**Name**

**Address**

**Date**

Dear \_\_\_\_\_\_\_\_\_\_\_\_

I am writing to you today in relation to the upcoming PAYE Modernisation programme that is being launched by the Revenue in 2019.

As you may be aware the Revenue will be updating it processes in 2019 and employers will now be able to update payroll details on the Revenue system through their online system.

For Employees, this will be no noticeable change in how payroll is issued or processed, however there will now be the opportunity to view your tax information online through the ‘MyAccount’ section of Revenue’s website.

From here you will be able to review entitlements and revenue deductions as well as certain documents such as your P60 and P21.

If you have any questions about the process, please visit the Revenue website at [www.revenue.ie](http://www.revenue.ie).

***Name***

***Job Title***