

Submitting a Payment – PAYE-Emp

There are two ways to access the payment option:

1. Through the Statement of Account

- Login to ROS, and click on **'Statement of Account'** on the Employer Services panel.

Employer Services

Revenue Payroll Notifications (RPNs) Request RPNs	Payroll Submit payroll View payroll	Returns Statement of Account	Additional Services PPS Number Checker PAYE Modernisation Information
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- Click on **'Make Payment'**.

2019 Action Required

Return	01/03/2019	31/03/2019	14/04/2019	1,000.00	0.00	1,000.00	Accepted	View Return or Make Payment
Transaction Type	Updated		Liability Effect €	Collections Effect €				
Accepted Return	28/01/2019		1,000.00	0.00	View Return			
Statement	03/01/2019		1,000.00 ¹	0.00				

2. Through the Submit a Payment option:

- Login to ROS and go to the **'Payments and Refunds'** section on the My Services page.
- Click on **'Submit a Payment'**.

Employer Services

Revenue Payroll Notifications (RPNs) Request RPNs	Payroll Submit payroll View payroll	Returns Statement of Account	Additional Services PPS Number Checker PAYE Modernisation Information
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File a Return

- [Complete a Form Online](#) ▼
- [Upload Form\(s\) Completed Offline](#) ▼

Payments & Refunds

- [Submit a Payment](#) ▼
- [Manage Bank Accounts](#) ▼

- Select Tax Payment/Declaration, PAYE-Emp, Post 2019 Tax Period and click on 'Make Payment'.

Payments & Refunds

Submit a Payment ^

You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.

Tax Payment/Declaration ▾ PAYE-Emp ▾ Post 2019 Tax Period ▾ **Make Payment** →

Manage Bank Accounts ▾

Select the year and the month from the drop-down menus.
Then click 'Next'.

Select a Tax Period

Payment Year
Please select a year

2019 ▾

Payment Period
Please select a Period

February ▾

Next →

Pre-populated amounts may be displayed – check, that these match your liability for the period.

- If you have already made payments throughout the period, you may need to adjust the figures accordingly. Then click '**Next**'.

Enter Values

Please enter the amount you would like to pay.
The pre-populated figures below are based on payroll submissions received in the period.
Please note they do not reflect payments made for the period.

Income Tax
Please enter an amount for Income Tax

PRSI (Employer & Employee)
Please enter an amount for PRSI

USC
Please enter an amount for USC

LPT
Please enter an amount for LPT

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Select the payment method:

How would you like to pay?

Total Payment Amount €400.00

By Credit card

By Debit card

Using my bank account

[▶ How do I pay using my bank account?](#)

ROS Debit Instruction

[▶ How do I pay using my ROS Debit Instruction?](#)

If you wish to receive a confirmation email please enter your email address below

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Paying by ROS Debit Instruction (RDI)

Please note, that the RDI option will only be available if an RDI has been set up previously.

You may select an earlier payment date if necessary.

If choosing this option, select '**ROS Debit Instruction**' and click '**Next**'.

How would you like to pay?

Total Payment Amount €400.00

Please enter the Payment Date (DD/MM/YYYY). Due dates are extended for ROS Payments

 By Credit card
 By Debit card
 Using my bank account
[▶ How do I pay using my bank account?](#)
 ROS Debit Instruction
Bank Account Name

IBAN

Input your password.

Click on '**Sign & Submit**'.

Paying by Credit and Debit cards

Please note, that the Payment date will default to today's date for card payments.

If choosing this option, select '**By Credit card**' or '**By Debit card**' and click '**Next**'.

How would you like to pay?

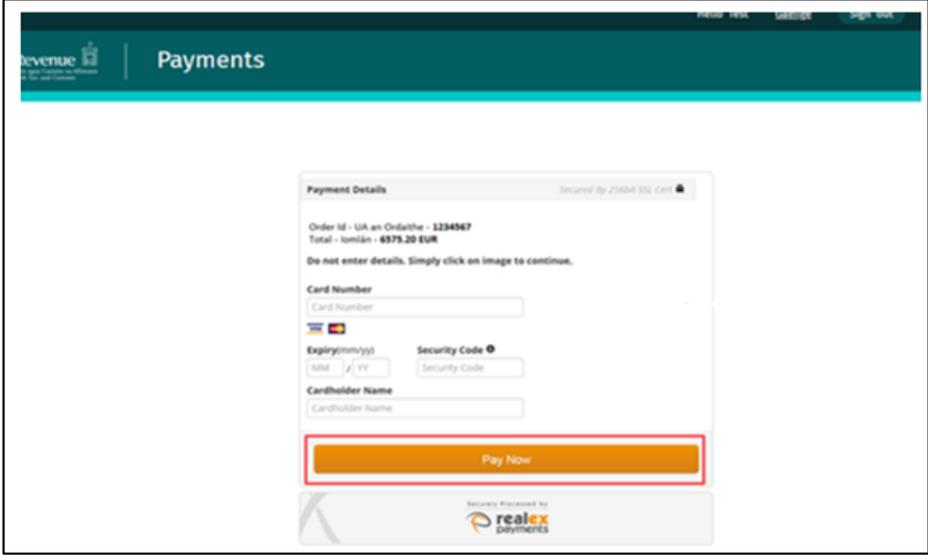
Total Payment Amount €400.00

Payment date will default to today's date for card payments and payments made using your bank account.

 By Credit card
 By Debit card
 Using my bank account
[▶ How do I pay using my bank account?](#)
 ROS Debit Instruction
[▶ How do I pay using my ROS Debit Instruction?](#)
If you wish to receive a confirmation

Selecting Debit or Credit card will bring you to the 3rd party website Realex.

Enter your details and click on 'Pay Now'.



The screenshot shows a web page titled "Payments" with a teal header. Below the header is a "Payment Details" form. The form includes the following information and fields:

- Order ID - UK an Orderline - 1234567
- Total - Iomán - 6575.20 EUR
- Do not enter details. Simply click on image to continue.
- Card Number: [input field]
- Expiry (mm/yy): [input field] / [input field]
- Security Code: [input field]
- Cardholder Name: [input field]
- A prominent orange "Pay Now" button is located at the bottom of the form, highlighted with a red rectangular box.

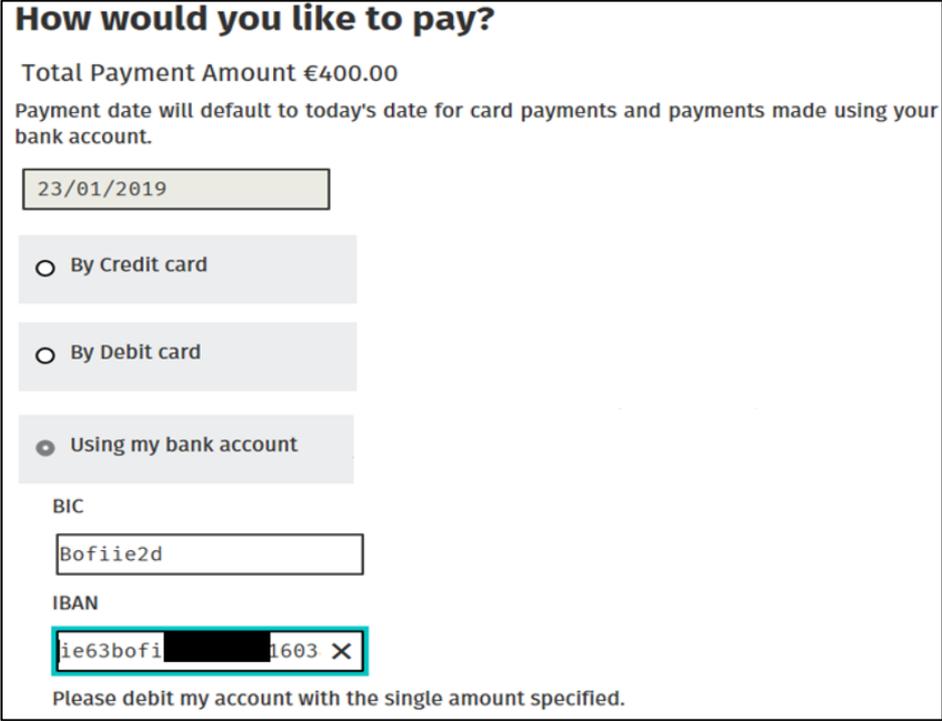
At the bottom of the page, there is a logo for "realex payments" with the text "Security Protected by" above it.

Paying by Bank Account (Once off payment)

Please note, that the Payment date will default to today's date for payments made using your bank account.

Your bank details will not be saved when you use this payment method. If you wish to use this bank account on a recurring basis you should set up a ROS Debit Instruction (RDI).

If choosing this option, select 'Using my bank account', enter your bank account details and then click 'Next'.



The screenshot shows a form titled "How would you like to pay?". The form contains the following information and fields:

- Total Payment Amount €400.00
- Payment date will default to today's date for card payments and payments made using your bank account.
- Date field: 23/01/2019
- Payment method options:
 - By Credit card
 - By Debit card
 - Using my bank account
- BIC field: Bofie2d
- IBAN field: ie63bofi [redacted] 1603 X
- A note at the bottom: "Please debit my account with the single amount specified."

Input your password.
Click on 'Sign & Submit'.