

# REMOTE CONTRACTORS

BUSINESS EXPENSE GUIDELINES



**ICON**  
ACCOUNTING

[www.iconaccounting.ie](http://www.iconaccounting.ie)



# TOP QUESTIONS WE GET ASKED ON EXPENSES

## WHAT DOES IT MEAN TO CLAIM BUSINESS EXPENSES?

Claiming business expenses involves obtaining tax relief for the cost of business-related expenses by deducting them from your taxable income. This allows you to reduce your tax liability.

## HOW CAN I SUBMIT A BUSINESS EXPENSES CLAIM?

To submit a claim for business expenses, simply upload the receipts for your expenses through the convenient Icon Accounting App or Portal. This streamlined process ensures a hassle-free experience.

## WHAT INFORMATION IS REQUIRED FOR A BUSINESS EXPENSE CLAIM?

The information needed for your business expense claim depends on the specific expense being processed. This brochure provides a helpful table that breaks down the most common expenses and the supporting documentation required. In some cases, you may also need to complete a pre-approval form or provide a detailed explanation of the expense's relevance and purpose for a particular contract.

## CAN I CLAIM PERSONAL EXPENSES?

No, personal expenses cannot be claimed as business expenses.

## HOW LONG DOES IT TAKE TO PROCESS BUSINESS EXPENSES?

We strive to process business expenses promptly. As long as you have uploaded all necessary receipts and information onto the Icon Accounting App or Portal, your expenses will be processed during each payroll cycle. For larger expenses or high value expenses, such as business equipment, please note that processing may take up to 6 months under the Umbrella Company.

## ARE THERE ANY RISKS ASSOCIATED WITH CLAIMING BUSINESS EXPENSES?

To avoid complications, ensure that your claimed expenses are 100% wholly and exclusively required for a specific contract. Supported by valid receipts and information, your business expenses will be deemed eligible for tax relief. Failure to meet these criteria may lead to Revenue considering an expense as personal, resulting in personal tax liability, interest, and penalties.

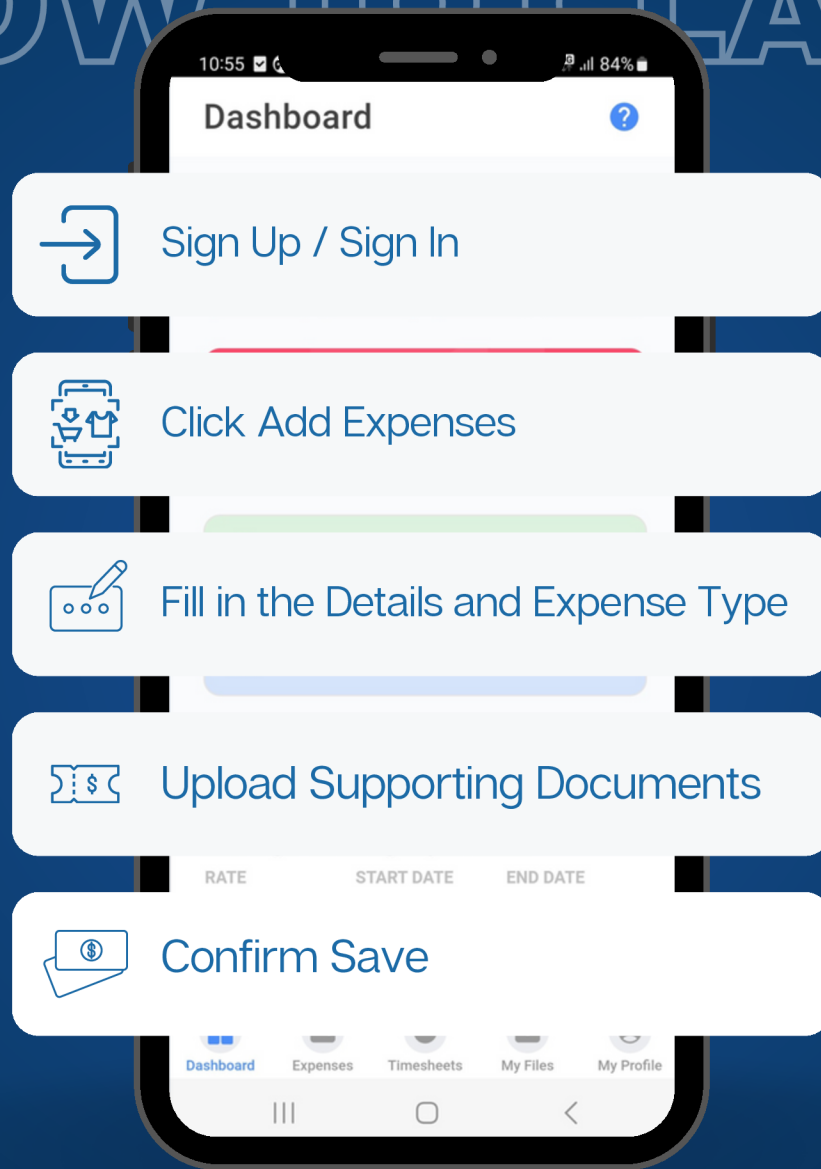
## HOW LONG SHOULD I KEEP MY ORIGINAL RECEIPTS?

To comply with regulations, all contractors are required to retain their original receipts for a minimum of 6 years. Revenue authorities may request these receipts during inspections, so it's crucial to keep them readily available. Rest assured, we've got you covered when it comes to maintaining your financial records. With our app, you can effortlessly organize and store your receipts, guaranteeing their availability whenever needed.

# HOW TO CLAIM

## HOW TO CLAIM

### HOW TO CLAIM



DOWNLOAD OUR APP TODAY





# TYPES OF BUSINESS EXPENSES

## Business Equipment



### What is it?

Tax relief may be claimed on business assets which are wholly and exclusively required for a contract under the Director Umbrella Company and/or Personal Limited Company. These can include items such as laptops, mobile phones, tablets, office supplies (e.g., printers, scanners).

### Requirements and Supporting Information

- Valid receipt: All receipts for business equipment must be in the name of the Limited Company or Umbrella Company.
- Completion of a pre-approval form: This form explains the necessity of the business equipment for the contract.

### What would be classed as non-allowable?

Personal iPads, Personal Phones, Personal Laptops / Tablets or Personal PC's. Repairs.

Additionally, purchasing multiple assets may not be permitted under the Umbrella Company arrangement.



Personal Limited Company



Director Umbrella Company



PAYE Umbrella Company

## Software



### What is it?

Tax relief on the purchase of software can be claimed, as long as they are related to necessary activities of your contract.

### Requirements and Supporting Information

- Valid receipt: All receipts for software must be in the name of the Limited Company or Umbrella Company.
- Completion of a pre-approval form: This form outlines the need and relevance of the software for the contract.

### What would be classed as non-allowable?

Software purchased for personal use, or not directly connected to your necessary activities to complete your contract, are considered a non-allowable.



Personal Limited Company



Director Umbrella Company



PAYE Umbrella Company

## Postage and Stationery



### What is it?

Tax relief may be claimed for postage & stationery expenses required for a contract.

### Requirements and Supporting Information

- Valid receipt: A valid receipt for the postage and stationery expenses should be provided.
- Written overview: You must provide a written overview on the Icon Accounting App, explaining the necessity of the postage and stationery items for your contract.

### What would be classed as non-allowable?

Personal Stationery and Postage costs.



Personal Limited Company



Director Umbrella Company



PAYE Umbrella Company



# TYPES OF BUSINESS EXPENSES

## Portion of Mobile & Internet Bill



### What is it?

Tax relief can be claimed on the portion of mobile phone and internet costs that are used whilst you complete your contract work; this is known as business usage.

### Requirements and Supporting Information

- Valid mobile/internet bill: The bill should contain your name, address, date, and payment information. The bill can remain under your personal name.
- Confirmation of business use: You must confirm that the mobile phone and internet services are being utilized for business purposes or a combination of business and personal use.

### What would be classed as non-allowable?

The cost of mobile phone and internet services used solely for personal purposes is considered non-allowable and cannot be claimed for tax relief. When these services are used for both personal and business purposes, contractors are typically required to disallow a portion of the costs for personal usage. The general guideline is to disallow 50% of the expenses.



Personal Limited Company



Director Umbrella Company



PAYE Umbrella Company

## E-workers Allowance or Portion of Utility Bills



### What is it?

You can claim tax relief on your utility bills when working from home. There are two options available:

•E-Workers Allowance: You can claim the e-workers allowance of €3.20 per day for each day you work from home.

•Portion of Utility Bills: Alternatively, you can claim 30% of the cost of electricity, and heat, proportionate to the number of days worked from home over the year.

### Requirements and Supporting Information

- Reference in the contract: The contract should include a reference indicating the requirement to work from home.
- Confirmation of days worked from home: You need to provide confirmation of the specific days you worked from home. This information can be submitted through the Icon Accounting App.
- Valid utility bills: Utility bills showing your name, address, date, and payment details will be required if claiming a portion of the bills.

### What would be classed as non-allowable?

It's important to note that you can only claim for the days you worked from home as a remote worker. You cannot include weekends, public holidays when you didn't have to work, or days when you brought work home outside of normal working hours.



Personal Limited Company



Director Umbrella Company



PAYE Umbrella Company

# TYPES OF BUSINESS EXPENSES

## Training Courses



### What is it?

If a contract requires specific training to be completed, you can also claim tax relief on this expense.

### Requirements and Supporting Information

- Valid receipt: The receipt for the training course should be in the name of the Umbrella Company.
- Completion of a pre-approval form: A pre-approval form must be completed to explain the requirement and relevance of the training course.
- Reference in the contract: There should be a reference in the contract or other supporting documentation to substantiate the need for the training course.
- Timeframe completion: The training course should be completed within the duration of the contract.

### What would be classed as non-allowable?

Certain types of training courses may not be eligible for tax relief. These may include long-term educational courses such as diplomas, degrees, or master's programs that exceed the duration of an assigned contract. Additionally, personal educational or training courses that are not necessarily required for a specific contract are considered non-allowable.

✓ Personal Limited Company

✓ Director Umbrella Company

✗ PAYE Umbrella Company

## Small Benefit Exemption Scheme



### What is it?

Contractors have the opportunity to process the purchase of a gift card up to the value of €1500 per year through their payslip. This enables you to enjoy the benefits of tax relief while treating yourself or others to a special gift.

### Requirements and Supporting Information

- Me2You Gift Card: To utilize the scheme with a Me2You Gift Card, you should contact your account manager. They will provide you with a link to order your gift card.
- Other Gift Cards: If you prefer to use gift cards other than Me2You, the following requirements typically apply:

### What would be classed as non-allowable?

The Small Benefit Exemption Scheme allows for a maximum gift card value of €1500 per year. Any gift card value exceeding this limit would not be eligible for tax relief under the scheme.

✓ Personal Limited Company

✓ Director Umbrella Company

✓ PAYE Umbrella Company

## Pension



### What is it?

Pension payments including Pension Plans may be processed through the Umbrella Company and Personal Limited Company, where tax relief is granted at source.

### Requirements and Supporting Information

- Pension Policy: The pension policy should be addressed to the umbrella company or personal limited company. This ensures that the contributions are made through the appropriate entity.
- For further information on our wealth management service, financial advice and planning, please contact our office.

### What would be classed as non-allowable?

Health Insurance.

✓ Personal Limited Company

✓ Director Umbrella Company

✓ PAYE Umbrella Company

# TYPES OF BUSINESS EXPENSES

## Relocation

**WE HAVE**

**MOVED** 

### What is it?

Relocation Expenses include the vouched travel costs to Ireland and accommodation costs for the first 3 months of a specific contract.

Subsistence rate: If you have relocated specifically for a contract but haven't sourced accommodation, a subsistence rate of €205.53 per night may be permitted for the first 10 nights of the contract. After the initial 10 nights, you must provide receipts for rent expenses.

Under relocation expenses, the cost of travel to Ireland may also be included as a business expense (i.e Flights / Ferry / Train). Where a contractor has relocated within Ireland, the vouched diesel / petrol costs may be permitted as a business expense for the initial trip to the place of relocation.

### Requirements and Supporting Information

- Relocation dates: The relocation should coincide with the start date of the contract.
- Minimum distance: A minimum distance of 100 km is typically required for the relocation to be eligible for tax relief.
- Proof of address: You need to provide proof of address for both your current location and the new location.
- Lease agreement: If you are renting or leasing an apartment/room, a copy of the lease agreement with the landlord's name and PPS number must be provided, along with proof of payment each month.
- Travel to Ireland: Flight details showing your name, date, destination, and cost should be provided.
- Relocation within Ireland: If you have relocated within Ireland, vouched diesel/petrol costs for the initial trip to the place of relocation are required.

### What would be classed as non-allowable?

- Changing rental property due to personal reasons or personal discretion.
- Relocation distances of less than 100 km.
- Relocations that do not coincide with the start date of a contract role.



Personal Limited Company

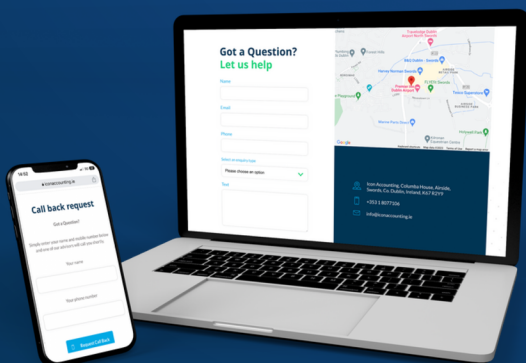


Director Umbrella Company



PAYE Umbrella Company

Have any questions or want tailored guidance based on your individual contract needs?



**Get in touch today!**



**+353 1 8077106**



**info@iconaccounting.ie**

### PLEASE NOTE

This document is intended as a guide only to assist contractors make inquiries and to discuss possible tax deductible business expenses