

**MOTOR TAX APPLICATION FOR AN IMPORTED USED VEHICLE  
(Other than a motor cycle)**

*Before completing this form please read the notes overleaf.*

**A. VEHICLE PARTICULARS**

1. Make			
2. Model and Version		(a) Auto/Man	(b)
3. Colour(s)		CODE	
4. Body Type		CODE	
5. Fuel Type		CODE	
6 CO2 Emissions (g/km)			
6(A) Engine Capacity (CC)			
7. Chassis No.			
8. Engine No.			
9. Number of Seats		Doors	Windows
11. Country of Origin		CODE	
12. Country whence Consigned		CODE	
14. Previous Registrations			
Latest Registration Number	Country of Latest Registration	Date and Country of First Registration	Month & Year of Manufacture
15. Statistical Code			
16. Registration Number and Date <i>(as issued by the Revenue Commissioners)</i>		Day	Month
17. Exemption Code		18. S.A.D. No. & Month/Year	

**B. OWNER PARTICULARS**

Mr, Ms, etc.	
First Name(s)	
Surname	
Company Name	
Address	
Town/City	
County	
Phone No.	

**OFFICIAL USE ONLY**

CASH	BD	Date Issued
CHQ	OTHER	
PO		

**C. MOTOR TAX PARTICULARS/TAX CLASS**

(Please tick, as appropriate)

<b>PRIVATE</b> <input type="checkbox"/>	<b>AGRICULTURAL TRACTOR</b> <input type="checkbox"/>
<b>GOODS</b> <input type="checkbox"/>	<b>LARGE PUBLIC SERVICE VEHICLE</b> <input type="checkbox"/>
Unladen Weight (kg) <input type="text"/>	Service capacity (excluding driver) <input type="text"/>
Will vehicle be used to carry other people's goods for reward? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>EXEMPT (state reason)</b> <input type="checkbox"/>
<b>HACKNEY</b> <input type="checkbox"/>	State-Owned <input type="checkbox"/>
<b>TAXI</b> <input type="checkbox"/>	Fire Services <input type="checkbox"/>
<b>SMALL DUMPER</b> <input type="checkbox"/>	Diplomatic <input type="checkbox"/>
Skip Capacity (m <sup>3</sup> ) <input type="text"/>	Driver/Passenger with a disability <input type="checkbox"/>
<b>OTHER TAX CLASS (Please Specify)</b> <input type="text"/>	Other(Please specify) <input type="text"/>

**D. MOTOR INSURANCE PARTICULARS**

Name of Insurance Company (NOT BROKER)

Policy Number

Expiry date of insurance certificate under Road Traffic Act, 1961, as amended

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**E. MOTOR TAX PERIOD**

**NON-USE PERIOD** (if applicable Complete Declaration overleaf)

MONTH YEAR to MONTH YEAR

to

**ARREARS PERIOD** (if applicable)

MONTH YEAR to MONTH YEAR

to

**TAX DISC** From first day of

**Tax Disc Period Required** (Tick ONE Box)

3 months  6 months  12 months  Total

**F. CARD PAYMENT OPTIONS**

Please tick as appropriate

Master Card  Visa  Amex  Laser

Cardholder Signature

Expiry Date

Card Account No.

**G. DECLARATION**

I declare that the particulars given on this form are correct:

Signature: (See Note G)

Date:

## 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 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, this must be covered in the application. (See (ii)). Motor Tax Discs are not issued in respect of months already elapsed and in the case of a Motor Cycle the period that a tax disc may be applied for is 12 months.

(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 registered with the Revenue Commissioners in June, 2004, enter as:

06 04

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.

**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 the Environment, Heritage and Local Government, 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  has not been used by me or with my consent in a public place in the period

FROM first day of   TO last day of    
Month Year Month Year

Signature  Date

(ii) The foregoing declaration was completed in my presence by the applicant.

Garda Signature  Date

Garda  
Station  
Stamp