Requesting RPNs online for all employees

To request Revenue Payroll Notifications (RPNs) for all your employees:

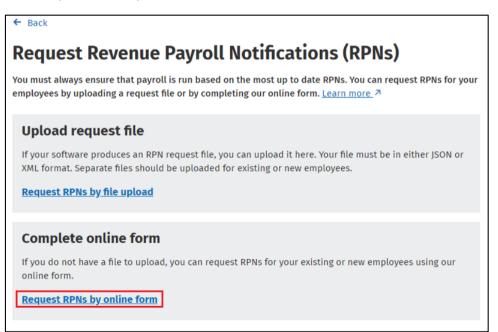
• Click on '**Request RPN'** on the 'Employer Services' panel on the 'My Services' page when you are logged into ROS.

Employer Services			
Revenue Payroll Notifications (RPNs) Request RPNs	Payroll Submit payroll View payroll	Returns Statement of Account	Additional Services PPS Number Checker PAYE Modernisation Information

If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.

My Frequently U	You have multiple PREM Please select the PREM registrati	registrations		ax clearance o
MyEnquiries	Registration Name	Registration Number	Action	
	SARA-ER-MURRAY GROUP		Select	
Employer Servic	SARA-ER-MURRAY GROUP		Select	
Revenue Payroll Notifications(RP)	SARA-ER-MURRAY GROUP		Select	
Request RPN				
PPS Number Cher	Back			
PAYE Modernisation	mormation			_

• Select 'Request RPNs by online form'.





You have the option to request RPNs for new or existing employees – select 'Existing employees' and click 'Next'.

← Back
Request RPNs by online form
You can use our online form to request RPNs for any of your existing or new employees. Please select the relevant option.
Existing employees New employees
Which should I choose?
Existing employees refer to individuals who have not ceased in your employment. New employees refer to individuals who have commenced or re-commenced in your employment. <u>Learn more</u> オ
Next →

- To request RPNs for all employees:
 - \circ $\,$ Select the tax year.
 - Select 'All Employees'.
 - \circ Select the file format in which you want to receive the returned RPNs in i.e. CSV, JSON or XML.

If you have a payroll package, your payroll provider can advise you which format to select. If you are not using a payroll package, use CSV file format, which you can open in Excel.

• Click on 'Request RPNs'.

Tax year			
2019	Ŧ		
Date of last RPN request ① DD/MM/YYYY	i		
Select employees			
• Select all employees			
O Select specific employees			
File format for RPNs to be re	eceived (i)		
O CSV			
O JSON			
O XML			

- Input your password.
- Click on 'Sign & Submit'.

The results of your RPN request will be returned. Depending on your web browser, you may be asked to 'Open' or 'Save' the file. Always chose '**Save**' to create the RPN file in your Downloads folder.

ome Accessibility System Requirements			
Do you want to save RPN_03503878HH_20181107131637.csv (938 bytes) from roswebcss-sys185 ?	Save	Cancel	×

Opening RPN_03503878HH_20181107131210.csv		
You have chosen to open:		
B RPN_03503878HH_20181107131210.csv		
which is: Microsoft Excel Comma Separated Values File (938 bytes) from: blob:		
What should Firefox do with this file?		
Open with Microsoft Excel (default)		
Save File		
Do this <u>a</u> utomatically for files like this from now on.		
OK Cancel		

This saved file can be imported into your payroll package.