

**DECLARATION FOR REGISTRATION OF A USED VEHICLE  
(Other than a motor cycle)**

Document Number (Where applicable)

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

A. VEHICLE PARTICULARS									
1. Make									
2. Model and Version								(a)	(b)
3. Colour(s)									
4. Body Type									
5. Fuel Type			6. Engine Capacity (cc)						
7. Chassis No.									
8. Engine Number									
9. Number of Seats				Windows		10. Mileage		Please tick <input type="checkbox"/> KM <input type="checkbox"/> M	
11. Country of Origin									
12. Country whence Consigned									
13. Options/Extras (Please tick)									
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 (as issued by the Revenue Commissioners)									
17. Exemption Code									
18. S.A.D. No. & Month/Year									
B. OWNER PARTICULARS BLOCK CAPITALS ONLY									
20. Surname/ Company Name									
Title: Mr, Ms etc.									
First Name(s)									
Address									
Town/City									
County									
Phone No.									
VAT No.									
21. Enter Index Mark of County/Borough									
<b>Form VRT4 (Rev 6)</b>									

C. OPTIONS/EXTRAS	
22. Options/Extras Fitted	
D. ACCOUNTING DETAILS	
DISTRIBUTOR DETAILS	
23. Name of Distributor	T.A.N. No.
	Invoice Ref.
DEALER DETAILS	
24. Name of Dealer	Tel No.
	Fax No.
a. T.A.N. No.	b. Sales Invoice Ref.
c. Selling Price of Vehicle (See Note 24 overleaf)	
€	
Type of Transaction (Please Tick) Cash <input type="checkbox"/> Trade-in <input type="checkbox"/>	
PAYER DETAILS	
25. Name & Address	VAT No.
	T.A.N.
E. PAYER'S DECLARATION	
26. I _____ (BLOCK CAPITAL) declare that the particulars herein are true and accurate.	
Signature: _____ Date: _____	
F. OFFICIAL USE ONLY	
Value as assessed by Revenue Official	
27. Basic Price	€
28. Options/Extras	€
29. Total OMSP	€
30. Registration Tax Category	31. Rate of Tax
32. Registration Tax Payable	
€	
33. Method of Payment Code	

34. OFFICER'S SIGNATURE AND STAMP

SIGNATURE

## NOTES

These notes are intended to be an aid to completing the form. In cases of difficulty consult with any official in your local Vehicle Registration Office (VRO). The number below refer to the corresponding box numbers on the form. In certain boxes codes are required - comprehensive lists of all codes are available from any VRO.

### SECTION A - VEHICLE PARTICULARS

1. Only the manufacturer's marque is to be inserted here.
2. Indicate whether transmission is manual or automatic by inserting "M" or "A" in sub-box (a). Indicate whether right-hand or left-hand drive by inserting "RHD" or "LHD" in sub-box (b).
3. Either one colour or the appropriate combination should be entered + **CODE**
4. As appropriate (e.g. saloon, station wagon, horse box, van, omnibus, minibus, open lorry, etc.) + **CODE**
5. As appropriate (e.g. petrol only, LP gas only, petrol/LP gas, diesel, electricity, steam, etc.) + **CODE**.
6. Enter cubic centimetres.
9. A window is defined as including a sheet of glass or other material capable of admitting light whether or not encased in a frame or channel and whether or not forming a door or part of a door, but does not include a windscreen or sun-roof.
10. Complete and place tick in appropriate box.
- 11-12. Complete as appropriate, including **CODES**.
13. Place tick in appropriate box.
14. The box "Month and Year of Manufacture" need only be completed in the vehicle was not previously registered.
15. This code will be available from any VRO or the Central Vehicle Office, Rosslare Harbour, Co. Wexford, telephone (053) 61200 or fax (053) 33730.
16. Authorised Dealers who use the distance registration facility **must insert** the registration number issued by the Revenue Commissioners here.
17. Where you are entitled to an exemption from VRT please insert the appropriate **CODE** which may be obtained from any VRO.
18. Where a Single Administrative Document number is applicable (i.e. where the vehicle has been entered to Customs) it should be entered here.

### SECTION B - OWNER PARTICULARS

20. State clearly, using BLOCK LETTERS, the name and address of the person in whose name the vehicle is to be registered. In the case of a legal entity (e.g. a limited company) the full and correct legal title should be declared e.g. "A.B. Motors" should read "A.B. Motors Ltd." or "A.B. Motors PLC". If the owner has a VAT number or a Trader Account Number it should be entered in the appropriate box.
21. A list of these index marks is available from any VRO.

### SECTION C - OPTIONS/EXTRAS

22. List any options/extras fitted.

### SECTION D - ACCOUNTING DETAILS

- 23-25. Complete as appropriate. Where the payer is the same as the individual/company in Section B it is sufficient to note this in box 25. Where boxes 23 and 24 (a & b) do not apply simply note "not applicable" in the boxes.
- 24(c). This box need only be completed where the vehicle has been sold in the State prior to registration. Selling Price means the **actual** selling price including the allowance for a trade-in where applicable.

Payment by	
CASH	A
DEFERRED	E
FACT	D
OPD	J
EXEMPT	X
ORDINARY CHEQUE	U

### SECTION E - PAYER'S DECLARATION

26. This box should be signed and dated by the person named or referred to in box 23 or, in the case of a company, by an authorised person.

### SECTION F - FOR OFFICIAL USE

32. Payment may be made by cash or bank draft, deferred (if approved), FACT, "Other Public Departments" or in the case of authorised traders only, ordinary cheque.

Any changes prior to first licensing of a vehicle should be notified to the Central Vehicle Office, Freepost, Rosslare Harbour, Co. Wexford, without delay, as the owner will be held liable for any "on-the-spot" fines for parking offences until the Revenue Commissioners are notified and their "register" amended.

**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				
3. Body Type				
4. Colour(s)		C O D E	5. Engine Capacity (cc)	
6. Chassis No.				
7. Engine Number				
8. Engine/Fuel/Power Source/Type		C O D E	9. CO <sub>2</sub> 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
If any of the vehicle particulars printed in Section A have changed, or are incorrect, you must inform the Revenue Commissioners.				
B. OWNER PARTICULARS BLOCK CAPITALS ONLY				
Title: Mr, Ms etc.				
First Name(s)				
Surname/ Company Name				
Address				
Town/City				
County				
Phone No.				
OFFICIAL USE ONLY				
INS <input type="checkbox"/>	CASH	€	Change	Date Received
KG <input type="checkbox"/>	CHQ	€		
PSV <input type="checkbox"/>	PO	€		
SB <input type="checkbox"/>	BD	€		
EXMT <input type="checkbox"/>	OTHER	€		
Disc Letter <input type="checkbox"/>	Date Issued			

C. MOTOR TAX PARTICULARS/TAX CLASS				
(Please tick, as appropriate)				
PRIVATE	<input type="checkbox"/>	AGRICULTURAL TRACTOR	<input type="checkbox"/>	
GOODS	<input type="checkbox"/>	LARGE PUBLIC SERVICE VEHICLE	<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"/>	EXEMPT (state reason)	<input type="checkbox"/>	
	No <input type="checkbox"/>	State-Owned	<input type="checkbox"/>	
HACKNEY	<input type="checkbox"/>	Fire Services	<input type="checkbox"/>	
TAXI	<input type="checkbox"/>	Diplomatic	<input type="checkbox"/>	
SMALL DUMPER	<input type="checkbox"/>	Driver/Passenger with a disability	<input type="checkbox"/>	
		Other(Please specify)	<input type="text"/>	
Skip Capacity (m <sup>3</sup> )	<input type="text"/>			
OTHER TAX CLASS (Please Specify)	<input type="text"/>			
D. MOTOR INSURANCE PARTICULARS				
Name of Insurance Company (NOT BROKER)				
<input type="text"/>				
Policy Number	<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"/>	
E. MOTOR TAX PERIOD				
NON-USE PERIOD (if applicable Complete Declaration overleaf)				
MONTH	YEAR	to	MONTH	YEAR
<input type="text"/>	<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"/>	<input type="text"/>
				€ <input type="text"/>
TAX DISC From first day of				MONTH YEAR
				<input type="text"/>
Tax Disc Period Required (Tick ONE Box)	3 months	<input type="checkbox"/>		
	6 months	<input type="checkbox"/>	€ <input type="text"/>	
	12 months	<input type="checkbox"/>		
F. CARD PAYMENT OPTIONS				
Master Card	<input type="checkbox"/>	Visa	<input type="checkbox"/>	Amex
			<input type="checkbox"/>	Laser
				<input type="checkbox"/>
Cardholder Signature				
Expiry Date				
Card Account No.				
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 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