

Frequently Asked Questions - Premium Payments 2023

****FORESTRY PREMIUM HELPDESK, WEXFORD****

TEL: 053/9163425

2023 Forestry Premium Payments must be applied for Online!

You must quote your Contract Number (CN) or your Forestry Owner (FO) number in all correspondence with the Forestry Division. This information is required to assist in dealing with your query and to protect your personal data.

How do I apply for my Annual Forestry Premium?

You can apply for your annual premium on the Department's Online Application System

****From November 2022 all applications for 2023 premiums will have to be applied for online, paper Form 4s will no longer be issued.***

When will I receive my payment?

Payment of 2023 Annual Premium applications will commence in January 2023.

How do I register for online services?

- Log on to www.agfood.ie.
- On the top left hand side of the screen you will see **Register for Online Services**.
- Select **Register**.
- Complete **Registration Details** and then select **Submit Registration**.
- A letter will issue to you by post with your log on details and your Personal Access Code (PAC).
- On receipt of your letter you can apply for your forestry premium(s) or for any of the Department's Online Services.

I am having problems with logging on/username/password/PAC on www.agfood.ie

You should contact the Online helpdesk in Portlaoise on **049-4368288** or alternatively, email them at agfood@agriculture.gov.ie

Please note that Forestry Division staff will not be able to assist you with any query relating to registering for online services (i.e. with Passwords or PACs, etc.). Forestry Division staff will help with all queries relating to your forestry premium.

How do I apply for my Annual Premium Payment?

- Log on to www.agfood.ie
- Enter your **Username**.
- Enter the requested digits from your **Personal Access Code (PAC)**.
- Enter your **Password**.
- Select **Logon**.
- Select **(Forestry Grants & Premiums)** from the menu of applications.
- Select option to view **Your Outstanding Form 4s**.
- Select a **contract** by highlighting your contract number.
- Select **Start Submission**.
- **De Minimis Declaration**.
- You will be given the option to select **"Yes"** (I have received other De Minimis payments in addition to those payments listed in table 1) or **"No"** (I have not received any other De Minimis payments besides those listed in table 1).
- If you select **"no"** then click **"Save Declaration and Continue"**.

- If you select “**yes**” you must complete relevant details in the tables provided where appropriate and then complete click “**Save Declaration and Continue**”.
- If prompted, view the **Aerial Photograph** of your plantation and **Proceed**.
- Tick the box for “**I accept these conditions and wish to proceed**”.
- Click **Submit Application**.
- If you have more than one contract select **Home** and then repeat the process for the next contract.

Why are some contracts missing from the list?

There may be a payment stop on the contract. The Forestry Division will normally have notified you of any issue which would prevent further premium payments being made until the matter is resolved. If you have not been notified, please contact the **Forestry Premium Helpdesk on 053/9163425**.

How will I know that my 20223 premium application has been successfully submitted to the Forestry Division online?

After you have submitted your premium application, the following message will be displayed on your screen “*Application for subsequent premium for CN***** has been submitted successfully to the Forestry Division. Further checks will be carried out before payment issues. You are advised to print this screen for your records*”

Do I need to send Tax Clearance Certificate (TCC) details with the online application?

If you are in receipt of forestry payments of €10,000 or more in a 12-month period, you must have an up to date tax clearance certificate. Applications for tax clearance must be made on the Revenue Commissioners website www.revenue.ie. On application, tax compliant applicants will receive a Tax Clearance Access Number which, along with their Tax Number, they must provide to the Department for verification purposes. In cases where the forestry contract is in joint names, tax clearance must be provided for all applicants.

What is the method of payment?

All forestry payments are paid directly into the applicant’s nominated bank account.

I have changed my bank details since the last premium payment, what do I need to do?

You should request a Bank Mandate Form from the Department’s Direct Credit Section, Accounts, Cavan (Tel Lo-call 1890 200 508 or Tel 049 4368283). Completed Bank Mandate Forms should be returned to **Direct Credit Section, Accounts Division, Department of Agriculture, Food and the Marine, Farnham Street, Cavan** as soon as possible to ensure that payment is made to the correct bank account.

You must quote your forestry Contract Number (CN) and/or Forest Owner (FO) number in all correspondence with the Forestry Division.

2023 Annual Premium – Important Notices

From November 2022 all applications for 2023 premiums will have to be applied for online, paper Form 4s will no longer be issued.

The Department's Online system has been in operation since 2012. The Online Forestry payments system will reopen for use from November 2022(to be confirmed via text message).

Outstanding Form 4s previously issued will still be accepted for payment.

Please note that any change to the contract details must be notified immediately to the Forestry Division (for example, a change of ownership, damage to the plantation by fire, etc., or any other material detail). Failure to notify the Forestry Division of any such detail could result in penalties or recoupment of grant and premium payments.

If in the event, that the Forest Owner is deceased, please phone 1890 200 223 to arrange for continuity of payments to the successor.