

Tax Information for new Temps

Revenue Commissioners Address:

HM Revenue & Customs
Beaufont House
31 Wellington Place
Belfast
BT1 6BH

Telephone Number:

0845 3021 469

Brightwater Support Services Limited is trading as:

Brightwater Support, 51-53 Adelaide Street, Belfast, BT2 8FE

Brightwater Supports Registered Number:

KZ87245

Brightwater Supports VAT Number:

KZ87245

What to do if:

You are working in Ireland for the first time:

One needs to apply for a PPS Number (Personal Public Service Number). A PPS Number can be obtained by contacting the Revenue on 0845 3021 469. During this time you will be emergency taxed. Once you receive your PPS Number you will need to contact the Revenue to inform them that you are working for Brightwater Support Services. You will be required to provide them with Brightwater Supports registered number. Once they receive this information they will issue both you and Brightwater Support with a Tax Credit Certificate. Once we receive this certificate we will enter your tax details on our payrolls system. At this stage you should be taken off emergency tax but this will depend on each individual.



Tax Information for new Temps

You have returned from working abroad:

Please contact the Revenue and inform them that you are working for Brightwater Support. You will need to provide them with Brightwater Supports registered number. They will then issue both you and Brightwater Support with a Tax Credit Certificate. Once we receive this certificate we will enter your tax details on our payrolls system.

You have ceased employment with another employer and you have a P45:

Please send your P45 (all pages) by post to our payroll department.
Payroll, Brightwater Support, 36 Merrion Square, Dublin 2

You have changed your address or bank details:

Please forward any new information to our payroll department. If you have moved while working for Brightwater Support please inform our payroll department immediately otherwise your payslips will be sent to your old address. The same will apply for bank details.

Limited Company

Please send the original Certificate of Incorporation/Relevant VAT number or Professional Solutions details to our Payroll Department. Approved invoices will be paid each week.

If you have any queries or require any information regarding payroll, tax issues, holidays etc. please do not hesitate to contact our payroll department on 00 353 1 662 1000 or alternatively by email at s.browne@brightwater.ie

