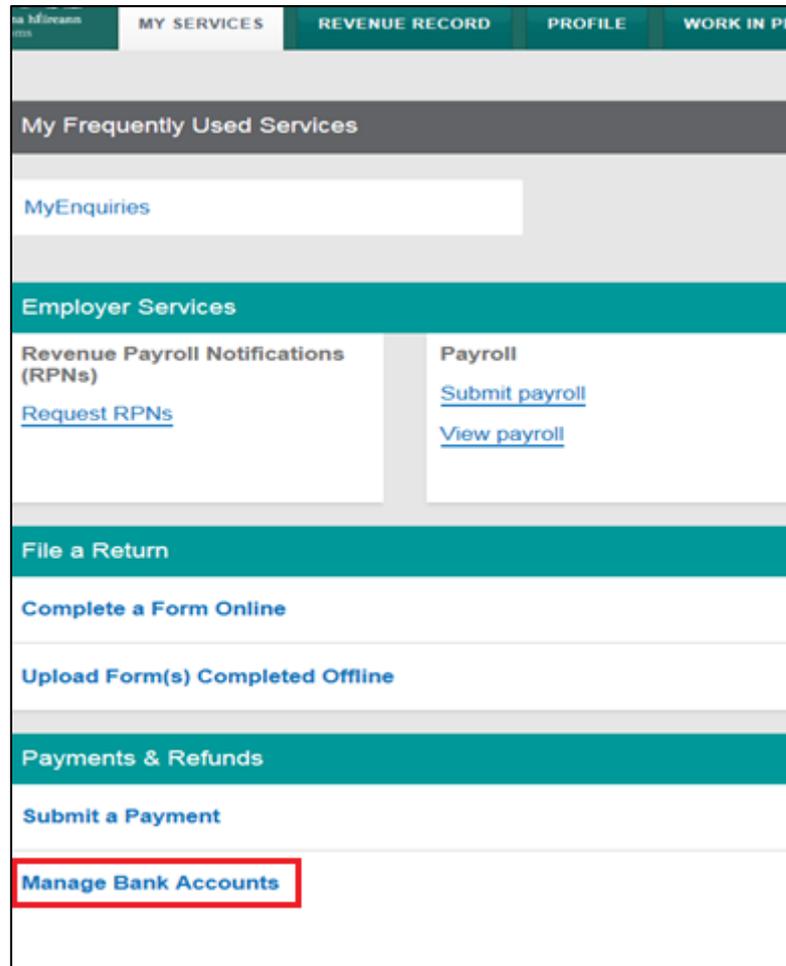# Setting up a variable direct debit on ROS

- 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**'.

- Select '**Create New Mandate**' to set up a new variable direct debit.

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**'.

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

- 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 →