

**RF100 MOTOR TAX APPLICATION FOR A VEHICLE (Other than a motor cycle)**

Please complete the particulars and present this form at the Motor Tax Office with the receipt obtained at registration from NCTS.  
APPLICATION: I apply for a licence (Tax Disc) for the vehicle described.

A. VEHICLE PARTICULARS			
1. Make			
2. Model			
3. Further Description/Body Type			
4. Colour(s)	CODE	5. Engine Capacity (cc)	
6. Engine Number			
7. Chassis Number			
8. Engine/Fuel/Power Source /Type	CODE	9. CO <sub>2</sub> Emissions (g/km)	
10. Statistical Code			
11. EU Type- Approval Directive/s			
12. Number of Seats	13. Number of Windows		
14. Registration Number	Date of First Registration in the State.		
15. Receipt No. (where applicable)			
B. OWNER PARTICULARS (BLOCK LETTERS ONLY)			
Mr/Ms/Mrs etc.			
First Name(s)			
Surname			
Company Name			
Address			
Company Registration Number			
Town/City			
County	EIRCODE		
Phone No.			

C. MOTOR TAX PARTICULARS - TAX CLASS			
(Please tick, as appropriate)			
Private	<input type="checkbox"/>	Agricultural Tractor	<input type="checkbox"/>
Goods Unladen Weight (kg)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Large Public Service Vehicle Seating Capacity (excluding driver)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Will vehicle be used to carry other people's goods for reward? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Hackney	<input type="checkbox"/>	Small Dumper	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Taxi	<input type="checkbox"/>	Skip Capacity (m <sup>3</sup> )	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
EXEMPT (State Reason) <input type="checkbox"/>			
State-Owned	<input type="checkbox"/>	Fire Service Driver / Passenger with a Disability	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Diplomatic	<input type="checkbox"/>		
Other	<input type="text"/>		
Other Tax Class (please specify) <input type="text"/>			

D. INSURANCE PARTICULARS	
Name of Insurance Company (NOT BROKER)	
<input type="text"/>	
Expiry date of insurance certificate under Road Traffic Act, 1961, as amended (DDMMYY)	
<input type="text"/>	
Policy No.	
<input type="text"/>	

E. MOTOR TAX PERIOD			
NON-USE Period (if applicable – see sections 1 and 3E overleaf)			
MONTH	YEAR	to	MONTH YEAR
<input type="text"/>	<input type="text"/>		<input type="text"/>
Arrears Period (If applicable)			
MONTH	YEAR	to	MONTH YEAR
<input type="text"/>	<input type="text"/>		<input type="text"/>
TAX DISC: From first day of <input type="text"/>			
TAX DISC Period Required (Tick ONE Box)			
3 Months	<input type="checkbox"/>	€	<input type="text"/>
6 Months	<input type="checkbox"/>	Total	<input type="text"/>
12 Months	<input type="checkbox"/>	€	<input type="text"/>

F. OFFICIAL USE ONLY			
INS <input type="checkbox"/>	Cash €		Date Received
	CHQ €		
KG <input type="checkbox"/>	PO €		
SB <input type="checkbox"/>	BD €		
PSV <input type="checkbox"/>	Other €		
EXMT <input type="checkbox"/>	Change €		
Disc Letter <input type="checkbox"/>	Date Issued (DDMMYY)		<input type="text"/>

G. DECLARATION	
I declare that the particulars given on this form are correct.	
Signature: (See Note G)	
<hr/>	
Date: <input type="text"/>	

H. CARD PAYMENT OPTIONS											
Vehicle Registration Number						Card Type:					
						Master Card <input type="checkbox"/> M/Card Debit <input type="checkbox"/> VISA <input type="checkbox"/> VISA Debit <input type="checkbox"/>					
Cardholder Name:						Card Account Number:					
Cardholder Address:						Cardholder Signature:					
						Expiry Date:					
						<input type="text"/>					
						Contact No.					
						<input type="text"/>					

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## NOTES [To the completion of the RF100]

Please contact your local Motor Tax Office if you need any assistance completing this form.

1. **When to use this form**

This form may be used to apply for a Motor Tax Disc for a vehicle which has already been registered by the Revenue Commissioners. This form should be brought or posted to the Motor Tax Office of the District where the vehicle is ordinarily kept.

**If you are not using the vehicle immediately following registration, you should not complete this Form. Instead, you should complete Form RF150 – Declaration of Non-Use of a Motor Vehicle and submit it to your motor tax office within 21 days of registration of the vehicle. You should retain this form for first taxing of the vehicle following the period of non-use.**

2. **Before completing this form**

Ensure that the REGISTRATION MARK AND NUMBER assigned to the vehicle have been inserted clearly and legibly at Section A, item 14 on the form.

3. **How to complete this form**

- **Section A** All the vehicle information in this Section should already have been completed by the motor dealer or the person who paid the Vehicle Registration Tax (VRT) to the Revenue Commissioners.
- **Section B** If not already completed enter the name and address of the registered owner, i.e. the keeper in whose name the vehicle is being licensed (taxed). In the case of a LEGAL ENTITY, the full and correct legal title must be given, e.g. in the case of a registered company, the name should be stated as per the Certificate of Incorporation. In the case of a private firm, the name by which it is ordinarily known and the names of the partners must be given, e.g. "John and Mary Murphy trading as J & M Suppliers".
- **Section C** Tick the box opposite the Tax Class under which you wish to tax the vehicle. If the class required is not listed, please write the required class in the box provided. You must provide all required information and include any necessary documentation as detailed in Note 4 below. IMPORTANT See tax class definitions at your local Motor Tax Office and ensure that the vehicle is eligible to be taxed in the class selected.
- **Section D** Enter details of your Insurance, i.e. Name of Insurer, Policy No. and Date of Expiry of cover - Your insurance must be current when the tax disc comes into force and the Insurance must be appropriate to the declared use of the vehicle.
- **Section E** First Licence (Tax Disc) - Liability for Motor Tax
  - i. Road Tax liability arises from the date the vehicle is first used in a public place after registration with the Revenue Commissioners. If your application for motor tax does not commence from the date of registration because of non-use of the vehicle in a public place, please insert the period of non-use specified by you on Form RF150 – Declaration of Non-Use of a Motor Vehicle (see note in section 1 above). Motor Tax Discs are issued for periods of 3, 6 or 12 whole calendar months and are not issued in respect of months already elapsed. Vehicles with an annual Tax of €119 or less can only be taxed for a 12 month period.
  - ii. If arrears are due, enter in the boxes the start and end month of the arrears period and the relevant amount of money.
  - iii. Insert the commencement month/year and tick the relevant box for the tax disc period required. Insert the amount of the fee and complete the total box.
- **Section G** The signature on the application must be that of the keeper of the vehicle (Under section 130 of the Finance Act 1992 the 'Owner' is the 'Keeper').
- **Section H** Complete this section if payment is being made by Credit Card or Debit Card.

4. **What must accompany this form**

You MUST include the following:

- i. Fee - You must include a cheque or postal order for the correct fee, made payable to the appropriate County Council/Corporation and crossed "Motor Tax Account". Do not send cash through the post. Contact your local Motor Tax Office for clarification of the appropriate fees and other payment methods.
- ii. In cases where the Goods Tax Class is required and the vehicle does not exceed 1,524 kg unladen weight, a declaration should be made on the appropriate form available from the Motor Tax Office stating the vehicle will not be used for non-commercial (private) purposes. A weight docket from an approved weighbridge is required if the vehicle exceeds 1,524 kg unladen weight.
- iii. PSV (plate) Licence - only applies to public service vehicles.
- iv. Article 60 licence - only applies to school buses.
- v. Certificate of Exemption (e.g. Certificate of Approval from the Revenue Commissioners for Drivers/Passengers with Disabilities) - only applies to vehicles exempt from Motor Tax.

5. **Change of Ownership Prior to First Taxing**

On the sale of the vehicle to a new owner (other than to a motor dealer) the registered owner selling the vehicle must forward this form RF100 and details in writing of the name/address of the new owner and date of transfer of ownership to the Department of Transport, Tourism and Sport, Driver and Vehicle Computer Services Division, Shannon, Co Clare. (If sale is to a motor dealer, completed form RF105 must be forwarded.)

### WARNING - FALSE DECLARATIONS

Any person making a false declaration, or who subsequently fails to notify any changes in the licensing particulars now furnished, including disposal of the vehicle, is liable to heavy penalties. A licensing authority may require appropriate evidence as to the accuracy of particulars declared.

#### Privacy Statement

The Department of Transport, Tourism and Sport (DTTAS) requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation. Your personal data may be exchanged with other Government Departments or agencies under the remit of DTTAS in accordance with law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at [www.dttas.gov.ie/dataprotection](http://www.dttas.gov.ie/dataprotection). Details of this policy are also available in hard copy upon request by emailing [dataprotection@dttas.gov.ie](mailto:dataprotection@dttas.gov.ie) or in writing to Data Protection Unit, Department of Transport, Tourism and Sport, Leeson Lane, Dublin D02 TR60.