

How to add a tax to existing RDI

Login to ROS.

On the “My Services” screen, click “Manage Bank Accounts”.

Then click “Manage RDI’s”.

The screenshot shows the ROS interface. At the top, there are sections for 'File a Return' and 'Payments & Refunds'. Under 'Payments & Refunds', the 'Manage Bank Accounts' link is highlighted with a red box. Below this, there are three columns: 'ROS Debit Instruction', 'SEPA Direct Debit Instruction', and 'Refunds'. At the bottom, there are three buttons: 'Manage RDI's', 'Manage Direct Debits', and 'Manage EFT'. The 'Manage RDI's' button is highlighted with a red box.

Click on “Amend a ROS Debit Instruction”.

This RDI instruction comes within the scope of the Direct Debit Scheme Rules relating to refund and refusal rights for customers. A SEPA Direct Debit Guarantee has been drawn up to ensure that customer's legal rights are in place.

You can view this SEPA Direct Debit Guarantee by clicking [here](#).

Unlike Direct Debit, RDI is not a fixed monthly amount. With RDI the amount of the payment and when the payment is made is determined solely by the customer. RDI does not confer on Revenue a right to take money from a customer's bank account until each payment is initiated and authorised by that customer.

You have chosen to set up a ROS Debit Instruction (RDI) to authorise payments to Revenue from your Bank/Building Society account.

- The RDI may be completed on-line in cases where the account to be debited is held in **your sole name** or where **two signatures are required to authorise debits**.
- If the account specified requires two signatures to authorise debits on the account, you may set up Dual Signature Requirements from the Admin Services tab before proceeding.
- **Work In Progress - RDI Items:** To prevent registering a tax type with more than one ROS Debit Instruction, any outstanding partially completed RDIs - either setting up a new RDI, or adding a tax type to an existing RDI, will be deleted once an instance of either setting up a new RDI, or adding a tax type to an existing RDI has been digitally signed and submitted to ROS. Any RDIs affected will have to be started again.
- If the account specified requires more than two signatures to authorise debits on the account you must proceed - instead you must download and print the ROS Debit Instruction below for manual completion and return same to the **ROS Payment Support Unit, Collector-General's Office, 1st Floor, Sarsfield House, Francis St., Limerick**
- **This service is not applicable to VRT or C&E.**

To set up an RDI click on the **Set-up a ROS Debit Instruction** button

To amend an RDI click on the **Amend a ROS Debit Instruction** button

You can download the RDI form here by clicking on this button

Buttons shown: Set-up a ROS Debit Instruction, Amend a ROS Debit Instruction (highlighted with a red box), Download an RDI Form

Click on "Add a Tax to Existing RDI".

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS

ROS Debit Instruction

MS ROS PROJECT

Back

You have chosen to amend a ROS Debit Instruction (RDI).

Amended RDI details will be applied to future dated payments that have been submitted but not yet debited from your account. (This does not include payments that have been returned unpaid from your bank - see FAQs).

To amend the Account Name, IBAN and/or BIC click on the **Amend RDI Account Details** button

To add a tax head to an existing RDI click on the **Add Tax to Existing RDI** button

Amend RDI Account Details

Add a Tax to Existing RDI

Select the tax type you wish to add to this RDI, for example VAT.

Where you can tick the box, these Taxes may be added to this RDI.

Please note: where you cannot tick the box:

- there is either already an RDI in place for that tax type or
- you need to set-up a separate RDI (for example Stamp Duty, CAT and Excise Licence).

Add Tax to Existing RDI

MS ROS PROJECT

Step 1: Tax Registration Selection
To continue with amending an RDI, select the RDI to Amend from the list of available RDIs listed below.

Registration Selection Account Details Sign And Submit Acknowledgement

1 2 3 4

Active Registrations

- Below are listed the registered taxes for which no RDIs have been set up
- To amend any existing ROS Debit Instruction (RDI), please click the associated checkbox(es) below and click Next:
- Note: you may not add tax types to more than one RDI in one transaction.

Tax Type	Registration Number	Account Name	IBAN	BIC
RDI Number 1				
VAT				<input type="checkbox"/>
CAT				<input type="checkbox"/>
Betting Duty				<input type="checkbox"/>
Air Travel Tax				<input type="checkbox"/>
Excise Licence				<input type="checkbox"/>
Stamp Duty				<input type="checkbox"/>
PAYE-EMP		TEST	IE41	
RCT		TEST	IE41	

Click on **Next** to save your changes

Click on **Back** to return to the My Services page

Next

Back

You should then receive an RDI confirmation screen.

Check the details, if everything is correct, click “OK”.

Amend RDI Confirm

MS ROS PROJECT

Step 2: Account Details Confirmation
To confirm that the RDI is correct click 'OK'.

Registration Selection **Account Details** Sign And Submit Acknowledgement

1 2 3 4

The Amended RDI details are displayed below.
To confirm that these details are correct click 'OK'.

Confirm RDI Details

BIC:

IBAN: IE41

Account Holder's Name: TEST

Taxes associated/linked to RDI: VAT
PAYE-EMP
RCT

Click on **OK** to proceed

Click on **Back** to return to the previous screen

Enter your ROS password and click “Sign & Submit” or press Enter on the keyboard.

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS

Amend ROS Debit Instruction

Step 3
If the Amended Instruction is ready to be submitted, please follow the sign and submit instructions below.

Registration Selection Account Details **Sign And Submit** Acknowledgement

1 2 3 4

- On transmission an acknowledgement containing the amended details will be forwarded to your ROS Inbox.

If the Amended RDI is ready to be transmitted, please follow the sign and submit instructions below.

Information

Sign & Submit

Certificate: Is-1515847 [Help](#)

Enter Password: Password

0%

You will get an acknowledgement of success. Click “OK”.

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Amend ROS Debit Instruction Acknowledgement

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You have completed the 4 steps in amending a ROS Debit Instruction

Registration Selection Account Details Sign And Submit Acknowledgement

Your Updated ROS Debit Instruction has been received by ROS.

A copy of your updated RDI containing the amended details will be forwarded to your ROS Inbox.

To return to My Services click the OK button

OK

You can cancel a ROS Debit Instruction at any time by writing to your Bank or Building Society.
Please also send a copy of your letter to
ROS Payment Support Unit, Collector-General's Office, 1st Floor, Sarsfield House, Francis St., Limerick.
Telephone: 01 738 36 63. MyEnquiries: Select the headings: Other than the above, Revenue Online Service (ROS) Payments

A confirmation will also appear in your ROS Inbox.

To view this:

Go to the **“Revenue Record”** Tab.

Click on **“Refresh Inbox”** to refresh the screen and get latest items.

Click on underlined Notice No. to open the item – it can be printed once opened.

Revenue
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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

LANGUAGE: ENGLISH ROS HELP
MS ROS PROJECT EXIT

MS ROS PROJECT - Inbox Messages

Inbox:

Inbox Messages
Priority Messages

Information Services:
Returns
Payments
Refunds & Repayments
Charges & Payments
Events List
Registration Details
Items Submitted via ROS
Request Statement of Accounts
Document Search

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search

Tax Type/Duty/Rep. Oblig.: Select Document Type: Include Archive Search

*denotes a required field. Refresh Inbox

	Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
<input type="checkbox"/>	<u>R996899</u>	MS ROS PROJECT		Payment	RDI	N/A	28/01/2020

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