

## Accessing information from Revenue's Online Services

Please visit [www.revenue.ie](http://www.revenue.ie) to learn how to set up and access their online service myAccount, which is a single access point to secure online services.

### Create a Pay and Tax Summary for 2023 to date

You can use your online account to manage your tax for the current year, including viewing your tax record for 2023.

This includes the tax credits you receive and the incomes (employment and pensions) that are on record for you.

The online service allows you to create a secure document (PDF) summarising your pay and tax details. Your summary is password protected once it is generated. This allows you to manage access to your information.

### *What will the summary include?*

The summary can include one or all of the following:

- your pay and tax details to date for the current year
- full details of any payments you received from your employer(s) for the last three months
- your Statements of Liability for the last four tax years.

You can select which of the information above you would like the summary to include.

You can access this service by following these steps:

- log into myAccount on [www.revenue.ie](http://www.revenue.ie)
- click on the 'Create a summary of your pay and tax details' link on the PAYE Services card on the myAccount homepage
- follow the steps.

### Statement of Liability 2022

If you are a Pay As You Earn (PAYE) customer, you can view, download or print your Statement of Liability from My Documents. When you access the service from a desktop or mobile device, you may need to amend your browser settings to allow pop up messages. This will allow you to access your documents.

### *How to access the service*

My Documents can be accessed through myAccount, by following these steps:

- Click on 'My Documents' on the myAccount home page.
- Select the specific year folder from the 'Summary' screen.
- View, download or print from My Documents.

### Employment Detail Summary 2022

You will have access to an Employment Detail Summary for 2022 in myAccount.

It is accessible through the 'Review your tax' link in PAYE Services. This summary contains your pay and statutory deductions for the year as reported by your employer or pension provider.

You can create an Employment Detail Summary PDF to view or print.

**Full details on how to set up and access your myAccount profile are available at [www.revenue.ie](http://www.revenue.ie)**