3. ROS Debit Instruction (RDI)

The ROS system allows you to pay stamp duty on-line securely by way of a ROS Debit Instruction (RDI). Detailed guidance follows on the process of setting up the RDI for stamp duty, including nominating the bank account from which you will pay stamp duty by way of RDI.

Once you have set up an RDI, you can authorize payment on a case-by-case basis and the RDI will deduct only the amount authorized by you from the bank account you have nominated. If you are an existing ROS customer using an RDI to pay other taxes and duties on-line, you must set up a separate RDI for stamp duty. You cannot use an existing RDI to pay stamp duty[1].

Once you have completed a stamp duty return on e-Stamping, you can use your RDI to authorise payment for the requisite amount by clicking the "submit and pay" button on screen. Each individual payment must be authorised by you.

Revenue has provided an option for practitioners to key in their own client reference numbers on the on-line return to assist in identifying and reconciling payments with bank statements. The practitioner's inclusion of his/her client reference number in the return is entirely voluntary. If inserted, the reference number will be quoted in any correspondence from Revenue.

The following section provides step-by-step guidance on setting up an RDI.

Setting Up an RDI

1. Login to the Revenue On-Line Service (ROS) website: WWW.ROS.IE.
2. Select 'Login to ROS' under the ROS Logo.
3. Select your ROS digicert from the "Select Certificate" drop-down menu.
4. Enter the corresponding password in the "Enter Password" box.
5. From the "My Services" screen click on the link: Complete/Amend/Download a ROS Debit Instruction (RDI)

[1] Only one RDI per tax type can be set up. This means that only one RDI can be set up for stamp duty in one bank account. Practitioners will be expected to set up the stamp duty RDI in their client bank account.

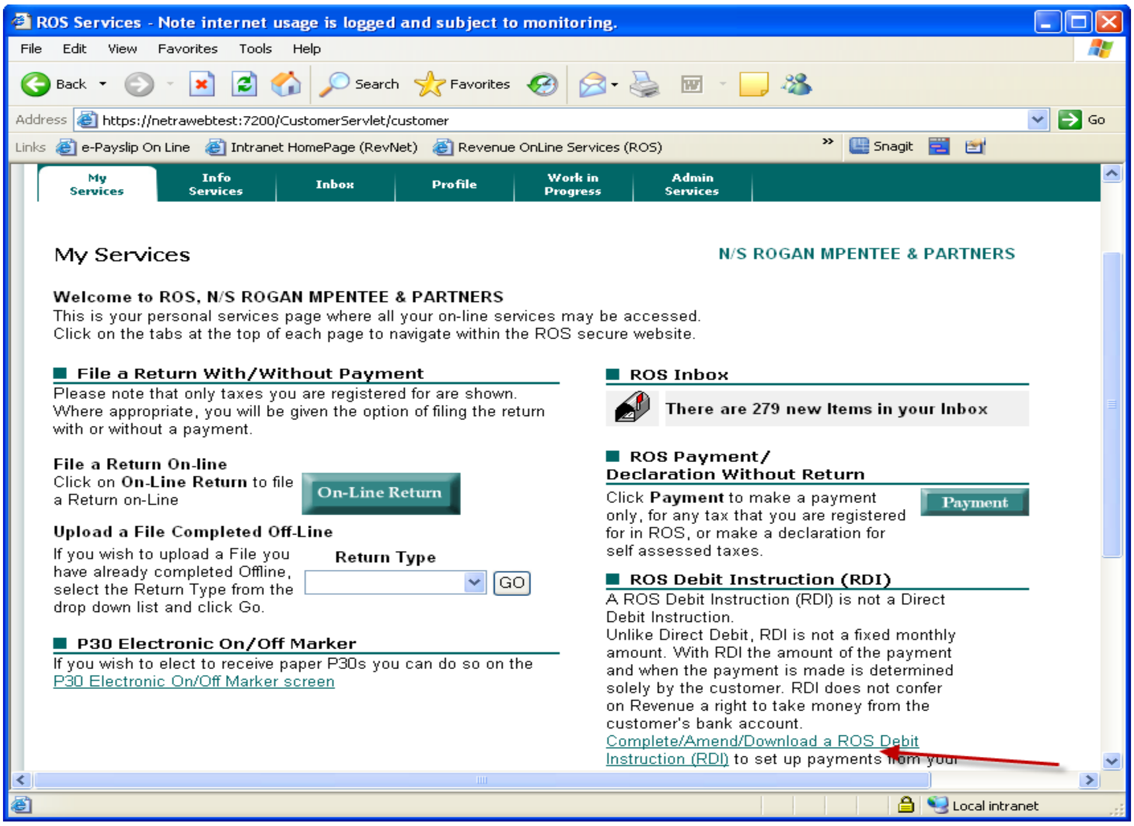

Figure 9: ROS My Services Screen

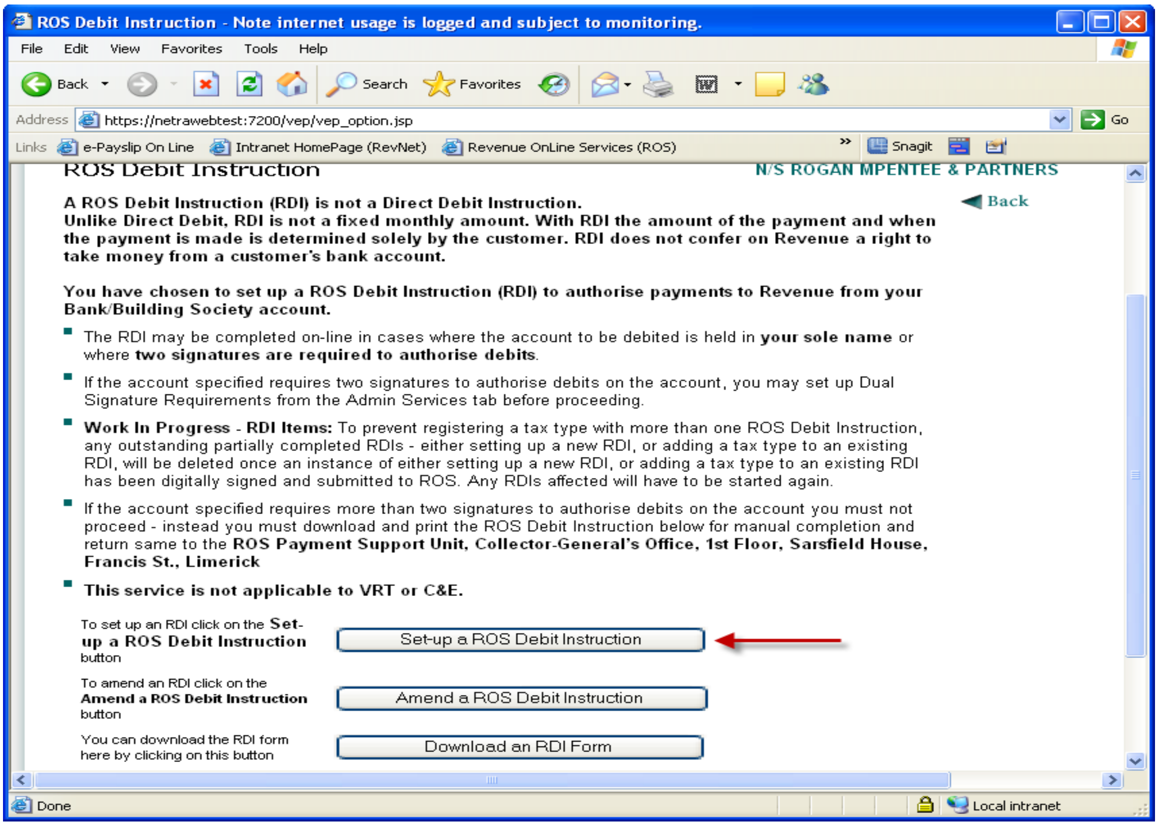

Figure 10: ROS Debit Instruction Screen

6. From the ROS Debit Instruction screens (Figure 10) select the “Set-up a ROS Debit Instruction option.

7. The Account Details Screen will then be presented (Figure 11 below). In this screen input the Account Name, Account Number and corresponding Sort Code. Click Next.

8. Re-input the details in the ROS Debit Instruction Verification Screen and press Next.

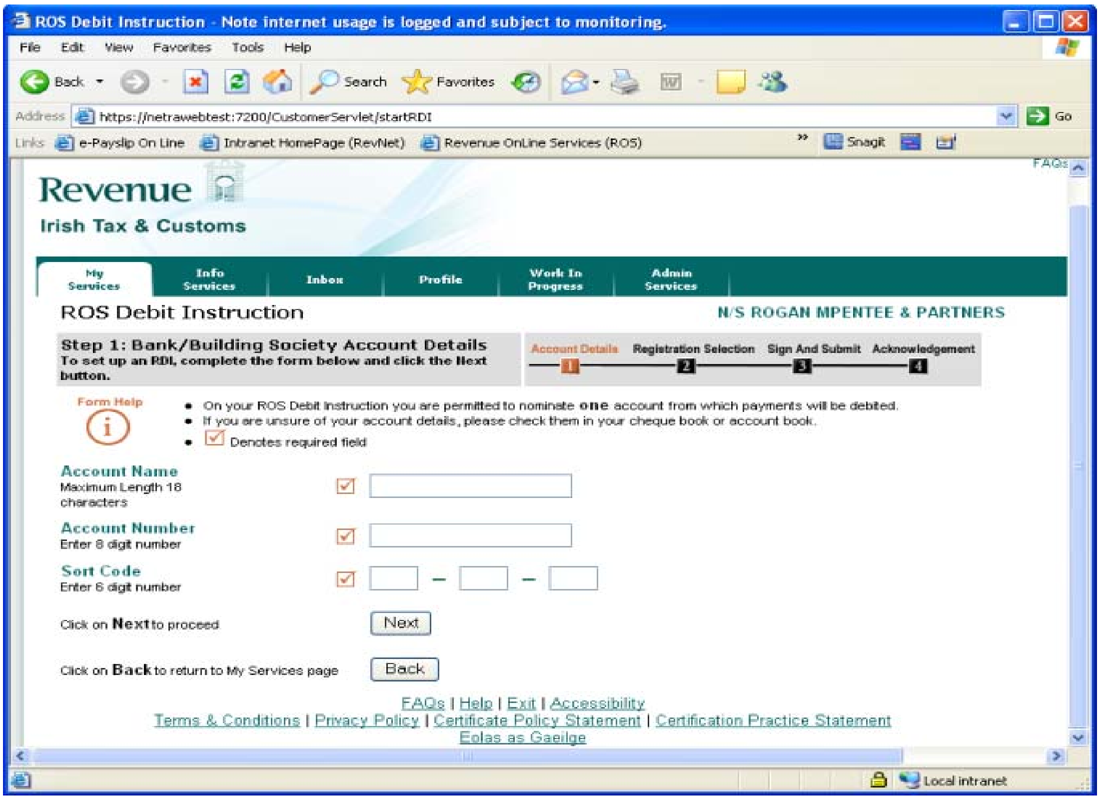

Figure 11: Account Details Screen

9. The **Registration Selection** screen will appear (Figure 12 below) and provide the list the taxes under which the user is registered to file.

10. Tick the relevant box  corresponding to the tax you want to associate with the bank account details displayed. Select 

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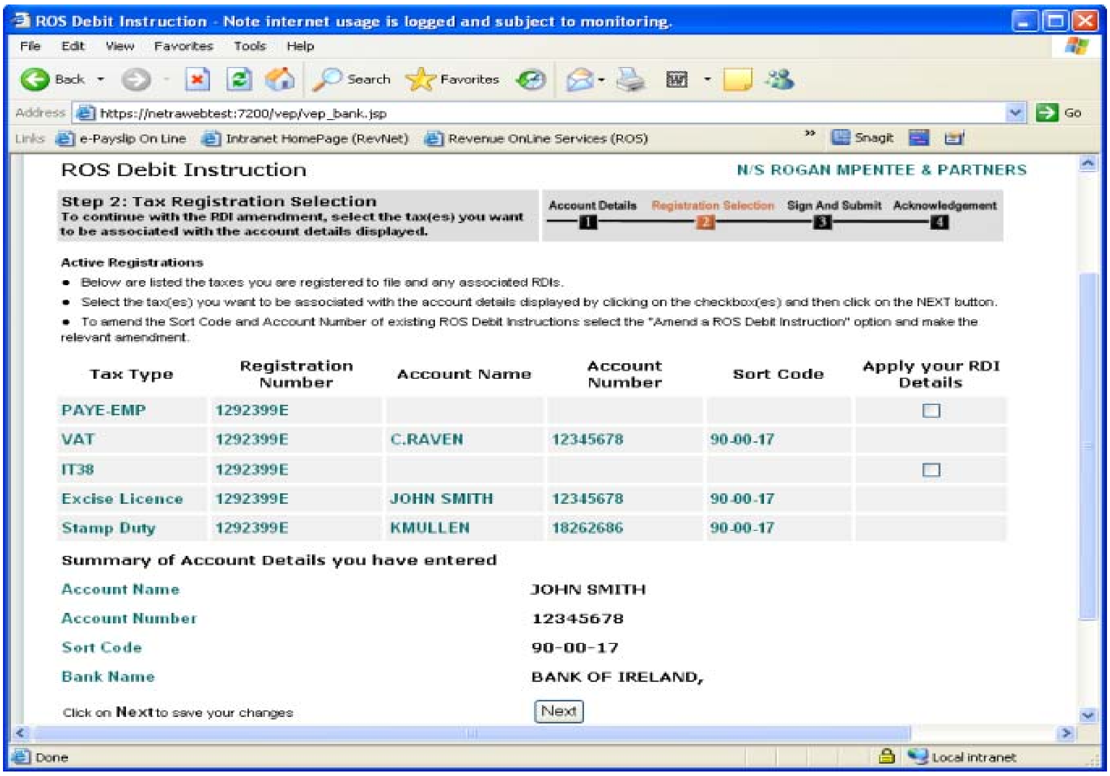

Figure 12: Registration Selection Screen

11. In the "Sign and Submit" screen (Figure 13) input your ROS password and select Sign & Submit and OK.

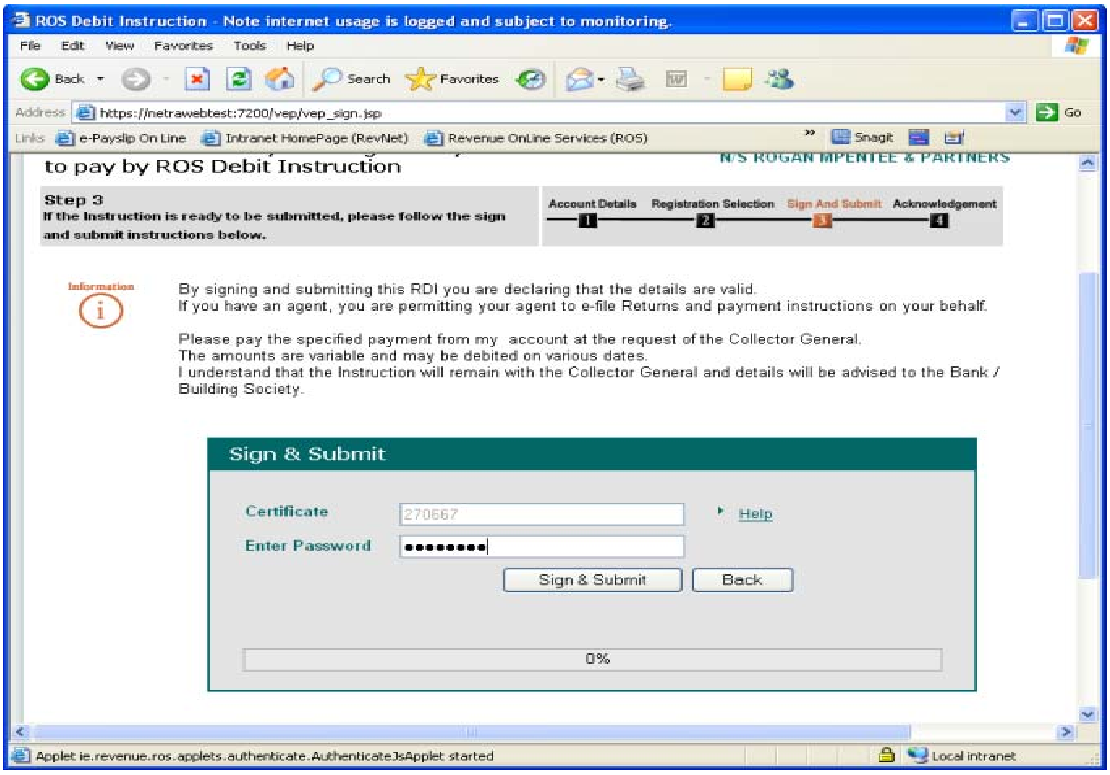

Figure 13: Sign & Submit Screen

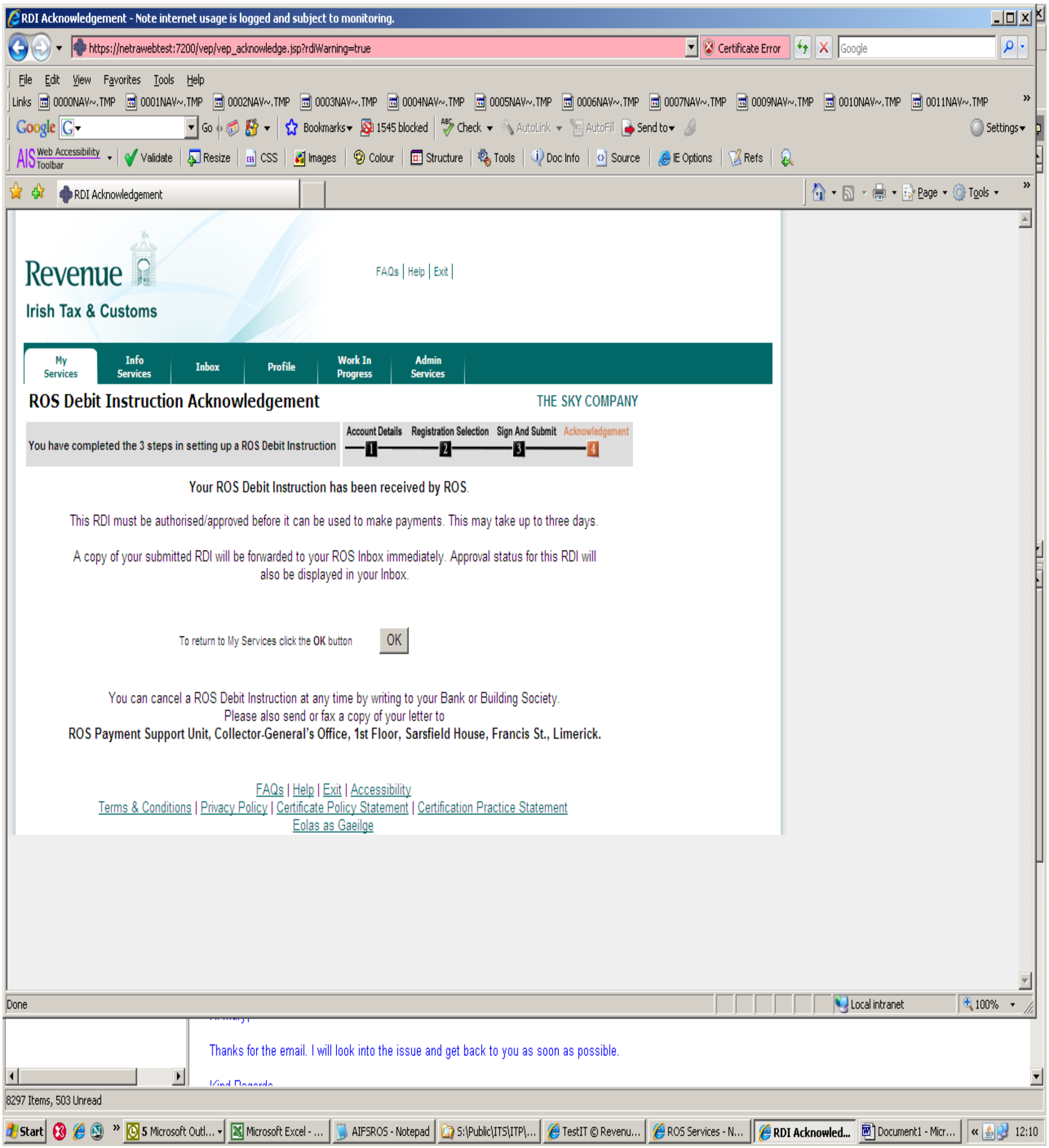

Figure 14: ROS Debit Instruction Acknowledgement Screen

12. An acknowledgement will issue (Figure 14) notifying you that your new RDI has been received by ROS and is in the process of being activated. Once it has been activated and the approval process is complete, you may make stamp duty payments under this RDI. The process may take up to three days and notification will be issued to your ROS inbox on completion.