

## **[37.0.4A] Assigning Cases to a Practitioner**

### **Use of T.A.I.N.**

*Reviewed December 2015*

#### **Tax Adviser Identification Number (TAIN)**

Difficulties and delays can arise in assigning a case to a practitioner if the proper information is not included on forms. The TAIN should always be entered in the boxes (if provided) on Tax Registration and Tax Return Forms (including ROS offline return forms).

A box for a TAIN is not provided on electronic registration forms but the TAIN should be entered on the signed agent link notification form that the agent is required to upload in order to register a new client.

#### [Electronic Registration Information](#)

A box for a TAIN is not provided on ROS online return forms as the link to the agent is created automatically when the agent accesses the client through his/her agent services page.

#### [Mandatory e-filing information](#)

Where provision is made on forms for an Agent name, the name entered should be the full official name e.g. if officially known as John Murphy & Co. this should be entered on the forms as distinct from say Murphy & Co.

If an internal Client Reference is in use this should be entered in the Client Reference boxes provided on the forms.

Practitioners requiring any information in relation to TAIN references should contact their local Revenue Office.

#### [Revenue Contact Details](#)