



**EXISTING CUSTOMER - 2013 RENEWAL FORM**

**NPPR13R**



**A. PPSN/TRN of Property Owner** (See Note A)

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

**B. NPPR ACCOUNT REFERENCE CODE** (See Note B)

**C. OWNER DETAILS** (See Note C) **PLEASE USE BLOCK CAPITAL LETTERS**

First Name

Surname

Company Name (If Applicable)

Company Contact: First Name  Surname

Correspondance Address

County

Country

Phone No

Mobile No

Email Address

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

**D. PAYMENT DETAILS - Payment must be in EURO** (See Note D) - FOR CARD PAYMENT SEE SECTION G

Cheque or Bank Draft Payment Made payable to NPPR

Cheque  Bank Draft

Cheque Number  Bank Sort Code  Amount €

Postal Order Payment Made payable to NPPR

Postal Order Number  Amount €

**E. PROPERTIES** (See Note E)

Re-register all properties registered in 2012  Yes  No If 'No', please go to section G to remove properties & to add more properties please go to Section F

Number of Properties to be Renewed  Total number of properties being paid for (including new properties)

**FOR OFFICE USE ONLY**

Account Ref Code:

LOG NUMBER:

Transaction ID:

LA STAMP & DATE



F. NEW PROPERTIES TO BE REGISTERED (Non Principal Private Residence) (See Note F)

Property 1 PLEASE USE BLOCK CAPITAL LETTERS

Address [grid]

County [grid]

Local Authority [grid]

Property Type [ ] House [ ] Apartment [ ] Bedsit

Was this property your NPPR on the following dates: 31st July 2009 [ ] Yes [ ] No
31st March 2010 [ ] Yes [ ] No
31st March 2011 [ ] Yes [ ] No
31st March 2012 [ ] Yes [ ] No
31st March 2013 [ ] Yes [ ] No

(If more than 1 new property to be registered - please use additional form NPPR12A)

G. PROPERTIES TO BE REMOVED FROM MY ACCOUNT (Non Principal Private Residence) (See Note G)

Property 1 PLEASE USE BLOCK CAPITAL LETTERS

Address [grid]

County [grid]

Local Authority [grid]

Property Type [ ] House [ ] Apartment [ ] Bedsit

Was this property your NPPR on the following dates: 31st July 2009 [ ] Yes [ ] No
31st March 2010 [ ] Yes [ ] No
31st March 2011 [ ] Yes [ ] No
31st March 2012 [ ] Yes [ ] No
31st March 2013 [ ] Yes [ ] No

Reason [grid]

(If more than 1 property to be removed - please use additional form NPPR12D)

H. SIGNATURE (See Note H) - I declare the above information to be correct

Property Owner/Agent Signature [signature box]

Date [D][D]/[M][M]/[Y][Y]



# EXISTING CUSTOMER - 2013 RENEWAL FORM

## NPPR13R



### I. CARD PAYMENT OPTION (See Note I)

Visa       Mastercard       Laser

Card Number

Expiry Date

Cardholder Name

Cardholder Signature

Amount €

### Notes for Completion of Non Principal Private Residence Registration Form - NPPR12R

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 the Republic of Ireland and you do not have a PPSN/TRN please tick the box to confirm this and please leave PPSN/TRN blank.
- PPSN (also known as RSI 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](http://www.welfare.ie)).
- TRN - Any company registered in Ireland automatically becomes liable for tax and therefore has a tax reference number.

#### B - ACCOUNT REFERENCE CODE

- Please enter your Account Reference Code as it appears on the top right hand corner of your receipt for 2009/2010/2011 or 2012

#### C - OWNER DETAILS

- If you represent a company or organisation please enter the Company Name and contact name for the company.
- Please make sure to enter a correspondence address as when your form is processed a receipt will be posted to this address.
- If the property is jointly owned, liability falls on all co-owners but payment by any one co-owner discharges the liability of all co-owners, please submit details of only ONE owner.

#### D - PAYMENT DETAILS

- The fees set out below are the charges payable in respect of the years 2009, 2010, 2011, 2012 & 2013. The fee payable in 2009, 2010, 2011, 2012 & 2013 is **€200** per NPPR per year. The Act provides that if a charge is not paid within a month after the last date for payment, a late payment fee will apply for every month or part of month that the €200 charge remains unpaid. For 2009 this means that a late payment fee will apply for each NPPR after October 31st 2009 (Example: if you are paying the 2009 charge on one NPPR in April 2013 the amount due would be €200 + 42 x €20 = €1040). For 2010, 2011, 2012 & 2013, the late payment fee will apply to all payments made after 30th June. The late payment fee is €20 per property per month or part of month.

**Late payment fees will continue to accumulate as long as the charge remains unpaid and the amount involved can be very substantial (see table below per NPPR per year).**

Year	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
2009	€960	€980	€1000	€1020	€1040	€1060	€1080	€1100	€1120	€1140	€1160	€1180	€1200
2010	€800	€820	€840	€860	€880	€900	€920	€940	€960	€980	€1000	€1020	€1040
2011	€560	€580	€600	€620	€640	€660	€680	€700	€720	€740	€760	€780	€800
2012	€320	€340	€360	€380	€400	€420	€440	€460	€480	€500	€520	€540	€560
2013	-	-	-	-	€200	€200	€200	€220	€240	€260	€280	€300	€320
Total	€2640	€2720	€2800	€2880	€3160	€3240	€3320	€3420	€3520	€3620	€3720	€3820	€3920

- Cash will NOT be accepted. Payment types accepted are Cheque, Bank Draft and Postal Order made payable to 'NPPR'. Credit/Laser Card or Mastercard payment also accepted (see note G).
- Only **EURO** payments will be accepted.
- Please note: a €10 admin charge applies to payments made directly to Local Authorities.

**E - PROPERTIES**

- Please indicate if you wish to re-register all the properties which you previously registered in 2012.
- Please indicate the number of properties to be renewed from 2009/2010/2011/2012 plus the total number of properties you wish to register for 2013

**F - PROPERTIES TO BE REGISTERED**

- Please list the properties that you wish to register to your account which were not previously registered.
- Please select "Yes" or "No" beside the question - Was this property your NPPR on the following dates: 31/07/09, 31/03/10, 31/03/11, 31/03/12 and 31/03/13
- If you selected Yes for "31/07/09" or "31/03/10" or "31/03/11" or "31/03/12" and
  - If 2009, 2010, 2011 or 2012 liability has not been paid then late penalties will apply OR
  - If 2009, 2010, 2011 or 2012 liability has been paid then please complete the NPPR13R Non Principal Private Residence Renewal Form
- Please indicate in which local authority area the dwelling is located. The Local Authorities are:
  - City Councils- Cork, Dublin, Galway, Limerick, Waterford.
  - County Councils - Dun Laoghaire - Rathdown, Fingal, South Dublin, Carlow, Cavan, Clare, Cork, Donegal, Galway, Kerry, Kildare, Kilkenny, Laois, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, North Tipperary, South Tipperary, Waterford, Westmeath, Wexford, Wicklow.
- If you have more than 1 property to be registered, please complete form (NPPR Registration Form Additional Properties to be registered) NPPR13A and attach to your Renewal Form.

**G - PROPERTIES TO BE REMOVED FROM MY ACCOUNT**

- A property which is an NPPR on the liability date cannot be removed.
- Please list the properties that you wish to be removed from your account which were previously registered.
- Please enter a reason why the property ceased to be liable as a NPPR from the list provided below. Example -
  - o Sold/Change of ownership
  - o Charitable status under tax law
  - o Duplication
  - o Granny flat - rent free to relative within 2km of main residence
  - o Has become a PPR (Principal Private Residence)
  - o Heritage buildings under Taxes Consolidation Act 1997
  - o Uninhabitable
  - o Under Revenue Commissioners Rent a Room Scheme
  - o Other
- Please indicate in which local authority area the dwelling is located (see note F above for list of Local Authorities)
- If you have more than 1 property to be removed, please complete form (NPPR Registration Form Additional Properties to be Removed) NPPR13D and attach to your Renewal Form.

**H - SIGNATURE**

- The application form must be signed by the owner (or one owner if property is jointly owned) of the Non Principal Private Residence or by his/her authorised agent and dated when signed.

**I - CARD PAYMENT OPTION**

- Credit/Laser Card or Mastercard payment accepted

**NOTES**

- Before sending the form please ensure that you have included the following information:
  - o PPSN/TRN
  - o Owner name and correspondence address
  - o Details of properties to be registered
  - o You have signed and dated the form
  - o You have enclosed the correct payment
  - 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 the completed form and payment to: NPPR, PO Box 11654, Dublin 8 or the relevant Local Authority**

**NOTE: Alternatively to Register Online go to [www.nppr.ie](http://www.nppr.ie)**

**CONTACT:** For Liability or Registration Form queries please contact your Local Authority, go to <https://www.nppr.ie/contactus.aspx> for contact details.

**NOTE:** Registration data collected by the Non Principal Private Residence (NPPR) will be used in accordance with the provisions of the Local Government (Charges) Act 2009 (and as amended by the Local Government (Household Charge) Act 2011) and any other relevant legislation.

*Only fully completed forms will be accepted*