# Vehicle Registration Tax (VRT) Online Payments in ROS and myAccount

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The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

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# 1 Introduction

Revenue provides online payment facilities via myAccount and ROS for a wide range of taxes (including interest and penalties). Online payment channels provide a quicker, more secure, and cheaper facility for taxpayers to pay their taxes and access their payments history and tax details at any stage. The majority of taxpayers use Revenue's electronic channels.

# 2 Online Enhancement for VRT

Since September 2020, an online payment facility for VRT has been available on ROS and My Account. This allows customers with an existing VRT registration to make VRT payments via ROS or MyAccount. Where a customer is not registered for VRT and wishes to make a VRT payment, the customer is automatically registered for VRT. An agent who is linked to a customer will also be able to make VRT payments on their behalf via ROS.

Online payments can be made via Debit card, Credit card, or Single Debit Instruction (customer instruction to Revenue to deduct the payment from a nominated bank account). The card payment facility is only available to customers whose tax affairs are managed by Revenue's Personal and Business Divisions.

From 1 October 2023, Revenue ceased accepting payment from Commercial Credit Cards. From 1 September 2025, Revenue no longer accepts payment from Commercial Debit Cards. A warning message will be displayed if a card type that is no longer accepted is entered. Please contact your card provider if you are unsure of your card type.

# 3 Benefits of the Enhancement

In addition to providing a quicker, more secure, and cheaper payment facility, the key benefits of using online payments for VRT customers are as follows:

- Instant credit applied to the customer account, eliminating the need for follow up contact to the relevant local office to apply credit.
- Auto registration for customers who wish to use the online payments facility and who have no previous VRT registration.
- Customers can view their payments history at any stage listing all payments made by date, payment type and amount.
- Traders who have a registration for VRT under a Trader Account Number (TAN) in addition to a customer registration number, now have the option to use the TAN or the customer registration number (including a ceased registration number) on the payment screen. This ensures the payment is allocated to the correct registration number.

### 4 Making a VRT online payment - ROS customers

Login into <u>ROS</u> to make an online payment as follows:

- 1. Go to the My Services page on the ROS home page
- 2. Go to the Payments & Refunds section for Submit a Payment
- 3. Select payment type Tax Payment/Declaration
- 4. Select VRT from the drop-down menu of Tax Types
- 5. Click Make Payment.

MY SERVICES	REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES	
		Tax Clearance Issued.
	My Frequently Used Services	Add a service 🧿 🔺
	MyEnquiries	
	Employer Services	
	Revenue Payroll Notifications (RPNs)         Payroll         Returns           Request RPNs         Submit payroll         Statement           View payroll         View Late	Additional Services tof Account tof Account st Statement/Return
	File a Return	
	Complete a Form Online	~
	Upload Form(s) Completed Offline	~
	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 payment of the	m the below drop-down list.
	Manage Bank Accounts	~

Figure 1: ROS, my services, make a payment

- 6. Enter the relevant details for the VRT payment
  - A Tax Registration Number or a Trader Account Number (TAN)
  - Payment Year
  - Payment Period
  - Vehicle Registration Number (only applicable for VRT payments on vehicle conversions)
  - Vehicle Conversion check box (only applicable for VRT payments on vehicle conversions)
  - Payment Amount (if making a top up payment, you should use the current year and current payment period)

6

# **Vehicle Registration Tax**



## Select a Tax Registration Number

Please select

### **Payment Year**

Please select a year

Please select

# **Payment Period**

Please select a Period

Please select

## **Vehicle Registration Number**

# Vehicle Conversion 🛛

### **Payment Amount**

Please enter an amount

€
---



You will have a chance to review your payment before it is paid

Figure 2: VRT details

#### 7. Click Add Payment

- 8. Select from one of the following payment options:
  - Credit card
  - Debit card
  - Using a Bank Account i.e. a 'Single Debit Instruction (SDI) using a bank account (normally a current account) capable of accepting a direct debit.

Back to My Services	How would you like to pay?
	Total Payment Amount €1,200.00
	O By Credit card
	O By Debit card
	O Using my bank account
	How do I pay using my bank account?
	A confirmation mail will be sent to the below address. You can remove it if you do not want confirmation or change it to a different email address.
	TESTUSER@REVENUE.IE

Figure 3: Payment Details

← Back to Home Page	How would you like to pay?
	Total Payment Amount €1.00 Payment date will default to today's date for card payments and payments made using your bank account.
	08/09/2020
	O By Credit card
	O By Debit card
	Using my bank account
	BIC
	IBAN
	Please debit my account with the single amount specified.
	By signing this mandate form, you authorise (A) the Revenue Commissioners to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from The Revenue Commissioners As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.
	How do I pay using my bank account?
	A confirmation mail will be sent to the below address. You can remove it if you do not want confirmation or change it to a different email address.
	A Pack
	← bdtx Next →

Figure 4: Payment details using a bank account

- 9. Insert the relevant payment details for either card payment or bank account. Please note that International Bank Account Numbers (IBANs) located outside of the European Economic Area (see <u>Appendix 1</u> for list of EEA and non-EEA Single European Payments Area (SEPA) countries) will require additional details on account holder address to be input – see Figure 5.
- 10. A payment summary will be presented before the payment is completed.
- 11. Click **Next** to complete the payment or **Back** to review or amend details.

#### **Account Holder Address Details**

Account holder address is required for banks outside the European Economic Area.

Account Holder Address
Account Holder Address 1
Account Holder Address 2
Account Holder Address 3
Country
Please select 🗸 🗸
21P/Postal Code
← Back Next →

Figure 5: Account Holder Address Field Screen

Summary of Paym	ients	
Payment date will default to today's date for card payments and payments made using your bank account.		nents made using your
Тах Туре	Period	Amount
Vehicle Registration Tax	01/08/2020 - 31/08/2020	€1,200.00
Please click Next in order to cor	nplete your payment.	
← Back		Next →
	Summary of Paym Payment date will default to to bank account. Tax Type Vehicle Registration Tax Please click Next in order to cor ← Back	Summary of Payments         Payment date will default to today's date for card payments and payr bank account.         Tax Type       Period         Vehicle Registration Tax       01/08/2020 - 31/08/2020         Please click Next in order to complete your payment.         ← Back

Figure 6: Payment Summary

Sign & Submit		
Certificate	sys203multivattest18644	1 Help
Enter Password	Password	
	Sign & Submit	
	0%	

Figure 7: Sign & Submit

12. A payment notification will issue to your ROS inbox.

Revenue	Payments
	٠̈́̈́̈́̈́̈́
	Your payment has been submitted Your Payment Reference number is 5352464396 Revenue will send a Confirmation to your ROS inbox confirming your payment details.
	Done →

Figure 8: Payment Notification

13. Customers can view their VRT payments from their Revenue Record by selecting the tax type as VRT and the document type as Payment

Som Reve	e doci enue's are ar	uments open in mobile app Re rchived periodi	a popup window. Click <u>here</u> wApp or the Microsoft Edge b ically. To view all items, tick 1	for instructions to enable po prowser. Include Archive' in the "Search	pups for ROS. Please note the	at documents cannot b	e opened if you a	re using
Sear	ch by:	Search using (	Document Type	Cancel Search				
Tax 1 *den	Type/D otes a	Duty/Rep. Oblig. I required field.	:* VRT 🗸	Document Type: *	Payment 🗸 🕻	Include Archive	(Search	Refresh inbox
		Notice No. ¢	Customer Name ø	Regn/Trader No.Doc ID §	Tax Type/Duty/Rep. Oblig. 🏼 🌢	Document Type ø	Period Begin ø	Issued Date ø
•		Notice No. () 6282496283N	Customer Name ø MR XZUHVTB UYZZW	Regn./Trader No./Doc ID ø	Tax Type/Duty/Rep. Oblig. Ø	Document Type ø	Period Begin ø	Issued Date ø
		Notice No. () 5282496283N 4641248141N	Customer Name ¢ MR X2UHVTB UYZZW MR X2UHVTB UYZZW	Regn./Trader No./Doc ID §	Tax Type/Duty/Rep. Oblig. @ VRT VRT	Document Type <b>a</b> Payment Payment	Period Begin ¢ 01.07/2020 01.08/2020	Issued Date ¢ 22/07/2020 22/07/2020
		Notice No. ¢ 6282496283N 4641248141N 40162304100	Customer Name   NR X2UHVTB UYZZW NR X2UHVTB UYZZW NR X2UHVTB UYZZW	Regn./Trader No./Doc ID g	Tax Type/Duty/Rep. Oblig. Ø VRT VRT VRT	Document Type  Payment Payment Payment	Period Begin () 01:07/2020 01:08/2020 01:07/2020	Issued Date () 22/07/2020 22/07/2020 22/07/2020
		Notice No. () 5282496283N 4641248141N 40162304180 4712064788J	Customer Name () NR X2UHVTB UY22W NR X2UHVTB UY22W NR X2UHVTB UY22W NR X2UHVTB UY22W	Regn./Trader No./Doc ID ø	Tax Type/Duty/Rep. Oblig. () VRT VRT VRT VRT	Document Type   Payment Payment Payment Payment Payment	Period Degin () 0107/2020 0108/2020 0107/2020 0107/2020	Issued Date 22/07/2020 22/07/2020 22/07/2020 0/07/2020
		Notice No. () 5282496283M 4641248141M 40162304100 4712004788J 4356032394L	Customer Name   NR X2UHVTB UYZZW  NR X2UHVTB UYZZW  NR X2UHVTB UYZZW  NR X2UHVTB UYZZW  NR X2UHVTB UYZZW	Regn./Trader No./Doc ID g	Tax TypeDutyRep.Oblg. () VRT VRT VRT VRT VRT	Document Type () Payment Payment Payment Payment	Period Begin () 01:07/2020 01:08/2020 01:07/2020 01:01/2020 01:01/2020	Issued Date () 22/07/2020 22/07/2020 22/07/2020 00/07/2020

Figure 9: ROS Payment Summary

# Vehicle Registration Tax



#### **Payment Year**

2021

### **Payment Period**

January

#### Vehicle Registration Number

201D12345

#### Vehicle Conversion

True

#### **Payment Amount**

€111.00



Figure 10: VRT Payment Notice

### 5 Making a VRT online payment – myAccount Customers

To make a payment, a customer must first register for myAccount via the '<u>Register</u> for myAccount' link on <u>www.revenue.ie</u>. Once registered, a customer will receive a password and this is used with their PPSN to access the online payment facility.

Once registered, login into myAccount to make an online payment as follows:

- 1. Go to the Payment/Repayments section on the MyAccount home page
- 2. Click Make a Payment



Figure 11: MyAccount home page, Payment/Repayments, Make a Payment

3. Select Tax from the list of payment types

Revenue	
← Back to Home Page	What type of payment are you making?
	• Tax
	O Interest
	O Penalty
	O Attachment
	O Audit
	O Foreign Income and Assets Disclosure
	I'm unsure what type of payment I am making.
	Next →

Figure 12: Select Payment type Tax

4. Click on Show more taxes



Figure 13: Select tax to pay

#### 5. Select VRT from the list of taxes to pay, Click Add Payment and Next



Figure 14: Select VRT as tax to pay

6. Enter the relevant details for the VRT payment

- A Tax Registration Number or a Trader Account Number (TAN)
- Payment Year
- Payment Period
- Vehicle Registration Number (only applicable for VRT payments on vehicle conversions)
- Vehicle Conversion check box (only applicable for VRT payments on vehicle conversions)
- Payment Amount (if making a top up payment, you should use the current year and current payment period)

2

# **Vehicle Registration Tax**



# Select a Tax Registration Number

Please select

#### **Payment Year**

Please select a year

Please select

### **Payment Period**

Please select a Period

Please select

**Vehicle Registration Number** 

# Vehicle Conversion 🛛

#### Payment Amount

Please enter an amount



You will have a chance to review your payment before it is paid

Figure 15: VRT details

€

7. Click Add Payment

ſ

- 8. Select from one of the following payment options:
  - Credit card
  - Debit card
  - Using a Bank Account i.e. a 'Single Debit Instruction (SDI) using a bank account (normally a current account) capable of accepting a direct debit

Rack to My Services	How would you like to pay?
e back only serves	Total Payment Amount €1,200.00
	O By Credit card
	O By Debit card
	O Using my bank account
	How do I pay using my bank account?
	A confirmation mail will be sent to the below address. You can remove it if you do not want confirmation or change it to a different email address.
	TESTUSER@REVENUE.IE
	← Back Next →

Figure 16: Payment Details

← Back to Home Pag	e
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#### How would you like to pay?

#### Total Payment Amount €1.00

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

08/09/2020	
O By Credit card	
O By Debit card	
Using my bank account	
BIC	
	]
IBAN	
	]
Please debit my account with t	he single amount specified.
By signing this mandate form Instructions to your bank to d In accordance with the instruct As part of your rights, you are conditions of your agreement starting from the date on whice statement that you can obtain	a, you authorise (A) the Revenue Commissioners to sene ebit your account and (B) your bank to debit your account lons from The Revenue Commissioners entitled to a refund from your bank under the terms an with your bank. A refund must be claimed within 8 week th your account was debited. Your rights are explained in from your bank.
How do I pay using my bank ac	count?
A confirmation mail will be sent to below address. You can remove it if you do not w confirmation or change it to a diff email address.	) the int erent
← Back Nort →	l i i i i i i i i i i i i i i i i i i i

Figure 17: Payment details using a bank account

- 9. Insert the relevant payment details for either card payment or bank account. Please note that International Bank Account Numbers (IBANs) located outside of the European Economic Area (see <u>Appendix 1</u> for list of EEA and non-EEA Single European Payments Area (SEPA) countries) will require additional details on account holder address to be input – see Figure 18.
- 10. Click Next to complete the payment or Back to review or amend details
- 11. A payment summary will be presented before the payment is completed

#### **Account Holder Address Details**

Account holder address is required for banks outside the European Economic Area.

Account Holder Address
Account Holder Address 1
Account Holder Address 2
Account Holder Address 3
Country
Please select 🗸 🗸
ZIP/Postal Code
& Back Next →

Figure 18: Account Holder Address Field Screen

Revenue	Payments			
		Summary of Paymen	ts	
		Payment date will default to today's bank account.	date for card payments and payment	s made using your
		Тах Туре	Period	Amount
		Vehicle Registration Tax	01/08/2020 - 31/08/2020	€1,200.00
		Please click Next in order to complet	e your payment.	
		← Back		Next →

Figure 19: Payment Summary

Sign & Submit		
Certificate	sys203multivattest18644	1 Help
Enter Password	Password	
	Sign & Submit	
	0%	

Figure 20: Sign & Submit

Revenue	Payments
	-`Ǿ-
	Your payment has been submitted Your Payment Reference number is 5352464396 Revenue will send a Confirmation to your ROS inbox confirming your payment details.
	Done →

Figure 21: Payment Confirmation

12. You can view your payments history by selecting **View Payments History** on the **Payments/Repayments** section



Figure 22: View Payments History

Revenue	5			
← Back to Home Page	Payment History Show 5 v entries Payment Date 18/10/2019 08:43	Payment Type Tax	Payment Amount €125.00	View Payment View
Payments Help • Security • Privacy P Language <u>Gaeilge</u>	Showing 1 to 1 of 1 entries	onditions		Previous 1 Next

Figure 23: Payment History Details

### 6 Contact Details

#### 6.1 ROS Payment Support

For assistance with making payments on ROS or myAccount, please forward your query through <u>MyEnquiries</u>, following these steps:

- Click Add a new Enquiry
- > From 'My Enquiry relates to' menu, choose 'Other Than the Above'
- From 'And More Specifically' menu, choose 'ROS Online Services/ROS Payments'
- > Enquiry Details: Enter details of your enquiry

Alternatively, you can contact the Collector General's Division on 01 738 3663 with your payment query.

### 6.2 ROS Technical Helpdesk

For assistance with logging into ROS or myAccount, or any issues of a technical nature, please forward your query through <u>MyEnquiries</u>, following these steps:

- Click Add a new Enquiry
- From 'My Enquiry relates to' menu, choose 'Other Than the Above'
- Select Revenue Online Service (ROS) Technical Support" from the dropdown options available.

Alternatively, you can contact the ROS Technical Helpdesk on 01 73 83 699 with your technical query.

# Appendix 1 - European Economic Area (EEA) and Non-EEA Single European Payments Area (SEPA) List of Countries

<b>EEA SEPA Countries</b>
Austria
Belgium
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden

Non-EEA SEPA Countries
Andorra
Monaco
San Marino
Switzerland
United Kingdom
Vatican City