



HC12N

HOUSEHOLD CHARGE DECLARATION
NEW ACCOUNT REGISTRATION FORM



A. PPSN/ TRN of Residential Property Owner (See Note A)
PPSN is required for identification purposes

[Grid for PPSN/ TRN]

If your country of residence is outside the Republic of Ireland **and** you do not have a PPSN/ TRN please tick this box

B. Residential Property Owner Details (See Note B) **PLEASE USE BLOCK CAPITAL LETTERS**

First Name [Grid] Surname [Grid]

Company Name (If Applicable) [Grid]

Company Contact:
First Name [Grid] Surname [Grid]

Correspondence Address [Grid]

County [Grid]

Country [Grid]

Phone No [Grid]

Mobile No [Grid]

Email Address [Grid]

Tick Box(es) if you **DO NOT** wish to receive reminder notifications: By Mobile By Email

*Telephone numbers are collected if voluntarily submitted for annual reminders
Email address is required to issue receipt & direct debit notification
Contact data may be used in future years to notify property owners liability for Household Charge*

C. SECURITY QUESTION - Please Choose one question (See Note C) **PLEASE USE BLOCK CAPITAL LETTERS**

- (a) What is your Mother's maiden name?
- (b) What is your pet's name?
- (c) Where were you born?
- (d) Where is your company based?

Answer [Grid]

FOR OFFICE USE ONLY

HC Account Ref Code:	HC BUREAU STAMP & DATE	LOG NUMBER:
Payment Code ID:		



D. PROPERTIES TO BE REGISTERED - PLEASE USE BLOCK CAPITAL LETTERS

If property address to be registered is same as correspondence address tick this box

Property 1

Address grid

County grid

County/City Council grid

Property Type House Apartment Bedsit

Was this your property on 1 January 2012? Yes No (See Note D)

Water Supply Connection: What type of water supply connection does your property have?

Public Main Private Well No piped water supply Group Water Scheme

Group name grid

Water Connection & Property type are accommodation, facilities and services data required for national database of residential properties

Waiver: Are you entitled to a waiver from payment of the Household Charge? Yes No (See Note D)

If Yes, please select waiver type: Mortgage Interest Supplement Unfinished Housing Estate

Property 2 PLEASE USE BLOCK CAPITAL LETTERS

Address grid

County grid

County/City Council grid

Property Type House Apartment Bedsit

Was this your property on 1 January 2012? Yes No (See Note D)

Water Supply Connection: What type of water supply connection does your property have?

Public Main Private Well No piped water supply Group Water Scheme

Group name grid

Waiver: Are you entitled to a waiver from payment of the Household Charge? Yes No (See Note D)

If Yes, please select waiver type: Mortgage Interest Supplement Unfinished Housing Estate

(If more than 2 properties to be registered - please add additional form HC12A)

E DECLARATION & SIGNATURE (See Note E) - I declare that the property/properties hereby being registered is/are liable to the Household Charge and that the information provided is correct.

Property Owner/Agent Signature

Signature box

Date grid



Notes for Completion of Household Charge Registration Form - HC12N

In completing the form, use **CAPITAL LETTERS**. Write clearly and accurately within the boxes. **DO NOT** join your writing.

A - PPSN/ TRN:

If your country of residence is outside the Republic of Ireland and you do not have a PPSN/ TRN please tick the box to confirm this.

PPSN (also known as PSI number) is unique to each individual and is used to distinguish between individuals with similar names or addresses. The PPSN is usually identified on tax and welfare statements and P60s. If you do not have a PPSN please contact your local Department of Social Protection office. Use of the PPSN is governed by law. The PPSN Code of Practice is available from the Department of Social Protection and on their website (www.welfare.ie).

TRN - Any company registered in Ireland automatically becomes liable for tax and therefore has a tax reference number.

B - RESIDENTIAL PROPERTY OWNER DETAILS:

Please make sure to enter a correspondence address as when your form is processed a receipt will be posted to this address.

If you represent a company or organisation please enter the Company Name and contact name for the company.

If the property is jointly owned, payment by any one co-owner discharges the liability of all co-owners. Please provide details of only ONE owner.

C - SECURITY QUESTION:

The security question is designed to protect the information provided by you and it may be requested in the future to verify your identity.

D - PROPERTIES TO BE REGISTERED:

Please select "Yes" or "No" beside the question - Was this property your property on the 01/01/2012

Please indicate what type of water supply each property has - Connection to a: Group Scheme, Public Main, Private Well or no piped water supply.

WAIVERS

Mortgage Interest Supplement

The legislation provides that an owner of residential property who is entitled to receive mortgage interest supplement in respect of that residential property on the liability date (1 January) is entitled to a waiver from payment of the Household Charge in respect of that property for that year. Please note that such persons must complete the declaration to claim the waiver.

Please note that all waiver claims will be validated against the data held by the Department of Social Protection. Persons who make false or misleading declarations may be liable to penalties under the legislation.

If you are unsure as to your entitlement to mortgage interest supplement, please contact your local Community Welfare Officer, Department of Social Protection. Contact details are available from;
http://www.welfare.ie/EN/ContactUs/Pages/cwo_contact.aspx

Unfinished Housing Estates

The legislation provides that an owner of residential property which is situated in an unfinished estate, within the meaning contained in the Local Government (Household Charges) Act 2011, on the liability date (1 January) is entitled to a waiver from payment of the Household Charge in respect of that property for that year. Please note that such persons must complete the declaration to claim the waiver.

If you are unsure as to your entitlement to claim a waiver under this provision, please contact;

UHE (Unfinished Housing Estate)

Name Of Section: Planning & Housing Policy Section, Department of Environment, Community & Local Government

Contact Numbers: 053 - 9117397, 053 - 9117398, 053 - 9117399, 053 - 9117402

Email Address: Planning&Housing@environ.ie

Details of estates: www.householdcharge.ie

Please note that all waiver claims will be validated against the data held by the Department of the Environment, Community and Local Government. Persons who make false or misleading declarations may be liable to penalties under the legislation.



E - DECLARATION & SIGNATURE

The declaration form must be signed by the owner (or one owner if property is jointly owned) of the property or by his/ her authorised agent and dated when signed.

F - PAYMENT DETAILS:

The household charge payable in 2012 is €100 per residential property. Payment types include Cheque, Bank Draft and Postal Order made payable to 'Household Charge'. Credit/Debit Card payment is also accepted. Only EURO payments will be accepted.

The Act provides that if a household charge is not paid on or before the 31 March, a late payment fee and late payment interest will apply during the period that the household charge remains unpaid. The late payment fees and late payment interest which apply are set out in paragraphs a) and b) below

a) Late Payment Fee

(i) 10% of the amount outstanding in respect of the unpaid household charge if paid not later than 6 months after the due date
Or

(ii) 20% of the amount outstanding in respect of the unpaid household charge if paid later than 6 months and not later than 12 months after the due date
Or

(iii) 30% of the amount outstanding in respect of the unpaid household charge if paid later than 12 months after the due date
And

b) Late Payment Interest

Interest on the amount outstanding in respect of unpaid household charge is calculated at the rate of 1 percent per month or part of a month from the due date, until payment of the household charge has been made

GENERAL NOTES:

Before sending the form please ensure that you have included the following information:

- o PPSN/ TRN, if applicable
- o Owner name and correspondence address
- o Details of properties to be registered
- o You have signed and dated the declaration
- o You have enclosed the correct payment or have provided the payment details in Section F.
- o Please ensure all loose sheets are stapled together

THE ABOVE INFORMATION IS REQUIRED TO PROCESS YOUR FORM. INCOMPLETE FORMS WILL BE RETURNED TO YOU.

Please post completed form to : Household Charge, PO Box 12168, Dublin 1

NOTE Alternatively to Register Online go to www.householdcharge.ie

To contact the Household Charge Support Centre: Lo-call 1890-357357.

Payments can be made in your County/ City Council office for a 3 month period from 1st January to 31st March 2012 during normal office hours.

NOTE Registration data collected by the Household Charge (HC) will be used in accordance with the provisions of the Local Government (Household Charge) Act 2011 and any other relevant legislation.