

Request a Counterpart Stamp Certificate on ROS

Document updated July 2019

You can request a Counterpart stamp certificate:

- (a) at the time of completing the Stamp Duty return on ROS (on the **Request Counterparts Screen**), or
- (b) after the Stamp Duty return has been filed.

To request a Counterpart Stamp Certificate after the Stamp Duty return has been filed, you should follow the instructions set out below.

Step 1: Log into ROS

Step 2: From the **My Services** menu **File a Return** section:

- click **Complete a Form Online**,

The screenshot shows the ROS user interface. At the top, there is a navigation bar with tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. A 'STAMP D' icon is visible on the right. Below the navigation bar, a message states 'No current tax clearance certificate.' The main content area is titled 'My Frequently Used Services' and includes an 'Add a service +' button. Below this, there is a 'MyEnquiries' section. The 'Employer Services' section is highlighted in teal and contains four columns of links: 'Revenue Payroll Notifications (RPNs)' with a link to 'Request RPNs'; 'Payroll' with links to 'Submit payroll' and 'View payroll'; 'Returns' with links to 'Statement of Account' and 'View Latest Statement/Return'; and 'Additional Services' with links to 'PPS Number Checker' and 'PAYE Modernisation Information'. The 'File a Return' section is also highlighted in teal and contains two options: 'Complete a Form Online' and 'Upload Form(s) Completed Offline', both with downward-pointing chevrons.

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.

- select Tax Type **Stamp Duty**,

The screenshot shows the 'File a Return' section. Under 'Complete a Form Online', there is a dropdown menu currently set to 'Stamp Duty'. A search dropdown is open, showing a list of options: PAYE-Emp, Income Tax, C&E, CAT, Stamp Duty (highlighted), and Excise Licence. To the right, there is a 'Select a type...' dropdown menu.

- select Return Type **Number of Counterparts**,

The screenshot shows the 'File a Return' section. Under 'Upload Form(s) Completed Online', there is a dropdown menu currently set to 'Stamp Duty'. A search dropdown is open, showing a list of options: Stamp Duty Return, Amend Stamp Duty Ret, Declare Clawback, and Number of Counterparts (highlighted). To the left, there is a 'Stamp Duty' dropdown menu.

- click **File Return**.

The screenshot shows the 'Employer Services' section with four columns: Revenue Payroll Notifications (RPNs) with a 'Request RPNs' link; Payroll with 'Submit payroll' and 'View payroll' links; Returns with 'Statement of Account' and 'View Latest Statement/Return' links; and Additional Services with 'PPS Number Checker' and 'PAYE Modernisation Information' links. Below this is the 'File a Return' section. Under 'Complete a Form Online', there are two dropdown menus: 'Stamp Duty' and 'Number of Counterparts'. A blue 'File Return' button with a right-pointing arrow is highlighted.

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Step 3: Enter the Document ID number in the field provided and click **Search**.

Step 4: At the bottom of the **Summary & Calculation Screen** click **Number of Counterparts**.

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Step 5: Enter the number of Counterpart Stamp Certificates required and press **Continue**.

Stamp Duty MR TEST TEST - 11410210A

Form Help

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* Denotes a Required Field

Click on [Leagan Gaeilge](#) to view the form in Gaeilge.

Modify Number of Counterparts

Document ID

The number of Counterparts currently filed is* x

The number of Counterparts currently filed is* displayed below. If you wish to amend this number please enter the total Number of Counterparts required:

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[Eolas as Gaeilge](#)

The **Summary & Calculation Screen** will display and show the Counterpart Document ID and the Counterpart Duty payable.

Chargeable Consideration	
Consideration	€ 250,000.00
Duty	
Duty	€ 10,000.00
<i>Duty Reliefs / Exemptions</i>	
First Time Buyer (S92B SDCA 1999)	€ (10,000.00)
Duty Payable	€ 0.00
Counterpart	
Counterpart Document ID	
Counterpart Duty	€ 0.00
Return Summary	
Document	
Duty	€ 0.00
Total Penalties	€ 0.00
Total Liability	€ 0.00
Return Liability	€ 0.00
Credits	
Total Credits	€ (0.00)

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Step 6: If all is in order, click **Continue to Submit** at the end of the **Summary & Calculation Screen** and then continue to **Sign & Submit**.

The screenshot displays a web browser window with the URL https://roswebcss-sys173/ros-common-services/estamping.html?_flowExecutionKey=_ce034.... The page title is "Summary and Calculation ...". The content is a summary of duties and liabilities, with a "Certificate error" warning in the browser's address bar.

Duty Payable	€ 0.00	
Counterpart		
Counterpart Document ID		
Counterpart Duty	€ 0.00	
Return Summary		
Document		
Duty	€ 0.00	€ 0.00
Total Penalties	€ 0.00	
Total Liability		€ 0.00
Return Liability		€ 0.00
Credits		
Total Credits		€ (0.00)
Balance Outstanding		€ 0.00
Payment Due Date		15/12/2007

Buttons: Back, Print, Cancel, Continue to Submit, List All Details

Footer: [ROS Help](#) | [Exit](#) | [Accessibility](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#)

Details of the request will display in your ROS inbox. You must contact the [National Stamp Duty Office](#) in order to release the Stamp Certificate. Once released the Counterpart Certificate will issue to your ROS inbox. You will receive a Stamp Certificate for each Counterpart.

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