

# Leaving Ireland for Europe?

March 2009

## 1. What documents do I need to get before I leave? How can I prove my employment history in Ireland?

You should obtain forms E104 and E301 which provide details of your Irish social insurance record. You will need them in order to claim sickness or unemployment benefits abroad. They will also help you qualify for other social payments, for example – state pension (see <http://www.welfare.ie/EN/Policy/EU/Documents/SocialSecurityRightsIreland.pdf> for details). Information relating to your social insurance record in Ireland is available from the Central Records Section (see contact details on page 3).

For your own interest you should keep a record of your employment history (contracts, payslips, letters from employers, references etc.).

## 2. How can I get forms E104 and E301?

You can download the application form to request the E104 and E301 forms at <http://www.welfare.ie/EN/Forms/Documents/e301.pdf>, complete it and send it to the EU Record Section of the Department of Social and Family Affairs (contact details on page 3). You must include copies of your P45 (from the current and previous tax years) and a copy of your P60 from the previous tax year.

## 3. How long does processing of the application take?

Processing your application can take a few months. You may contact the International Record Section by phone one month after you submit your application. If you haven't received the forms before you need them to claim a social welfare payment in another country, the relevant authorities in that country should write to the Irish authorities and obtain a record of your insurance contributions.

## 4. I have been working for 2.5 years for the same employer and there are redundancies in the company. Am I entitled to a redundancy payment?

To be eligible for a redundancy payment, you must satisfy the following requirements:

- You must be aged 16 or over.
- You must be in employment that is insurable under the Social Welfare Acts. Full-time employees must be paying Class A PRSI. (This insurability requirement does not apply to part-time workers).
- You must have worked continuously for your employer for at least 104 weeks (2 years).

For more information on redundancy contact the National Employment Rights Authority (NERA) – see **Contact Details** or look at **Useful websites** and **Useful publications and information** at the end of this leaflet.

## **5. I'm getting Jobseeker's Benefit. Can I transfer it to my country?**

Jobseeker's Benefit (JB) may be transferred to another EEA member state for up to 13 weeks, if you are looking for work there. You must be getting JB for at least 4 weeks before the date of your departure; you may still be allowed to transfer your payment if you get a written letter from FÁS stating that you are unlikely to secure full-time employment in this country in the foreseeable future. You can get a completed Form E303 from your local social welfare office and you must take it to the social services of the country you are travelling to.

Note: If you transfer your Jobseeker's Benefit payment to another country and stay abroad for longer than 13 weeks you will lose your entitlement to it if you return to Ireland. You will need to apply for a means tested payment instead.

## **6. Can I transfer Jobseeker's Allowance or Supplementary Welfare Allowance to another EU/EEA country?**

No, you can't. They are means tested social assistance payments and can't be transferred to another country.

## **7. Can I get a PRSI contributions refund?**

Refunds of PRSI can be made to employers and employees where contributions have been paid:

- in error
- at the wrong rate
- by people on low incomes
- by people who pay an enforceable maintenance payment (in the case of a separated person)
- by people who entered insurable employment after they had attained the age of 56

For more information see:

[http://www.welfare.ie/EN/OperationalGuidelines/Pages/prsi\\_refunds.aspx](http://www.welfare.ie/EN/OperationalGuidelines/Pages/prsi_refunds.aspx)

## **8. Will I get a lump sum benefit payment if I leave Ireland?**

No, you won't.

## **9. Should I give up my PPS number?**

No, you can't give up your PPS number. It's a unique reference number given you for life. You will be able to use it even if you come back to Ireland after many years.

## **10. Can I get tax back when I am unemployed or when I am leaving Ireland?**

If tax has been deducted from your pay since 1 January and you haven't used all of your tax credits you **may** be entitled to a tax refund. You should complete Form P50 (you can download it from <http://www.revenue.ie/revsearch/search.jsp> ) and send it to your Regional Revenue Office together with Form P45 (Parts 2 & 3) given to you by your employer. For more details contact your local Revenue office (see <http://www.revenue.ie/en/contact/index.html>).

## Useful Contact Details

### **Department of Social and Family Affairs Central Records Section**

Gandon House  
Amiens Street  
Dublin 1  
Tel.: +353 (01) 704 3000

### **Department of Social and Family Affairs EU Record Section**

Oisin House  
212-213 Pearse Street  
Dublin 2  
Tel.: +353 (01) 704 3000

### **Department of Social and Family Affairs PRSI Refund Section**

Oisin House  
212-213 Pearse Street  
Dublin 2  
Tel.: +353 (01) 704 3000

### **National Employment Rights Authority (NERA)**

Government Buildings  
O'Brien Road  
Carlow  
NERA Information Service Lo-Call 1890 80 80 90  
[www.employmentrights.ie](http://www.employmentrights.ie)

### **The Irish National Organisation of the Unemployed (INOUE)**

Araby House  
8 North Richmond Street  
Dublin 1,  
Tel.: +353 (01) 856 0088  
[www.inou.ie](http://www.inou.ie)

## Contact Crosscare

### **Crosscare Migrant Project**

1 Cathedral Street  
Dublin 1  
T: +353 0(1) 873 2844  
E: [migrantproject@crosscare.ie](mailto:migrantproject@crosscare.ie)  
[www.migrantproject.ie](http://www.migrantproject.ie)

### **Crosscare Housing & Welfare Information**

1 Cathedral Street  
Dublin 1  
T: + 353 (0)1 872 6775  
E: [housingandwelfare@crosscare.ie](mailto:housingandwelfare@crosscare.ie)  
[www.crosscare.ie/housingandwelfare](http://www.crosscare.ie/housingandwelfare)

## Useful websites

- [www.citizensinformation.ie](http://www.citizensinformation.ie) – information on all topics
- [www.welfare.ie](http://www.welfare.ie) – social welfare information
- [www.revenue.ie](http://www.revenue.ie) – tax information
- [www.redundancy.ie](http://www.redundancy.ie) – information about redundancy and redundancy payments
- [www.losingyourjob.ie](http://www.losingyourjob.ie) – information about unemployment and leaving Ireland
- [www.europa.eu](http://www.europa.eu) – EU website
- [www.ec.europa.eu/eures](http://www.ec.europa.eu/eures) - information on jobs around Europe and useful information on all European countries (accommodation, employment, welfare, language, etc.)
- [http://www.citizensinformation.ie/categories/employment/enforcement-and-redress/egzekwowanie-praw-pracowniczych?set\\_language=pl](http://www.citizensinformation.ie/categories/employment/enforcement-and-redress/egzekwowanie-praw-pracowniczych?set_language=pl) – information on employment rights and how to enforce them

## Useful publications and information

‘Going to the UK?’ available at

[http://www.migrantproject.ie/emigrating\\_from\\_ireland\\_uk.htm](http://www.migrantproject.ie/emigrating_from_ireland_uk.htm)

‘Your Social Security Rights in Ireland – a Guide for EU Citizens’ available at

<http://www.welfare.ie/EN/Policy/EU/Pages/SocialSecurityRightsIreland.aspx>

PRSI leaflet available at

<http://www.migrantproject.ie/documents/IsyouremployerpayingPRSIforyou-11.2008.pdf>

**Guide to the Redundancy Payment Scheme**

<http://www.entemp.ie/publications/employment/2004/guideredscheme.pdf>

**Qualifying for redundancy**

[http://www.citizensinformation.ie/categories/employment/unemployment-and-redundancy/redundancy/redundancy?set\\_language=en](http://www.citizensinformation.ie/categories/employment/unemployment-and-redundancy/redundancy/redundancy?set_language=en)

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**Disclaimer:** Crosscare Migrant Project has made every effort to ensure that the information in this guide is accurate. However, policies and legislation can change at any time: if you are unsure about a specific case or issue, please contact us. Decisions should not be made based on this guide; it is for reference purposes only.