

## SENIORS ALERT SCHEME (SAS)

### GUIDANCE NOTE FOR VOLUNTARY NON-PROFIT MAKING ORGANISATIONS ON THE APPLICATION PROCESS FOR A TAX REFERENCE NUMBER (TRN)

#### INTRODUCTION

All voluntary non-profit making organisations intending to deliver SAS are required to have in place a Tax Reference Number (TRN). A TRN is a unique number used by the Revenue Commissioners to identify an individual/organisation in the tax system and a prerequisite for all dealings with Revenue. The TRN will be quoted on all correspondence from Revenue.

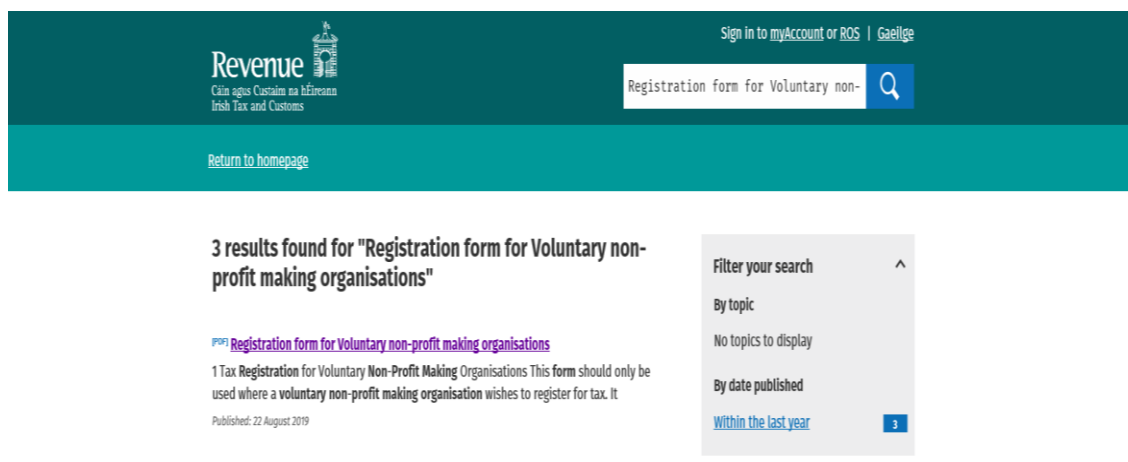
The application form requires the following details (see appendix):

- Name and Address of organisation
- Reason for seeking tax registration (applications for TRN are requested to tick the “Application for tax clearance certificate” box.
- Responsible person e.g. Chairperson
- Group details
- Declaration

The form should be completed in block capitals and returned to the organisation’s local Revenue Registration Unit, see contact details in additional information of the attached form.

#### PROCESS FOR APPLYING FOR A TRN

Applications can be made by downloading the form from the revenue website [www.revenue.ie](http://www.revenue.ie) and by searching in the Site Search box for “Registration form for voluntary non-profit making organisations”.



The screenshot shows the Revenue website interface. At the top, there is a dark teal header with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. To the right of the logo, there is a search bar containing the text 'Registration form for Voluntary non-'. Below the header, there is a teal bar with a 'Return to homepage' link. The main content area shows search results for '3 results found for "Registration form for Voluntary non-profit making organisations"'. The first result is titled 'PPPI Registration form for Voluntary non-profit making organisations' and includes a brief description: '1 Tax Registration for Voluntary Non-Profit Making Organisations This form should only be used where a voluntary non-profit making organisation wishes to register for tax. It'. The publication date is listed as 'Published: 22 August 2019'. To the right of the search results, there is a 'Filter your search' panel with options for 'By topic' (No topics to display) and 'By date published' (Within the last year, with a count of 3).

Alternatively, organisations can request an application form by contacting their local revenue office and request a “Registration form for voluntary non-profit making organisations”

The completed form should be sent to the organisation’s local Revenue Registration Unit, see under additional information in the appended form. Alternatively the contact number for your local revenue office can be found in the State Directory Section of the Eircom phonebook.



# Tax Registration for Voluntary Non-Profit Making Organisations

This form should only be used where a voluntary non-profit making organisation wishes to register for tax. It should not be used by profit making groups, partnerships, companies, etc. who must register using either a form TR1 or TR2.

Complete all parts of this form as required in BLOCK LETTERS, \* denotes a required field, where given options insert  in the box(es) as appropriate. When completed sign the declaration at the end of the form and return it to the Registration Unit appropriate to the address at which the business is carried on. A full list of Registration Units is at the end of this form.

**Note:** Without accurate information the registration will be delayed and / or you may experience delays with regard to the documentation you require.

## A 1 Name and Address

1. Name of group \*

2. Address of group \*  
(incl. Eircode)

## A 2 Reason for seeking tax registration

Indicate the reason why the group is seeking tax registration at this stage - tick  relevant box

3. If previously registered state tax reference number used \*

--	--	--	--	--	--	--	--	--	--

4. Application for tax clearance certificate \*

5. Application for Section 980 certificate \*

7. Other, specify \*

8. Date of Commencement \*

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

## A 3 Responsible Person

9. Name of Responsible person of group \*

10. Address of Responsible person \*  
(incl. Eircode)

11. Phone Number \*

12. Email Address \*

**A 4****Group Details**

13. What is (are) the objective(s) of the group? \*

14. How is the group funded? \*

15. If any individual will benefit from the activities or finances of the group / organisation give details \*

16. How are any surplus funds to be utilised?

17. Will the group / organisation apply for Charity / Sports exemption? \*

Yes (tick  box)

18. If you want your tax affairs to be dealt with in Irish, tick  the box

**A 5****Declaration**

I declare that the particulars supplied by me in this application are true in every respect.

Signed \*

Name \*

(in BLOCK CAPITALS)

Capacity \*

Date \*

## Additional Information

If you require further information on taxation in Ireland, please visit [www.revenue.ie](http://www.revenue.ie). Save time by filing on-line using our **Revenue Online Service (ROS)**. This is a self-service, internet facility which provides customers with a quick and secure facility to manage their tax affairs online 24/7, 365 days a year. Please note that certain categories of taxpayers in Ireland are required to pay and file their tax returns on line. See more on **Mandatory e-filing** on our website.

Please submit this form to the Registration Unit appropriate to the Business Address:  
(not tax adviser / accountant's address)

Voluntary Body County	Registration Unit	Contact Details
No Physical Presence in the State	Business Registrations South Office of the Revenue Commissioners P.O. Box 1 Wexford	eMail: regsouth@revenue.ie  Tel: 01 738 3630 or from outside Ireland + 353 1 738 3630
Carlow, Clare, Cork, Kerry, Kildare, Kilkenny, Laois, Limerick, Tipperary, Waterford, Wexford, Wicklow	Business Registrations South Office of the Revenue Commissioners P.O. Box 1 Wexford	eMail: regsouth@revenue.ie  Tel: 01 738 3630 or from outside Ireland + 353 1 738 3630
Cavan, Donegal, Galway, Leitrim, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, Westmeath	Business Registrations North Office of the Revenue Commissioners P.O. Box 1 Wexford	eMail: regnorth@revenue.ie  Tel: 01 738 3630 or from outside Ireland + 353 1 738 3630
Dublin City and County	Dublin Registration Unit Office of the Revenue Commissioners P.O. Box 1 Wexford	eMail: dublinreg@revenue.ie  Tel: 01 738 3630 or from outside Ireland + 353 1 738 3630
Associates of existing LCD customers and companies involved in: a) Aircraft Leasing b) Insurance / Re-insurance c) ICAV's (Authorised Funds) d) Debt Securitisation	Large Cases Division Registration Unit Office of the Revenue Commissioners Ballaugh House 73/79 Lower Mount Street Dublin 2 D02 PX37	eMail: largecasesdiv@revenue.ie  Tel: 01 738 3637 or from outside Ireland + 353 1 738 3637

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. Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Full details of Revenue's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on our **Privacy** page on [www.revenue.ie](http://www.revenue.ie). Details of this policy are also available in hard copy upon request.