MOTOR TAX RENEWAL FORM

RF100A

DO NOT USE THIS FORM TO REGISTER CHANGES OF OWNERSHIP (See Note B)

1. REGISTRATION NUMBER Make/Model

Colour(s) Chassis No.

APPLICANT
Mr, Ms, etc. First Name (s)

Surname OR
Company Name
Address

Town/City
County Phone NO.

Address at which vehicle ordinarily kept (Enter "as across" if vehicle is kept at Address across)

Has your name/address changed (e.g. on marriage) since the vehicle was last taxed? YES NO

2. TAX CLASS (See Note C2) **Private** P **Goods** G **Agricultural Tractor** A **Motor Cycle** C

Other - please specify

3. INSURANCE DETAILS (See Note C3)
Insurance Company Name (NOT Broker)

Insurance Policy no.

Day Month Year

Expiry date of Insurance Certificate under Road Traffic Act 1961 , as amended

READ NOTE C4 BEFORE COMPLETING

4. MOTOR TAX RENEWAL DETAILS

All months between expiry of the last Motor Tax Disc and start of new disc must be covered by a Past Owner, Non-Use or Arrears Period.

	FROM FIRST DAY OF Month	Year		To LAST DAY OF Month	Year		
4.1 Expiry date of Last Motor Tax Disc							
4.2 Past Owner Period (if applicable)			To				
4.3 Non-Use Period (if applicable)			To				
4.4 Arrears Period 1 (if applicable)			To			€	
4.4 Arrears Period 2 (if applicable)			To			€	
4.5 TAX DISC NOW REQUIRED:			To			€	

Assessment

Arrears 15/4

Checked

5. DECLARATION (See Note C5)

I declare that the particulars given on this form are correct.

Signature

Date

YOU MUST SIGN FORM

OFFICE USE ONLY

CASH	€	PO	€		€
CHQ	€	MO	€	TOTAL	€
CR CARD	€				

VLC

INS

RBK

Disc Letter

Date Rec'd

Date Issued

Day **Month** **Year**

6. CARD PAYMENT OPTION (See Note C6)

Vehicle Registration No. Card type: Master Card Visa Credit Visa Debit Laser

Card Account No. Card Expiry Date

Cardholder's Name

Cardholders Address

Cardholder Signature Contact phone number

NOTES

A. When to use this form

This form should be used when:

- You do not have a computer-printed Motor Tax Renewal Form (RF100B) or
- There is a change of owner details (not ownership) i.e. Name/Address (e.g. on Marriage) since the vehicle was last taxed.

B. When NOT to use this form

Do NOT use this form if your vehicle has never been taxed before – in that case, you should complete the appropriate "First Motor Tax Application" form (RF100), obtainable from the motor dealer or person from whom the vehicle was purchased.

Do **NOT** use this form if any of the following vehicle details have changed since the vehicle was last taxed:

- Vehicle Engine - Vehicle colour - Vehicle Body type - Vehicle Tax Class - Unladen weight (Goods Vehicles only)

You must complete a "Change of Particulars" Form (RF111) **INSTEAD** of this form.

Do NOT use this form to register changes of ownership of a vehicle. This should be done using either;

Vehicles Registered BEFORE 1/1/93:

If sold **PRIVATELY**, a completed Change of Ownership Form (RF200) AND the Registration (Log) Book should be brought/sent to your local Motor Tax Office

If sold to a **MOTOR DEALER**, a completed Change of Ownership Form (RF200) should be brought/sent to your local Motor Tax Office and the Registration (Log) Book should be given to the Motor Dealer.

Vehicles Registered ON OR AFTER 1/1/93:

If sold **PRIVATELY,** complete Part B of the Vehicle Licensing Certificate or New Owner Details on the Vehicle Registration Certificate and send to Driver and Vehicle Computer Services Division, Department of Transport, Tourism and Sport, Shannon Town Centre, Co. Clare.

If sold to a **MOTOR DEALER,** complete Form RF105 (form is available from Motor Dealer) and send to Driver and Vehicle Computer Services Division, Department of Transport, Tourism and Sport, Shannon Town Centre, Co. Clare and give the Vehicle Licensing Certificate to the Motor Dealer.

C. How to complete this form

C.1 You MUST complete Section 1. Section 1 CANNOT be used to register a change of ownership of any kind - see Note B above. Enter the name and address of the person in whose name the vehicle is to be licensed. If the vehicle is not being licensed in the name of a person but rather a trader / registered company special attention is required to ensure that the company name and not the trading name is used. The company name must be the same as that stated on the company's Certification of Incorporation and will in most cases have "Limited" in the name. If the trader is not an Incorporated company, the form must be completed and signed in the name of a person.

C2 Section 2 - Tick one of the listed tax classes, or if the tax class of the vehicle is not listed, write the tax class description in the box provided.

IMPORTANT See tax class definitions at your local Motor Tax Office and ensure that the vehicle is eligible to be taxed in the class selected.

C3 Section 3 - Insert the name of the Insurance Company (name of Broker will NOT suffice), Insurance Policy Number and date of Expiry of the Insurance. Your Insurance must be current on the first day of the renewal period or the renewal date, whichever is later and the Insurance is appropriate to the declared use of the vehicle.

C4 Section 4 is used to calculate the amounts of Motor Tax and Arrears (if any) which are payable. Please follow the instructions at 4.1 to 4.6 below. Note that Motor Tax discs are issued for periods of 3, 6, or 12 whole calendar months and are not issued in respect of months already elapsed. ARREARS must be paid for elapsed months after the expiry of the last Motor Tax disc (4.4 below), unless a Change of Ownership or Non-Use Period applies (4.2, 4.3 below).

4.1 Enter the expiry month and year of the last Motor Tax Disc in the boxes provided at 4.1 on the form, e.g. if the Disc expired in September 2013, enter this as

0	9	2	0	1	3

4.2 If the ownership of the vehicle has changed since it was last taxed, you are NOT liable for the arrears period from the expiry of the last tax disc to the end of the month immediately preceding the date of sale. If you are a new owner since the vehicle was last taxed and the renewal is in respect of a goods vehicle you must produce a **Weight Docket** and if the renewal is in respect of (i) a goods vehicle whose unladen weight does not exceed 3,500kg (DGVW) or (ii) a recovery vehicle, it is necessary to complete form (i) RF111A or (ii) RF111B available from the Motor Tax Office.

4.3 If the vehicle is currently declared off the road enter the period of non-use in the boxes provided.

4.4, 4.5 If there are elapsed months since the expiry of the last Motor Tax disc or off the road declaration, which was not covered by a Past Owner Period, arrears are due. Enter a continuous period of arrears in the boxes provided at 4.4 on the form. If the arrears period is broken, enter the details using the boxes 4.4 and 4.5 on the form. Enter relevant amount of arrears.

4.6 Enter the renewal period you require and the relevant fee in the boxes provided. Renewal options of 3 months, 6 months or one year are available unless the annual fee is less than €119 in which case, only a renewal period of one year is available.

C5 Section 5- The **signature** on the application must be that of the owner of the vehicle (defined in Section 130 of the Finance Act, 1992 as the Keeper of the vehicle). In the case of companies registered under the Companies Act 1963, the signature must be that of the Managing Director or Secretary. Where a private firm is concerned, one of the partners' signatures must be inserted.

C6 Section 6 - Complete this section if payment is being made by Credit Card or Debit Card. Card type: Please note Laser cards are not acceptable for postal applications. Cardholder's name – enter as it appears on the card.

D. What should accompany this form

You **MUST** include the following with application:

- Fee - You must include a cheque or postal order for the correct fee (including arrears where appropriate), made payable to the appropriate County Council/Borough Councils and crossed "Motor Tax Account". DO NOT SEND CASH THROUGH THE POST. Contact your local Motor Tax Office for clarification of the appropriate Motor Tax rates or other payment methods.
- Goods or Recovery Declaration, if applicable (see Note 4.2) and a Weight Docket if ownership has changed since it was last taxed.
- PSV (plate) Licence - Public Service Vehicles only.
- Article 60 Licence - School Buses only.

ADDITIONAL REQUIREMENTS

A Certificate of Roadworthiness (CRW) must be in force in order to tax Goods Vehicles, Trailers, Buses and Ambulances over one year old.

DISCLOSURE OF DATA

Computer data based on this document may be subject to disclosure under Section 60 of the Finance Act, 1993 (No. 13 of 1993) as amended by Section 86 of the Finance Act, 1994 (No. 13 of 1994) and regulations made thereunder. List of disclosees is registered with the Data Protection Commissioner - REF 721/A

WARNING - FALSE DECLARATIONS

Any person making a false declaration, or who subsequently fails to notify any changes in the licensing particulars now furnished, including disposal of the vehicle is liable to heavy penalties. A licensing authority may require appropriate evidence as to the accuracy of particulars declared.

NOTE: AN IRISH VERSION OF THIS FORM IS ALSO AVAILABLE AT MOTOR TAX OFFICES AND GARDA STATIONS.