

Repayment of Mineral Oil Tax Carbon Charge by Greenhouse Gas Emission Permit Holders

Form CC-Rep Quick Guide to Submitting Online Repayment Claims

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Accessing the e-Repayment Claims Facility

From February 2017, repayment form CC-Rep should be submitted via the **e-Repayment Claims Facility**, accessible through the Revenue On-Line Service (ROS). It is important for claimants to read the [Mineral Oil Tax e-Repayment Claims Facility User Guide](#) to familiarise themselves with the mandatory requirements for access to the e-Repayments Claims Facility.

The e-Repayments Claim Facility can be accessed through the claimants ROS homepage.

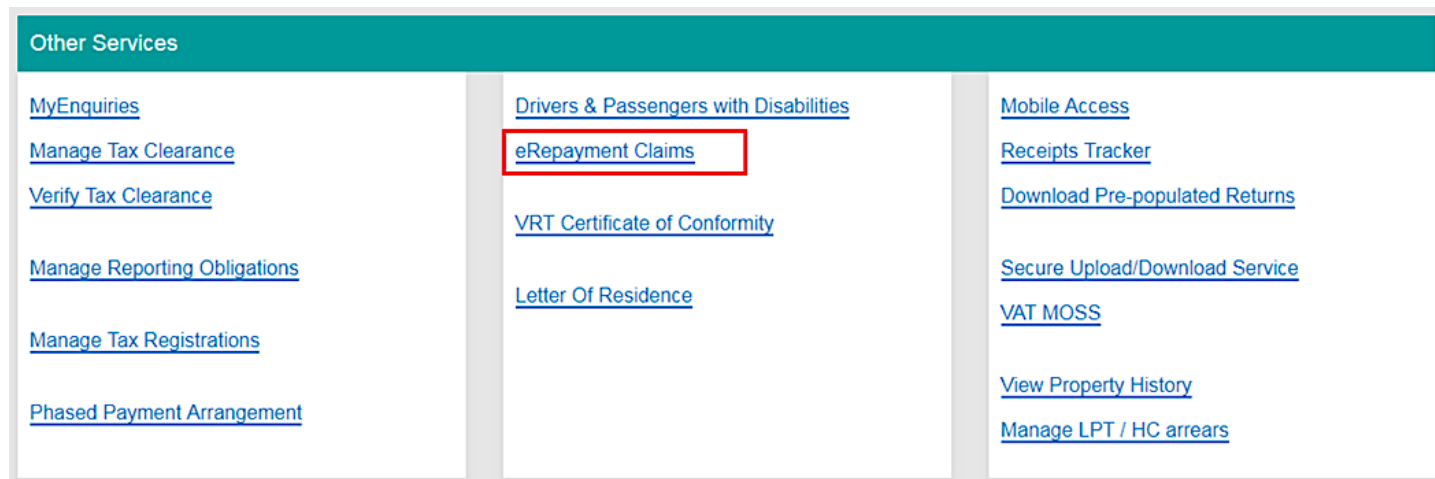


Figure 1 - ROS Other Services screen

From the Welcome Screen claimants may choose to either submit a new claim or amend a previously submitted claim.

Welcome to eRepayment Claims

Make a new claim

This service allows you to make a repayment claim for Mineral Oil Tax, Sugar Sweetened Drinks Tax (SSDT), Stamp Duty, Temporary Business Energy Support Scheme (TBESS) and specific VAT repayments for unregistered persons.

[Make a claim →](#)

Previous Claims

You can check the status of your previously submitted claim(s) and view the details here. This option can also be used in certain circumstances to edit your claim and provide further information if requested.

[Manage your claims](#)

Figure 2 - e-Repayments Welcome Screen

Submitting a New Claim

Select **MOT – Mineral Oil Tax** from the Select a tax screen and click **Continue**.

eRepayment Claims

Select a tax

Please select the tax you are claiming.

- MOT - Mineral Oil Tax
- STAMP - Stamp Duty
- VAT - Value Added Tax

Figure 3 - Select a tax screen

Then select claim type **Form CC-Rep** and click **Continue**.

Select a claim type

Please select the type of Mineral Oil Tax claim.

- Form 1131 – Use of Commercial Sea Navigation Fuel (i)
- Form 1132 – Supply of Commercial Sea Navigation Fuel (i)
- Form CC-Rep – Greenhouse Gas Permit Holders (i)
- Form PPF2 – Aviation Gasoline (i)
- Form 1130 – Horticulture & Mushroom Production (i)

Figure 4 - Select a claim type screen

The Overview Screen details the requirements and procedure for submitting the claim. Please ensure that the requisite claim details and/or documents are available. Select **Continue** to proceed.

- Overview
- Claim Period
- Claim Details
- Attachments
- Review

Overview

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Who is it for?

This is for the repayment of Mineral Oil Tax Carbon Charge (MOTCC) by Greenhouse Gas Emission Permit Holders.

What do I need?

Before you begin you will need to:

- ✓ Ensure your MOT refund bank account details are correct on ROS

To make a claim you will need:

- ✓ A copy of your Greenhouse Gas Emission permit
- ✓ Your suppliers VAT number
- ✓ Total amount of fuel used in the claim period
- ✓ Supporting documentation including invoices

How long does it take?

About 5 minutes for most people per claim. The sections are as follows:

- Step One:**
Period of claim
- Step Two:**
Your suppliers VAT number
- Step Three:**
Total amount of fuel used
- Step Four:**
Supporting documentation
- Step Five:**
Summary and declaration
- Step Six:**
Sign and Submit

Figure 5 - Overview screen

Insert the **Month** and **Year** of the repayment period concerned and then select **Continue**.

Claim Period
Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the period of claim:

MM YYYY

Back Close Continue >

Figure 6 - Claim period screen

Select **Add a new Supplier** to input details for each supplier from whom mineral oil, eligible for this repayment period, was received.

Claim Details
Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the details for your claim:

There are currently no suppliers added

Add a new Supplier +

Back Close

Figure 7 - Claim details screen

For each supplier input the supplier's **VAT Number** as well as the **Number of Litres Claimed** for each relevant mineral oil product. Select **Continue** to proceed.

Note: In the event of a rate change, within the repayment period, to any Mineral Oil Tax product covered by this form, claimants will be required to input the **Number of Litres Claimed** both prior to and post the date the rate change was enacted. Additional fields will be provided in such instances.

- Overview
- Claim Period
- **Claim Details**
- Attachments
- Review

Supplier Details

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the details for this supplier:

Vat Number

Number of litres claimed for:

Marked Gas

Marked Kerosene

LPG

Fuel Oil

Figure 8 - Supplier details screen

Claimants will be returned to the Claim Details Screen where they can add another supplier (as many as necessary) or **Edit** input supply details if required. Select **Continue** to exit **Claim Details** section and proceed to the next step.

Claim Details
Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Please enter the details for your claim:

Supplier VAT Number	Number of litres claimed		
	5,442,107	Edit	Remove
	624,088	Edit	Remove

[Add a new Supplier +](#)

Total number of litres claimed
6,066,195

[Back](#) [Close](#) [Continue >](#)

Figure 9 - Claim details screen

Under the Attachments section, select the **Add+** button to attach a copy of the appropriate **Greenhouse Gas Permit(s)** and scanned copies of all **Invoices** relating to receipt of the mineral oil claimed.

Please note that it is a mandatory requirement to upload at least 3 attachments with your claim.

1. Greenhouse Gas Emissions Permit.
2. Spreadsheet (detailing all invoices claimed).
3. Copy of all invoices claimed.

Select **Continue** to proceed to the next step.

Attachments

Form CC-Rep - Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

Supporting documentation should be maintained for a period of 6 years, and can be requested at any stage to support a claim.

Please attach the following to your claim:

1. Spreadsheet
2. Invoice files
3. Greenhouse Gas Emissions Permit

Additional supporting documentation can also be attached below

 Attachments

No attachments added yet.

[Add !\[\]\(80b57c9da60c491f39872df7f4a18092_img.jpg\)](#)

**Tick here if some documents are being posted instead of uploaded as they are too big.
Posted documents must be identifiable by PPSN**

Supporting documentation has been posted

[✕ Cancel](#) [⏪ Back](#) [⏻ Close](#) [Continue →](#)

Figure 10 - Attachments screen

On the **Summary** Screen, claimants should review the details of the claim and having verified the accuracy of the claim must indicate so via the declaration **Tick-Box**.

Having ticked the declaration tick-box, select **Submit** to proceed to the final screen.

Summary

Form CC-Rep – Mineral Oil Tax Carbon Charge by Greenhouse Gas Emissions Permit Holders

- Overview
- Claim Period
- Claim Details
- Attachments
- Review

Personal Details

PPSN:

Name:

Bank Details

Account Name:

BIC:

IBAN:

Claim Details

Period : February 2016

Supplier VAT Number	Product	Volume	Claim amount
	Marked Gas		
	Marked Kerosene		
	LPG		
	Fuel Oil		
	Marked Gas		

Total number of litres claimed :

Repayment amount :

Attachments

permit.pdf

I declare, in accordance with the statutory provisions governing Mineral Oil Tax, that the details on this form represent a full and true account of mineral oil procured tax-paid from the oil suppliers named, for use in the installation covered by the Greenhouse Gas Emissions Permit attached to this claim, during the period quoted, and I claim repayment of Mineral Oil Tax Carbon Charge of .

[Back](#) [Close](#) [Print](#) [Submit](#)

Figure 11 - Summary screen

Finally, claimants must “Sign” the claim by re-entering their **ROS Password** and selecting **Sign & Submit**.

The screenshot shows a web interface for signing and submitting a claim. The header is dark teal with the text "Sign & Submit" in white. Below the header, there are three main sections: "Certificate" with a light yellow input field; "Enter Password" with a white input field containing the text "Password"; and a "Sign & Submit" button. A red oval highlights the "Password" text in the input field, and another red oval highlights the "Sign & Submit" button. To the right of the "Certificate" field is a help icon (an "i" in a circle) and the text "Help". At the bottom of the screen is a progress bar showing "0%".

Figure 12 - Sign and submit screen

The claim submission process is complete at this point.

Amending a Previously Submitted Claim

Firstly, claimants must select the **Manage Your Claims** option on the Welcome Screen as detailed on page 3.

On the Claim History Screen, claimants can select any previously submitted claim they wish to amend by selecting the **Edit** button corresponding to that claim.

Claim History

This screen allows you to view and edit your previous claims.

Display records per page Search:

Type	Submission Date	Claimed Amount	Status	Action
Form CC-Rep	13/12/2016	€102.28	Approved	Edit or View

Showing page 1 of 1 Previous Next

Figure 13 - Claim History screen

Claimants will be presented with the same screens, outlined above with respect to the process for submitting a new claim, pre-populated with the data entered on first submission of the claim. Claimants can amend the claim by editing the relevant data and resubmitting the claim.

Note: All amended claims are subject to Revenue checking prior to their finalisation.