

To work and earn money in Ireland you will need to go through a legal process. This process involves steps that ensure you have a GNIB card and are registered with governmental departments such as Revenue/The Department of Social Protection. This process should take anywhere between four to eight weeks to complete.

Process Checklist

	What do I need?	Where?	Done
1.GNIB	<ul style="list-style-type: none"> - Passport - Working Holiday Authorisation - €300 (payable by credit/debit card) 	Book appointment here Recommended booking/notifying app 13-14 Burgh Quay, Dublin 2.	
2.Job	<ul style="list-style-type: none"> - CV/resume (PDF and paper copies) 		
3.PPS	<ul style="list-style-type: none"> - Passport - Evidence of address (request letter from your employer which states that you obtained a job which also contains your address in Dublin.) 	197-199 Parnell Street, Dublin 1.	
4.Revenue	<ul style="list-style-type: none"> - Provide you PPS no to your employer 	Revenue.ie	
5.Tax Certificate	<ul style="list-style-type: none"> - Register on Revenue website for MyAccount - Input all relevant details (PPS no, mobile no, home address, email address and date of birth) - Request/Print off Tax certificate 		
6.Bank Account	<ul style="list-style-type: none"> - Passport - PPS no - Tax Certificate - Any other specific information the bank may request. 	KBC Permanent TSB AIB	
7.Claim emergency tax	<ul style="list-style-type: none"> - Do so via MyAccount 	Revenue.ie	



What & Why

GNIB

All non-Irish nationals, who are not citizens of the EU/EEA or Switzerland, must register in person with the Garda National Immigration Bureau (GNIB) after arrival. The GNIB will issue you with a residence permit/GNIB card. This card simply provides information on your immigration status.

Personal Public Service Number (PPS number)

Your PPS number is a unique reference number that helps you access social welfare benefits, public services and information in Ireland. Before you can be allocated a PPS number, you must show that you need one for a transaction with a specified body. For example, if you are taking up employment, you need a PPS number to register with the Revenue Commissioners. This number is also used for identification with governmental bodies such as The Department of Social Protection and Revenue.

Registering for Tax

In order to register for tax you must first obtain a PPS number. Give your employer your PPS No. (Personal Public Service Number). He/she will then let the tax office know that you have started work. You can now register online to access all your tax related information, please visit [MyAccount](#) via Revenue.

On receipt of your PPS No. from the Department of Social Protection you can apply for a certificate of tax credits (Application for a Certificate of Tax Credits and Standard Rate Cut-Off Point). Registering is important as you can claim back any emergency tax or credits- no one can do this for you, so you will need to ensure you do it.

After register with MyAccount (see above), you can print off any required documentation such as a tax certificate (this will have your address on it and it's classed an official letter). Ideally, you should do all this as soon as you accept an offer of a job - even if it is only part-time or holiday employment. This will give your employer and the tax office time to get things sorted out before your first pay-day.

Banking

In order to open a bank account you will need your passport, proof of home address by means of a bank statement, utility bill or official letter (i.e. tax certificate). Proof of your Irish address is required to comply with international money laundering legislation. Therefore, it is not possible to open a bank account from overseas. Stint Ireland recommend Permanent TSB but if you are working with CPL temp agency then they use KBC- both are very good banks.