

Medical Card Checklist

When applying for a medical card, you will need to include the following documents:

INCOME, SAVINGS AND ASSETS

Wages (if applicable) – a photocopy of a recent payslip dated within the last 3 months, stating year-to-date figures and deductions.

State pension (if applicable) – if you receive a state pension, please state the frequency and amount on your application. Also include a copy of one of the following:

- Letter from the Dept of Social Protection stating the pension amount
- An Post receipt stating pension amount
- Bank statement showing pension payments

Occupational pension (if applicable)

- Photocopy of recent pension payslip
- Details of all pension payments
- If your pension is no longer being paid, provide a copy of a letter from your provider confirming this
- If your pension was paid as a lump sum, provide a letter from your provider with the details.
- If you are submitting a joint application with your spouse or partner and they receive a pension, provide payment details.

Social welfare payment (if applicable) – state the frequency and amount on your application.

Illness Benefit or Maternity Benefit (if applicable) – provide a copy of a letter from your employer to confirm they will continue to pay you while on this benefit.

Self-employment (if applicable)

- Photocopies of your most recent Income Tax Return form 11 and all pages of your Notice of Assessment (NOA).
- Businesses that have ceased trading must provide a copy of a letter from Revenue confirming tax registration cancellation.
- If your business is open less than one year, provide a copy of the set of accounts signed off by your accountant.
- If Revenue has stated that you have no tax liability, provide a copy of the set of account signed off by your accountant or if your income from self-employment is listed on your balancing statement, submit a copy of your P21 form.

Income from savings and investments (if applicable) - please provide one of the following:

- Copies of any statements dated within the last 12 months from each financial institution stating the current balance on your accounts.
- Copies of certificates of interests for all accounts that you have.

If you have stocks or shares, provide a copy of current share certificate statement detailing these items.

You can request the actual rate of interest to be applied to your savings and investments. For this, provide photocopies of individual certificates of interest for all savings accounts.

Maintenance payments (if applicable) - provide one of the following:

- Copy of the maintenance agreement or court order.
- Copy of a bank statement with account holders name and references to payments.

Additional property (if applicable) - if you, or your spouse or partner, own a property or land other than your primary residence, provide details.

- If the property or land is not rented, provide a valuation.
- If the property or land is being rented, provide a copy of the tenancy agreement.
- If you are paying a mortgage on this property or land, provide a photocopy of your recent mortgage account statement.

EXPENSES

Rent payments (if applicable)

- Copy of your current tenancy agreement or rent book.

OR

- Copies of bank statements which show that you are the account holder and proof of current rent payments.

OR

- If you are renting from a local authority, and paying part of the rent, provide a copy of the letter from your local authority. This should state the portion of the rent paid by you.

Mortgage payments (if applicable) - Provide a copy of one of the following:

- Your mortgage statement
- Letter from your mortgage provider showing 3 payments, 1 within the last 3 months

- Bank statements, showing you as the account holder and referencing mortgage payments

Mortgage protection insurance or mortgage life insurance premium (if applicable)

- Copy of a letter from the service provider confirming payment for this insurance type, and confirmation that this insurance is connected to your mortgage.

Childcare costs (if applicable)

- Copy of a letter from your childcare provider confirming the amount you pay each week
- Name, address and telephone number of your childcare provider

Travel to work costs (if applicable)

- Address of your employment and distance you travel to work
- If you drive to work, provide the distance you travel and a copy of your Vehicle Registration Certificate
- If you use public transport, provide copies of your bus or train tickets.

Maintenance payments (if applicable) - if you pay maintenance to another person, provide a copy of one of the following:

- Current maintenance agreement
- Recent bank statements showing that you are the account holder and including instances of maintenance payments

Nursing home costs (if applicable)

- Copy of an invoice from the nursing home.

The checklist above is an overview only. For detailed information, applicants are advised to:

- Visit the **HSE website**
- Visit [Citizens Information](#) online
- Call Citizens Information on 0761 07 4000 – Monday to Friday from 9am to 8pm
- Visit your local [Citizens Information](#) office
- Contact your medical social worker.