

Applying for a college grant and need a P21?

Request your P21 on-line at www.revenue.ie

What do I need to do to apply on-line for a 'P21'?

To do this you will need to register for **PAYE anytime**.



How do I register for **PAYE anytime**?

Go to **www.revenue.ie** and under the **PAYE anytime** logo click on 'Register for PAYE anytime'.

Step 1: Enter your Personal Public Service Number (PPSN).

Step 2: Enter your personal details.

Step 3: Enter your contact details i.e. daytime phone number and your email address.

Step 4: Click 'Continue' to submit your details.

Following the successful verification of your personal details you will be issued with a Revenue PIN by post and you are now ready to use **PAYE anytime**.

How do I use **PAYE anytime** to request a P21 Balancing Statement?

Go to **www.revenue.ie**

1. From under the **PAYE anytime** logo select 'Log in to PAYE anytime'.
2. Click on the 'Log in to PAYE anytime' button.
3. Enter your PPSN and answer the security question based on information supplied by you.
4. Enter the requested digits from your Revenue PIN.
5. Click on the 'Log in to PAYE anytime' button.
6. Select '2008'
7. Select 'Request a P21 Balancing Statement' and follow on-screen instructions.
8. Click on 'Submit all changes'.

Your P21 should arrive within 5 days.

How do I get help in using **PAYE anytime**?

Call Revenue Online Services Technical Helpdesk 1890 20 11 06.