



Help to Buy – Summary Guide for Help to Buy Applicants

August 2020

Version 4

The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

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Please note that the sample screens throughout this document are for illustrative purposes only.

Introduction

The [Help to Buy \(HTB\) incentive](#) is designed to assist first-time buyers fund the deposit required to purchase or self-build a new house or apartment to live in as their home. HTB provides for a refund of income tax and Deposit Interest Retention Tax (DIRT) paid in the State for the previous four tax years, subject to limits outlined in the legislation (section 477C Taxes Consolidation Act).

As part of the Governments July Stimulus package a temporary enhanced HTB incentive was introduced for the period from 23 July 2020 to 31 December 2020. The enhancement provides that where applicants sign a contract for the purchase of a new house or apartment, or make the first draw down of the mortgage in the case of a self-build property, during the period from 23 July 2020 to 31 December 2020, they will be eligible for increased relief under the HTB scheme to the lesser of:

- (1) €30,000 (up from €20,000), or
- (2) The amount of income tax and DIRT paid for the 4 years prior to making the application, or
- (3) 10% (up from 5%) of the purchase price or valuation for a self-build.

Where applicants have made a HTB application with Revenue under the original HTB scheme, you should check your application to confirm that it has been updated for the enhanced HTB relief. The application *should* be automatically updated for the enhanced HTB relief and you may proceed to the claim stage without cancelling the application.

In limited instances, some applications may not auto-update, in which case the applicant must cancel their application to and re-apply from the beginning.

Where an applicant has reached claim stage, they will need to cancel the claim stage to avail of the enhanced HTB relief. Following a cancellation of their claim, the applicant may notice that their application has been updated already. If so, the applicant can proceed to claim stage without cancelling their application.

Where an applicant's claim has been approved by their Qualifying Contractor (or Solicitor for self-builds) after 23 July 2020, but the applicant believes they satisfy the criteria to be entitled to the enhanced relief but did not receive it, the applicant will need to contact Revenue via MyEnquiries to get their claim reviewed.

Full details on how to cancel and re-apply for HTB under the enhanced rules is below.

This document should be read in conjunction with the Tax and Duty Manual [Help to Buy - Part 15-01-46](#) [Help to Buy scheme Part 15-01-46](#) which outlines the requirements of the HTB scheme.

How do I apply for HTB?

You must apply for HTB online.

- If you are a ROS business user (self-assessed) you can apply through [ROS](#)
- If you are a PAYE employee only, you can apply through [myAccount](#).

HTB applicants will also need access to [MyEnquiries](#), the online contact facility that allows customers to securely send and receive correspondence to and from Revenue instead of using email.

- If you are a ROS business user, you can access MyEnquiries from your My Services screen under 'Other Services'.
- If you are a PAYE employee only, you can access MyEnquiries through myAccount.

Applicant Types

There are three types of applicants who can apply for the Help to Buy incentive:

1. **Retrospective applicants** – all first- time purchasers who have signed a contract, or, self-builds who have drawn down the first tranche of the mortgage between 19 July 2016 and 31 December 2016.
2. **First-time purchaser applicants**
 - contract to purchase a property signed between 1 January 2017 and 31 December 2021.
 - contract to purchase a property signed between 23 July 2020 and 31 December 2020 are entitled to an 'enhanced HTB relief'.
3. **First-time self-build applicants**
 - self-builds who have drawn down the first tranche of the mortgage between 1 January 2017 and 31 December 2021.
 - self-builds who have drawn down the first tranche of the mortgage between 23 July 2020 and 31 December 2020 are entitled to an 'enhanced HTB relief'.

1. Retrospective applicants

Purchasers

A first-time buyer is eligible for HTB for a retrospective purchase of a house or apartment or a self-build property between 19 July 2016 and 31 December 2016. You must have **signed a contract** to purchase a new build property on or after 19 July 2016 and on or before 31 December 2016.

Self-build

In the case of a self-build home, you must have **drawn down the first tranche of the relevant mortgage** on or after 19 July 2016 and on or before 31 December 2016. Applicants who are applying for HTB retrospectively will be required to input their bank account details on the Bank Details screen for direct payment of tax relief claims.

There are a number of specific details required by retrospective applicants when completing the application on-line. Below are some examples of information required to be entered:

- Confirmation that you are a retrospective case
- BIC and IBAN numbers for the bank account into which any relief available will be paid.
- Amount of Deposit interest retention tax (DIRT) already claimed under the DIRT First Time Buyers relief.

Help to Buy

[← Back](#) Help to Buy Application

Did you buy a home or draw down the 1st tranche of a qualifying loan between 19th July and 31st December 2016?

Yes

No

[▶ Why does this matter?](#)

[Next →](#)

Figure 1 Retrospective application

[← Back](#) Help to Buy Application

Bank details

Please enter bank account details so that Help to Buy refund (if any) can be refunded to your account.

Account holder's name

BIC

Example: AIBKIE2D

IBAN

Example: IE29AIBK93115212345678

[▶ Why Is this Information required?](#)

[Next →](#)

Figure 2 Enter Bank details for retrospective application

Application

D.I.R.T.

If you have previously claimed any DIRT relief please enter the amount claimed below.

[Why Is this Information required?](#)

Figure 3 Retrospective application DIRT claimed

2. First-time purchaser applicants

Where a contract is signed for the purchase of a new home between 1 January 2017 and 31 December 2021 the information you provide at application stage will be verified by your approved **Developer/Contractor**. The refund will be paid to the approved Developer/Contractor as part of the deposit required from the first-time buyer.

It is your responsibility to ensure that your contractor is registered as a Qualifying Contractor prior to purchasing your home. A list of [registered qualifying contractors](#) can be viewed on www.revenue.ie under HTB.

3. First-time self-builder applicants

For a first-time buyer who self-builds a new residential property between 1 January 2017 and 31 December 2021 the information provided at application stage will be verified by your **Solicitor**. The refund will be paid to the mortgage institution. **There is no requirement to use an approved Qualifying Contractor if you are self building.**

Application Process

Before making an application under the Help to Buy incentive you should:

1. Ensure your Contractor is a 'Qualifying Contractor' before you start the application process, where you are a first-time purchaser.
2. Make sure you are tax compliant i.e. have your tax returns filed and any outstanding balances paid.

PAYE taxpayers need to submit a Form 12 (where they have not already done so) for each of the tax years they select. Online Form 12s for years 2016 onwards are available through myAccount and are prepopulated with your pay and tax details. You should await the issue of a Statement of Liability (previously P21) and pay any outstanding amounts before making your application.

Self-assessed taxpayers must be fully compliant, have eTax clearance, and must therefore have paid and filed for the years in which they are a chargeable person. Online Forms 11 are available for all years through ROS.

There are 2 stages to the process:

1. Application Stage

The First-Time Buyer Application will allow you to apply as an individual or as a group. A group is made up of one or more persons including couples in a marriage or civil partnership. All members of your group must be first-time buyers. All parties to the contract must be included in the application.

There will be systematic checks to ensure you are tax compliant. If you are compliant, you will be given a summary showing the maximum tax relief due based on your tax paid and an application number. An access code will be sent to your MyEnquiries inbox. You should retain these carefully as you will need them to complete the process.

Note – the final maximum relief available to you is dependent on which HTB scheme you qualify for, either the original HTB scheme or the enhanced scheme as outlined below. This will be confirmed at the claim stage.

Original HTB scheme – where you have entered into a contract to purchase a home or draw down the first tranche of your mortgage between either:

- (1) 1 January 2017 and 22 July 2020 or
- (2) 1 January 2021 and 31 December 2021

The maximum HTB relief you are entitled to will be based on the lesser of:

- (i) 20,000,
- (ii) 5% of the purchase price/value of your property, or
- (iii) the amount of income tax and DIRT you have paid for the four years prior to making the application.

or

Enhanced HTB scheme – where applicants enter into a contract for the purchase of a new house or apartment, or make the first draw down of the mortgage in the case of a self-build property, during the period from 23 July 2020 to 31 December 2020, they will be eligible for increased relief under the HTB scheme.

The maximum HTB relief you are entitled to will be based on the lesser of:

- €30,000 (increased from €20,000),
- 10 per cent (increased from 5 per cent) of purchase price/value of your property, or,
- the amount of Income Tax and DIRT paid for the four years prior to making the application.

2. Claim Stage

As part of the claim process you will have to supply details of the property you (or your group) are purchasing and to confirm details of your mortgage. The tax relief will be calculated, and you will be informed of the amount of HTB relief and given a claim reference number. This will be issued to you through MyEnquiries. Before any refund is paid your claim will need to be verified by:

- your Developer/Contractor if you are purchasing a new build
- your Solicitor if you are self building.

Application Stage

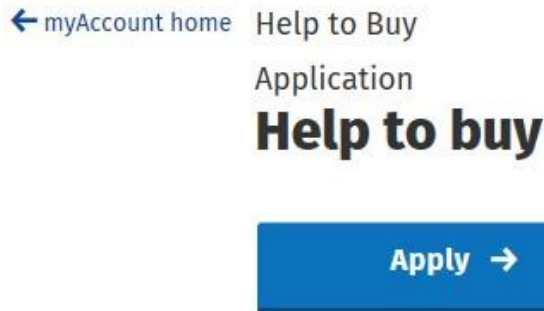


Figure 4 Starting HTB application

Group Applications

A house or apartment can be purchased or built by more than one individual. HTB can be applied for by a group. A group is made up of more than one person, including couples in a marriage or civil partnership. It can also be 3 or more related or unrelated taxpayers. All the individuals within a group must be first-time buyers in order for that group to be eligible to apply for HTB. All named parties on the contract must be part of the HTB application.

If part of a group, you can select the type of claim you wish to make, individual or group:

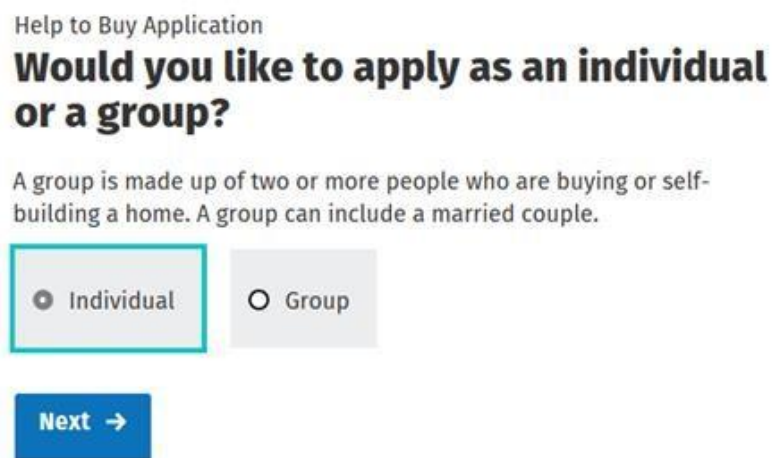


Figure 5 Apply as an individual

Would you like to apply as an individual or a group?

A group is made up of two or more people who are buying or self-building a home. A group can include a married couple.

Individual Group

Next →

Figure 6 Apply as a group

If you wish to apply for HTB as part of a group, click the 'Add' button and enter the other group member Names and Personal Service Public Numbers (PPSNs). The group members will receive a notification to their MyEnquiries inbox inviting them to join the group. **The status of your application will remain at 'pending' until such time as all group members have completed their part of the process.**

Help to Buy Application

Create group

Add the details of each remaining group member below.

Name (PPS Number) Add +

Individual 1

Individual 2 Remove

Next →

Figure 7 create a group

Add member

Name

PPSN

Example: 1234567AA or 1234567A

Save →

Figure 8 Add group members

If you have been added to a group by another group member you will be presented with the Join Group screen after the Information Screen. All members of the group will be listed and must select to join the group or not.

Help to Buy Application

Join group

Your name has been added to a Help To Buy group with the following members:

1. Individual 1
2. Individual 2

Would you like to join this group?

Yes No

[What Is a group?](#)

Next →

Figure 9 Join group members

Declaration

All individuals and group members will have to declare that they are first-time buyers and that they are eligible for the Help to Buy incentive.

Declaration

Eligibility to apply for the Help to Buy incentive is based on the following:

- you must be a first time buyer of a home
- the cost of the home must be less than €500,000 (or less than €600,000 if you are applying retrospectively)
- the property is to be used as your home
- the loan to value ratio of mortgage on the property is 70% or greater
- if purchasing, you are purchasing from a qualifying contractor

I confirm I am a first time buyer and I am eligible for the Help to Buy incentive. I am aware that making an application under this scheme will require the processing of my personal data and that I will be passing certain personal data to relevant third parties.

I consent that any member of the group can allocate the tax available for each member

[▶ What does this mean?](#)

Next →

Figure 10 Help to Buy Declaration

As part of your maximum relief calculation, you must select at least one year; you can select up to a maximum of four years.

Selection of years

Relief details

Please select the years you wish to use as part of your Help to Buy refund calculation. You must select at least one year and can select up to a maximum of four.

2016

2017

2018

2019

[▶ Why is this important?](#)

Next →

Figure 11 Four year HTB refund calculation

Summary

Are these details correct?

Group members

1. Individual 1
2. Individual 2

Declaration

- I confirm I am a first time buyer and I am eligible for the Help to Buy incentive. I am aware that making an application under this scheme will require the processing of my personal data and that I will be passing certain personal data to relevant third parties.
- I consent that any member of the group can allocate the tax available for each member

Relief details

Tax periods selected	2016 , 2017 , 2018 , 2019
Potential maximum relief	€30,000.00

Important information

This summary page does not represent a claim for HTB until these details are submitted. Please ensure your contractor is a [qualifying contractor](#) prior to purchasing your home.

Submit →

Figure 12 HTB Summary

Figure 13 Sign and Submit your HTB application

Help to Buy Application

Acknowledgement

We confirm that your tax affairs are in order and your application for the group with the below members was successful.

Group members

1. Individual 1
2. Individual 2

In order to make a claim you will need the application code outlined below. Your max relief amount and claim expiry date are also displayed below.

Application details

Application code:	A00008809
Your max relief available:	€30,000.00
Application max relief available:	€30,000.00
Expiry date:	31/12/2020

More information

A record of this has been sent to your myEnquiries/ROS Enquiry Record. In order for your qualifying contractor or your mortgage provider to verify the maximum relief available, you will need to provide them with both your Application code (provided above) and your Help to Buy access number (provided in your MyEnquiries/ROS record).

Your actual relief will be no greater than 5% of the purchase value of the qualifying residence (or 10% if you sign contracts or draw down the first tranche of a qualifying loan in respect of a self-build, between 23/07/2020 and 31/12/2020). You should ensure your contractor is a qualifying contractor prior to purchasing your home.

Important note: On the 23/07/2020, the government increased the maximum limit of Help to Buy relief to €30,000 subject to certain conditions being satisfied. In order to avail of these increased limits applicants must have signed a contract for the purchase of a new house or made the first draw down of the mortgage in the case of a self-build during the period 23 July 2020 to 31 December 2020. This will be confirmed at Claim stage. If the enhanced measures does not apply the maximum relief available is €20,000.



Figure 14 HTB Acknowledgement.

The maximum amount of relief available is €20,000 per property under the original HTB scheme or €30,000 where you satisfy the enhanced HTB conditions (i.e. enter a contract to purchase the house or drawdown first tranche of mortgage during the period 23 July 2020 to 31 December 2020).

Where an application is made by a group, any member within the group can apportion the tax relief for all members of the group – this apportionment is carried out at the claim stage of the HTB process.

Qualifying Contractors

Contractors wishing to operate the HTB incentive must apply to Revenue to register as a 'Qualifying Contractor'. Qualifying Contractors will be involved, *verifying* the property sale for new purchases, after the Claim stage of the HTB process. Contractors must:

- apply for registration as a Qualifying Contractor –see form [HTB1](#)
- be tax compliant – which is eTax Clearance and a RCT deduction rate of 0% or 20%
- submit relevant information about 'qualifying residences'.

The Name and VAT number of Qualifying Contractors are published on www.revenue.ie. Further information on Qualifying Contractors can be found on [here](#).

Solicitors

If a HTB applicant is self-building a house, his or her solicitor must verify the claim. Solicitors must first apply to Revenue to be a registered solicitor for the HTB incentive.

To be a registered solicitor for verifying HTB claims for self-builds, solicitors must submit a completed form [HTB2](#) through MyEnquiries in ROS. This should be submitted using the MyEnquiries category 'Help to Buy Scheme – Solicitor Approval'.

Further information on Solicitors can be found on [here](#).

Claim Stage

Only after you have either:

- signed a contract if you are purchasing a new property, or
- drawn down the first tranche of your mortgage if self building,

can you proceed to the Claim Stage.

You must complete the following steps:

Step 1 - Login to HTB through myAccount or ROS and make your claim. You will be asked to confirm details relating to the property, the purchase price, date of completion, mortgage details, and the deposit already paid. You also **must** attach supporting documentation as follows:

Purchasing a home

- Upload evidence of your mortgage (including the letter of offer and the signed acceptance form, which should state the name of the mortgage institution, the mortgage applicants, the mortgage amount and the address of the property)
- a copy of the signed (by both parties) and dated contract (or contracts) with the developer

or

Building a home

- Upload evidence of your mortgage (including the letter of offer and the signed acceptance form, which should state the name of the mortgage institution, the mortgage applicants, the mortgage amount and the address of the property)
- Evidence of the date the first part of the mortgage was drawn down, and
- A copy of the valuation report from your lender.

Group applicants will also need to provide the amounts of the agreed portion of the refund applicable to each member of the group. Self-build claimants will need to provide the BIC and

IBAN of the qualifying loan bank account. Once you have submitted your claim you will be provided with a claim number.

Important Note: Retrospective Customers will be asked for a BIC and IBAN number for the bank account they wish to have the refund paid into. (If you signed a contract or drew down the first tranche of your mortgage in a self-build on or after 1 January 2017, you are not a retrospective Customer and you will not be asked for this information.)

Please ensure you have carefully checked all the information you input before signing and submitting the claim. It will not be possible for you to cancel the claim afterwards.

Individual Claim

Help to Buy Claim

Help to buy

You have an approved application for Help to Buy which you can [view](#). You can now proceed to make a claim.

Claim →

[Cancel application](#)

Figure 15 HTB Claim Application

If you wish to view your HTB application acknowledgement, click on 'view'.

Your claim must be received prior to the **expiry date** displayed on your HTB acknowledgement. If it is not received by the expiry date, you will have to make a new application.

Acknowledgement

We confirm that your tax affairs are in order and your application for the group with the below members was successful.

Group members

- | | |
|----|--------------|
| 1. | Individual 1 |
| 2. | Individual 2 |

In order to make a claim you will need the application code outlined below. Your max relief amount and claim expiry date are also displayed below.

Application details

Application code:	A00008809
Your max relief available:	€30,000.00
Application max relief available:	€30,000.00
Expiry date:	31/12/2020

More information

A record of this has been sent to your myEnquiries/ROS Enquiry Record. In order for your qualifying contractor or your mortgage provider to verify the maximum relief available, you will need to provide them with both your Application code (provided above) and your Help to Buy access number (provided in your MyEnquiries/ROS record).

Your actual relief will be no greater than 5% of the purchase value of the qualifying residence (or 10% if you sign contracts or draw down the first tranche of a qualifying loan in respect of a self-build, between 23/07/2020 and 31/12/2020). You should ensure your contractor is a qualifying contractor prior to purchasing your home.

Important note: On the 23/07/2020, the government increased the maximum limit of Help to Buy relief to €30,000 subject to certain conditions being satisfied. In order to avail of these increased limits applicants must have signed a contract for the purchase of a new house or made the first draw down of the mortgage in the case of a self-build during the period 23 July 2020 to 31 December 2020. This will be confirmed at Claim stage. If the enhanced measures does not apply the maximum relief available is €20,000.

Close ✕

Proceed to claim →

Figure 16 HTB Application Acknowledgement

Mortgage holder declaration

Help to Buy Claim

Declaration

Please confirm that **all purchasers listed on your mortgage contract** are listed below.

Applicants

1. Individual 1
2. Individual 2

If all members of the mortgage are not listed above you cannot proceed with this claim. In order to proceed you must cancel your application and start again ensuring that you create a group with all members of the mortgage.

I confirm that all members of the mortgage are listed above.

Important note: On the 23/07/2020 the government introduced increased limits to the reliefs which can be claimed from the HTB scheme. In order to avail of these increased limits your relief may need to be re-calculated. If you submitted your HTB application prior to 23/07/2020 but believe you satisfy the requirements for the increased limits, you should cancel this claim, then cancel your application, and then re-apply for the HTB scheme.

confirm →



Figure 17 HTB Declaration of mortgage holders on property

Relevant attachments in claim

Help to Buy Claim

Add Attachments

Please add the relevant attachments to your claim. First time purchasers must provide signed copies of the contract(s) of sale for the home, and the mortgage contract with their lender.

Attachments	
Contract for sale.pdf	
Mortgage approval.pdf	

Attach file(s)

Next →

Figure 18 Add relevant attachments to claim

You may need to add more than two attachments, as some properties have more than one contract e.g. contract for sale of land plus contract for sale of building.

Claim for purchase of a new house or self-build

a) Purchase

Help to Buy Claim

Is your application in respect of a purchase of a new build or in respect of a self build?

The purchase of a new build is where you purchase the house from the property developer. A self build is where you build the house or manage the house build on your own behalf.

Purchase

Self-build

Next →

Figure 19 Property Type – purchase of new build or self-build

b) Self-Build

Help to Buy Claim

Is your application in respect of a purchase of a new build or in respect of a self build?

The purchase of a new build is where you purchase the house from the property developer. A self build is where you build the house or manage the house build on your own behalf.

Purchase

Self-build

Next →

Figure 20 Property Type: self-build

First-Time Purchase HTB Declaration

Help to Buy Claim

Declaration

To proceed with this Help to Buy claim you must make the following statements.

- I confirm that I have entered a qualifying loan.
- I confirm that the property will be my main residence.
- I consent to the HTB refund being paid to the qualifying contractor.

Next →

Figure 21 Claim Qualifications for a Purchase

First-Time Self-Build HTB Declaration

Help to Buy Claim

Declaration

To proceed with this Help to Buy claim you must make the following statements.

I confirm that I have entered a qualifying loan.

I confirm that the property will be my main residence.

Next →

Figure 22 Claim Qualifications for a self-build

Property Details

As part of the claim process you will have to provide details of the property you (or your group) are purchasing.

Help to Buy Claim

Property details

Please enter the following details about the property.

Property ID (optional)

▶ [What is the property ID?](#)

Street address

Address line 2 (optional)

Address line 3

County

Eircode (if known)

Next →

Figure 23 Property Details Screen

First Time Purchase details

Help to Buy Claim

Purchase details

Enter the following details about the purchase of the property.

Purchase price

▶ [What is the purchase price?](#)

Deposit payable

▶ [What is the deposit payable?](#)

Amount of deposit paid

▶ [What is the deposit paid?](#)

Next →

Figure 24 Purchase details screen of a new property

First-Time Self-Build details

Help to Buy Claim

Purchase details

Enter the following details about the purchase of the property.

Purchase price

▶ [What is the purchase price?](#)

Figure 25 Purchase details screen for a self-build

Mortgage Details - Purchase

Help to Buy Claim

Mortgage details

Please enter the following mortgage details.

Mortgage institution

▶ [What is the mortgage institution?](#)

Loan application number

▶ [What is the loan application number?](#)

Qualifying loan amount

▶ [What is the qualifying loan amount?](#)

Next →

Figure 26 Mortgage Details screen – when purchasing from a Qualifying Contractor

You will be required to select a Mortgage Institution from the dropdown list of approved Mortgage Institutions and confirm details of your mortgage.

Help to Buy Claim

Mortgage details

Please enter the following mortgage details.

Mortgage institution

▶ [What is the mortgage institution?](#)

Qualifying loan amount

▶ [What is the qualifying loan amount?](#)

Figure 27 Mortgage details for self-build

Loan account details for Self-Build

Help to Buy Claim

Loan account details

Please enter the loan bank account details so that Help to Buy refund (if any) can be refunded to this account.

Account holder's name

BIC

Example: AIBKIE2D

IBAN

Example: IE29AIBK93115212345678

[▶ Why is this information required?](#)

Next →

Figure 28 Loan Account Details screen

If you are claiming for a self-build property the bank account details of the qualifying loan account must be provided.

The bank account details must be for an Irish bank account held with your mortgage institution/lender.

Summary Screen for an Individual

Help to Buy Claim

Summary

Are these details correct?

Declaration

1. Individual 1

2. Individual 2

- I confirm that all members of the mortgage are listed above.

Add Attachments

File name Contract for sale.pdf 

File name Mortgage approval.pdf 

Declaration

- I confirm that I/we have entered a qualifying loan.
- I confirm that the property will be my/our main residence.
- I consent to the HTB refund being paid to the qualifying contractor.

Property details

Property address 1 Main Street, Town Name,
Dublin

Purchase details

Purchase price	€500,000.00
Deposit payable	€50,000.00
Amount of deposit paid	€25,000.00

Mortgage details

Mortgage Institution	Bank PLC
Loan application number	1234567
Qualifying loan amount	€450,000.00

Confirm Date

Date contracts were signed for purchase of house or date first tranche of loan was drawn down in respect of a self-build. 01/07/2020

Tax refund apportionment

Individual 1	€20,000.00
Individual 2	€0.00
Total apportioned:	€20,000.00

More information

Please ensure the details you have entered are correct. **You will not be able to change these once the claim is submitted.**

Confirm →

Figure 29 Summary Claim for an Individual

Once you confirm the details on the Summary Screen you will be provided with the total amount of the tax relief to be refunded.

Refund amount

This is the maximum amount which is being refunded.

Refund apportionment	
Individual 1	€20,000.00
Individual 2	€0.00
Total refund amount	€20,000.00

Submit →

Figure 30 Refund Amount for an Individual

For an individual claim, the refund amount will be displayed. It is based on the maximum relief available for the individual, the purchase price entered on the Purchases Details screen and whether the applicant satisfies the conditions for enhanced HTB relief or the original HTB relief. The refund will only issue after your claim has been verified by:

- Developer/Contractor in the case of a purchase of a new home
- Solicitor – acting on your behalf for self-builds



Secure sign and submit

PPS Number

Enter myAccount Password

Sign and Submit →

Figure 31 Sign and Submit your claim

Please ensure you have carefully checked all the information you input before signing and submitting the claim. It will not be possible for you to cancel the claim afterwards.

You will be presented with the Claim Acknowledgement screen after you have signed and submitted your claim. An expiry date will be displayed when a claim is pending. Claims must be completed by the expiry date.

Help to Buy Claim

Acknowledgement

Thank you. Your claim has been submitted.

Please note carefully the claim reference number. This, together with your access code, will be needed to verify your claim.

Group members

1. Individual 1
2. Individual 2

Claim details

Claim reference number: C00008809

More information

This has been sent to you online via myEnquiries/ROS.

Close x

Figure 32 HTB Claim Acknowledgement for an Individual

You will need to provide this claim number and your HTB access number to your verifier:

- Developer/Contractor for purchasers of a new build
- Solicitor – acting on your behalf for self-builds

Application for HTB Group Claim

Where the application is made by a group, only one group member will be required to submit the claim. Any member within the group can input the refundable tax apportionment.

Remember each individual's repayable amount cannot exceed the amount of their claim - each member of the group has been informed individually what their Help to Buy refund is. The total cannot exceed the maximum refund available.

Help to Buy Claim

Tax relief apportionment

Please apportion the group's max relief available between all group members.

Maximum relief available: [€17,500.00](#)

Group members

1. Name 1	€ <input type="text"/>
2. Name 2	€ <input type="text"/>
3. Name 3	€ <input type="text"/>
4. Name 4	€ <input type="text"/>
Total relief apportioned: €0.00	

Figure 33 Group members – Tax Relief Apportionment

Cancelling a HTB Claim

You have the option to cancel your claim before you sign and submit.

Help to Buy Claim

Help to buy

You have a pending claim for Help to Buy.

[View →](#) [Cancel claim](#)

Help to Buy Claim

Summary

Are you sure you wish to cancel your claim?

More information

If you wish to make another claim for the Help to Buy incentive you will need to start your claim from the beginning.

[Submit →](#)

Figure 34 Cancel Claim

If a claim is cancelled the individual and all group members will be informed through [MyEnquiries](#).

Step 2 - Once the claim is submitted, you should advise your Developer/Contractor, or, Solicitor if you are self-building, and provide them with your claim number and the access code already provided. Before any refund is paid, the information you have given will need to be verified by

- your Developer/Contractor in the case of a new build, or
- your Solicitor in the case of a self-build.

Refunds will be processed and paid as soon as possible after the details are verified.

Additional Information

If you have queries in relation to HTB you should send your queries through MyEnquiries. Select 'Help to Buy Scheme' and then select the relevant First-Time Buyer heading from the dropdown menu.