Downloading Employment Detail Summary
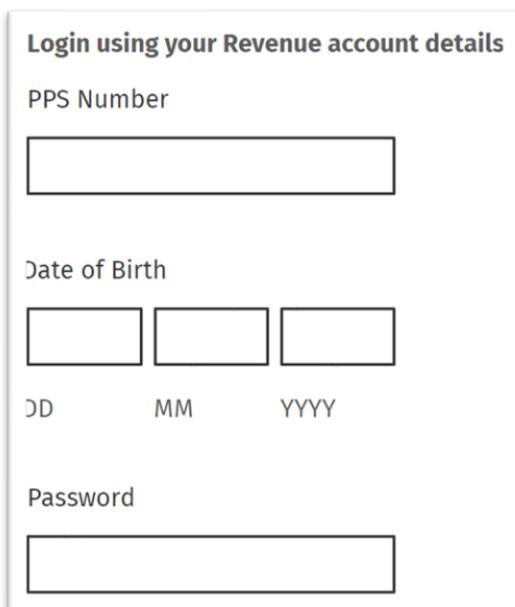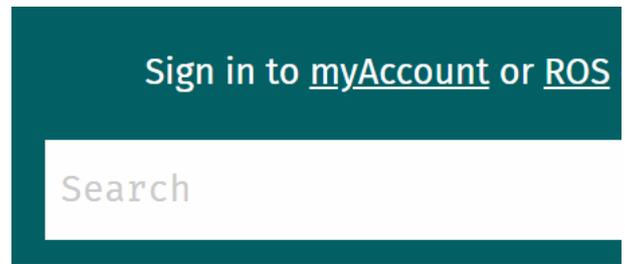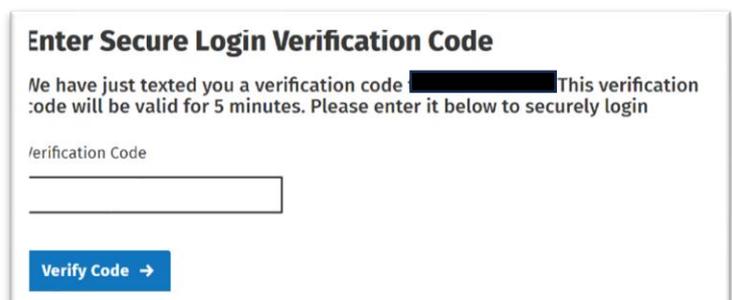
STEP 1: Go to www.revenue.ie and select **Sign in to <u>myAccount</u>** on the top right of the screen

STEP 2: Sign in to your account using your individual login details (i.e. PPSN, Date of Birth, Password)

STEP 3: A verification code will be sent to you, which you must enter and click **Verify Code**

NOTE: The most recent year is to be selected when you are downloading your Employment Detail Summary. <u>It is the download date on the Employment Detail Summary that is applicable, not the year that the document relates to.</u>

**The screenshots displayed in this guide are for illustrative purposes only**

STEP 4: Under the PAYE Services box, click on **View Your Employment Detail Summary (EDS) documents**

Create a Summary of Your Pay and Tax Details

Receipts Tracker

View your Employment Detail Summary (EDS) documents

STEP 5: A new window will open with a list of full tax years, the most recent at the top; click on **Create EDS** to the right of the most recent full tax year
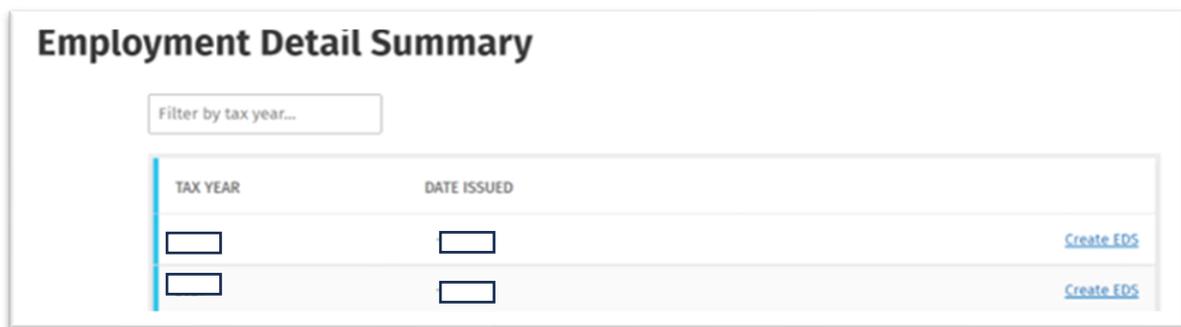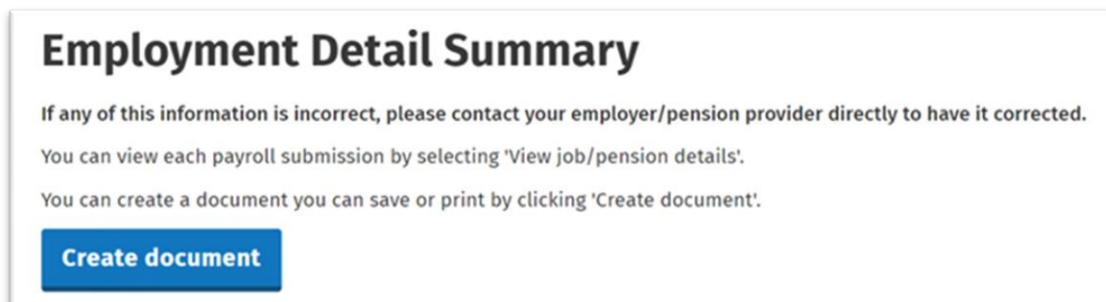
Employment Detail Summary

Filter by tax year...

TAX YEAR	DATE ISSUED	
⬜	⬜	Create EDS
⬜	⬜	Create EDS

STEP 6: A new window will open for the year you have selected; click on **Create document**
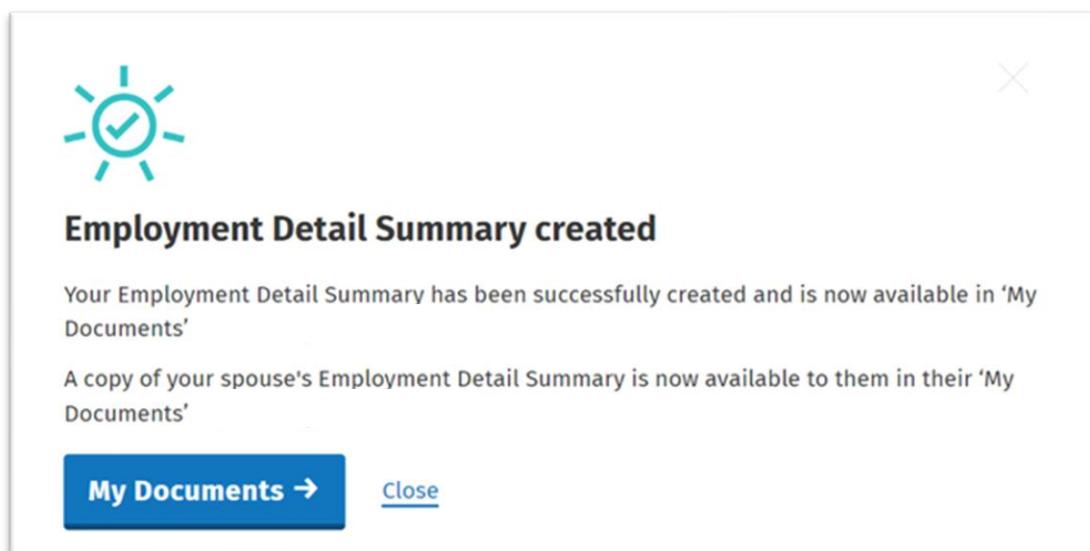
Employment Detail Summary

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected.

You can view each payroll submission by selecting 'View job/pension details'.

You can create a document you can save or print by clicking 'Create document'.

Create document

STEP 7: A new window will open confirming that you have created your Employment Detail Summary, which is available in your documents for the chosen year. Click on **My Documents**

Employment Detail Summary created

Your Employment Detail Summary has been successfully created and is now available in 'My Documents'

A copy of your spouse's Employment Detail Summary is now available to them in their 'My Documents'

My Documents →   Close

- -

STEP 8: On the My Documents page, you will see a message about the newly created EDS with an option to **View PDF**; click on this and save a copy onto your device

Your unread documents

Document name	Tax year	Date issued		
Employment Detail Summary			View PDF	✉

- -
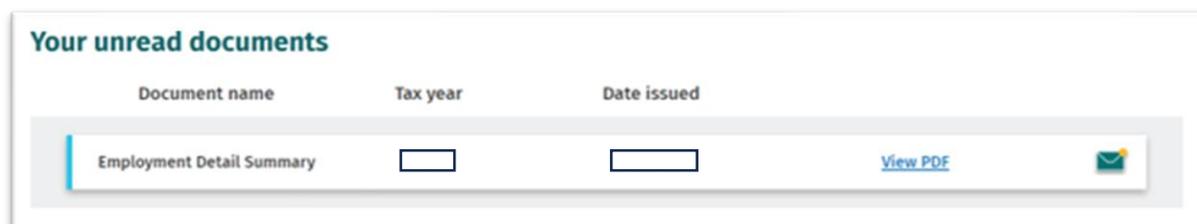
The Employment Detail Summary (downloadable date) confirms PPSN, living in the Republic of Ireland, and current employment, for ALL applicants

[if employment start date is 3+ full years before course start date, EDS confirms residency, for EU APPLICANTS only]