



HC12N

HOUSEHOLD CHARGE DECLARATION  
NEW ACCOUNT REGISTRATION FORM



A. PPSN/TRN of Residential 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. Residential Property 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

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

C. SECURITY QUESTION - Please Choose one question (See Note C) **PLEASE USE BLOCK CAPITAL LETTERS**

- (a) What is your Mother's maiden name?
- (b) What is your pet's name?
- (c) Where were you born?
- (d) Where is your company based?

Answer

FOR OFFICE USE ONLY		
HC Account Ref Code:	HC BUREAU STAMP & DATE	LOG NUMBER:
Payment Code ID:		





**F. PAYMENT DETAILS - Payment must be in EURO** (See note F)

**FOR DIRECT DEBIT OPTION SEE SECTION G ON PAGE 4**

Cheque or Bank Draft Payment **Payable to "Household Charge"**

Cheque       Bank Draft

Cheque Number

Bank Sort Code

Amount €

Postal Order Payment **Payable to "Household Charge"**

Postal Order Number

Amount €

Card Payment

Visa       Mastercard       Laser

Card Number

Expiry Date

Cardholder Name

Cardholder Signature

Amount €



**G. DIRECT DEBIT MANDATE** (See note G) - **PLEASE USE BLOCK CAPITAL LETTERS**

**NOTE: Completed and signed mandates must be received before 1st March 2012**

Please complete and sign this form and return to us to instruct your Bank to make payments directly from your account for the payment of the Household Charge



Originator: LGCSB, Household Charge Section, PO BOX 12168, Dublin 1

Originators Identification No.(OIN) 350136

Originators Reference:  Office Use Only

**Account Holder Details:**

Name

Address

**Bank/Building Society Details**

Bank/Building Society

Branch

Branch Address

Account Name

Sort Code

Account Number

**In order to pay by Direct Debit you need to confirm the following:**

- 1. I am the named account holder of the account to be debited  Yes
- 2. The bank account is a Republic of Ireland account  Yes
- 3. This account does not require an additional signatory to set up a Direct Debit  Yes
- 4. The account and bank can accept Direct Debits  Yes

**Your instructions to the Bank, and your Signature**

- I instruct and authorise you to pay Direct Debits from my account at the request of LGCSB.
- I confirm that the amounts to be debited are variable and may be debited on various dates.
- I shall duly notify the Bank in writing if I wish to cancel this instruction. I shall also notify LGCSB of such cancellation.

**The Direct Debit Guarantee**

- This is a guarantee provided by your own Bank as a Member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
  - o Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account
  - o Your Bank will accept and pay such debits, provided that your account has sufficient available funds
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- You are entitled to request a refund of any Variable Direct Debit the amount of which exceeded what you could have reasonably expected, subject to you so requesting your Bank within a period of 8 weeks from the date of debiting of such Direct Debit to your account.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction by informing your Bank in good time.

Signature

Date



### Notes for Completion of Household Charge Registration Form - HC12N

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 outside the Republic of Ireland and you do not have a PPSN/TRN please tick the box to confirm this.

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 - RESIDENTIAL PROPERTY OWNER DETAILS:

Please make sure to enter a correspondence address as when your form is processed a receipt will be posted to this address.

If you represent a company or organisation please enter the Company Name and contact name for the company.

If the property is jointly owned, payment by any one co-owner discharges the liability of all co-owners. Please provide 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 - PROPERTIES TO BE REGISTERED:

Please select "Yes" or "No" beside the question - Was this property your property on the 01/01/2012

Please indicate what type of water supply each property has - Connection to a: Group Scheme, Public Main, Private Well or no piped water supply.

#### WAIVERS

##### Mortgage Interest Supplement

The legislation provides that an owner of residential property who is entitled to receive mortgage interest supplement in respect of that residential property on the liability date (1 January) is entitled to a waiver from payment of the Household Charge in respect of that property for that year. Please note that such persons must complete the declaration to claim the waiver.

Please note that all waiver claims will be validated against the data held by the Department of Social Protection. Persons who make false or misleading declarations may be liable to penalties under the legislation.

If you are unsure as to your entitlement to mortgage interest supplement, please contact your local Community Welfare Officer, Department of Social Protection. Contact details are available from;  
[http://www.welfare.ie/EN/ContactUs/Pages/cwo\\_contact.aspx](http://www.welfare.ie/EN/ContactUs/Pages/cwo_contact.aspx)

##### Unfinished Housing Estates

The legislation provides that an owner of residential property which is situated in an unfinished estate, within the meaning contained in the Local Government (Household Charges) Act 2011, on the liability date (1 January) is entitled to a waiver from payment of the Household Charge in respect of that property for that year. Please note that such persons must complete the declaration to claim the waiver.

If you are unsure as to your entitlement to claim a waiver under this provision, please contact;

#### **UHE (Unfinished Housing Estate)**

Name Of Section: Planning & Housing Policy Section, Department of Environment, Communications & Local Government

Contact Number: 053-9117300

Email Address: [Planning&Housing@environ.ie](mailto:Planning&Housing@environ.ie)

Details of estates: [www.householdcharge.ie](http://www.householdcharge.ie)

Please note that all waiver claims will be validated against the data held by the Department of the Environment, Community and Local Government. Persons who make false or misleading declarations may be liable to penalties under the legislation.



**E - DECLARATION & SIGNATURE:**

The declaration form must be signed by the owner (or one owner if property is jointly owned) of the property or by his/ her authorised agent and dated when signed.

**F - PAYMENT DETAILS:**

The household charge payable in 2012 is €100 per residential property. Payment types accepted are Cheque, Bank Draft and Postal Order made payable to 'Household Charge'. Credit/Debit Card payment is also accepted. For information on Direct Debit, please see note G below. Only EURO payments will be accepted.

The Act provides that if a household charge is not paid on or before the 31 March, a late payment fee and late payment interest will apply during the period that the household charge remains unpaid. The late payment fees and late payment interest which apply are set out in paragraphs a) and b) below

**a) Late Payment Fee**

(i) 10% of the amount outstanding in respect of the unpaid household charge if paid not later than 6 months after the due date  
Or

(ii) 20% of the amount outstanding in respect of the unpaid household charge if paid later than 6 months and not later than 12 months after the due date  
Or

(iii) 30% of the amount outstanding in respect of the unpaid household charge if paid later than 12 months after the due date  
And

And

**b) Late Payment Interest**

Interest on the amount outstanding in respect of unpaid household charge is calculated at the rate of 1 percent per month or part of a month from the due date, until payment of the household charge has been made

**G - DIRECT DEBIT OPTION**

- Ensure you have entered your correct Bank Sort Code and Bank account number
- Ensure you have confirmed the details relating to each of the four checkboxes
- Ensure you have signed and dated the Mandate form

**GENERAL NOTES:**

Before sending the form please ensure that you have included the following information:

- o PPSN/TRN, if applicable
- o Owner name and correspondence address
- o Details of properties to be registered
- o You have signed and dated the declaration
- o You have enclosed the correct payment or have provided the payment details in Section F or completed the direct debit mandate in Section G
- o Please ensure all loose sheets are stapled together

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**THE ABOVE INFORMATION IS REQUIRED TO PROCESS YOUR FORM. INCOMPLETE FORMS WILL BE RETURNED TO YOU.**

**Please Post completed form to : Household Charge, PO Box 12168, Dublin 1**

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

**Payments can be made in your County/City Council office for a 3 month period from 1st January to 31st March 2012 during normal office hours.**

**NOTE:** Registration data collected by the Household Charge (HC) will be used in accordance with the provisions of the Local Government (Household Charge) Act 2011 and any other relevant legislation.