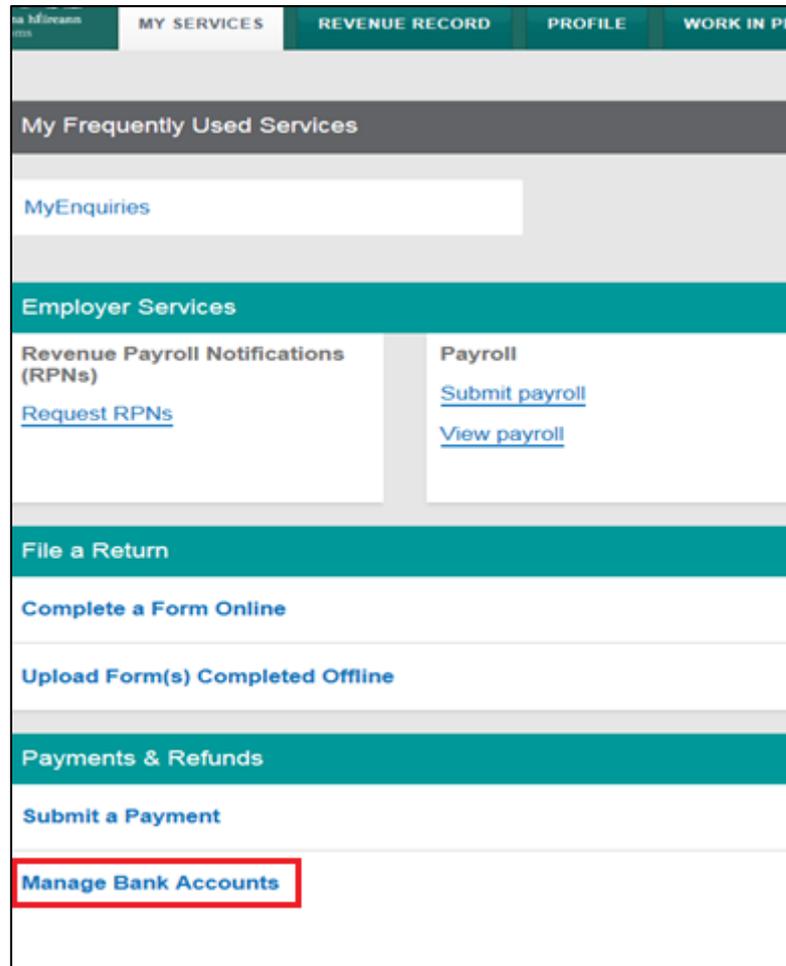


Setting up a variable direct debit on ROS

- Login to ROS.
- On the My Services Screen scroll down to 'Payments & Refunds'.
- Click on 'Manage Bank Accounts'.



- Under 'Manage Direct Debits' check if you have an existing fixed direct debit in place for PAYE-Emp. If so, you should cancel this before setting up a variable direct debit.
- Select '**Variable Direct Debit**' from the drop-down menu.
- Click on '**Manage 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.

<p>ROS Debit Instruction</p> <p>Set up a ROS Debit Instruction (RDI) to allow fast one off payments directly from your bank account when filing a return or payment.</p> <p>Manage RDIs →</p>	<p>SEPA Direct Debit Instruction</p> <p>You can choose to make monthly payments to Revenue for current taxes.</p> <p><input type="text" value="Variable Direct Debit"/></p> <p>Manage Direct Debits →</p>	<p>Refunds</p> <p>Certain repayments or refunds due to you from Revenue can be paid directly into your bank account by means of Electronic Funds Transfer.</p> <p>Manage EFT →</p>
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- Select 'Create New Mandate' to set up a new variable direct debit.

[← Back](#)

Variable Direct Debit

The Variable Direct Debit Scheme is for you if you wish to authorise (A) the Revenue Commissioners to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from the Revenue Commissioners. The amount owed to Revenue at the time of payment will be based on the balance outstanding for the period in question and therefore may be *variable*. [Learn more ↗](#)

Your Existing Mandates

You currently have no Variable Direct Debit mandates set up.

[Create New Mandate →](#)

All available registration numbers that can be selected for variable direct debit will be displayed.

- Select the registration number(s) by clicking the 'Add to Mandate' box.
- Then click 'Next'.

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Create Mandate

Select the registrations you would like to add to your mandate.

Add Registrations

Tax Type	Tax Number	Add to Mandate?
Employer PAYE/PRSI		<input type="checkbox"/>
Employer PAYE/PRSI		<input type="checkbox"/>
Employer PAYE/PRSI		<input type="checkbox"/>

Next →

- Enter the name, address, BIC (optional) and IBAN.

Create Mandate

Please enter your bank account details and read and accept the terms and conditions.

Bank Details

Name of Account Holder

Address of Account Holder

Address Line 1

Address Line 2

Address Line 3

Country

[Add Additional Account Holder Name and Address](#)

- Tick the Declarations and 'Next'.

Originator Details

Originator

Direct Debit Unit, Collector General, Sarsfield House, Limerick

Originator Number

IE81ZZZ300729

Declarations



I declare that I authorise (A) the Revenue Commissioners to send instructions to my bank to debit my account and (B) my bank to debit my account in accordance with the instruction from the Revenue Commissioners. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.



I confirm that this account can accept a Direct Debit.



I confirm that I have read and accept the terms and conditions. [Learn more](#) ↗

Next →

You can review all entries on the Summary screen. You can click on 'Edit' if you wish to amend any details at this stage.

Summary

Are these details correct?

Mandate Details

[Edit](#)

Tax Type	Tax Number
Employer PAYE/PRSI	

Bank Details

[Edit](#)

Name of Account Holder

Test

Address of Account Holder

Test, Test, Test, Ireland

IBAN

You will receive a notification with the date of your first payment when your application has been submitted.

- After reviewing the details on the Summary screen, click on '**Submit**' to continue.

You will receive a notification with the date of your first payment when your application has been submitted. Subsequent payments will be deducted on the third last working day of every month.

Declarations

- I declare that I authorise (A) the Revenue Commissioners to send instructions to my bank to debit my account and (B) my bank to debit my account in accordance with the instruction from the Revenue Commissioners. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.
- I confirm that this account can accept a Direct Debit.
- I confirm that I have read and accept the terms and conditions.

[Submit →](#)

- Enter your ROS password and click on '**Sign and Submit**'.

You should now be presented with an Acknowledgement screen.

Acknowledgement

Thank you. Your Variable Direct Debit mandate has been set up.

Revenue will send a confirmation letter confirming your bank details, mandate number and deduction details.

[Back to ROS →](#)