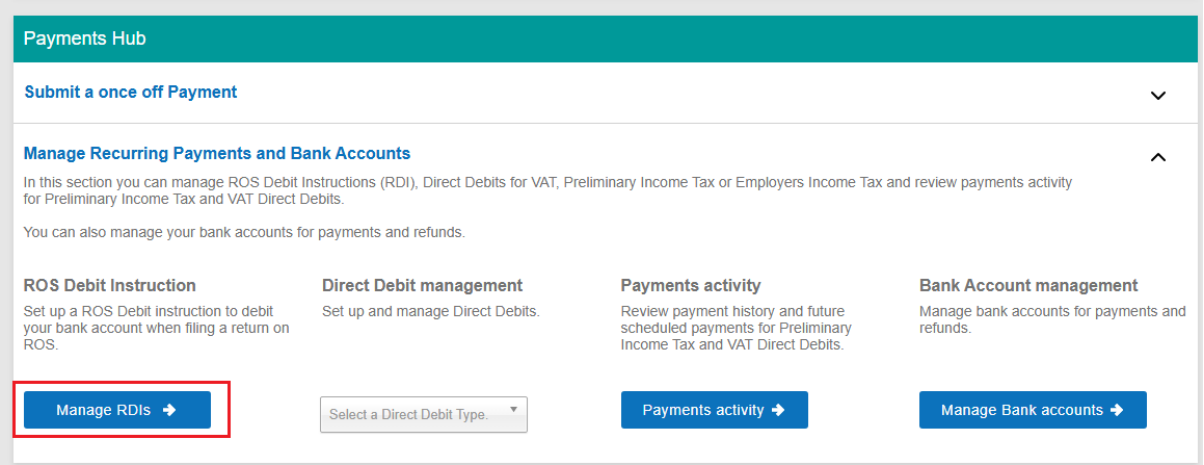
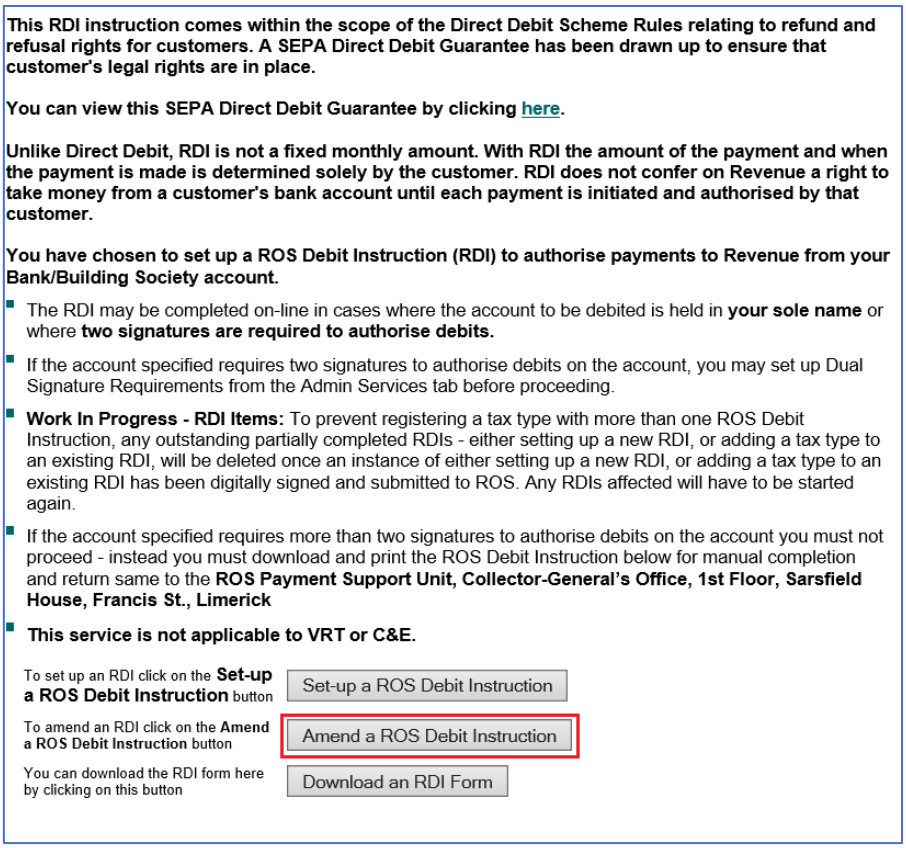
How to amend RDI account details

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**”.

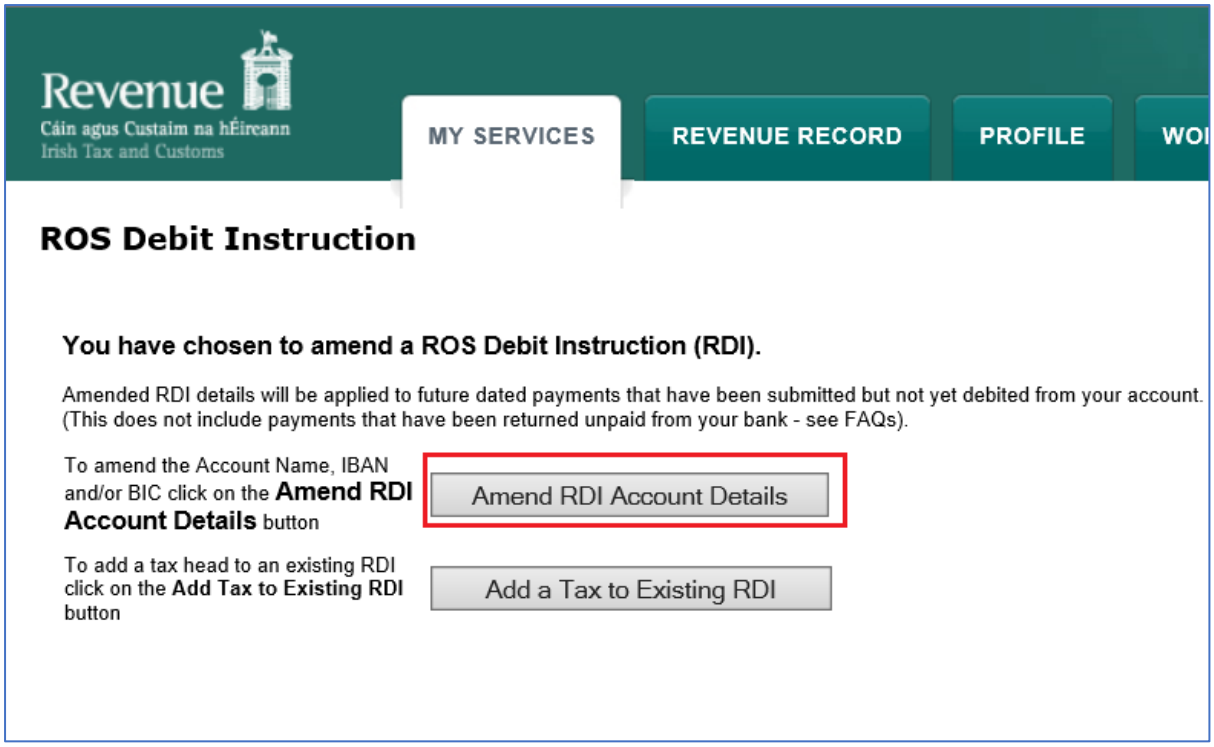


Click on “**Amend a ROS Debit Instruction**”.

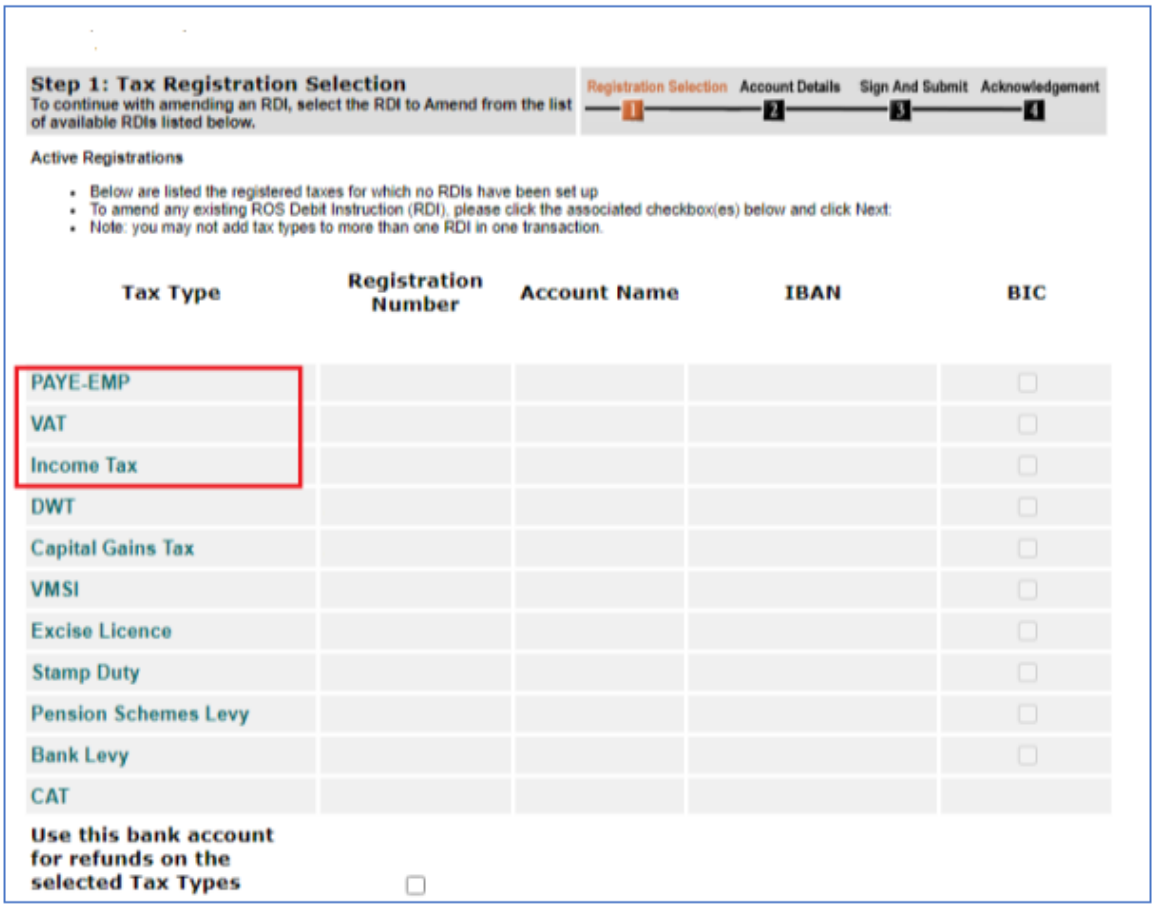


Click on “**Amend RDI Account Details**”.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs



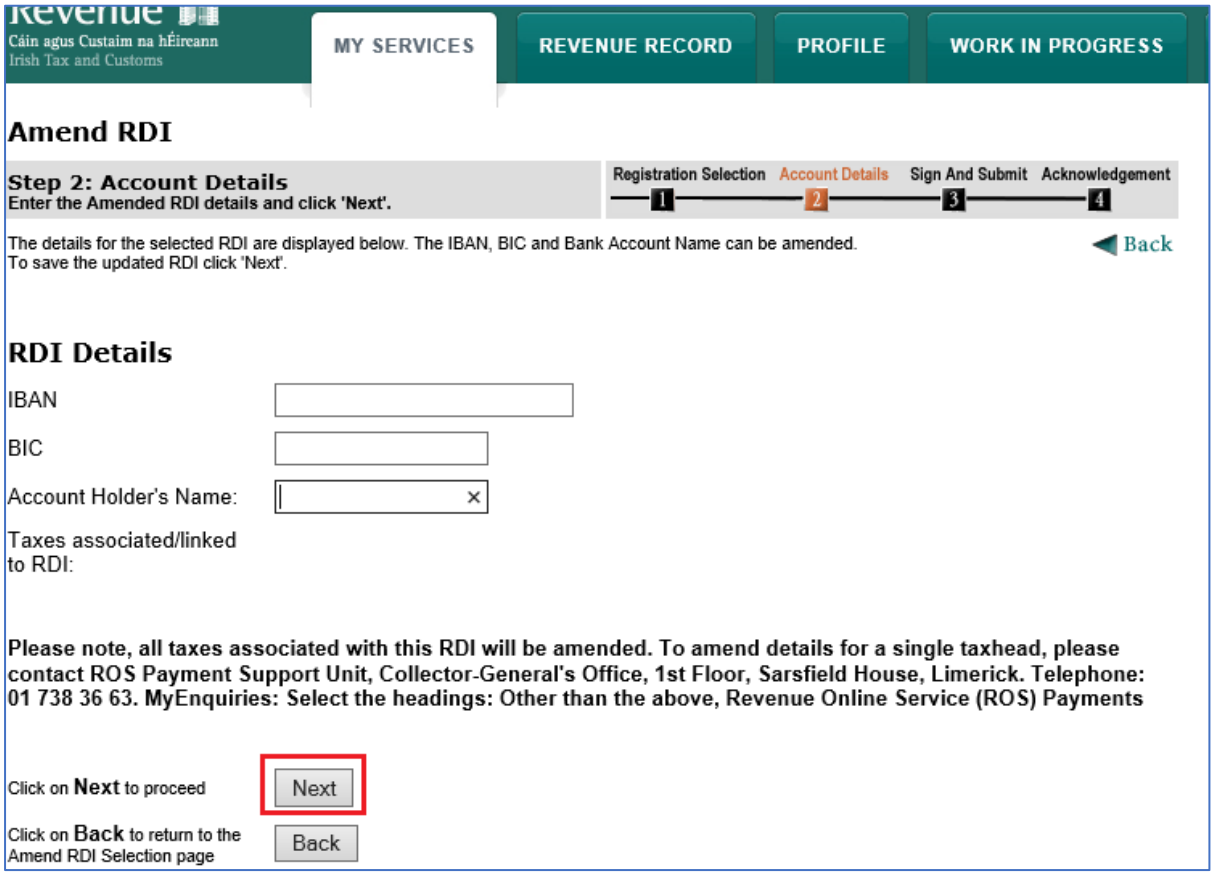
Select the tax type you wish to amend, for example VAT or PAYE-Emp.



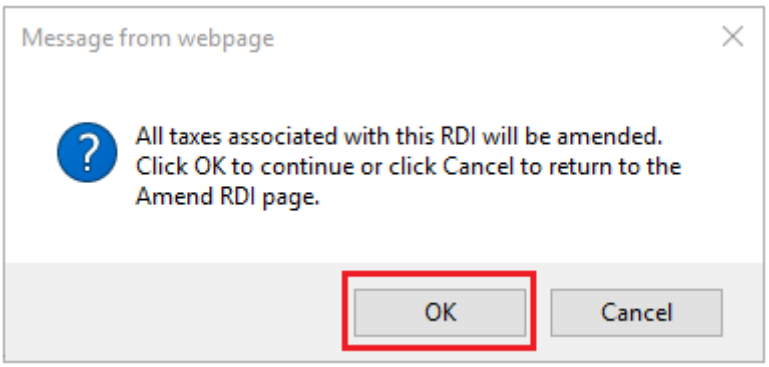
You can now update the bank account details.

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.

When finished, click on "**Next**".



You will receive a notification – if you wish to proceed click "**OK**".

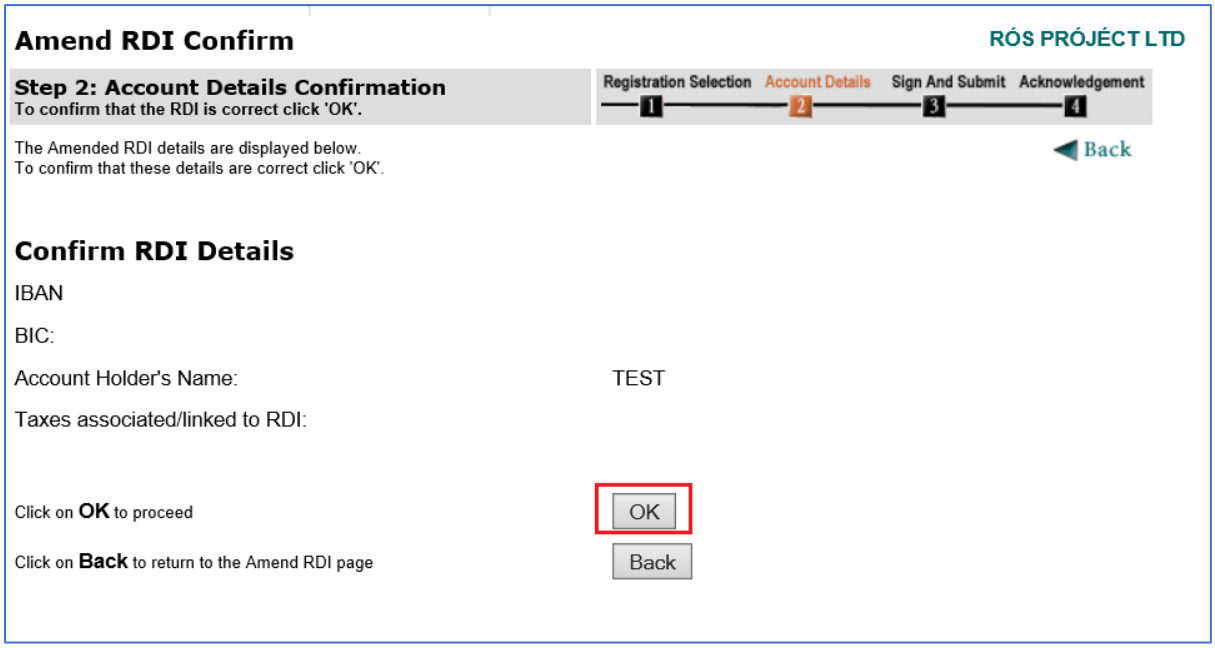


On the next screen, re-enter the bank details to confirm them. Be careful to have all the details the exact same as what you entered on the first screen, paying special attention to the "Account name". If the details differ at all, you will not be allowed proceed.

When completed, click "**Next**".

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 Revenue Record.

To view this:

Go to the "**Revenue Record"** Tab.

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

Click on the Notice number to open the item – it can be printed once opened.