

OFFALY COUNTY COUNCIL

Revenue Contract Registration Form / 2025

Complete this form in **PRINT BLOCK CAPITALS** only. Return original form to the OCC section or AREA Office contracting the work.

(OCC staff can then forward completed forms by email to apaccounts@offalycoco.ie providing original signatures are present (Typed names are not sufficient)).

Section 1 - SUBCONTRACTOR'S DETAILS – to be filled in by the SUBCONTRACTOR

Registered Company Name:	RCT Number:								
	VAT Number:								
Address:	Revenue District:								
Postcode:									

GUIDELINES: Sub-Contractor - please answer the following questions by entering a ✓ or an X re Yes / No.

Will the Subcontractor:

Supply Materials?
 Provide plant & machinery necessary for the job other than hand tools?
 Engage helpers, subcontractors at his/her own expense?
 Receive an agreed contract payment(s) without entitlement to pay for overtime, holidays, country money, travel, and subsistence or other expense payments?
 Be excluded from the industry pension and sick pay schemes, if a sole trader?
 Organise his/her own transport to and from sites?

Yes	No

Does the Subcontractor:

Have a fixed place of business to take orders bookings for contracts store materials and equipment, etc?
 Cost and agree prices for jobs?
 Provide his/her own insurance cover as appropriate e.g. public liability etc?

Yes	No

Is the Subcontractor:

Free to choose the method to be employed in carrying out the work without the direction or control of the site foreman/overseer?
 In business on his/her own account and able to provide same services concurrently to others?
 Exposed to financial risk including bearing the cost of making good faulty substandard work and overruns?
 Registered for Value Added Tax if appropriate?

Having regard to guidelines above and for the reasons indicated above, we have satisfied ourselves that in our opinion the contract described above is NOT a contract of employment
 I will accept RCT Details on a remittance advise instead of separate Deduction Authorisation.

Signature of Subcontractor: (Subcontractor Supplier)		Date:	
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Section 2 - CONTRACT DETAILS to be filled in by the OFFALY CO CO SECTION**Please ensure that the supplier is already set up. If not, arrange same prior to RCT request.**

OCC SUPPLIER ID			
State exact nature of work on which Subcontractor will be engaged (e.g. bricklaying, painting, paving, surface dressing, haulage, forestry, etc.			
WORK/DESCRIPTION OF RCT DESCRIPTION			
State precise location of site at which Subcontractor will be working. DO NOT STATE "VARIOUS":			
Start date of Contract			
End date of Contract			
Value of Contract (excluding VAT)			
Any Tender Reference No per project			
Offaly Co Co Section requesting RCT			
Offaly Co Co Eng/Tech Staff Member			
Offaly Co Co Admin Staff Member			

Having regard to the guidelines referred to above and for the reasons indicated above, we have satisfied ourselves that in our opinion the contract described above is NOT a contract of employment.

Signature of Principal Contractor:
(Offaly Co Co personnel)

Date:

Section 3 - OCC FINANCE SECTION Use only

EU VIES Check re Company/Name	
Agresso Contract ID	
REVENUE CONTRACT ID (for PO USE by section)	
Site ID No	
Finance Staff member / date of RCT revenue registration, scan form / return to Section	

Return original form to the OCC section or AREA Office/Municipal District contracting the work. **Faxed or email copies cannot be accepted as your original signature is required.**

Offaly County Council, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly R35 F893.

Tullamore Municipal District Acres Hall, Cormac Street , Tullamore, Co. Offaly, R35WV59	Birr Municipal District Wilmer Road, Birr, Co. Offaly R42 X271	Edenderry Municipal District Edenderry Town Hall, Edenderry, Co. Offaly R45 K766
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