

## SALARY GRANT DRAWDOWN CHECKLIST

All of the following documents should accompany your claim if not previously submitted.

### FIRST INSTALLMENT (WHEN FUNDED STAFF COMMENCE WORK)

Signed Acceptance of Offer

Supplier set up form [with a Bank statement header]

Salary drawdown form [2 pages]

Department of Social Protection Authorisation Form

Contract of employment

Tax clearance certificate [apply online at [www.revenue.ie](http://www.revenue.ie)]

### SECOND INSTALLMENT (SIX MONTHS AFTER APPOINTMENT)

Salary drawdown form

Tax clearance certificate [apply online at [www.revenue.ie](http://www.revenue.ie)]

Payroll record [employee payslips]

Evidence of salary payment [e.g. Bank Statement only relevant transactions should be visible, all other transactions redacted]

Evidence of Revenue deductions and remittal to Revenue

Publicity [acknowledging ERDF/Exchequer funding on display in the business premises and on the website]

### SELF EMPLOYED SALARY REPORT

An accountant certificate certifying that the person is employed full time in the business