



NEW CUSTOMER - REGISTRATION FORM

NPPRNew



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

First Name

Surname

Company Name (If Applicable)

Company Contact:

First Name

Surname

Correspondence Address

County

Country

Phone No

Mobile No

Email Address

Eircode

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

C. SECURITY QUESTION - Please choose one question (See Note C)

(a) What is your Mother's maiden name? (b) What was your first pet's name?

(c) What is your birth place? (d) Where is your company based?

PLEASE USE BLOCK CAPITAL LETTERS

Answer

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

Property Owner/Agent Signature

Date DD/MM/YYYY

| | | |
|-------------------|-----------------|-------------|
| Account Ref Code: | LA STAMP & DATE | LOG NUMBER: |
| Transaction ID: | | |



NEW CUSTOMER - REGISTRATION FORM

NPPRNew



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

Property 1

PLEASE USE BLOCK CAPITAL LETTERS and include EIRCODE

Address

Grid for address input (3 rows, 20 columns each)

County

Grid for county input (1 row, 20 columns)

Local Authority

Grid for local authority input (1 row, 20 columns)

Property Type House Apartment Bedsit

Was this property liable for NPPR on the following dates:

| | | |
|-----------------|------------------------------|-----------------------------|
| 31st July 2009 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31st March 2010 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31st March 2011 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31st March 2012 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31st March 2013 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Property 2

PLEASE USE BLOCK CAPITAL LETTERS and Include EIRCODE

Address

Grid for address input (3 rows, 20 columns each)

County

Grid for county input (1 row, 20 columns)

Local Authority

Grid for local authority input (1 row, 20 columns)

Property Type House Apartment Bedsit

Was this property liable for NPPR on the following dates:

| | | |
|-----------------|------------------------------|-----------------------------|
| 31st July 2009 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31st March 2010 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31st March 2011 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31st March 2012 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31st March 2013 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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

Cheque or Bank Draft Payment

Made payable to NPPR

Cheque Bank Draft

Cheque Number

Grid for cheque number input (1 row, 10 columns)

Bank Sort Code

Grid for bank sort code input (1 row, 8 columns)

Amount €

Grid for amount input (1 row, 10 columns)

Postal Order Payment

Made payable to NPPR

Postal Order Number

Grid for postal order number input (1 row, 20 columns)

Amount €

Grid for amount input (1 row, 10 columns)



NEW CUSTOMER - REGISTRATION FORM

NPPRNew



G. CARD PAYMENT OPTION

Visa Mastercard

Card Number

Expiry Date M M Y Y CVV

Cardholder Name

Cardholder Signature

Amount €

Notes for Completion of Non Principal Private Residence Registration Form – NPPRNew

If you registered properties in 2009, 2010, 2011 or 2012 please complete the renewal form NPPR13Rew

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).
- TRN - Any company registered in Ireland automatically becomes liable for tax and therefore has a tax reference number.

B - 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.

C - SECURITY QUESTION

The security question is designed to protect the information provided by you and it may be requested in the future to verify your identity.

D - 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.

E - PROPERTIES TO BE REGISTERED

- Please select "Yes" or "No" beside the question- Was this property liable for NPPR on the following dates: 31/07/2009, 31/03/2010, 31/03/2011, 31/03/2012 and 31/03/2013
- 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 NPPR13Rew 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 2 properties to be registered, please complete form (NPPR Registration Form Additional Properties to be registered) NPPR13A and attach to your Registration Form.



NEW CUSTOMER - REGISTRATION FORM

NPPRNew



F - PAYMENT DETAILS

| Year | Now Due |
|--------------|--------------|
| 2009 | €2070 |
| 2010 | €1830 |
| 2011 | €1470 |
| 2012 | €1110 |
| 2013 | €750 |
| Total | €7230 |

• The fees set out above are the charges now 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. (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). Full details are available on WWW.NPPR.IE

- Cash will NOT be accepted. Payment types accepted are Cheque, Bank Draft and Postal Order made payable to 'NPPR'.
- Only **EURO** payments will be accepted.
- Please note: a €10 admin charge applies to payments made directly to Local Authorities.

G - CARD PAYMENT OPTION

- VISA 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, including Eircode
 - o Details of properties to be registered, including Eircode(s)
 - o You have signed and dated the form
 - o You have enclosed the correct payment
 - o Please ensure all loose sheets are stapled together
 - o

**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: To Register Online, go to 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