

<https://www.revenue.ie/en/contact-us/customer-service-contact/payee-jobs-and-pensions-helpline.aspx>