

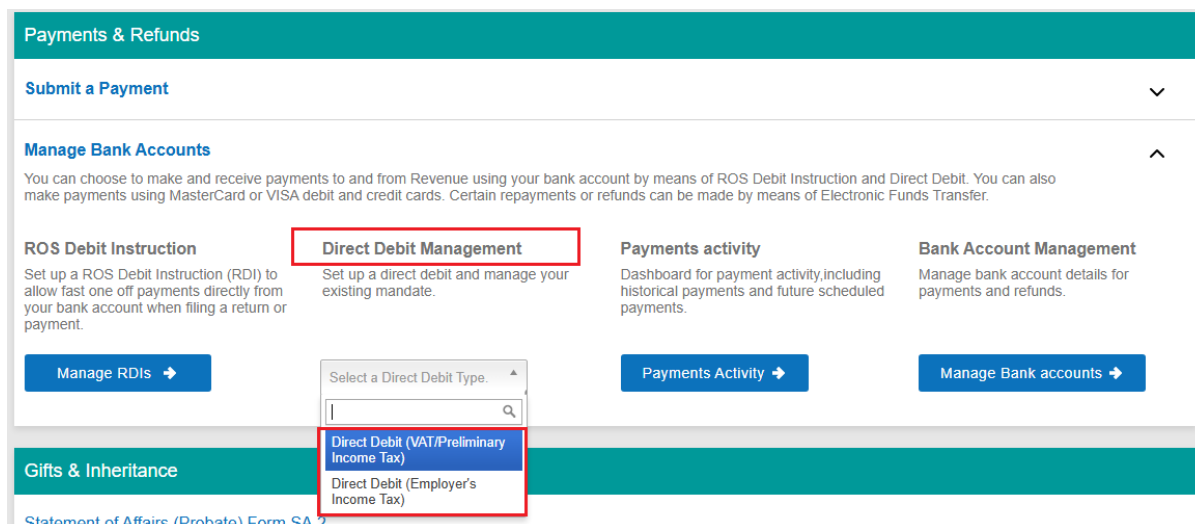
How to set up a Direct Debit

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 set up the Direct Debit for.



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

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

To set up a new Direct Debit click on “**Create New Direct Debit**”.

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](#)



If you do not already have a bank account set up, click on “**Add a new bank account**”.



Create Direct Debit

On this screen you can set up a recurring Direct Debit for a specific tax using a nominated bank account. You can select an existing bank account or you can set up a new bank account.

Select Bank Account

Select the bank account that you wish to use for this Direct Debit [Add a new bank account](#)

Existing Bank Accounts

Select Account Name (Alias) and IBAN ▾

Select the Bank Account for Direct Debit Mandate

⬆ Save For Submission

Enter the bank account and account holder details, select if you want to use this bank account for refunds/repayments and click on **“Save New Bank Account”** at the bottom of the page.

On this screen you can add a new bank account to your Revenue record for payments (including Direct Debits) and for Refunds

Financial Institution Details

Account Name (or Alias) *

Enter your account name or alias

IBAN Number *

International bank account number

BIC *

Bank identifier code

Account Holder Details

Name of Account Holder *

Full name

Address Line 1 *

Street and house number

Address Line 2 *

Village, apt block, etc.

City *

City or County

Country *

Select a Country ▾

Select country from the list

Postal Code

Postal or Eircode

Refund Account

Do you want this Bank Account to be a Refund / Repayment Account:

☐ Yes ☐ No

Save New Bank Account

On the “Add a New Bank Account Summary” check the details are correct and then click on **“Submit New Bank Account Details”**.

On the Create Direct Debit Screen, select the bank account from the drop down. Under “Your tax registrations” select and then click on “Add to Pending Requests”

Create Direct Debit

On this screen you can set up a recurring Direct Debit for a specific tax using a nominated bank account. You can select an existing bank account or you can set up a new bank account.

Select Bank Account

Select the bank account that you wish to use for this Direct Debit. [Add a new bank account](#)

Existing Bank Accounts

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Select the Bank Account for Direct Debit Mandate

Bank Account Details


Account Name (or Alias): Sina

IBAN: IE44AIBK93716927812106


Your Tax Registrations

The following is a list of your current tax registrations. Only one tax registration can be included in a Direct Debit. Please select the tax registration you wish to include.

Select Registration	Registration Number	Tax Type	Amount	Status
Select		VAT	NA	Selected

 Tax Registration Selected
Add to Requests

Add to Pending Requests

 Save For Submission

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

You will get an acknowledgement of success.

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.