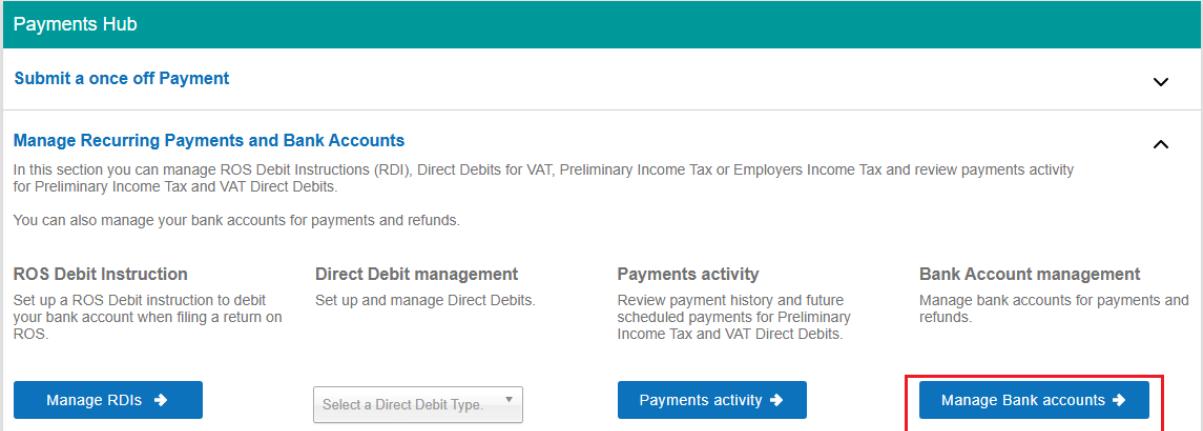


How to set-up and update bank account details on ROS

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”.



Payments Hub

Submit a once off Payment

Manage Recurring Payments and Bank Accounts

In this section you can manage ROS Debit Instructions (RDI), Direct Debits for VAT, Preliminary Income Tax or Employers Income Tax and review payments activity for Preliminary Income Tax and VAT Direct Debits.

You can also manage your bank accounts for payments and refunds.

ROS Debit Instruction

Set up a ROS Debit instruction to debit your bank account when filing a return on ROS.

Manage RDIs →

Direct Debit management

Set up and manage Direct Debits.

Select a Direct Debit Type. ▾

Payments activity

Review payment history and future scheduled payments for Preliminary Income Tax and VAT Direct Debits.

Payments activity →

Bank Account management

Manage bank accounts for payments and refunds.

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 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.

Manage Existing Bank Accounts

Manage the details for existing bank accounts currently on file

Bank Account Details

Account Holder:

Address :

Account Name (or Alias):

IBAN:

BIC:

Direct Debits Linked with this Bank Account

N/A

Repayment Account for the following Taxheads

Taxhead: Income Tax (IT)

Taxhead: Capital Gains Tax (CGT)

Taxhead: Pay As You Earn (PAYE)

Amend Bank Account Details

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

Add New Bank Account

- 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.