

Online Tax Clinic May 25th-June 19th, 2020

Supported by



NUI Galway
OÉ Gaillimh

Student Project Fund

Tax Clinic Information sheet – to be read in advance of attending the online Tax Clinic.

If you are an NUIG student, are/have been an employee/PAYE worker this year or any of the previous 4 years and are unsure about whether your tax affairs are in order please consider making an appointment. **You may be due a refund or need to have your tax credits put in order!**

The goal of the Tax Clinic is to address gaps in the delivery of taxation education and service to the community. *This is a free, confidential, **tax information service**, provided by volunteer professionals in a caring and trusting environment.* Following the successful pilot of the tax clinic at NUIG which took place in March 2020, the clinic will be re-opened, and run on an online basis for NUIG students for a limited period. Specifically the online clinic will run from May 25th – June 19th, 2020. The online tax clinic **aims to provide information to NUIG students to support them in their tax compliance and correspondence with Revenue at this challenging time;** to educate and inform student taxpayers who are PAYE workers to manage their own tax affairs. The Tax Clinic aims to ensure the fairness and integrity of the tax system for taxpayers and to be a source of free information in relation to issues around taxation.

The Tax Clinic is run, under the supervision of the project director, Prof. Emer Mulligan, tax lecturers and pro bono tax experts from the external tax advisory community. An Application form and Consent form must be completed in advance of availing of/attending the online Tax Clinic.

When you attend an online tax clinic session, you will meet a volunteer tax adviser who will provide you with information on how to address the tax issue you have identified in your application form. The volunteer professional tax advisor is authorised to give tax information only in this clinic. No advisor / client relationship is created from this exchange of information. Information provided at the Tax Clinic does not constitute advice. Any action you take as a result of information provided by the clinic is entirely your responsibility.

All personnel working in the Tax Clinic respect complete confidentiality of those who attend clinic sessions. Notes will be made at the session on the type of query and information given. These notes may be kept for training purposes only. **No identifying information (name, address, etc.) will be attached to these notes when used for training purposes.** This is in line with NUIG's commitment to managing personal data correctly and is underpinned by the University's Data Protection Policy. The University adheres to the principles of the Data Protection Acts 1988-2018 (as may be amended) and the European General Data Protection Regulation in its processing of Personal Data and Special Categories of Personal Data.

Anonymised cases based on real queries with no identifying information may be placed on the clinic's website in the future to help other people with similar queries.

If you are/have been an employee/PAYE worker and would like to attend an online Tax Clinic session please email the clinic at taxclinic@nuigalway.ie with a short outline of your query. You will receive a reply giving you an appointment slot and asking you to complete a very short application form in advance of attending your online meeting. Please note we cannot respond to tax queries via email. Contact the Tax Clinic, NUI Galway. Email: taxclinic@nuigalway.ie