

How to set up a Direct Debit

Login to ROS.

On the "My Services" screen, scroll down to "Payments Hub" and click "Direct Debit Management" and then "Select a Direct Debit Type".

The screenshot shows the 'Payments Hub' interface. At the top, there is a teal header with 'Payments Hub'. Below it, there are several sections. The first is 'Submit a once off Payment' with a dropdown arrow. The second is 'Manage Recurring Payments and Bank Accounts' with an upward arrow. Below this, there is a description: 'In this section you can manage ROS Debit Instructions (RDI), Direct Debits for VAT, Preliminary Income Tax or Employers Income Tax and review payments activity for Preliminary Income Tax and VAT Direct Debits. You can also manage your bank accounts for payments and refunds.' There are four main cards: 'ROS Debit Instruction' (with a 'Manage RDIs' button), 'Direct Debit management' (with a 'Select a Direct Debit Type.' dropdown), 'Payments activity' (with a 'Payments activity' button), and 'Bank Account management' (with a 'Manage Bank accounts' button). The 'Direct Debit management' card and its dropdown are highlighted with a red box.

Direct Debit management

Set up and manage Direct Debits.

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A close-up of the 'Select a Direct Debit Type.' dropdown menu. The dropdown is open, showing two options: 'Direct Debit (VAT/Preliminary Income Tax)' and 'Direct Debit (Employer's Income Tax)'. The dropdown is highlighted with a red box.

Fixed/Variable Direct Debit

This payment option allows you to manage your tax payments more efficiently. By setting up a direct debit with Revenue, you authorise Revenue 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.

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 can also set up a Direct Debit to pay current tax liabilities for PAYE-Emp.

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.

Manage Bank Accounts

You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain repayments or refunds can be made by means of Electronic Funds Transfer.

ROS Debit Instruction	Direct Debit Management	Payments activity	Bank Account Management
Set up a ROS Debit Instruction (RDI) to allow fast one off payments directly from a bank account when filing a return or payment.	Set up a direct debit and manage your existing mandate.	Dashboard for payment activity, including historical payments and future scheduled payments.	Manage bank account details for payments and refunds.
Manage RDIs →	Direct Debit (Employer's I...) Direct Debit (VAT/Preliminary Income Tax) Direct Debit (Employer's Income Tax)	Payments Activity →	Manage Bank accounts →

Gifts & Inheritance

Direct Debits are supported by Direct Debit Section in the Collector Generals – 01 738 36 63