

How to set-up and update bank account details on ROS

Login to ROS and on the “My Services” screen scroll down to the “Payment Hub”. Select “**Manage Recurring Payments and Bank Accounts**”, then click on “**Manage Bank Accounts**”.

The screenshot shows the 'Payments Hub' interface. At the top, there's a teal header with 'Payments Hub'. Below it, a section titled 'Manage Recurring Payments and Bank Accounts' is expanded. This section contains four cards: 'ROS Debit Instruction', 'Direct Debit management', 'Payments activity', and 'Bank Account management'. The 'Bank Account management' card is highlighted with a red box and contains a button labeled 'Manage Bank accounts' with a right-pointing arrow.

On this screen you can manage the current bank accounts Revenue has on record for you. You can also add a new bank account for Payments (including Direct Debits) and for Refunds/Repayments if required. Under “Manage Existing Accounts”, you will see the existing Bank Account Details and under “Repayment Account for the following Tax heads” it will list the Tax types that are already set up under this account for refunds or repayments.

The screenshot shows the 'Manage Existing Bank Accounts' screen. At the top, there's a header 'Manage Existing Bank Accounts' with a right-pointing arrow. Below it, a sub-header says 'Manage the details for existing bank accounts currently on file'. The main content area is divided into two sections: 'Bank Account Details' and 'Repayment Account for the following Taxheads'. The 'Bank Account Details' section includes fields for 'Account Holder:', 'Address:', 'Account Name (or Alias):', 'IBAN:', and 'BIC:'. The 'Repayment Account for the following Taxheads' section lists three taxheads: 'Income Tax (IT)', 'Capital Gains Tax (CGT)', and 'Pay As You Earn (PAYE)'. At the bottom left, there's a button labeled 'Amend Bank Account Details' with a right-pointing arrow, which is highlighted with a red box.

If there are none or if you wish to add additional Taxheads, select “**Amend Bank Account Details**”.

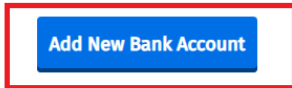
If you wish to add a new Bank Account Details, select “**Add Bank Accounts**”.

Manage Bank Accounts

On this screen you can manage the current bank accounts Revenue has on record for you. You can also add a new bank account if required.

Add New Bank Account

Add a new bank account for Payments (including Direct Debits) and for Refunds



- Complete the Financial Institution Details. Enter the Account name, the IBAN and BIC details.
- Complete the Account Holder Details
- Input the name and address
- Complete Refund Account – select Yes if you wish to receive refunds/repayments to this bank account
- Then click on **“Save New Bank Account”**.

You will then be then presented with the Account Summary screen.

Select **“Submit New Bank Account Details”**.

On the Sign and Submit screen – enter your ROS login password and click **“Sign and Submit”**.

You will receive a Notice Number confirming your submission. Click **“OK”** to exit.

Confirmation of the transaction will also appear in your Revenue Record. Single click on the **“Notice Number”** to open the item.