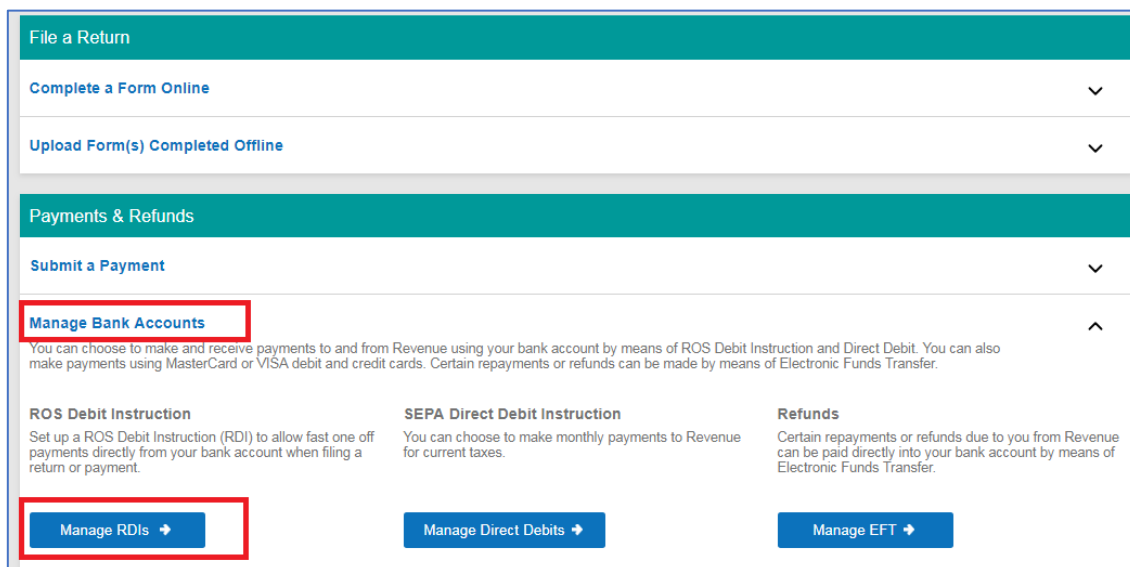


How to set up a ROS Debit Instruction (RDI)

Login to ROS.

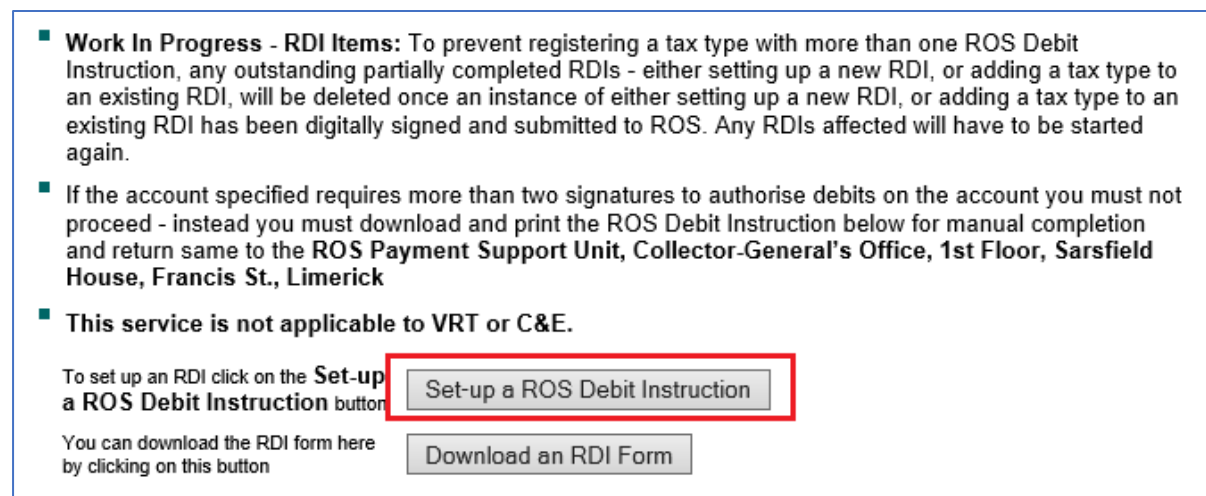
On the “My Services” screen, click “**Manage Bank Accounts**”.

Then click “**Manage RDI’s**”.



The screenshot shows the ROS interface. At the top, there are sections for 'File a Return' (Complete a Form Online, Upload Form(s) Completed Offline) and 'Payments & Refunds' (Submit a Payment). The 'Manage Bank Accounts' link is highlighted with a red box. Below this, there are three columns: 'ROS Debit Instruction' (Set up a ROS Debit Instruction (RDI) to allow fast one off payments directly from your bank account when filing a return or payment), 'SEPA Direct Debit Instruction' (You can choose to make monthly payments to Revenue for current taxes), and 'Refunds' (Certain repayments or refunds due to you from Revenue can be paid directly into your bank account by means of Electronic Funds Transfer). At the bottom, there are three buttons: 'Manage RDI's' (highlighted with a red box), 'Manage Direct Debits', and 'Manage EFT'.

On the next screen, click on “**Set-up a ROS Debit Instruction**”.



The screenshot shows a page with three bullet points:

- **Work In Progress - RDI Items:** To prevent registering a tax type with more than one ROS Debit Instruction, any outstanding partially completed RDIs - either setting up a new RDI, or adding a tax type to an existing RDI, will be deleted once an instance of either setting up a new RDI, or adding a tax type to an existing RDI has been digitally signed and submitted to ROS. Any RDIs affected will have to be started again.
- If the account specified requires more than two signatures to authorise debits on the account you must not proceed - instead you must download and print the ROS Debit Instruction below for manual completion and return same to the ROS Payment Support Unit, Collector-General's Office, 1st Floor, Sarsfield House, Francis St., Limerick
- This service is not applicable to VRT or C&E.

Below the bullet points, there is text: "To set up an RDI click on the **Set-up a ROS Debit Instruction** button" and "You can download the RDI form here by clicking on this button". The 'Set-up a ROS Debit Instruction' button is highlighted with a red box. There is also a 'Download an RDI Form' button.

Enter your bank account details – it must be an account capable of accepting payment instructions, e.g. NOT a deposit account.

Click “**Next**”.

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS

ROS Debit Instruction

Step 1: Bank/Building Society Account Details
To set up an RDI, complete the form below and click the Next button.

Account Details Registration Selection Sign And Submit Acknowledgement

Form Help On your ROS Debit Instruction you are permitted to nominate **one** account from which payments will be debited. If you are unsure of your account details, please check them in your bank statements.
 Denotes required field

Account Name
Maximum Length 18 characters

IBAN
Maximum Length 34 characters

BIC
Enter 8 or 11 characters only

Click on **Next** to proceed

Click on **Back** to return to My Services page

On the next screen, re-enter the bank details to confirm them. Ensure to have all the details exactly the 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.

Click “**Next**”.

On the Tax Registration Selection page, tick all the taxes you wish to pay from this account, by placing a tick in the “**Apply your RDI details**” box.

Where you can tick the box, these Taxes may be added to this RDI.

Please note: where you cannot tick the box:

- there is either already an RDI in place for that tax type or
- you need to set-up a separate RDI (for example Stamp Duty, CAT and Excise Licence).

Click “**Next**”.

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

ROS Debit Instruction

MS ROS PROJECT

Step 2: Tax Registration Selection
To continue with the RDI amendment, select the tax(es) you want to be associated with the account details displayed.

Account Details **Registration Selection** Sign And Submit Acknowledgement
1 2 3 4

Active Registrations
Below are listed the taxes you are registered to file and any associated RDIs. Select the tax(es) you want to be associated with the account details displayed by clicking on the checkbox(es) and then click on the NEXT button. To amend the BIC and IBAN of existing ROS Debit Instructions select the "Amend a ROS Debit Instruction" option and make the relevant amendment.

Tax Type	Registration Number	Account Name	IBAN	BIC	Apply your RDI Details
PAYE-EMP					<input checked="" type="checkbox"/>
RCT					<input checked="" type="checkbox"/>
VAT					<input type="checkbox"/>
CAT					<input type="checkbox"/>
Betting Duty					<input type="checkbox"/>
Air Travel Tax					<input type="checkbox"/>
Excise Licence					<input type="checkbox"/>
Stamp Duty					<input type="checkbox"/>

Summary of Account Details you have entered

Account Name **TEST**

IBAN

BIC

Click on **Next** to save your changes

Click on **Back** to return to the ROS Debit Instruction page


Enter your ROS password and click "Sign & Submit" or press Enter on the keyboard.

Instruction to Bank / Building Society to pay by ROS Debit Instruction

MS ROS PROJECT

Step 3
If the Instruction is ready to be submitted, please follow the sign and submit instructions below.

Account Details Registration Selection **Sign And Submit** Acknowledgement
1 2 3 4

Information  By signing and submitting this RDI you are declaring that the details are valid. If you have an agent, you are permitting your agent to e-file Returns and payment instructions on your behalf.

Please pay the specified payment from my account at the request of the Collector General. The amounts are variable and may be debited on various dates. I Find out more information on signing & submitting your returns that the Instruction will remain with the Collector General and details will be advised to the Bank / Building Society.

Sign & Submit

Certificate Lvind-LiveSupport1515849 [Help](#)

Enter Password

0%

You will get an acknowledgement of success. Click “OK”.

The screenshot shows the Revenue website interface. At the top, there is a navigation bar with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the logo are five tabs: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The main content area is titled 'ROS Debit Instruction Acknowledgement' and 'MS ROS PROJECT'. A progress bar indicates four steps: 'Account Details', 'Registration Selection', 'Sign And Submit', and 'Acknowledgement', with the fourth step being the current one. The text reads: 'Your ROS Debit Instruction has been received by ROS. You may now file returns for the taxes for which you have completed your ROS Debit Instruction. A copy of your submitted RDI will be forwarded to your ROS Inbox immediately. To return to My Services click the OK button'. There is an 'OK' button. Below this, it states: 'You can cancel a ROS Debit Instruction at any time by writing to your Bank or Building Society. Please also send or fax a copy of your letter to ROS Payment Support Unit, Collector-General's Office, 1st Floor, Sarsfield House, Francis St., Limerick.'

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.

The screenshot shows the Revenue website interface for the ROS Project. At the top, there is a navigation bar with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the logo are five tabs: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The main content area is titled 'MS ROS PROJECT - Inbox Messages'. A yellow banner at the top reads: 'Some documents open in a popup window. Click here for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser. Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.' Below the banner is a search bar with 'Search by: Search using Document Type' and 'Cancel Search'. There are dropdown menus for 'Tax Type/Duty/Rep. Oblig.' and 'Document Type', and a checkbox for 'Include Archive'. A 'Search' button is also present. Below the search bar is a table with columns: 'Notice No.', 'Customer Name', 'Regn./Trader No./Doc ID', 'Tax Type/Duty/Rep. Oblig.', 'Document Type', 'Period Begin', and 'Issued Date'. The table contains one row with the following data: 'R996899', 'MS ROS PROJECT', 'Payment', 'RDI', 'N/A', and '28/01/2020'. The 'Notice No.' 'R996899' is underlined. Below the table are buttons for 'Archive', 'Export', and 'Print'. A 'Refresh Inbox' button is also visible.