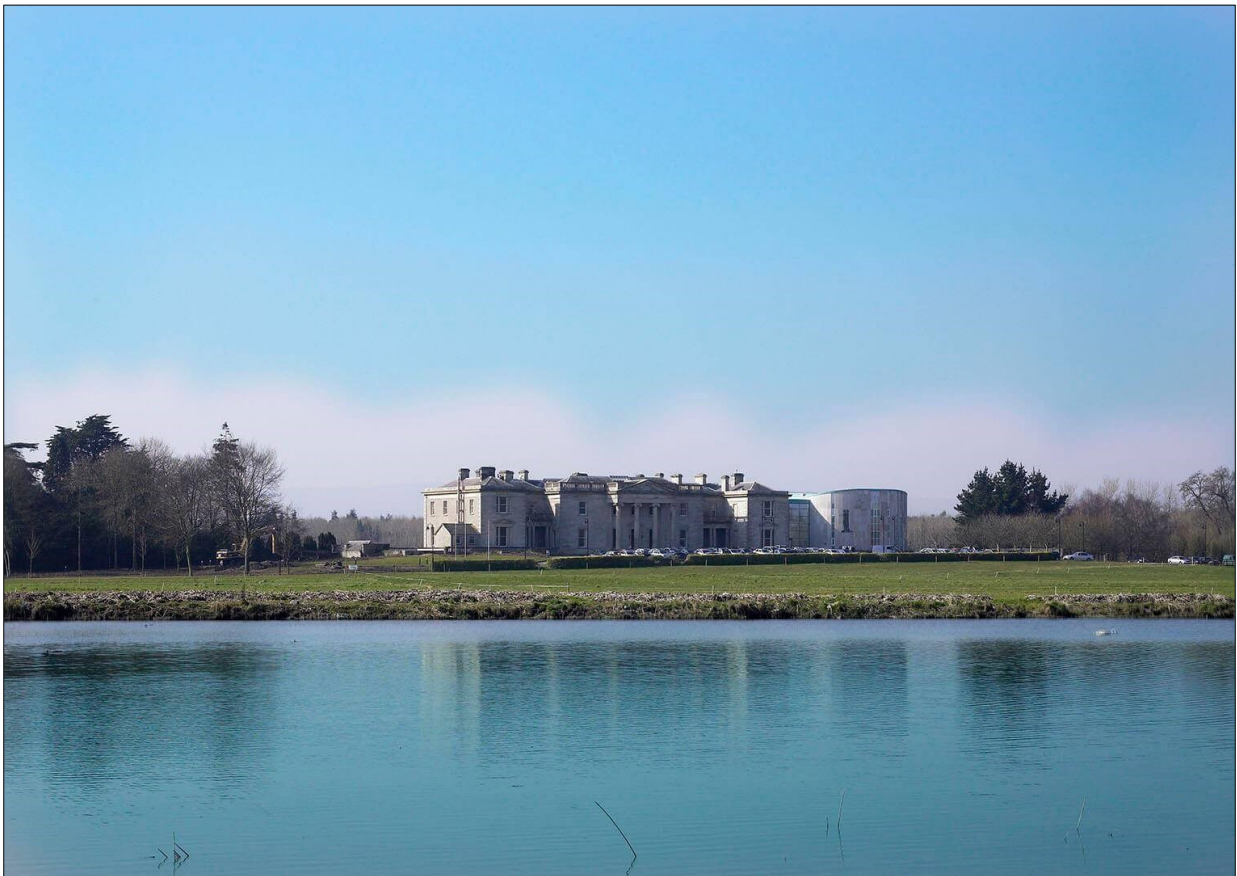


# Moving to Ireland

## Information Guide



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## 1. Welcome

Congratulations on acquiring a position with Teagasc. This document has been put together to help you with your transition to Ireland and to Teagasc.

After successfully acquiring a position within Teagasc there are several arrangements that need to be prepared and completed in order to commence employment. Detailed below are guidelines on how to best prepare for a move to Ireland and to starting employment within Teagasc.

It is recommended that, before the first day in Teagasc, you have prepared yourself with all the relevant documentation and requirements to be set up as a Teagasc Employee. To do this it is recommended that you would be in Ireland for a week or two before your start date.

You will be asked to complete some on-line training before you commence your role in Teagasc. It is really important that you complete this as it will help with your integration. After you join Teagasc you will be directed to T-Learn which is our staff learning and development system where you will be able to register for training courses and complete self-paced on-line learning.

Teagasc have an e-Induction Programme which is hosted on our staff training platform T-Learn.

The aim of this online programme is to introduce new staff to Teagasc and its structure. It also will provide key areas of information that will assist new staff with a smooth transition as they settle into their new roles in Teagasc.

You will be provided a link to the e-Induction programme, which you are required to complete within your first 3 weeks of employment, following which you and your line manager will complete the induction checklist

Your manager will carry out a local induction with you in your first few days and following completion of the e-Induction programme, you will both complete the induction checklist which will conclude the induction process.

At Teagasc we believe in growing and keeping alive an open, diverse and inclusive workplace which is respectful to all and nurtures different perspectives, for the benefit of all in our organisation. You'll find our Diversity and Inclusion Strategy [here](#) and our Gender Equality Plan can be found [here](#). Our latest HR Strategy, the Teagasc People Strategy can be accessed [here](#).

## 2. Teagasc

Teagasc, the Agriculture and Food Development Authority, is the national body providing integrated research, advisory and training services to the agriculture and food industry and rural communities.

The official title of the body is Teagasc - The Agriculture and Food Development Authority. In 1988 Teagasc was formed following the amalgamation of An Foras Talúntais and An Chomhairle Oiliúna Talmhaíochta. An Foras Talúntais/The Agricultural Institute (AFT) which was responsible for agricultural research, and An Chomhairle Oiliúna Talmhaíochta/The Agricultural Training Council (ACOT) which was responsible for education and advisory services.

The word Teagasc (Irish pronunciation [[tʰəgəsˠk](#)], means "Instruction". Click on [this link](#) for assistance with regard to pronouncing the word Teagasc.

Teagasc has research centres, colleges and advisory offices located around the country, as outlined in the map below. The organisation is structured into three Directorates – the Research Directorate, the Knowledge Transfer Directorate and the Operations Directorate. Further information regarding the work carried out across Teagasc can be accessed at [www.teagasc.ie](http://www.teagasc.ie).



### 3. Teagasc Advisory Offices, Centres and Colleges

#### Teagasc Advisory Regions

The **Teagasc Advisory Service**, through a nationwide office network organised into 12 regional units, provides a local service to all our customers. The 12 regional units are:

Cork East	Cork West
Kerry / Limerick	Roscommon / Longford
Galway / Clare	Laois / Kildare / Meath /Louth / Dublin
Mayo	Tipperary
Sligo / Leitrim / Donegal	Waterford / Kilkenny
Westmeath / Offaly / Cavan / Monaghan	Wicklow / Carlow / Wexford

#### Teagasc Colleges

Teagasc colleges are strategically located and deliver a wide range of Level 5 and Level 6 courses in agriculture, horticulture, equine and forestry. The colleges also collaborate with a number of third level institutions in the delivery of Higher Level courses in agriculture and horticulture.

The Main Colleges in Teagasc are in the following locations:

- Ballyhaise, Cavan
- Botanic Gardens, Dublin
- Clonakilty, Cork
- Kildalton, Kilkenny

#### Teagasc Research Centres

- (i) [Teagasc Crops, Environment & Land-Use Research Centre, Oak Park, Carlow, R93XE12.](#)  
The Crops, Environment & Land-Use Research Centre at Oak Park is located approximately 4.5km from Carlow Town. The site is accessible by vehicle or foot - if walking from Carlow Town it will take approximately 30-40 minutes depending on speed of walking. There is no public transport from Carlow Town to Oak Park Research Centre.
- (ii) [Teagasc Crops, Environment & Land-Use Research Centre, Johnstown Castle, Wexford, Y35Y521.](#)  
The Crops, Environment & Land-Use Research Centre at Johnstown Castle is located approximately 7.5km from Wexford Town. To get to the Centre it is recommended to use public transport. The [390 bus](#) from Wexford town will get you to Johnstown Castle. The roads are a little too dangerous to walk or cycle. Alternatively, you may be able to make arrangements with a colleague to get lifts to and from work for the first few weeks.

- (iii) [Teagasc Food Research Centre and Teagasc Animal & Grassland Research & Innovation Centre, Moorepark, Fermoy, Co. Cork, P61C996.](#)  
The Moorepark Campus has two research centres – the Food Research Centre and the Animal & Grassland, Research & Innovation Centre. It is located approximately 4.5km from Fermoy Town. The site is accessible by vehicle or foot. There is no public transport from Fermoy Town to the Moorepark Campus. Alternatively, you may be able to make arrangements with a colleague to get lifts to and from work for the first few weeks.
- (iv) [Teagasc Food Research Centre, Ashtown, Dublin 15, D15DY05.](#)  
The Food Research Centre at Ashtown is located approximately 30-40 minutes' drive/bus ride (depending upon traffic) from Dublin city centre with a short walk. Usually, there are frequent [public transport options](#) from city centre, you can take bus no. 39A from Dublin city centre or a red line train from Connolly station to reach Ashtown stop, from where the Ashtown research centre is walkable distance. There is a footpath leading to Teagasc, cycling is another option and parking spots are always available, if you choose to drive.
- (v) [Teagasc Animal & Grassland Research & Innovation Centre, Dunsany, Co. Meath, C15PW93](#)  
The Animal & Grassland Research & Innovation Centre in Grange is located on the R154 (Trim-Dublin Road) off the N3, 12km from the town of Trim. The 111 bus will get you to the Centre from Dublin and/or Trim ([Bus route 111](#)).
- (vi) [Teagasc Animal & Grassland Research & Innovation Centre, Athenry, Co. Galway, H65R718](#)  
Teagasc Athenry is located 3km from the centre of Athenry Town, and is approximately a 40 minute walk. There are no public transport facilities from the campus to the town. Athenry town is serviced by a bus link to Galway, and the train services the Galway-Dublin and Galway Limerick line.

## 4. Employee Checklist

The items below are needed in order that you can work and be paid in Ireland. They are listed broadly in the order that they are required:

- Visa (if applicable)
- Valid (Proof of) Address
- Personal Public Service Number (PPS) – [click here](#)
- Register with Revenue for myAccount\* - [click here](#)
- A Bank Account – Banks in Ireland are [Bank of Ireland](#), [AIB](#), [Permanent TSB](#)

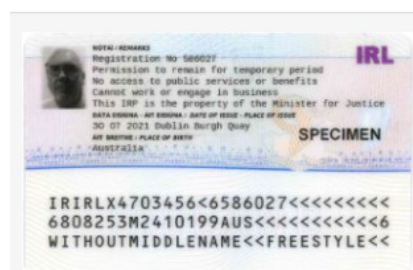
\* For first time employees in Ireland you must register for myAccount with Revenue once you have your Personal Public Service Number (PPSN).

## 5. Obtaining a Visa & Work Permit

Before arriving in Ireland you will need to determine if you are entitled to live and work here. Useful information can be found on:

- 1) [Citizen's Information](#) website  
And on
- 2) [Irish Immigration Service](#) website

An Immigration card grants a person permission to reside in a country. It is necessary for anybody, who does not hold Irish citizenship (Non-EU/EEA citizens), wishing to live in Ireland for more than 90 days, to obtain an Immigration Card.



The first step to take before coming to work in Ireland is to obtain the necessary Visa or Permit. For non-EU/EEA citizens a Visa is issued for entry into the country. You must acquire a Visa to enter Ireland in advance of the date of travel. This is done by contacting your local Irish Embassy.

An Irish Residence Permit (IRP formerly GNIB card) can only be applied for once you are in Ireland and not before. If you are outside Dublin, this can be done at your local Garda (Police) station. An appointment must be made online first. In Dublin this is done at the Immigration offices only. If you are based in Dublin it would be advisable to book an appointment as soon as you arrive, since appointments fill up quickly and the waiting list can be longer.

For Non-EU and Non-EEA members you will need to apply for an Irish Naturalization and Immigration Service [INIS](#). US citizens can apply through the [Department of Foreign Affairs and Trade](#).

To work in Ireland you may need a valid work permit. As a research organisation Teagasc is accredited to issue Hosting Agreements to researchers. A [Hosting Agreement](#) is a fast track for non-EU researchers. The holder of a Hosting Agreement can apply for a Scientific Researcher visa. The Teagasc Human Resources Department will liaise directly with you to process this document.

## 6. Recruitment Steps

**Step 1:** Following offer and acceptance of a position, a start date is agreed with the new employee and a contract of employment is issued. Once the new employee signs the contract they return it to the appointed Human Resources Officer.

**Step 2:** Human Resources will then be able to apply for the Hosting Agreement on behalf of the new employee, where this is required. Once the Hosting Agreement is approved a copy will be provided to the new employee. This process normally takes only a few days.

**Step 3:** Registration - Non-EEA national must register with the local immigration office within 2 weeks upon arrival in Ireland. They will receive an IRP (Irish Residency Permit) card with an immigration stamp. The individual bears the cost of the [IRP](#) card.

Please note: The New Hire's immigration permission is tied to the duration of their HA. Once this period lapses, the individual will need to contact immigration and revise their terms of residence in Ireland.

## 7. Personal Public Service Number

A Personal Public Service (PPS) Number is a unique reference number that helps you access social welfare benefits, public services, and information in Ireland. You must have a PPS number to receive a salary or stipend. To get a PPS Number, you will need to:



- Provide evidence of your identity such as a valid passport
- Provide evidence of why you need a PPS Number such as the hosting agreement
- Provide proof of your address such as a bill or tenancy agreement.
- Complete a Form REG 1 (Application for PPS No.) which can be found [here](#).
- Completed forms should be scanned and emailed to [CIS@welfare.ie](mailto:CIS@welfare.ie) or posted to; Department of Social Protection, Shannon Lodge, Carrick on Shannon, Co. Leitrim, N41 KD81, Republic of Ireland.
- Allocation of PPS numbers is done by face-to-face interviews. You can book an appointment for a PPS allocation interview before you move to Ireland. Find the address and contact information for your local PPS Number Allocation Centre (Civic Centre) [here](#).
- The New Hire will need to present themselves at a civic centre and they will receive their PPS number at this appointment but the PPSN card will be sent via post within two weeks of the appointment. Any civic centre will suffice it does not necessarily have to be in the county they reside. This is important if you live in Dublin because appointments fill up quickly.
- Your PPS Number is an important identifier. You should take care that the number is used only by you. Misuse of your PPS Number may result in an additional tax liability or a loss of entitlement to Social Welfare benefits.

Further information on applying for a PPS Number can be found [here](#). There are also some helpful guidelines included in Appendix 1.

\*\*\* Obtaining a PPS No. can only be done by visiting a local Social Welfare Office; to do this in preparation for beginning employment it is recommended that you apply in the weeks leading up to your commencement date.



## 8. Taxation

You should notify the Teagasc HR Officer of your PPS Number once you have received it.

You must register your new job with Teagasc through “myAccount” on Revenue.ie. To add a new job you will need:

- The Teagasc Registered Number 00791080 and Company Registration Number CHY9086.
- The start date of your new job.
- The frequency of your salary or wage payment.
- PPS number
- Date of Birth
- Mobile or Landline number
- Email address
- Home Address

You can register your new job by logging into “myAccount”, clicking on the ‘Jobs and Pensions’ section or by selecting the ‘Update Job or Pension’ on the ‘PAYE Services’ card and follow the steps.

When you register your new job, the Revenue office will send you a Tax Credit Certificate. Revenue will forward a Revenue Payroll Notification (RPN) to your employer detailing your tax credits so that correct deductions of tax can be made from your salary.

It is essential to complete these three steps in order to avoid being charged "[emergency tax](#)". More information on Irish Taxation and Tax Credits is available from [Revenue.ie](#).

## 9. Opening a Bank Account

In order to be paid by Teagasc before you commence employment you will need to provide details of an Irish Bank Account, or a European bank account with a relevant [IBAN](#).

There are numerous banks and building societies in Ireland that will provide personal banking services to individuals. To open a bank account the bank must be able to verify your address and will request proof of address. This proof might include household bills, a letter from your employer or other documents that include your address. You are also obliged to prove your identity; furnishing a passport or driver's license can fulfil this obligation. The [Citizens' information website](#) provides a full account of how to open an account. Where the bank requests a letter verifying employment please contact the Teagasc HR Department.

The following are links with details on how to open a current account within the main Irish banks, it is a personal choice which to choose:

- [AIB Banking](#)
- [Bank of Ireland](#)
- [Permanent TSB](#)



Teagasc also accepts SEPA Bank Accounts / [Revolut](#) account details for the purpose of payment of wages but this is also subject to having a PPS number in order for payment of wages to be completed.

It is advisable to ensure you have sufficient funds available when moving to Ireland, as the process for setting up a bank account and obtaining a PPS number in Ireland can take a number of weeks. Due to this process, it can take up to 8 weeks before a New Hire would be set up on the Teagasc payroll, as such set up is subject to a bank account number and a PPS number.

## 10. Driving Licence

The car is the primary mode of transportation in Ireland. Recent investment has ensured a well-developed network of motorways that link the island's cities. The National Roads Authority is responsible for the maintenance and operation of Ireland's motorways. Additionally, the local county councils are responsible for an extensive network of National Roads, which operate throughout the country.

Cars in Ireland are left-hand drive (driver sits on the right hand side of the car) and are normally have stick shift gears. Driving takes place on the left hand side of the road. Speed limits and distances are metrically expressed; however, these are often orally expressed in Imperial. The main speed limits are:

- Motorway: 120 km/h,
- National: 100 km/h
- Within City: 30 km/h or 50 km/h



All drivers are required to have motor insurance and pay road tax; additionally, all drivers must hold a valid driver's license. Major motorways have road tolls ranging from €1.80 to €3.20. If you already hold a driver's license from another country, information on its validity is available [here](#).

To apply primarily for an Irish Driving Licence you can find all information [here](#).

Should you have a vehicle you wish to import to Ireland there is several processes you will have to go through, information on these processes can be found [here](#). Currently you can travel freely from the Republic of Ireland to Northern Ireland.

## 11. Mobile Phones

Mobile phones are the most popular way to communicate in Ireland these days. If you already have an unlocked phone, you simply need to get an Irish SIM card for it, and you will be ready to go. As

Ireland uses a [GSM Network](#), not all mobile devices will be compatible. If your current phone is not unlocked, then you may need to buy a new one and get a new phone plan. If you are very new to the country, you may have to pay a bit more upfront than the phone than usual because of the lack of credit history. Most major phone networks will have shops you can walk into and browse the different phones and plans on offer.

If you are an EU citizen and going to another country in the EU, there are no longer any roaming charges in place. Prices for your plans will vary depending on your needs. Usually, you will be part of a package where you get a certain amount of free texts calls and data per month. The [average price](#) of a monthly phone bill will be in the EUR 20-25 range.

If you want to ring an international phone number when you are in Ireland, you will first need to add 00 as a prefix and then add in the relevant country's code. If you are ringing a UK number, for example, it would be 00 44 followed by the number. The country code for Ireland is 353. All mobile numbers in Ireland will begin with 08.

The main mobile providers are [Three](#), [Vodafone](#), [Eir](#), [Virgin Media](#) and [Tesco Mobile](#).

The Commission for Communications Regulation provide a useful comparison tool for mobile phone, broadband, home phone and television providers. You'll find more information [here](#)

## 12. Accommodation

Good quality accommodation is available throughout Ireland. Whether you are buying or renting your initial requirements might well be temporary while you search for more permanent accommodation. Ireland has many hotels, bed and breakfast, and hostels that can accommodate all budgets.



### 12.1 Renting Accommodation

Rental accommodation is very popular in Ireland, particularly in cities and large towns. There is a significant variety and supply of properties available to rent throughout the country. Flat/house sharing is also widespread, especially amongst students/graduates. [Daft](#) and [My Home](#) websites are the two primary national websites and provide a comprehensive list of properties available for rent and/or purchase. Other websites that may be of use are [Rent.ie](#) and [Property.ie](#). Normally a deposit of one month's rent is required to secure accommodation. Prices of rooms, apartments vary across the country, where Dublin rental is the highest. The websites above will help guide you on what average prices you should expect.

As a tenant you have statutory rights and responsibilities. More information on these is available from [Threshold](#), the [Residential Tenancies Board](#) and [Citizens Information](#). Information on amenities, services, and other aspects of local communities in which you might consider living, is available from your local [County Council Website](#).

### 12.2 Purchasing Accommodation

If you are considering the purchase of a home in Ireland you should be cognisant of all aspects your legal and tax obligations. The [Citizens Information Website](#) is a good first point of reference as well as

a Buyer's guide to purchasing a home in Ireland. Mortgage information can be accessed from the banks.

Information on houses and apartments available to buy in your area can be found in most local newspapers and national newspapers as well as internet websites like [Property.ie](#), [Daft](#) and [My Home](#).

## 13. Health Insurance

Details on Irish healthcare and entitlements can be found on the [Citizens Information Website](#).

Some of those living in Ireland take out private health insurance to increase access to hospitals and reduce waiting times. Teagasc does not directly supply or pay for Health Insurance to staff. There are a number of suppliers of health insurance in Ireland – [VHI](#), [Laya Healthcare](#), [Irish Life Health](#). It is worth doing a cost comparison. The Health Insurance Authority offers a comparison tool to provide you with an independent overview of the features and benefits of regulated private health insurance products currently offered to consumers in Ireland. This tool can be accessed [here](#).

Insurers



Once you join Teagasc you will have access to the **Employee Assistance Programme**. This is currently delivered by Spectrum Life. The Employee Assistance Programme (EAP) is a free, confidential counselling and information service provided through Spectrum Life. The service provides staff with emotional and practical support for a wide range of issues, both personal and work related. The service is available 24/7, 365 days a year and can be accessed via Freephone 1800 903 542. The spouse/partner and any dependents over the age of 16 still living at home are also entitled to access the service.

In addition, you can download the Spectrum Life app in the app store for access to hours of additional wellbeing content. A detailed overview of how to access and use the platform is available here: [Spectrum Life](#).

## 14. Registering with a Doctor

It is good for everyone living in Ireland to be registered with a doctor, or what we call in Ireland, a GP (general practitioner). You should contact the local doctors in your area, select one and contact the GP surgery to confirm that it covers the address where you are living. Ask to register at the reception of the GP surgery. They will ask you to fill out a registration form. Ask for help with filling in this form if you need it. Find a list of GP's in your area [here](#).

## 15. English Classes

If you are seeking to build on your English, as-well as practising your English with work colleagues, you can check out the following two options for English classes.

### 15.1 Learn English network

LEO courses are FREE, easy to navigate between different options and you can access basic to intermediate lessons. <https://www.learnenglish.de/>

## 15.2 Talk English

Talk English is also FREE, more focused on speaking and listening. All of the lessons are on this website and can be found under each different heading.

<https://www.talkenglish.com/speaking/listbasics.aspx>

## 16. Travelling from the Airport

Dublin, Cork, Shannon, and Belfast are Ireland's main international airports. [Aer Lingus](#) and [Ryanair](#) are the main airlines to fly with if you are taking European city breaks, or you are first coming from a European city.



Transport from the airport can be arranged by Taxi services provided at the airport or Bus travel supplied by various different companies.

Popular bus companies are [Bus Éireann](#), [Aircoach](#) and [JJ Kavanagh](#) and of course buses are cheaper than taxis. [Dublin Bus](#) and [Go Ahead](#) service Dublin City.

## 17. Ireland

Ireland is well regarded for the welcoming nature of its people and the sense of community being a small country engenders amongst its inhabitants. The country's population of 5 million is primarily located in urban areas. Dublin, the capital city, is also the largest city in Ireland; other cities include Cork, Galway and Limerick. Ireland is a very young country. In 2016 33.2% of the country's population was aged twenty-four or less. English is the primary language spoken in Ireland and is the almost exclusive language of daily life, business, and government.

Ireland has ten public holidays. The dates for each year can be found at this [link](#).

The Irish weather is classified as maritime temperate. Summer temperatures rarely exceed 30 °C/90 °F and winter temperatures only occasionally drop below 0 °C/32 °F. Ireland is a very humid country and rainfall is common however, its reputation as a very wet country is somewhat exaggerated. The eastern half of the country is drier than the western half with the east getting between 750 and 1000 (mm) of rainfall in the year. Rainfall in the west generally averages between 1000 and 1400 mm.

Ireland has a varied coastline, but a basic distinction may be made between westerly shores exposed to the full force of the Atlantic Ocean and the more sheltered east coast. The current along the waters in Ireland can be very strong. Take local warnings seriously. For example, if you are visiting The Cliffs of Moher, a scenic site of lovely high cliffs, heed the warnings you see posted.

Sport in Ireland is very important to the national culture. The [Gaelic Athletic Association](#) (GAA) governs the 'national games' of hurling and Gaelic football. The [Football Association of Ireland](#) governs and administers association football (soccer), which is the most popularly played sport in the country. Rugby football is also very popular and is administered and governed by the [Irish Rugby Football Union](#) (IRFU).

Ireland is also internationally regarded for its culture, literature and arts. In literature Irish writers have won the Nobel Prize for literature on four occasions. In addition to Samuel Beckett, George Bernard

Shaw, James Joyce and Séamus Heaney, who have won the Nobel Prize, other notable Irish writers include Oscar Wilde, Brian Friel, John B. Keane, Meave Binchy and Cecilia Ahern.

The Gaeltacht regions in Ireland are areas where the Irish language is, or was until the recent past, the main spoken language of a substantial number of the population. The Gaeltacht covers extensive parts of counties Donegal, Mayo, Galway and Kerry – all along the western seaboard – and parts of counties Cork, Meath and Waterford. There are also six populated offshore islands. The total population of the Gaeltacht is 96,090.

Ireland is a very diverse forward thinking country. Ireland was one of the first European countries to legalize same sex marriages. Our current head of state, the Taoiseach, is gay, and Ireland has had a number of female presidents. The Teagasc Diversity and Inclusion Strategy can be found [here](#).

The Agri-food sector accounts for 7.1% of employment in Ireland along with 9.5% of total exports. Today, beef and milk production are the two most important farming sectors in Ireland, accounting for around 68.9% of agricultural output in 2019. Teagasc is the state agency providing research, advisory and education in agriculture, horticulture, food and rural development in Ireland.

## 18. Northern Ireland

Northern Ireland which is part of the United Kingdom, is located in the northeast of the island of Ireland. Northern Ireland is home to 6 of the nine counties in Ulster. These 6 counties are; Antrim, Armagh, Down, Fermanagh, Derry and Tyrone. Citizens can move freely from the Republic of Ireland and Northern Ireland and Northern Ireland boasts some very attractive tourist attractions such as the Giant's Causeway and the Antrim Coast.

## 19. Useful Links and Information

- [Just Landed](#)
- [Coming to live in Ireland](#)
- [Discover Ireland](#)
- [Discover Northern Ireland](#)
- [Before coming to Ireland](#)
- [gobus](#)
- [Irish Rail](#)
- [Irish Embassy](#)
- [Gov.ie](#) (PPSN)
- [Revenue.ie](#)
- [Citizens Information](#)
- [Guide to Ireland](#)
- [Euraxess<sup>2</sup>](#)
- [Working with Teagasc](#)



*Welcome to Teagasc (or Failte as we say in Irish) and we hope you enjoy your employment with us. We are looking forward to working with you. Do not hesitate to reach out to your line manager, administration officer or the HR department if you need any assistance.*

## **Appendix 1 – Further details on PPSN**

### **Getting a Personal Public Service Number**

To ensure you will be taxed correctly all students or persons who have never worked in Ireland before will need an Irish PPSN. Further details on PPS numbers can be found at [Gov.ie](http://Gov.ie).

This should be applied for at the earliest opportunity once in Ireland as this number is an essential requirement for the setting up of a Bank Account in Ireland, ensuring you will be taxed correctly by Irish Revenue and it is also an essential requirement in relation to your paid placement with Teagasc.

Once you have been issued a PPSN you will need to register yourself with Revenue.ie

To do this you can log on to [www.revenue.ie](http://www.revenue.ie) and click “Start Registration”.

If you have been registered previously with myAccount you can log in using your pin number and register your placement with Teagasc using the employer’s registration provided below.

Once you register for myAccount Revenue will forward you a password by post to access your account online. Note: it may take up to 3 weeks to obtain the password from Revenue.

If not click on “Register Now”.

The screen will advise you of the details that are needed to register and set up a profile.

Once you have clicked into start registration, you will be asked to provide the PPSN you have received.

Once you receive the temporary password, you log back into myAccount and follow the instructions to set up a complete profile and register your placement in Teagasc with Revenue.

You will need the following details to do this:

- Teagasc’s registration number – 00791080
- The date you will commence/d employment
- Frequency of payment – fortnightly for students/casuals, all other staff monthly.

Once these details have been input and submitted to Revenue, your employer will be able to download an RPN which will advise how you should be taxed.



