

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	CO2	5. Engine Capacity (cc)	
6. Engine Number			
7. Chassis Number			
8. Engine/Fuel/Power Source/Type	CO2	9. CO2 Emissions (g/km)	
10. Statistical Code			
11. EU Type-Approval Directive/s	M1 Vehicles only	Non M1 Vehicles Noise / Emissions	
12. Number of Seats		13. Number of Windows	
14. Registration Number and Date of First Registration in the State.			Day Month Year
Receipt No. (where applicable)			

B. OWNER PARTICULARS BLOCK LETTERS ONLY			
Mr, Mrs, etc.			
First Name(s)			
Surname			
Company Name			
Address			
Town/City			
County			
Phone No.			

OFFICIAL USE ONLY			
INS	Cash	€	Change €
	CHQ	€	
KG	PO	€	Date Received
PSV	BD	€	
SB	Other	€	
EXNT			
Disc Letter	Date Issued		

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"/>	LARGE PUBLIC SERVICE VEHICLE	<input type="checkbox"/>
	<input type="checkbox"/>	Service capacity (excluding driver)	<input type="checkbox"/>
Will vehicle be used to carry other people's goods for reward?	Yes <input type="checkbox"/>	EXEMPT (state reason)	<input type="checkbox"/>
	No <input type="checkbox"/>	State-Owned	<input type="checkbox"/>
HACKNEY	<input type="checkbox"/>	Fire Service	<input type="checkbox"/>
TAXI	<input type="checkbox"/>	Diplomatic	<input type="checkbox"/>
SMALL DUMPER	<input type="checkbox"/>	Driver/Passenger with a disability	<input type="checkbox"/>
Skip Capacity (m³)	<input type="checkbox"/>	Other	<input type="text" value="Please specify"/>
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	Day	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Policy No.	<input type="text"/>		

E. MOTOR TAX PERIOD			
NON-USE PERIOD (if applicable complete Declaration overleaf)			
MONTH YEAR	to	MONTH YEAR	
<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 the first day of	MONTH YEAR		
	<input type="text"/>		
Tax Disc Period Required (Tick ONE box)	3 Months	<input type="checkbox"/>	€ <input type="text"/>
	6 Months	<input type="checkbox"/>	
	12 Months	<input type="checkbox"/>	
	Total	€	<input type="text"/>

F. CARD PAYMENT OPTIONS			
(Please tick, as appropriate)			
Master Card	<input type="checkbox"/>	Visa	<input type="checkbox"/>
Amex	<input type="checkbox"/>	Debit Card	<input type="checkbox"/>
Cardholder Signature:			
Expiry Date:			
Card Account Number:			

G. DECLARATION	
I declare that the particulars given on this form are correct	
Signature	Date
(See Note G)	

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.

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 you 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, this must be covered in the application. (See (ii)). 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 €129 or less can only be taxed for a 12 month period.

(ii) If you are declaring non-use of the vehicle, you must complete the declaration of non-use below at a Garda Station. Enter the period of non-use in the boxes provided, starting with the date of registration of the vehicle, e.g. if vehicle registered with the Revenue Commissioners in June, 2011, enter as:

06	11
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Additional evidence in relation to non-use may also be required by the Motor Tax Office.

(iii) If arrears are due, enter in the boxes the start and end month of the arrears period and the relevant amount of money,

(iv) 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 F Complete this section if payment is being made by Credit Card or Debit Card.

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').

4. What must accompany this form

You **MUST** include the following:

- 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.
- 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.
- PSV (plate) Licence - only applies to public service vehicles
- Article 60 licence - only applies to school buses
- 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.

DECLARATION OF NON-USE - Complete this section at a Garda Station if you are claiming non-use of the vehicle in any public place for any period between the date of registration and commencement of the tax period.			
(i) I declare that the vehicle bearing the registration number	<input type="text"/>	has not been used by me or with my consent in a public place in the period	
FROM first day of	<input type="text"/> Month	<input type="text"/> Year	TO last day of
			<input type="text"/> Month
			<input type="text"/> Year
Signature	<input type="text"/>	Date	<input type="text"/>
(ii) The foregoing declaration was completed in my presence by the applicant.			
Garda Signature	<input type="text"/>	Date	<input type="text"/>
Garda Station Stamp			