

How to amend a Direct Debit

Login to ROS.

On the “My Services” screen, click “**Manage Bank Accounts**” under “Payments and Refunds”.

Then under “Direct Debit Management” click “**Select a Direct Debit Type**”.

Select the tax type you wish to amend the Direct Debit for.

The screenshot shows the 'Payments & Refunds' section of the ROS interface. It includes a 'Submit a Payment' button and a 'Manage Bank Accounts' section. The 'Manage Bank Accounts' section contains four sub-sections: 'ROS Debit Instruction', 'Direct Debit Management' (highlighted with a red box), 'Payments activity', and 'Bank Account Management'. The 'Direct Debit Management' section has a dropdown menu titled 'Select a Direct Debit Type.' which is open, showing two options: 'Direct Debit (VAT/Preliminary Income Tax)' and 'Direct Debit (Employer's Income Tax)'. The 'Direct Debit (VAT/Preliminary Income Tax)' option is highlighted with a red box. Below the 'Direct Debit Management' section, there is a 'Gifts & Inheritance' section and a 'Statement of Affairs (Probate) Form SA.2' link.

Then click on “**Manage Direct Debits**”.

On the next screen, you will be able to see or amend any existing Direct Debits.

To amend a Direct Debit click on the three little dots under “Actions”.

Direct Debits Dashboard

How Direct Debits Work

This payment option allows you to manage your tax payments more efficiently. By setting up a direct debit with Revenue, you authorise us to debit your bank account for the tax balance outstanding on the due date. This ensures you will always pay the right amount of tax at the right time.

Setting Up a Direct Debit

To set up a Direct Debit, you will need your 16 digit bank account number (IBAN) which is available from your bank. Please ensure your bank account is suitable for Direct Debit. Using this screen you can set up a Direct Debit to pay current tax liabilities for VAT and to make monthly payments on account for Preliminary Income Tax. You will need to set up a separate Direct Debit for each tax. You can also manage the bank accounts you wish to use for your Direct Debits.

Payment Schedule

The payment schedule for collection of Direct Debits will vary depending on the tax being paid. Further details on Direct Debit payment dates can be found on this link [Monthly direct debit calendar](#)

[Create New Direct Debit](#)[Manage Bank Accounts](#)

Direct Debits

The below table is list of Active Direct Debits and Cancelled Direct Debits

☐ Include Cancelled Direct Debit Mandates

Reg.Number	Status	Mandate Number	Tax Type	IBAN	Actions
0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	Active	REV-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	IT	0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	

Showing 1 to 1 of 1 entries

Click here

On the bottom of the screen, change the amount to be debited each month and click on “Save Changes”.

Change Bank Account

You can change the bank account for this Direct Debit to another bank account already saved on your record or you can add new bank account details here.

[Add a new bank account](#)

Existing Bank Accounts

Mr 

Select the bank account for payment

Debit Amount

Preliminary Income Tax Amount*

900

Amount to be debited each month

Do the amendment here
and click on Save Changes

Save Changes

On the Direct Debits Dashboard click on “Review Submission”.

Pending Requests

Below is a summary of your pending requests. If no further changes are required, please submit your requests. You will be provided with a summary of the requested changes on the next screen.

Pending Action Requests

Reg. Number	Type	Mandate Number	Tax Type	Actions
0- 	AMEND	REV- 	IT	:

Showing 1 to 1 of 1 entries << < 1 > >> 5 ▾

 Review Submission



On the next page, scroll down and click “**Submit**”.

Direct Debit Activity Summary

The following is a list of changes you have requested. If no further changes are required, please select Submit. A separate confirmation of these changes will be sent to you for your records.

Amend Direct Debit Summary

Reg. Number	Tax Type	Account Holder	IBAN	BIC	Amount	Mandate Number
	IT	Mr  	XXXX-XXXX-XXXX-XX-3049		€1,100.00	REV-  

Showing 1 to 1 of 1 entries << < 1 > >> 5 ▾



Legal Information

By signing this mandate form, you authorise (A) the Revenue Commissioners to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from the Revenue Commissioners. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Submit



Enter your ROS password and click “**Sign & Submit**”.

You will get an acknowledgement of success.

Acknowledgement



Direct Debits

Thank you. Your request has been received.
Revenue will send a confirmation notice shortly.

Note: Any changes made can be viewed via the main Direct Debit Dashboard.

[Back to Direct Debits](#)

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.