Accessing information from Revenue's Online Services

Please visit **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 2024 to date.

You can use your online account to manage your tax for the current year, including viewing your tax record for 2024. 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.

How to access the service

You can access this service by following these steps:

- log into myAccount
- 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.

Review your Statement of Liability 2023

If you are a Pay As You Earn (PAYE) customer, you can view, download or print your Statement of Liability from 'My Documents'.

'My Documents' is a facility in myAccount to store certain documents. You can access it on the ribbon running across the top of the myAccount home page or from the 'Manage My Record' section. If you have any unread documentation, an orange circle will display on the 'My Documents' folder icon.

Any Statements of Liability on your record that are more than four years old will be stored in the Archive folder.

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 2023

Your Employment Detail Summary contains your pay and statutory deductions for the previous year as reported by your employer or pension provider.

> **Note**
> The P60 has been replaced with the Employment Detail Summary since 2019.

Your Employment Detail Summary can be accessed through the 'View your Employment Detail Summary (EDS) documents' link in the 'PAYE Services' section of myAccount.

You can create an Employment Detail Summary PDF to view or print, if required. The document can be used as proof of income, where required, by third parties.

How to view your Employment Details Summary

To view your Employment Details Summary, sign into [myAccount](#) on revenue.ie and take the following steps:

1. Select the 'View your Employment Detail Summary (EDS) documents' link in the 'PAYE Services' section.
2. Select the tax year (2023) for which you need the Employment Detail Summary and click 'Create EDS'.
3. To create a PDF version of your Employment Detail Summary, select 'Create Document'.
4. If you wish to view, print or save your Employment Detail Summary, select the 'My Documents' button.

Full details on how to set up and access your myAccount profile are available at www.revenue.ie