

## Submitting a Form 11 using the Return Preparation Facility (RPF)

Most returns are available for online filing and this is usually the most convenient option.

If you wish, you can prepare and save your 2022 Form 11 in the RPF and upload it to ROS at a later stage.

### Download a Pre-populated Return

If a pre-populated Form 11 is available, it can be downloaded from ROS for completion using the RPF.

The pre-populated form includes details from the most recent information available on Revenue systems relevant to the period of the Form 11 being completed. Some details are carried over from the previous year's Form 11. Any updates to Revenue systems which take place after you start the pre-populated return will not be included.

You must enter your actual details for the Form 11 period into the relevant screens, as the pre-populated details are an informational aid only. You should have the actual details from your own records.

Employment details can be confirmed in the Employment Detail Summary - accessible through the "Review your tax" link in PAYE Services under "Other Services" in ROS.

To download a Pre-populated return, first login to [ROS](#).

On the "My Services" page, click on the "**Download Pre-populated Returns**" button under "Other Services" at the bottom of the page.

File a Return		
<a href="#">Complete a Form Online</a> <span>▼</span>		
<a href="#">Upload Form(s) Completed Offline</a> <span>▼</span>		
Payments & Refunds		
<a href="#">Submit a Payment</a> <span>▼</span>		
<a href="#">Manage Bank Accounts</a> <span>▼</span>		
Other Services		
<a href="#">MyEnquiries</a>	<a href="#">Drivers &amp; Passengers with Disabilities</a>	<a href="#">Mobile Access</a>
<a href="#">Manage Tax Clearance</a>	<a href="#">eRepayment Claims</a>	<a href="#">Receipts Tracker</a>
<a href="#">Verify Tax Clearance</a>	<a href="#">VRT Certificate of Conformity</a>	<a href="#">Download Pre-populated Returns</a>

Under "Tax Type" click on the dropdown arrow and select "**Income Tax**", "Return Type" should be "**Form 11**" and the "Tax Regn./Trader No." will be your Income Tax registration number.

Click "**Go**" to display a list of periods available for download. Select the period you wish to file for and click "**Download**".


### Download Pre-populated Return

Where appropriate, you will be given the option of downloading a pre-populated return form that you can complete using the ROS offline application.

Denotes a required field.

<input checked="" type="checkbox"/> Tax Type Income Tax	<input checked="" type="checkbox"/> Return Type Form 11	<input checked="" type="checkbox"/> Tax Regn. / Trader No. <input type="text"/>	<input type="button" value="GO"/>
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Click on the  button to return to the Services page

**Information**  
 When you click the download button below, you will be presented with a "File Download" or "Save" Dialog Box. Please click the "Save" Button to complete the download process.

Period	Download
01/01/2010 - 31/12/2010	<input type="button" value="Download"/>
01/01/2011 - 31/12/2011	<input type="button" value="Download"/>
01/01/2012 - 31/12/2012	<input type="button" value="Download"/>
01/01/2013 - 31/12/2013	<input type="button" value="Download"/>
01/01/2014 - 31/12/2014	<input type="button" value="Download"/>
01/01/2015 - 31/12/2015	<input type="button" value="Download"/>
01/01/2017 - 31/12/2017	<input type="button" value="Download"/>
01/01/2018 - 31/12/2018	<input type="button" value="Download"/>
01/01/2019 - 31/12/2019	<input type="button" value="Download"/>
01/01/2020 - 31/12/2020	<input type="button" value="Download"/>
01/01/2021 - 31/12/2021	<input type="button" value="Download"/>
01/01/2022 - 31/12/2022	<input type="button" value="Download"/>

Depending on what internet browser you use and what settings you have chosen regarding downloads, at this point, the following may happen:

- The prepopulated form will save automatically to your Downloads folder, or
- You will be asked whether you want to Open or Save the file – choose SAVE to create the file in your Downloads folder, or
- you may be given the option of which folder to save the file to – choose a location where you can find the return later.

### Open the pre-populated Form 11 in the RPF

On the [Return Preparation Facility](#) screen, select Form 11 as the return type and the period, then click on "**Click here to open a previously saved return**".

## Return Preparation Facility

This facility may be used to prepare returns and save them as files on **your local computer**.

**The Completed returns must be uploaded through ROS** to transmit the return to Revenue and complete the filing process. You must login to ROS to upload the file.

It is often easier to complete and file returns while logged into our separate and online system [ROS](#)

[Guide to using this facility](#) ↗

[How do I file returns saved on my computer?](#) ↗

You must select a **Return Type** and **also a Period** if applicable to that form, before starting a new return or selecting a previously saved return.

**Timeout:** If the return is inactive for 30 minutes, it will time out and you will lose any unsaved work. Make sure to save regularly to avoid this.

Please select the Return Type:

Form 11

Please select the Period:

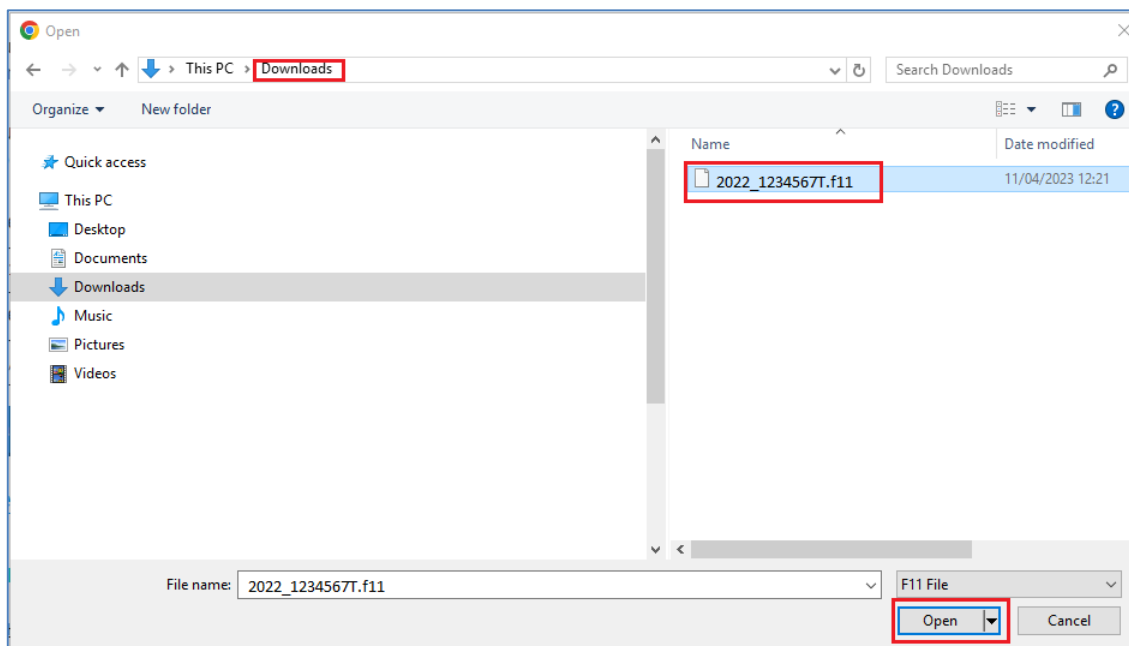
01/01/2022 - 31/12/2022

Prepare Return

[Click here to open a previously saved return](#)

Navigate to where you previously saved the pre-populated form.

Select the file and click "Open".



You should now see the return you wish to open in the “Existing file selected” window.

Click on **“Prepare Return”**.

Please select the Return Type:  
Form 11

Please select the Period:  
01/01/2022 - 31/12/2022

Existing file selected:  
2022\_1234567T.f11

**Prepare Return**

[Click here to open a previously saved return](#)

## Saving your work

You should save your work regularly to ensure that you do not lose it, however, you cannot save the form until you have visited all sections marked with a tick and the IT Self Assessment panel.

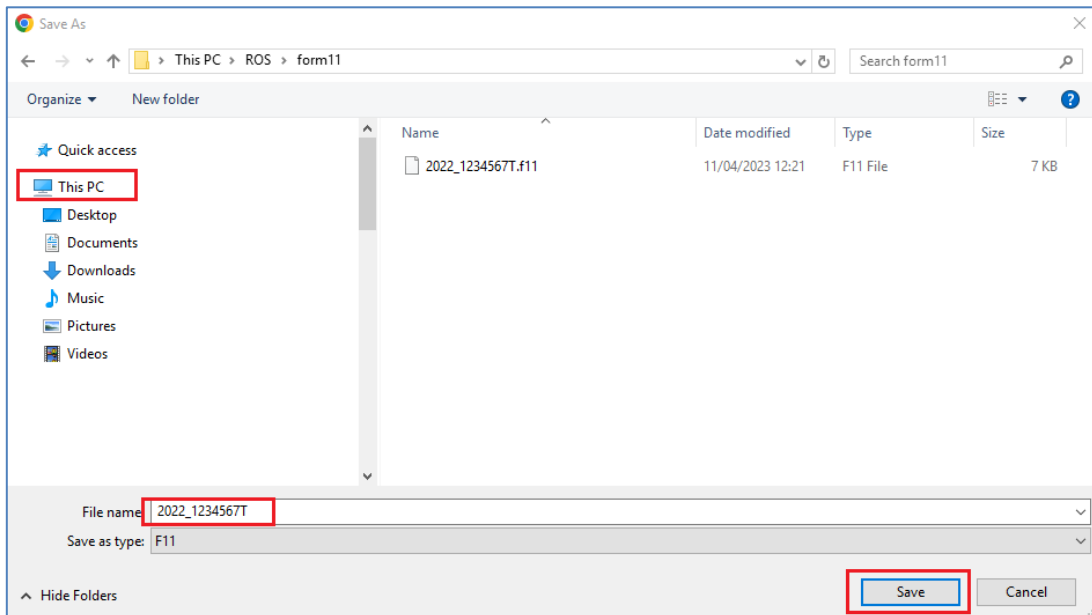
You can save the return to your computer by clicking on the **“Save As”** link on the top right of the screen.

The form will save if there are no errors, if any errors are highlighted, correct these and click **“Save As”** again.

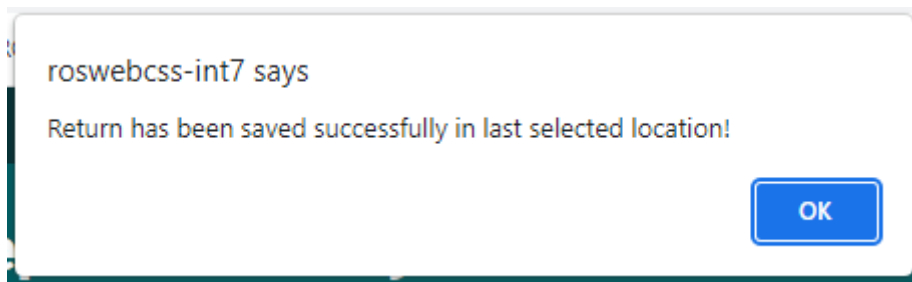


Choose a location where the return will be safe and you can locate and upload it later. We suggest that you save the form in a folder named C:\ROS\Form 11.

Click **“Save”**.

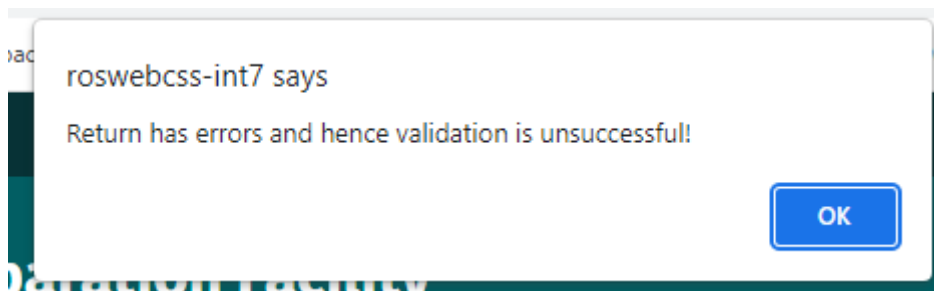


You should get a notification that the Return was saved successfully.



You only need to do this the first time you save a newly opened form. Once you have saved and named the file once, you can click on "Save" periodically to save further entries.

A validation error may occur when there are errors on the form, these will be highlighted to you. You must rectify the errors and click "Save" again.



## Entering Information and Navigating through the form

When the form opens, you must click **“Next”** on the bottom of the Personal Details screen to activate the rest of the form. Any mandatory fields must be completed to proceed to the next screen.

You can navigate the form by clicking **“Next”** at the bottom of each page or by clicking on the left-hand tabs for the pages you want to visit. Only complete pages that apply to you.

Entering a zero is not the same as leaving a box empty.

Each page which contains pre-populated data is identified with a yellow tick in the left-hand tab. The tick changes to white when you visit that tab. Ensure that you visit every employment in the PAYE/BIK/PENSIONS (1) & (2) pages.

You must visit each tab with pre-populated data before you can save the return.

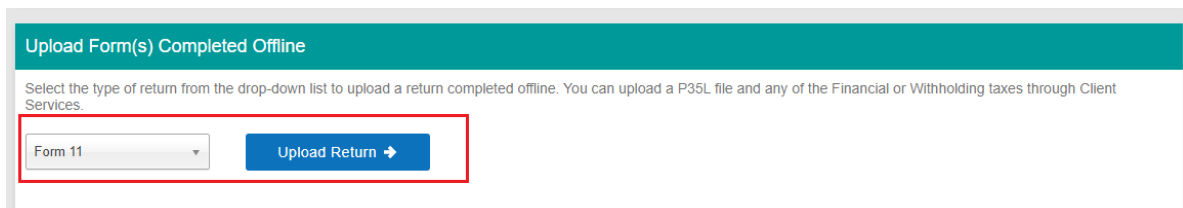
You must also complete the Self Assessment panel before Signing and Submitting the return.

## Submitting your Completed Form

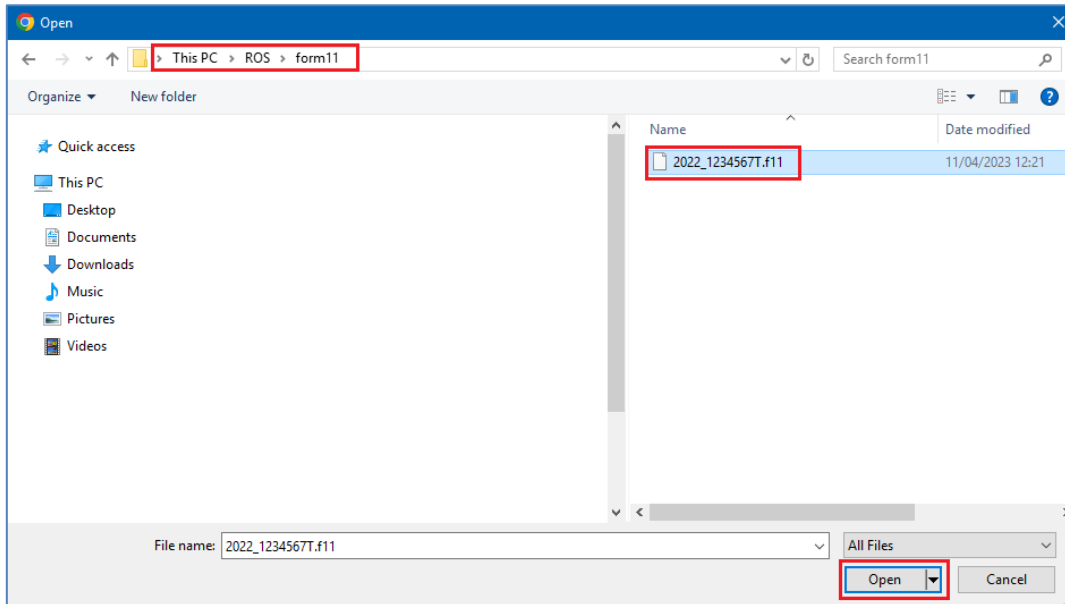
Once you have completed and saved the form, you must upload this saved return through ROS.

To do this:

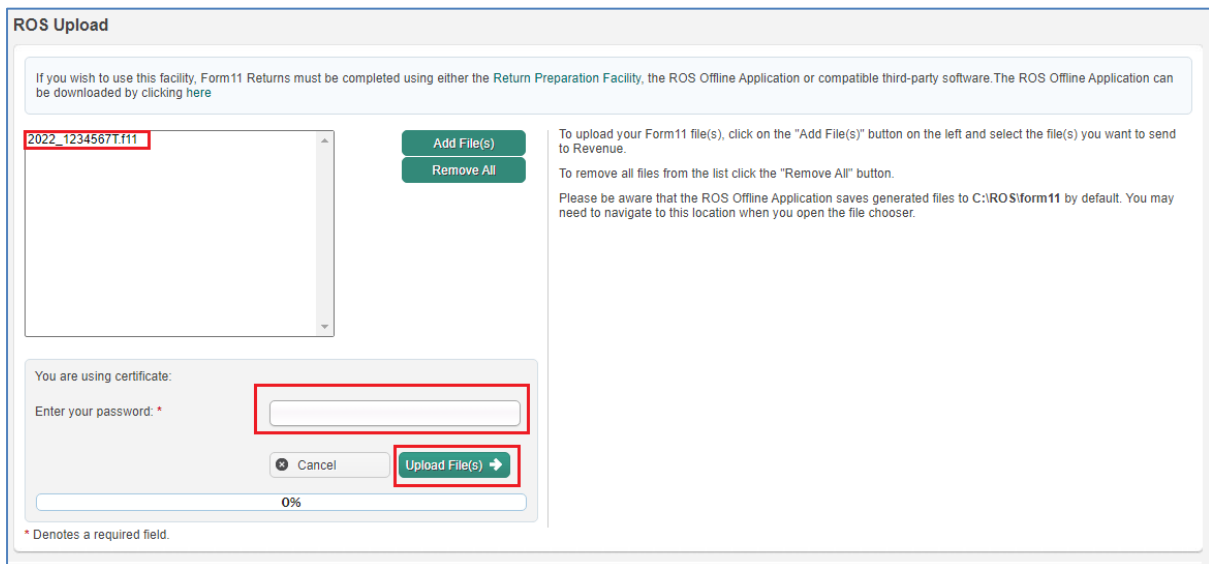
- Log into ROS.
- On the My Services screen scroll down to the tab **“Upload Form(s) Completed Offline”** and select the type of return you are uploading e.g. Form 11 from the drop-down list.
- Click on **“Upload Return”**.
- 



- A ROS Upload screen will appear, click on the **“Add File(s)”** button. A file chooser window will open, select the return you want to submit to Revenue. You will need to navigate to the location on your computer where you saved the return. Select the file to upload and click on **“Open”**.



The selected filename should now be displayed in the ROS Upload screen, as shown below:



- Type in your ROS Login password for this digital certificate, then click on the **“Upload File(s)”** button.

The file should upload successfully to 100%.

You will be brought to the payment screen.

If no payment is due, please click **“File Return Only”**, otherwise enter the payment method and amount and proceed to Sign and Submit.

You will receive an acknowledgement from ROS that the return(s) has been filed.

To proceed to the Statement of Net Liabilities and payment screens, select the "Process this Return" option and click the "Next" button.

### List of Uploaded Form 11s

The following files(s) have uploaded successfully.

You must now indicate how you wish to proceed with each Form 11 Return that you have uploaded. Hereunder are the options available to you:

- If you wish to file the return only tick "File Return Only" and click on the "Next" button to proceed. This option allows you to select groups of files. Files selected for "File Return Only" will then be transmitted in a group and you will be returned to this screen to select any remaining files for individual processing.
- If you wish to file your return and complete a statement of net liabilities (SNL) online and/or make a payment online you should tick "Process this Return" and click on the "Next" button to proceed.
- If you wish to file the Return and complete a statement of net liabilities (SNL) offline and/or make a payment offline you should tick "File return only" and click on the "Next" button to proceed. When your return has been successfully uploaded you should then complete and upload the SNL or payment from the Offline Payments application.
- If you do not wish to file the return at this time you should tick "Process this Return" and click on the "Do not file this return" button.

To return to the Services page, click on the Back button

Please select appropriate option

**Note:** You may Select a Group of Files that you wish to 'File Return Only' (i.e. File Return Without Payment or Statement of Net Liabilities). Files selected for 'File Return Only' will then be transmitted in a group and you will be returned to this Screen to select any remaining files for individual processing.

File Return Only	Process this Return	Registration Number	Name	Total Liability	Taxation Period
<input type="checkbox"/>	<input checked="" type="radio"/>			€ 0.00	01/01/2022 - 31/12/2022

You may then see the Statement of Net Liabilities screen (this can only be completed once):

### Statement of Net Liabilities (Pay And File)

**Step 2: Payment Details** | Form Data | **Payment Details** | Sign & Submit | Acknowledgement

To continue, review the details below and click the Next button.

**Statement of Net Liabilities (Pay + File)** - If completing, values must be entered in all fields.

Please enter whole liability amounts: (enter "0" if nil liability)

The Statement of Net Liabilities determines how payments are calculated and allocated. Please complete it carefully.

Payment made with this instruction will be allocated firstly against the balance amount due and secondly against preliminary income tax.

Refunds are paid by bank transfer. Please check your details at "Manage Bank Accounts - EFT"

**Income Tax Balancing Amount 2022** €  Refund

N.B. If you have calculated that there is a refund due to you for this year, enter the amount of the refund and tick the box to indicate that the value is a refund

**Income Tax Preliminary Tax 2023** €

**Total Net Amount** €

Please indicate if you wish to file a Return with Statement of Net Liabilities only without making a payment

Click Omit if you do not wish to complete Statement of Net Liabilities at this time.

Please note that there may be a short delay in processing payments during the peak period, and these payments might not be reflected in the letter of Acknowledgement of Self assessment.

Click Next to go to the next page

Click Back to go to the previous page

- The Income Tax Balancing Amount may be brought forward from Line (i) of the Self Assessment panel on your Form 11. It is the liability as calculated on the Form 11 MINUS any preliminary tax or direct debits you have already paid for this period. If it is not brought forward, enter the



value to the nearest Euro, do not enter cents. If the amount is a refund, tick the "Refund" box – negative amounts should not be entered.

You can check Preliminary Tax payments by clicking the Payments option on the left-hand side of your Revenue Record.

- Enter Preliminary tax due for the following period, do not enter cents (e.g. for 2023 Preliminary tax, 100% of 2022's liability OR 90% of known liability for 2023). Further information on [Preliminary Tax](#) is available on the Revenue website.
- You can opt not to make the payment at this time by ticking the "Please indicate if you wish to file a Return with Statement of Net Liabilities only without making a payment" box.

Click "**Next**" to proceed to the Payments Screen.

Choose the required payment method.

A ROS Debit Instruction can be used to avail of the ROS filing extension - enter the required payment date. Payment requests are processed on the selected date. It may take several days for the payment to clear through the banking system and appear on your bank statement

Card transactions are validated and processed immediately - payment date is the current date. There are no fees for card transactions.

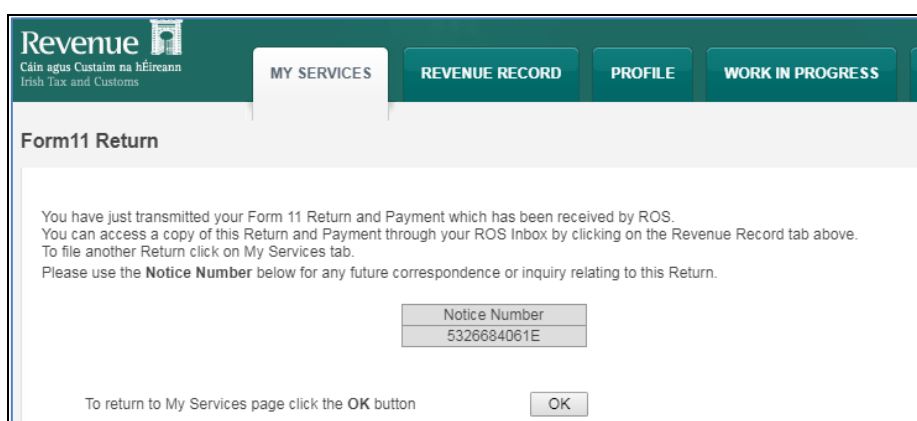
If no payment is being made at this time, select "File Return Only" – you cannot enter a zero-payment amount.

Queries relating to payments can be referred to ROS Payment Support Unit: 01 738 3663 (International +353 1 7383663), or through MyEnquiries: "Other than the above" -> "Revenue Online Service (ROS) Payments".

Confirm that you have entered the correct details and click "**OK**".

Enter your certificate password and click "**Sign and Submit**".

You will get an acknowledgement that your transaction has been accepted.



The screenshot shows the Revenue website interface. At the top, there is a navigation bar with the Revenue logo and the text "Cáin agus Custaim na hÉireann Irish Tax and Customs". Below the logo, there are four tabs: "MY SERVICES", "REVENUE RECORD", "PROFILE", and "WORK IN PROGRESS". The "REVENUE RECORD" tab is currently selected. The main content area is titled "Form11 Return" and contains the following text: "You have just transmitted your Form 11 Return and Payment which has been received by ROS. You can access a copy of this Return and Payment through your ROS Inbox by clicking on the Revenue Record tab above. To file another Return click on My Services tab. Please use the **Notice Number** below for any future correspondence or inquiry relating to this Return." Below this text, there is a box containing the "Notice Number" 5326684061E. At the bottom of the page, there is a button labeled "OK" and a note: "To return to My Services page click the OK button".

**You should check your Revenue Record to ensure that your Form 11 has been transmitted successfully.**

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES FORENAME SURNAME

**- Inbox Messages**

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search

Tax Type/Duty/Rep. Oblig. \* Select Document Type \*  Include Archive Search

\*denotes a required field. Refresh Inbox

Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
5326684061E	FORENAME SURNAME		Income Tax	FORM11		
5326684061E	FORENAME SURNAME		Income Tax	FORM11 PAYMENT		
R430301	FORENAME SURNAME		Payment	RDI	N/A	

You will see confirmation of your Form 11 (and payment instruction if you submitted one) in your Revenue Record Inbox. A letter of Self Assessment will usually issue within 2 working days.

To open these documents, click on the Notice Number. To view the Form 11 content, you must allow popups from <https://www.ros.ie>

Instructions are available in the yellow box on the Revenue Record screen.