

# Completing and saving a new form using the Return Preparation Facility

On the Return Preparation Facility screen, select the type of return you wish to file and the period, if applicable, then click on “Prepare Return”.



## Return Preparation Facility

This facility may be used to prepare returns and save them as files on **your local computer**.

**The Completed returns must be uploaded through ROS** to transmit the return to Revenue and complete the filing process. You must login to ROS to upload the file.

It is often easier to complete and file returns while logged into our separate and online system [ROS](#)

[Guide to using this facility](#) ↗

[How do I file returns saved on my computer?](#) ↗

You must select a **Return Type** and also a **Period** if applicable to that form, before starting a new return or selecting a previously saved return.

**Timeout:** If the return is inactive for 30 minutes, it will time out and you will lose any unsaved work. Make sure to save regularly to avoid this.

Please select the Return Type:

Form 11 ▾

Please select the Period:

01/01/2020 - 31/12/2020 ▾

**Prepare Return**

[Click here to open a previously saved return](#)

Fill in the details required on the form.

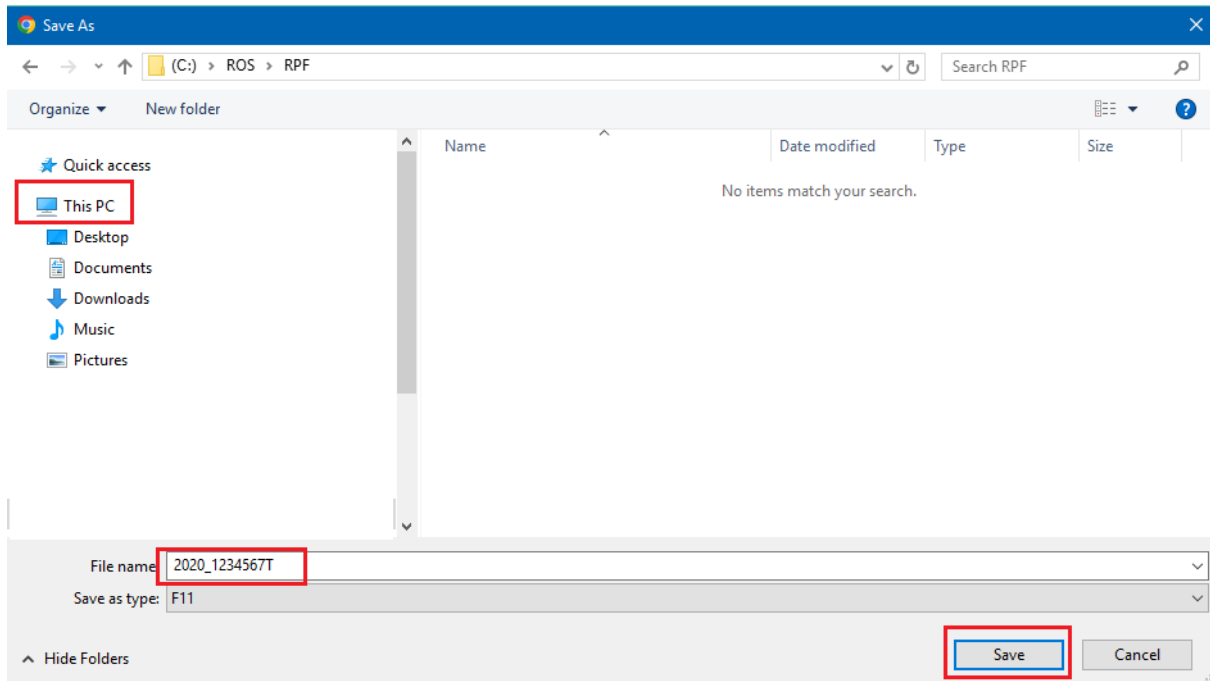
You can save the return to your computer by clicking on the “**Save As**” link on the top right of the screen.

The form will save if there are no errors, if any errors highlighted, correct these and click Save As again.

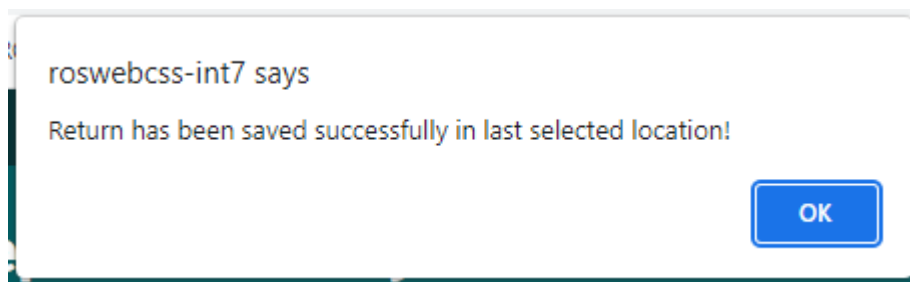


Choose a location where the return will be safe and you can locate and upload it later. We suggest that you create the folder structure C:\ROS\RPF with sub-folders for each form type if necessary.

Click **“Save”**.



You should get a notification that the Return was saved successfully.



You only need to do this the first time you save a newly opened form. Once you have saved and named the file once, you can click on **“Save”** periodically to save further entries.

A validation error may occur when there are errors on the form, these will be highlighted to you. You must rectify the errors and click **“Save”** again.

