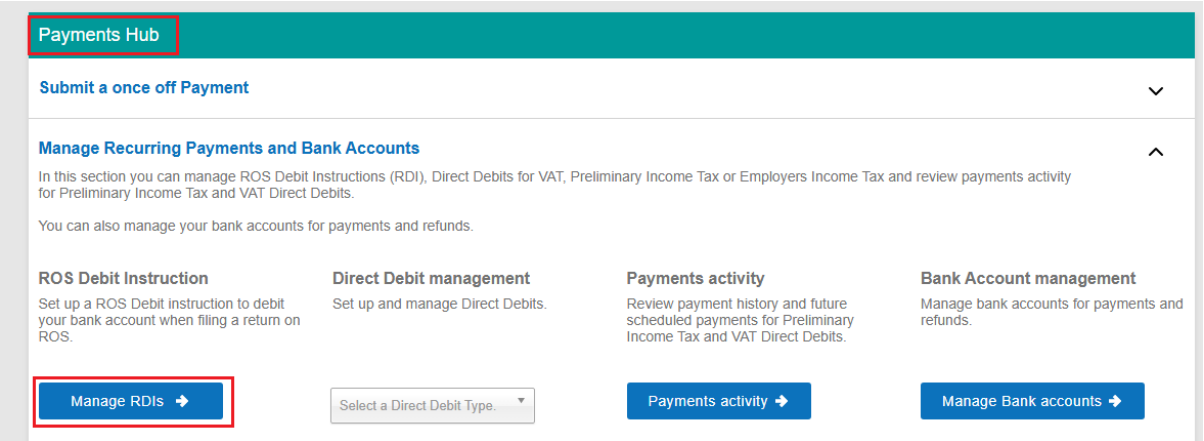
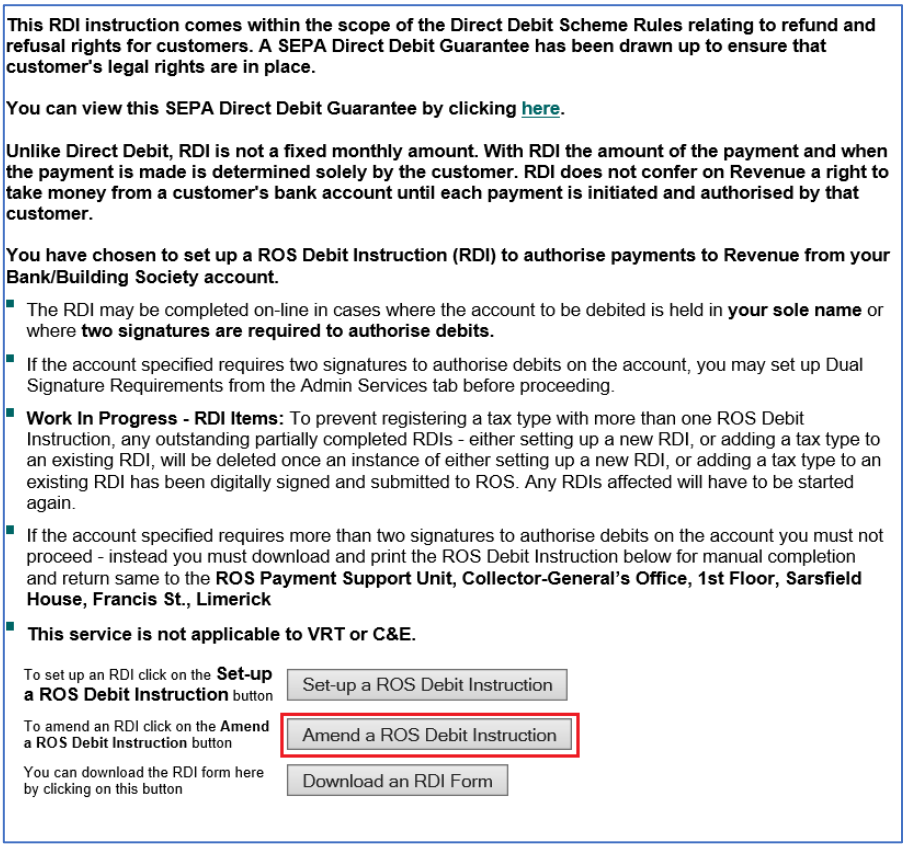
How to add a tax to existing RDI

Login to ROS and on the “My Services” screen scroll down to “Payment Hub”.

Select “Manage Recurring Payments and Bank Accounts” then click “Manage RDI’s”.

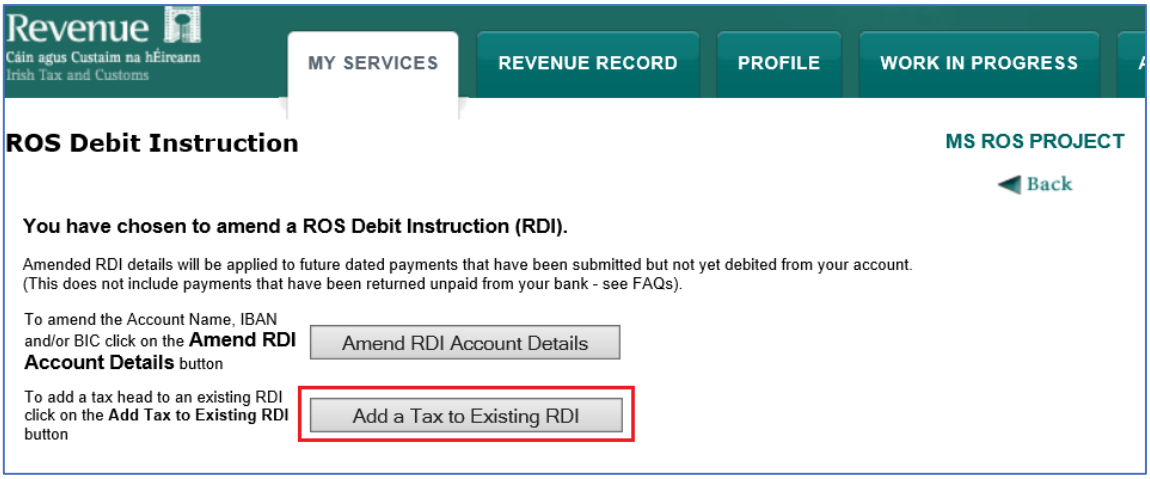


Click on “**Amend a ROS Debit Instruction**”.



Click on “**Add a Tax to Existing RDI**”.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

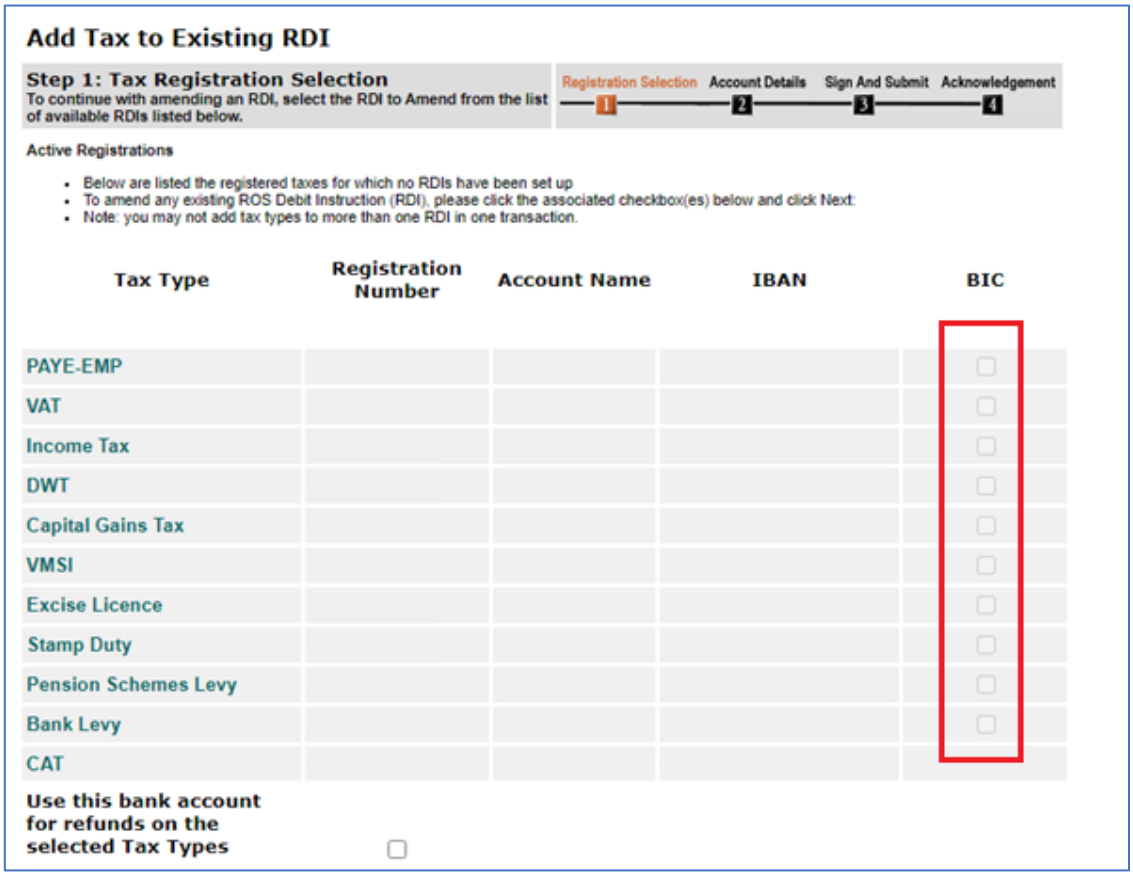


Select the tax type you wish to add to this RDI, for example VAT. Where you can tick the box, these Taxes may be added to this RDI.

If you wish to use this bank account for refunds also, tick the "**Use this bank account for refunds on the selected Tax Types"** box.

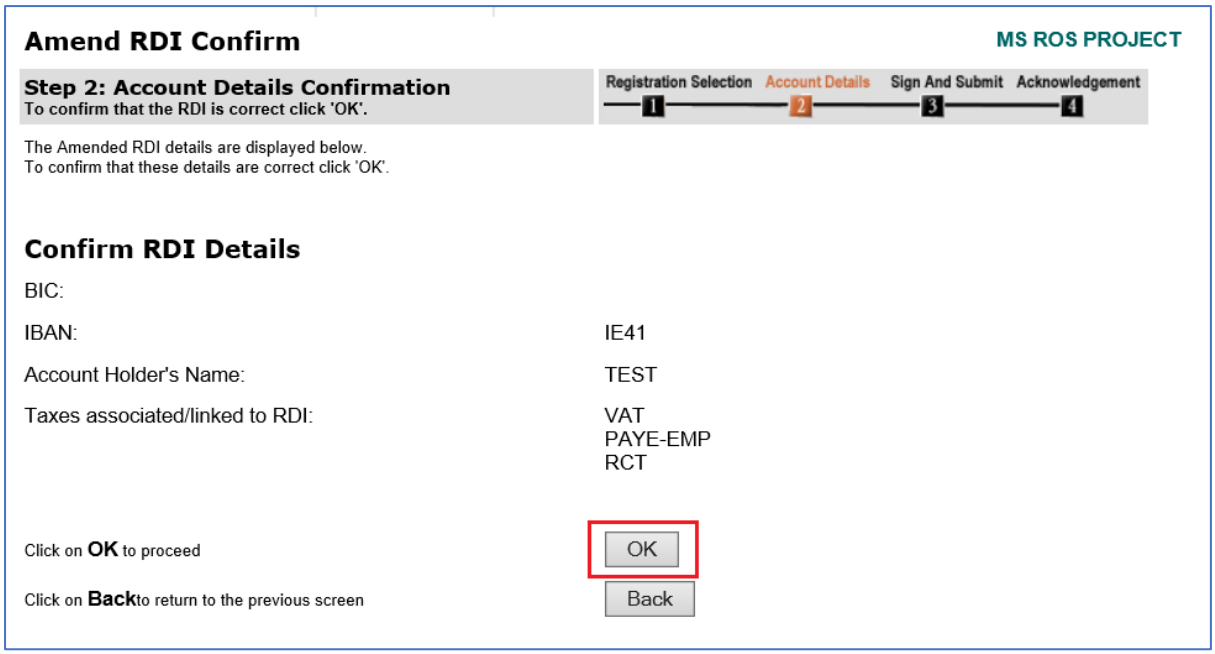
Please note: where you cannot tick the box:

- 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).



You should then receive an RDI confirmation screen.

Check the details, if everything is correct, click "**OK**".



Enter your ROS password and click "**Sign & Submit**" or press Enter on the keyboard.

You will get an acknowledgement of success. Click "**OK**".

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.