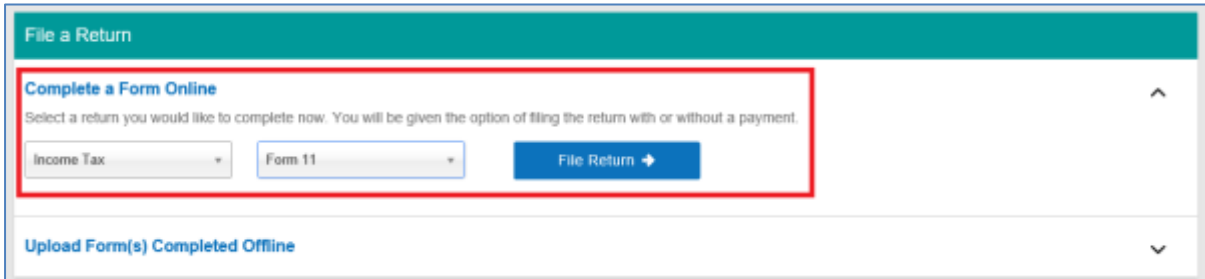


# Submitting a Form 11 Online

## Opening the Form 11

Login to [ROS](#), then click on the “**Complete a Form On-line**” under the “File A Return” heading.

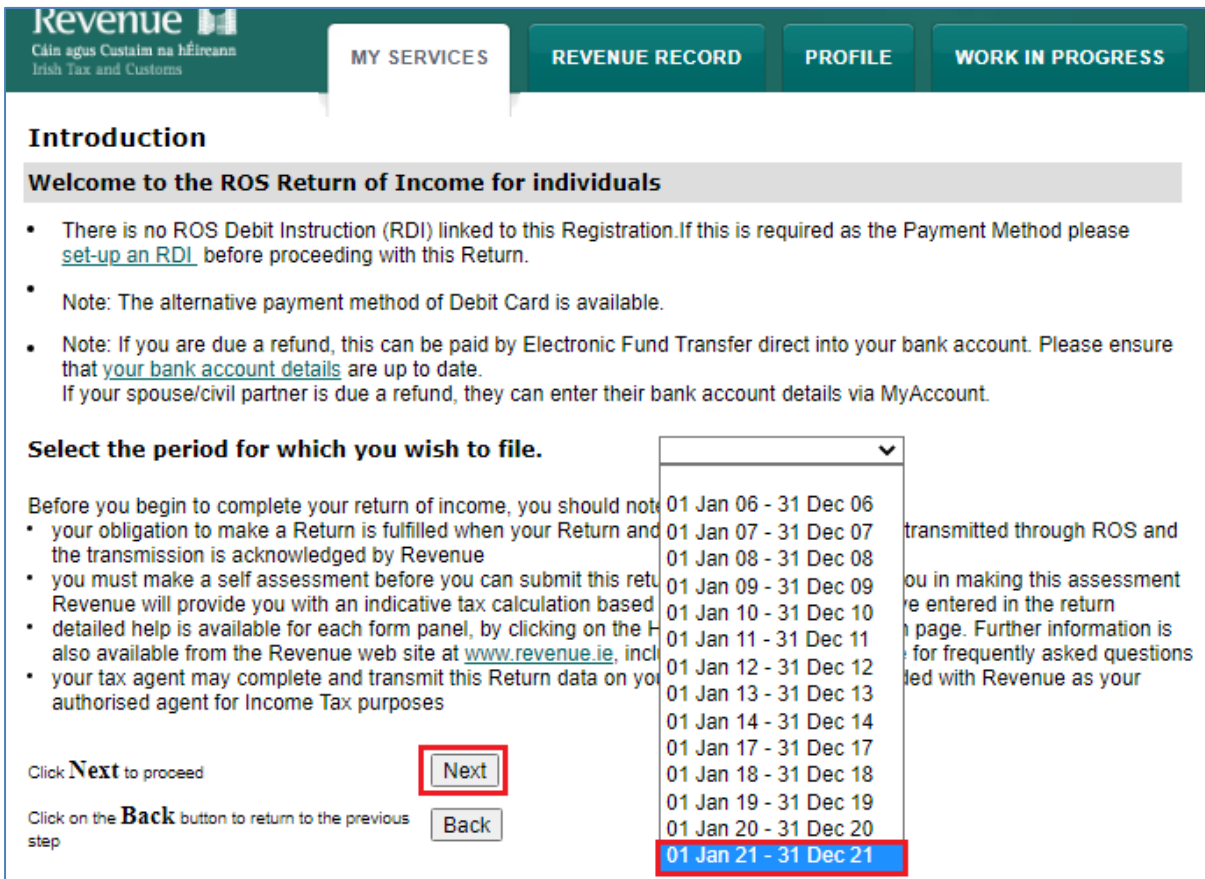
Select “**Income Tax**” from the tax type dropdown box, then select “**Form 11**” and click the “**File Return**” button.



Select the period you wish to file from the dropdown menu and click “**Next**”.

Older periods may also appear but may not apply to you.

If the period you require is not available, please confirm that it is not available in your “Work In Progress” tab.



## Pre-populated return option

You may get the option to open a pre-populated return (it is not available in some circumstances). The pre-populated form can be opened by clicking “Proceed”. To open a blank form, click “Discard”.

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.

The screenshot shows the Revenue ROS interface for the 'FORM 11 - 2021' section. The header includes the Revenue logo and navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SE. The main content area is titled 'Pre-populated Form 11' and contains the following text:

✓ Personal Details  
Self-Employed Income  
Irish Rental Income  
✓ PAYE/BIK/Pensions (1)  
PAYE/BIK/Pensions (2)  
Foreign Income  
Irish Other Income  
Exempt Income  
Charges & Deductions  
✓ Personal Tax Credits  
Restriction of Reliefs  
Calculate  
Capital Gains  
Chargeable Assets  
Capital Acquisitions  
Property Based Incentives  
IT Self Assessment  
CGT Self Assessment  
Print View  
Sign and Submit

You are opening a return that has been pre-populated from Revenue records and on details from your previous return where available.

You must visit each panel of the return that has been pre-populated and ensure the values are correct. You will be unable to submit this return until you have visited these panels. Pre-populated panels are denoted with a yellow tick, illustrated below.

Personal Details

Certain information, for example PAYE details, Social Welfare payments, Relevant Contracts Tax payments, for this year will be provided in the relevant section of the return. These details will assist you in completing this return.

Please note, the Form 11 return is a self-assessed return, therefore you must validate all values on the form to ensure your return is accurate.

If you do not wish to use the pre-populated return, you can press the "Discard" button below. Otherwise press "Proceed" to open the pre-populated return.

Discard Proceed

## 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 Sign and Submit the return.

You must also complete the Self Assessment panel before Signing and Submitting the return.  
(Please note that if you are completing the form offline using ROS Offline Application, you will be unable to save the form until you have visited each ticked panel.)

### Self Assessment Panel

You must complete the Self Assessment panel before you can sign and submit the return. As well as the Form Help, there is information on [filing your tax return](#) on the Revenue website.

### Work In Progress

As you move from page to page, your form will be saved in Work In Progress if it is error free.

You can resume work on your form by selecting the item and clicking “**Edit**” in the Work In Progress tab.

You must click “**Next**” on the first page to activate the left-hand tabs.

**Items Awaiting Further Action**

This is a list of items, for which your Certificate has access permissions, that have been saved in ROS awaiting further action. To View the details, e.g. before signing, click on the underlined item in this list. NOTE: Any changes made using this option will be discarded. To Edit, Sign or Delete an item you must identify the item, using the Select item radio button, and then click on the relevant button below.

ITEM	Period End	Tax Regn./Trader No. and Name	Signature Requirement	Status	Last action performed by	Select Item
<u>Income Tax</u>	31/12/2021		1	Started	ROS ADMINISTRATOR	<input type="radio"/>

Click on the **Edit** button to edit the selected item

Click on the **Sign** button to proceed directly to the sign and submit stage for the selected item

Click on the **Delete** button to permanently delete the selected item

**Edit**

**Sign**

**Delete**

### Sign and Submit

When you have completed the form, click on the “Sign and Submit” tab to proceed.

You must sign and submit to transmit the return to Revenue.

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

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS

## Statement of Net Liabilities (Pay And File)

**Step 2: Payment Details**  
To continue, review the details below and click the Next button.

Form Data **Payment Details** Sign & Submit Acknowledgement

**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 2021** €  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 2022** €

**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 of 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 2021 Preliminary tax, 100% of 2020's liability OR 90% of known liability for 2021). 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.
- You may opt to warehouse your Income Tax liability if you meet the qualifying conditions. Please refer to the [Debt Warehousing information page](#).

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".

Click **"Next"** to proceed.

The screenshot shows the 'Payment Screen' in the ROS system. It is divided into several sections:

- Payment Details:** Tax Type: Income Tax; Return Type: Form 11; Period: (empty).
- Payment Method:** Radio buttons for 'ROS Debit Instruction' (highlighted with a red box) and 'Card Payment'. Fields for Bank Account Name (TEST), BIC, IBAN, and Card Type are visible.
- Payment Amount:** Total Payment Amount: € 30760.00; Payment Date (DD/MM/YYYY): (empty, highlighted with a red box).
- File return only:** Radio button for 'File return only' (highlighted with a green box). A note states: 'Please indicate if you wish to file the returns only (no Payment). Note: Failure to pay tax by the due date is an offence that may lead to enforcement proceedings and additional costs (including interest charges).' Buttons for 'Back' and 'Next' are at the bottom.

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

The screenshot shows the 'Confirm Payment' screen. It displays a summary of the payment details:


- Payment Details:** Review the details below and ensure they are correct before continuing.
- Payment Amount:** €30,760.00
- Payment Date:** (empty)
- Payment Type:** RDI (Ros Debit Instruction)
- The above payment will be debited from the following account:**
- Bank Account Name:** TEST
- BIC:** (empty)
- IBAN:** (empty)
- Buttons for 'Cancel' and 'OK' (highlighted with a red box) are at the bottom.

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

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS AD

## Form11 Return

**Information**  If your **transaction** is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

### Sign & Submit

Certificate   [Help](#)

Enter Password

0%

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

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS

## Form11 Return


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.

Notice Number  
532684061E

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:

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

\*denotes a required field

Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
532684061E	FORENAME SURNAME		Income Tax	FORM11		
532684061E	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.