

Taxing Light Goods Vehicle Customer Check List

Yes  No 

RF100 Motor Tax Application (First Time Taxing) form completed
(available from car dealer if purchased new, or NCTS www.ncts.ie if imported)

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or

RF100A Motor Tax Renewal form completed
(for first time taxing of vehicle upon a change of ownership into your name)

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or

RF111 Change of Particulars form completed
(if tax class for the vehicle has changed to Goods since the vehicle was last taxed)

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Completed Goods Only Declaration Form RF111A – stamped and witnessed by An Garda Síochána

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Original Certificate of Insurance Submitted
Insurance Certificate must state that the vehicle is covered for commercial/business use as part of the registered owner's trade or business

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The name stated on the Insurance Certificate matches the name of the registered owner as stated on the Vehicle Registration Certificate

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Weigh-Masters Certificate and/or Weight Docket from an Authorised Weighbridge and dated within the last 6 months. This is required when (tick relevant box):

- A vehicle is being taxed as Goods for the first time ever in the country

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or

- If there has been a change of tax class to Goods since the vehicle was previously taxed

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Vehicle Registration Certificate (VRC) – only applicable if using RF111 Change of Particulars Form

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Letter from employer on official headed paper – only applicable for employees of a business

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Important Notes:

The name on the insurance certificate should correspond with the name of the registered owner of the vehicle as it appears on the National Vehicle and Driver File record / Vehicle Registration Certificate. If they do not correspond it may not be possible to process your application.

If you are unable to provide the required insurance documentation, we can accept one of the following:

- Evidence of Registration for VAT
- Tax Clearance Certificate
- Copy of your Notice of Tax Registration Form
- Department of Agriculture Confirmation of Herd Number or Statement

If you have indicated No (X) in any of the boxes above, it may not be possible to tax your vehicle at the goods rate, in which case, you should consider taxing your vehicle at the Private motor taxation rate.

The personal information (data) collected on this form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Leitrim County Council's privacy statement which can be found at www.leitrim.ie.