

How to Manage Tax Registrations on ROS - Agent

There are two options under Manage Tax Registrations on the TAIN Services page:

- 'Manage Client Registrations' is for clients – new or existing, who are already registered with Revenue in some capacity, that is their tax registration number is already on record with Revenue for example for Pay As You Earn (PAYE).
- 'Register New Revenue Customer' is for clients whose tax registration number is **not** on record with Revenue. For example: an individual has just obtained new Personal Public Service Number (PPSN) from the Department of Social Protection (DSP) or who do not have a tax registration number (for example a new company).

It can take up to **three working days** for Agent link requests to update fully to ROS.

Agent Link Notification Letter

In all cases, an [Agent Link Authorisation Letter](#) signed by the client, is required to be uploaded.

For PAYE-Ind (individual)

Please complete one of the following forms, as appropriate:

- [Authorisation Form PAYE A1](#)

or

- [Authorisation Form PAYE A2](#)

The letter should be completed by the agent and signed by the client. This letter should then be scanned or photographed and the electronic version (.pdf, .tif or .tiff are acceptable) should be attached when the registration or link request, is being submitted. These files need to be under 5 Mb in size to upload successfully to ROS.

Manage Client Registrations– client is registered with Revenue for even one tax type

Manage Tax Registrations

Manage Client Registrations
Please use this option to update, add or cancel Agent/Client links and tax registrations if your client had/had an existing tax number, incl. PAYE.

Tax Registrations Reporting Obligations

VAT

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[Manage](#)

Register New Revenue Customer
You can now register new individuals, companies, partnerships trusts and Reporting Entities with Revenue.

[Register New Revenue Customer](#)

You can also register new reporting entities.

[Register New Reporting Entity](#)

Enter a tax type that the client is registered with Revenue for, the client tax number and the client name, then click Manage. (Note that Pay As You Earn – Individual (PAYE-Ind) is for an Individual who is registered for Pay As You Earn (PAYE). Pay As You Earn- Employers (PAYE-Emp) refers to registered employers.)

The Name entered must match the name on the Revenue computer system. Abbreviations, spelling differences and titles can cause the match to fail. If you continue to have a problem with this, please contact the client's local tax office to verify the details on record.

The screenshot displays a web interface for managing tax registrations. On the left, a sidebar titled 'Manage Your Tax Registrations and Agent Links' contains a 'Notes' section: 'You may add multiple requests to 'Your Requests' area. You will be brought back to this screen after completing each request form. Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.' The main area is titled 'Registration Options' and lists several tax types with their status and available actions:

- Income Tax - IT**: Status: Active, Number: [blank], You are linked to this tax. Actions: Cease Registration, Remove Agent Link.
- Value Added Tax - VAT**: You are not linked to this tax. Action: Select Action.
- Employer (PAYE/PRSI)**: Status: Active, Number: [blank], You are linked to this tax, Type: Financial & Payroll Agent. Actions: Cease Registration, Remove Agent Link.
- Employer (PAYE/PRSI)**: Status: Active, Number: [blank], You are linked to this tax, Type: Financial & Payroll Agent. Actions: Cease Registration, Remove Agent Link.
- Relevant Contracts Tax - RCT**: You are not linked to this tax. Action: Select Action.
- Environmental Levy - ELEV**: You are not linked to this tax. Action: Select Action.
- Pay As You Earn - PAYE**: You are not linked to this tax. Action: Select Action.
- Diesel Rebate Scheme - DRS**: You are not linked to this tax. Action: Select Action.
- Charitable Donations Scheme - cds**: Action: Select Action.

On the right, a 'Your Requests (0)' section contains a message: 'You need to submit this request in order for this transaction to be processed.' with a 'Submit' button.

The options available depend on whether you have an active link to the Client for the tax type.

Linked

If you have an active link, you will have the option to:

- Cease the client for this tax type
- terminate your link to this client.

Not linked

If you do not have an active link, you will have the option to Select Action. Clicking on this reveals the following:

- Link Only to an existing registration. This is the most commonly required action. It is currently fourth on the list of options. If the client is new to you and is registered with Revenue for the tax type in question, use this option. If you try to link only to a client who is not registered for that tax type, the error message '**Registration Number not valid for this Tax Type**' will be displayed.

This means that client is not on record with Revenue for the tax type you selected.

- Add and link to a **new tax registration**. If client is not registered for this tax type with Revenue, use this option. If the client is already registered for the tax type, in most cases, this option will fail. If you get the error message '**Registration is currently unavailable for the PPS Number supplied**', this means that client is on record with Revenue for this tax type already. However, for PREM (PAYE-Emp), it is possible to create a new employer number even if the client has an employer number already. In some cases, this is a valid choice, but in the majority of cases, it is not. Returns will be required from both employer numbers. If you create a new employer number in error, please cease the registration as soon as possible. Please note that for VAT and RCT registrations, the case may need to be approved in the local tax office before the registration becomes active. If you experience a delay in activation, please contact the client's local tax office. Any supporting documentation required should be submitted through My Enquiries.
- Link and cease an existing tax registration. If client is registered for a tax type and wishes to de-register, use this option. An electronic copy of the agent link letter is required to be uploaded even though the tax type is being ceased.
- Link and re-register a ceased registration. In some cases, your client may have been registered for a tax type and then ceased. It is possible to re-register the client for some tax types.

The success or failure of your request will be seen in the Revenue Record.