

Filing Guidelines for Foreign Account Tax Compliance Act (FATCA)

Part 38-03-25

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Executive Summary

These guidelines are designed to provide information in relation to FATCA Reporting in Ireland.

1. Section 1: Customer Registering for FATCA

1.1 Register a FATCA Reporting Obligation

This step can only be completed once the Customer is registered for ROS. If the Customer is not registered for ROS, refer to Appendix I, Section 5.1.

If the Customer is only being registered with Revenue in order to file a FATCA report to fulfil their FATCA Reporting Obligations (i.e. they do not have a tax obligation in Ireland) please refer to Appendix I, Section 5.2 in order to obtain a Reporting Entity Number.

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- **Via MyEnquiries, selecting AEOI (Automatic Exchange of Information) and FATCA**
- Telephone at **+353 42 9353337**

Follow steps 1.1.1 to 1.1.10 to register a **FATCA Reporting Obligation**.

1. Log into ROS.
2. Under the “My Services” tab, select “Manage Reporting Obligations” from the Other Services section.

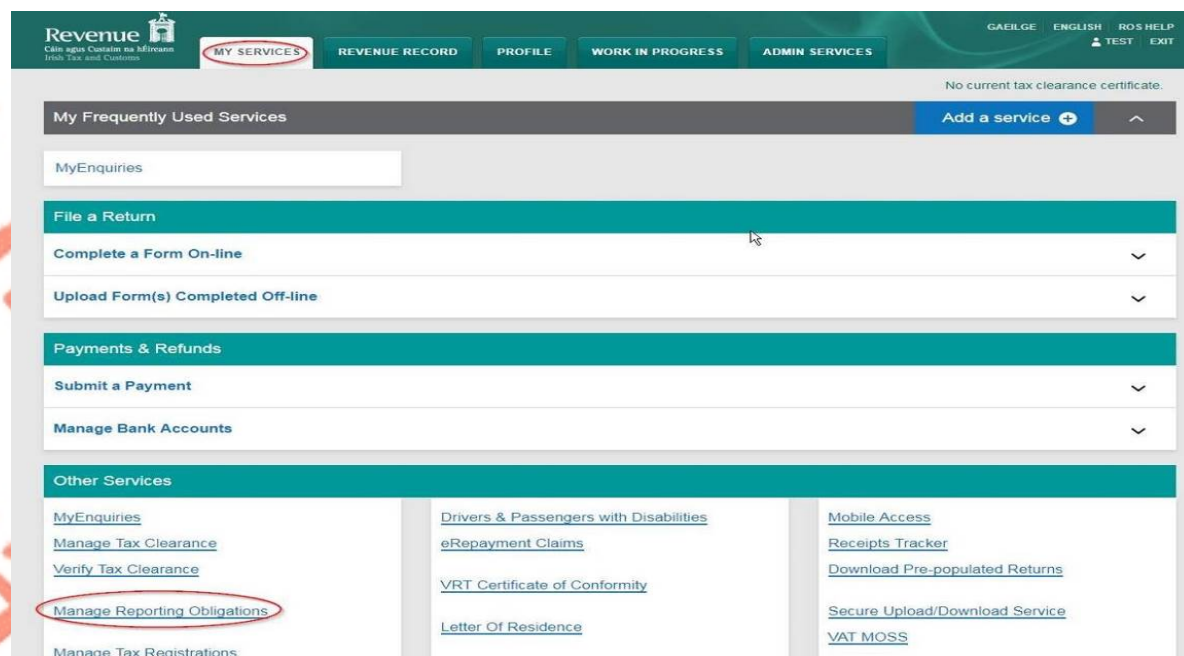


Figure 1: Manage Reporting Obligations screen

3. Select “Register” opposite “FATCA”.

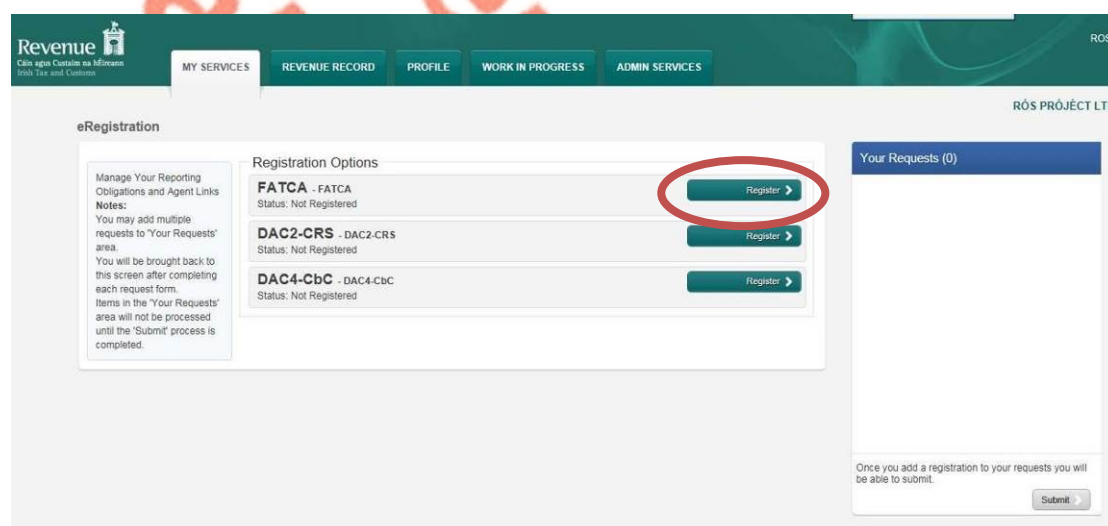


Figure 2: FATCA registration screen

4. Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation). Enter “Global Intermediary Identification Number (GIIN)” and click “Add To Your Requests”.

Note: The date entered must not be later than current date.

FATCA Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) *

GIIN means a Global Intermediary Identification Number assigned to a PFI or Registered Deemed Compliant FFI, assigned by IRS. Format: XXXXXX.XXXXXX.XX.XXX.
More information in Appendix D at <http://www.irs.gov/pub/irs-pdf/p5147.pdf>

Global Intermediary Identification Number (GIIN) *

Figure 3: FATCA GIIN registration screen

5. The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

The screenshot shows the Revenue eRegistration interface. At the top, there's a navigation bar with 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below this, the 'Registration' section is active. On the left, a 'Notes' box explains the request process. The main area, 'Registration Options', lists three categories: 'FATCA - FATCA' (Status: In Requests), 'DAC2-CRS - DAC2-CRS' (Status: Active, Number: [redacted], Agent: n/a), and 'DAC4-CbC - DAC4-CbC' (Status: Not Registered). Each category has a corresponding button: 'Create Registration' for FATCA, and 'Register' for both DAC2-CRS and DAC4-CbC. On the right, a 'Your Requests (1)' sidebar shows a single request: 'Registration (FATCA (01-0000000000))' with 'Edit' and 'Cancel' buttons. At the bottom right, a 'Submit' button is visible, accompanied by a message: 'Once you add a registration to your requests you will be able to submit.'

Figure 4: Submitting FATCA registration screen

6. Click “Sign and Submit”.

The screenshot shows the 'eRegistration' Summary screen. A text box contains 'FATCA Reporting Obligation (New)'. At the bottom right, there are two buttons: '< Back' and 'Sign and Submit >'. The 'Sign and Submit >' button is highlighted with a red circle.

Figure 5: FATCA sign and submit screen

7. The Customer will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

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ROS Help | Exit

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

return BSJMMIM ZITDMN W

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 NLCDDAC43287 [Help](#)

Enter Password Password

Sign & Submit Back

0%

Figure 6: FATCA sign and submit password screen

8. The Customer will receive a ROS Acknowledgement and a Notice Number, which the Customer may wish to print for their records. Click “OK”.

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

ROS Acknowledgement

You have just transmitted an Online Registration Return which has been received by ROS.

You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number 4774569359B

eRegistration summary:

Action	Status	Comments
Register FATCA	Success	

To return to My Services page click the OK button

OK

Figure 7: FATCA registration ROS acknowledgement screen

9. The Customer will receive a new notification in their Revenue Record to confirm the Customer has been registered for a FATCA Reporting Obligation. Click on the Notice Number for confirmation of the registration.

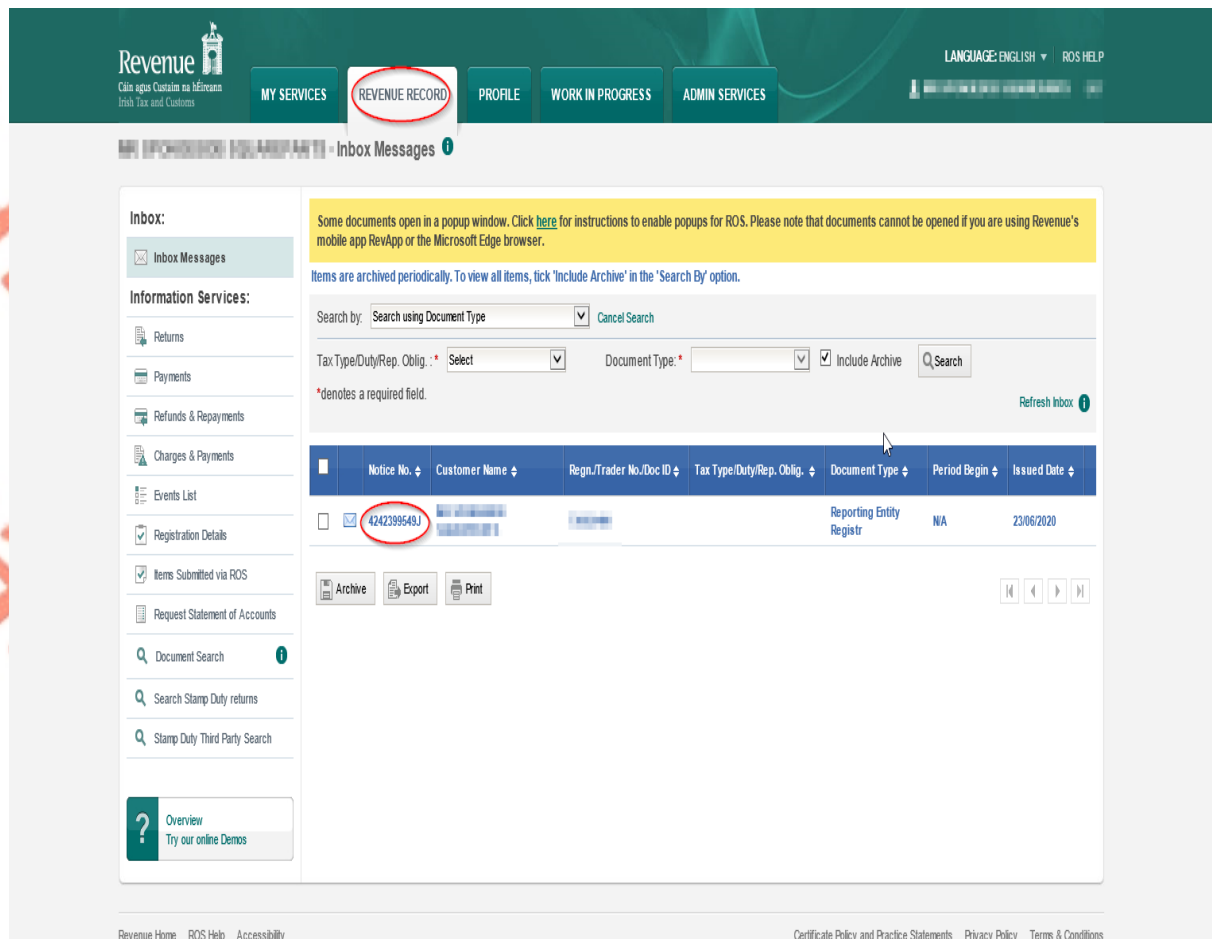


Figure 8: FATCA Revenue Record screen

10. The following notice will appear which the Customer may wish to print for their records.

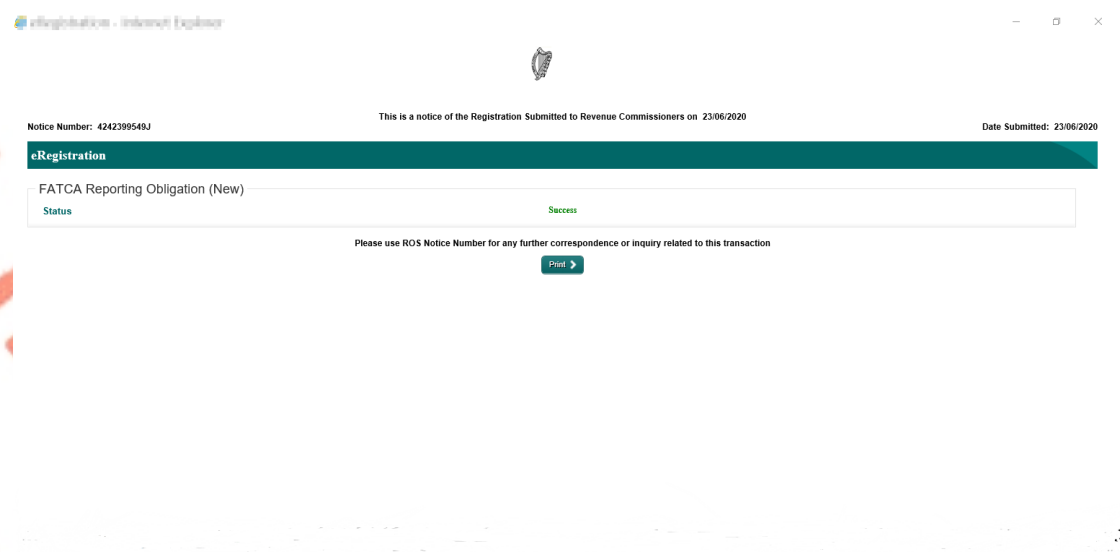


Figure 9: FATCA print registration confirmation screen

After completion of this process, the customer should allow up to 3 working days for the FATCA reporting obligation to be registered.

2. Section 2: Agents Registering Clients For FATCA

This section is only relevant where the user of the system is an Agent. If the user of the system is a Customer, please refer to Section 1 above.

2.1 Registering an existing Client for a FATCA Reporting Obligation

To link to an existing Tax Registration or Reporting Entity for whom you are not current Agents, please refer to **Section 2.2 – Agent linking to new Customers/Clients for Reporting Obligations.**

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- Via **MyEnquiries**, selecting **AEOI (Automatic Exchange of Information) and FATCA**
- Telephone at **+353 42 9353337**

Follow steps 2.1.1 to 2.1.16 to register a FATCA Reporting Obligation.

1. Log into ROS.
2. Under the “TainServices” tab, locate the Customer using Client Search or Client List.

Agent will be redirected to the “Client Services” tab for the relevant Customer. “Reporting Obligations” must be ticked.

The screenshot displays the 'Tain Services' interface within the Revenue ROS system. The top navigation bar includes 'TAIN SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The 'TAIN SERVICES' tab is active, showing a 'Find Clients' section with a 'Client Search' form. In this form, the 'Reporting Obligations' radio button is selected, and the 'FATCA' dropdown menu is open, showing 'Enter registration no.' as an option. The 'Your Client List' section has a 'View Client List' button circled in red. The 'Manage Tax Registrations' section has a 'Manage' button. The 'Properties' section has 'View Property List' and 'Export Property List' buttons. The 'Upload Form(s) Completed Offline' section has a 'Select a return type...' dropdown. The 'Agent Employer Services' section has links for 'Request RPNs by file upload' and 'Submit payroll by file upload'. The 'Other Services' section has links for 'MyEnquiries', 'Manage Financial Statements', 'Upload Multiple Financial Statements', 'Trust Register Functions', 'P2C Search', 'Mobile Access', and 'View Property History'.

Figure 10: Tain Services select client screen

3. Select “Manage Reporting Obligations” from the Other Services section.

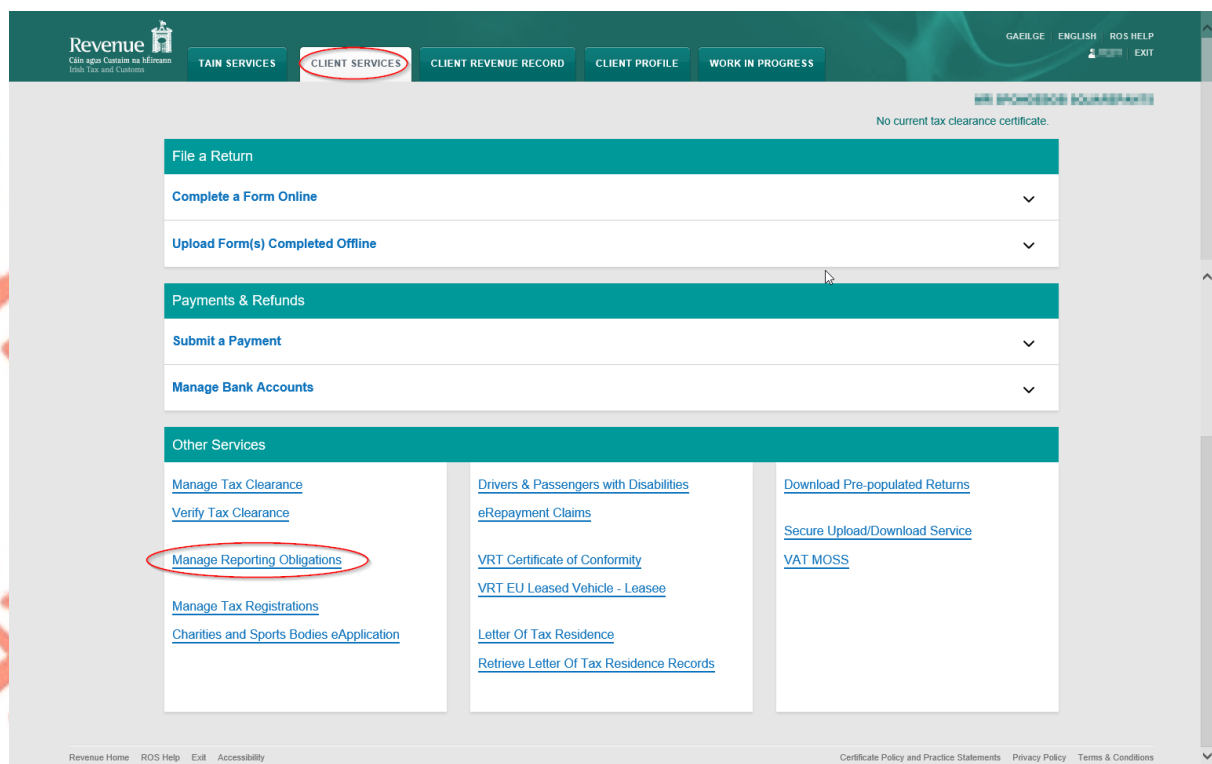


Figure 11: Agent Manage Reporting Obligations screen

4. Click “Select Action” opposite “FATCA”.

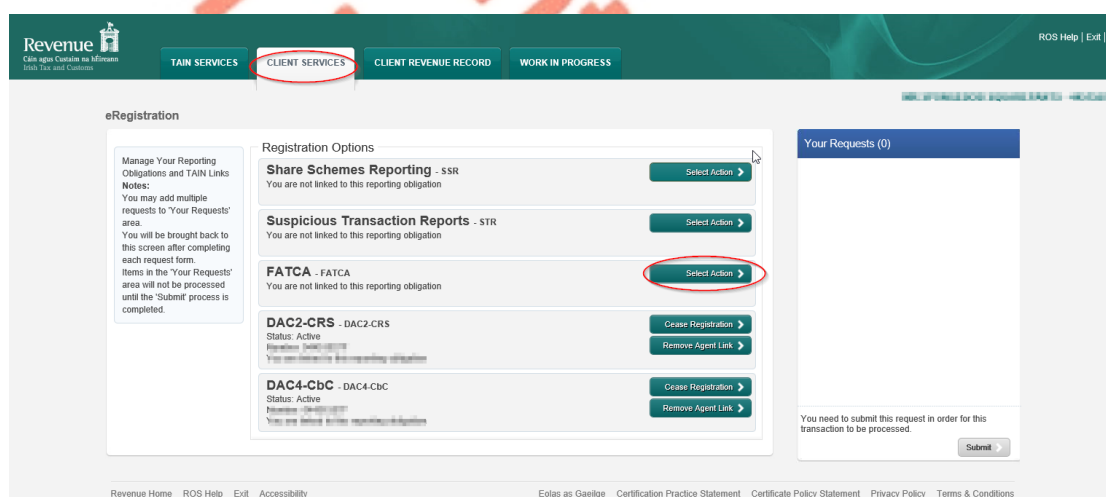


Figure 12: Agent FATCA registration screen

5. Select “Add and link to a new registration”.

This option is applicable to an Agent wishing to link to a current Customer/Client to manage a FATCA Reporting Obligation.

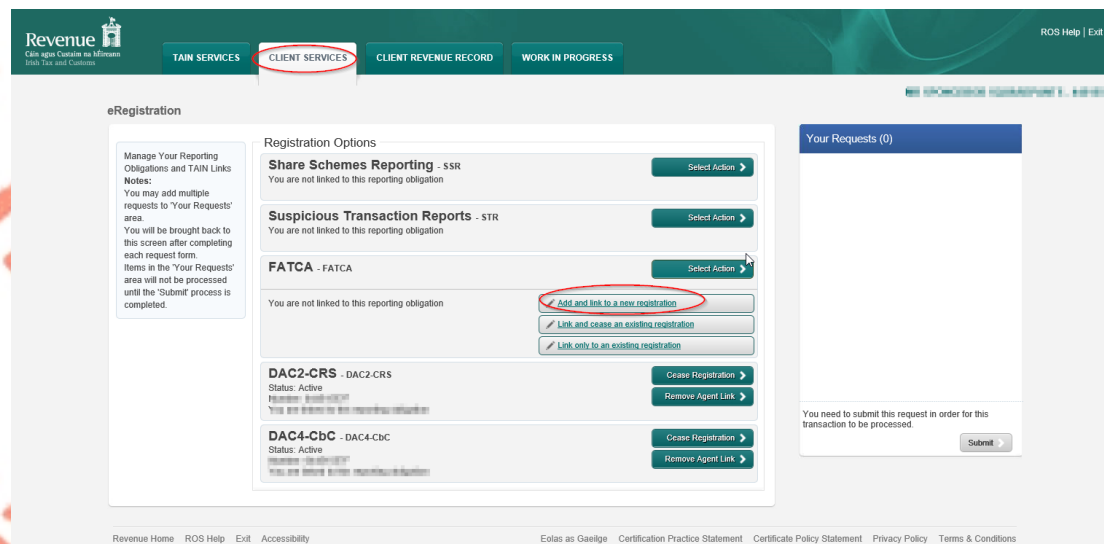


Figure 13: Agent FATCA registration selection screen

6. The following screen will appear. Select “Confirm”.

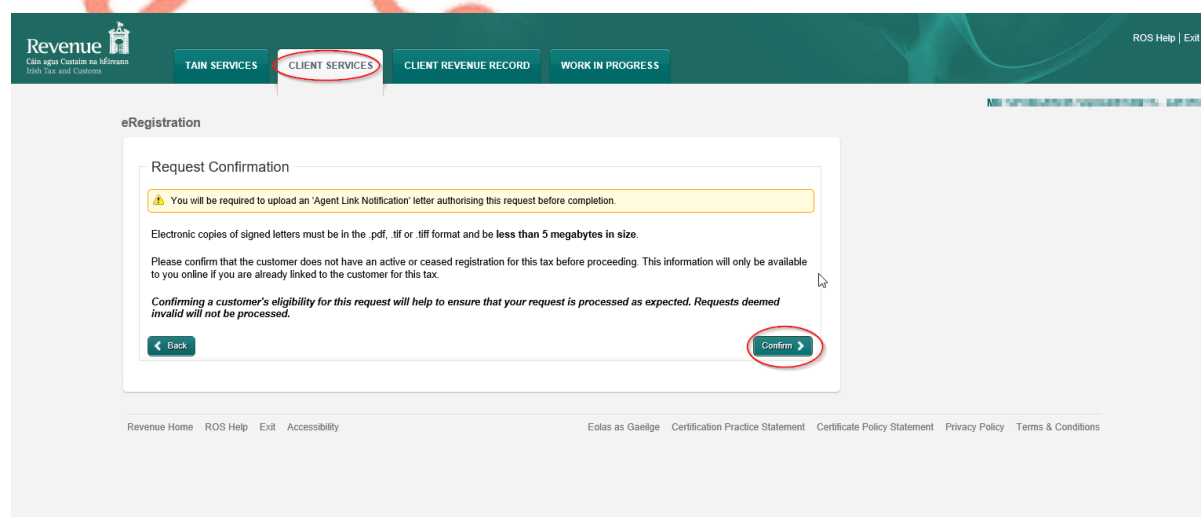


Figure 14: Agent FATCA registration confirmation screen

7. Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation). Enter Global Intermediary Identification Number (GIIN), click “Add To Your Requests”.

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TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

ROS Help | Exit |

eRegistration

FATCA Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) *

GIIN means a Global Intermediary Identification Number assigned to a PFII or Registered Deemed Compliant FFI, assigned by IRS. Format: XXXXXX-XXXX-XX-XXXX. More information in Appendix D at <http://www.irs.gov/pub/irs-pdf/p5147.pdf>

Global Intermediary Identification Number (GIIN) *

Cancel Add To Your Requests

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Figure 15: Agent FATCA GIIN registration screen

8. The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

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ROS Help | Exit |

eRegistration

Manage Your Reporting Obligations and TAIN Links

Notes:

You may add multiple requests to “Your Requests” area.

You will be brought back to this screen after completing each request form.

Items in the “Your Requests” area will not be processed until the “Submit” process is completed.

Registration Options

Share Schemes Reporting - SSR

You are not linked to this reporting obligation

Select Action

Suspicious Transaction Reports - STR

You are not linked to this reporting obligation

Select Action

FATCA - FATCA

Status: In Requests

DAC2-CRS - DAC2-CRS

Status: Active

Cease Registration

Remove Agent Link

DAC4-CbC - DAC4-CbC

Status: Active

Cease Registration

Remove Agent Link

Your Requests (1)

Register

FATCA

Edit Cancel

You need to submit this request in order for this transaction to be processed.

Submit

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Figure 16: Agent FATCA registration submit screen

9. Select “Generate Client Consent Letter” this will generate a Consent letter in respect of the registrations input for your client. This will be generated in PDF format. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage).

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eRegistration

Summary

FATCA Reporting Obligation (New)

The option to generate a Consent letter that can be signed by your client and a copy retained on your records is displayed below. Click on the "Generate Client Consent Letter" button to generate a Consent Letter in respect of the registrations input for your client. The letter will be generated in .PDF format. To view this Letter, you will need at least Adobe Reader version 8.0 or a similar .PDF Reader. The latest version of Adobe Reader is available for free from the following link: [Download Adobe Reader](#).

Generate Client Consent Letter

Back Next

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Figure 17: Agent generate client consent letter screen

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TEST TEST confirms that TEST (PARTIC) is to act as the agent in respect of the following taxes.

FATCA Reporting Obligation (New)

Registration Commencement Date 24/06/2020

TEST TEST understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed _____ (Agent) Date _____

Figure 18: Agent Client consent letter screen

This document opens in a separate browser for editing and saving to the Agent network/drive.

10. Once completed, click “Next”.

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TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

ROS Help | Exit |

eRegistration

Summary

FATCA Reporting Obligation (New)

The option to generate a Consent letter that can be signed by your client and a copy retained on your records is displayed below. Click on the "Generate Client Consent Letter" button to generate a Consent Letter in respect of the registrations input for your client. The letter will be generated in .PDF format. To view this Letter, you will need at least Adobe Reader version 8.0 or a similar .PDF Reader. The latest version of Adobe Reader is available for free from the following link: [Download Adobe Reader](#).

Generate Client Consent Letter

Back Next

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Figure 19: Agent linking screen

11. To upload the completed Agent Link Notification Form on ROS, click “Browse” and locate the completed Agent Link Notification Form in the Agent network/drive. Tick the box “FATCA” and click “Next”.

**** Standard Agent link notification may also be uploaded****

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TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

ROS Help | Exit |

eRegistration

TAIN Link Attachment

In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter.

Further information and a sample letter are available [here](#).

Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.

File Browse...

Please indicate which reporting obligations the attachment is relevant to by checking the boxes.

☒ FATCA

Please upload a copy of the signed TAIN Link Notification letter by clicking the 'Next' button.

Back Next

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Figure 20: Upload agent link notification form screen

12. Click “Sign and Submit”.

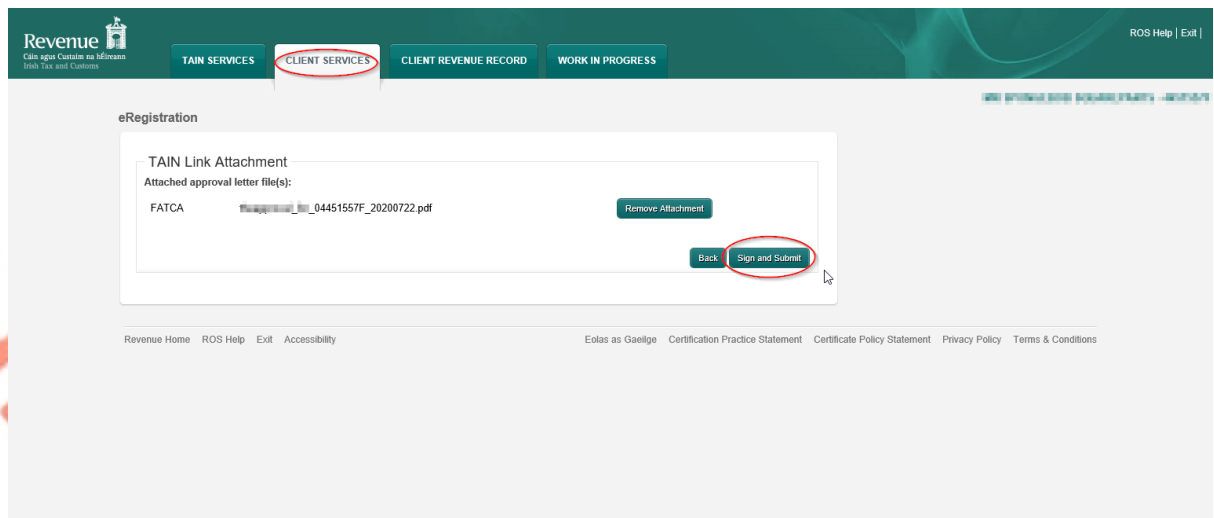


Figure 21: Agent link sign and submit screen

13. The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

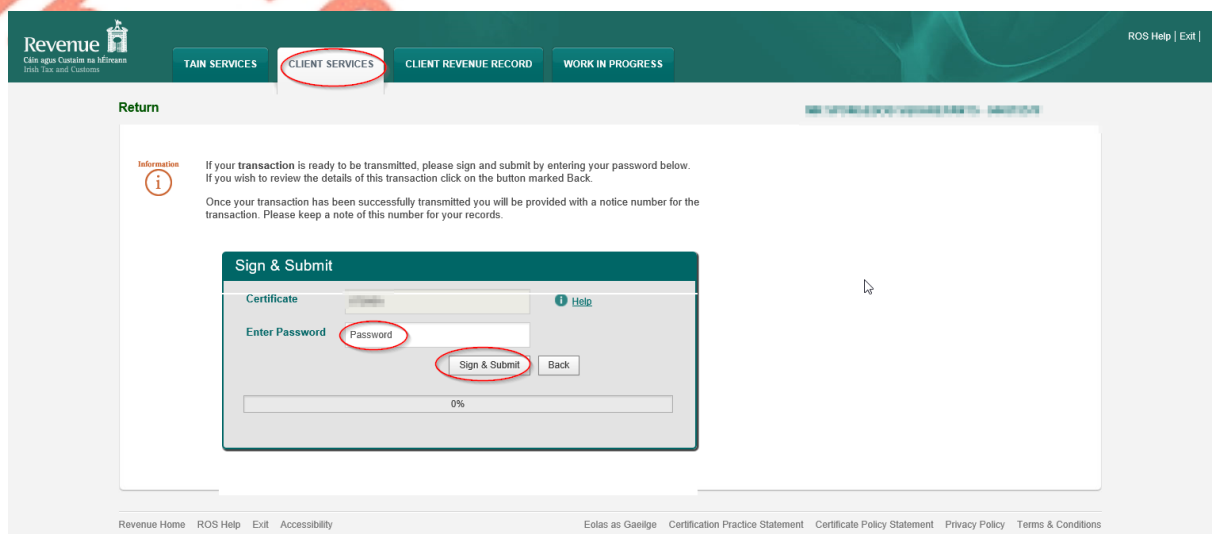


Figure 22: Agent sign and submit password screen

14. The Agent will receive a ROS Acknowledgement and a Notice Number which the Agent may wish to print for its records. Click “OK”.

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TAIN SERVICES REVENUE RECORD PROFILE ADMIN SERVICES

ROS Acknowledgement

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client's ROS Inbox by clicking on the Client Revenue Record tab above.
A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue.
To file another Return click on Client Services tab.
To return to TAIN Services click on TAIN Services tab.

Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.

Notice Number **4544206190G**

eRegistration summary:

Action	Status	Comments
Register and Link FATCA	Success	

To return to TAIN Services click on TAIN Services tab. **OK**

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Figure 23: Agent FATCA confirmation screen

15. The Agent will receive a new notification in the Client's Revenue Record to confirm the Customer has been registered for a FATCA Reporting Obligation. Click on the Notice Number for confirmation of the registration.

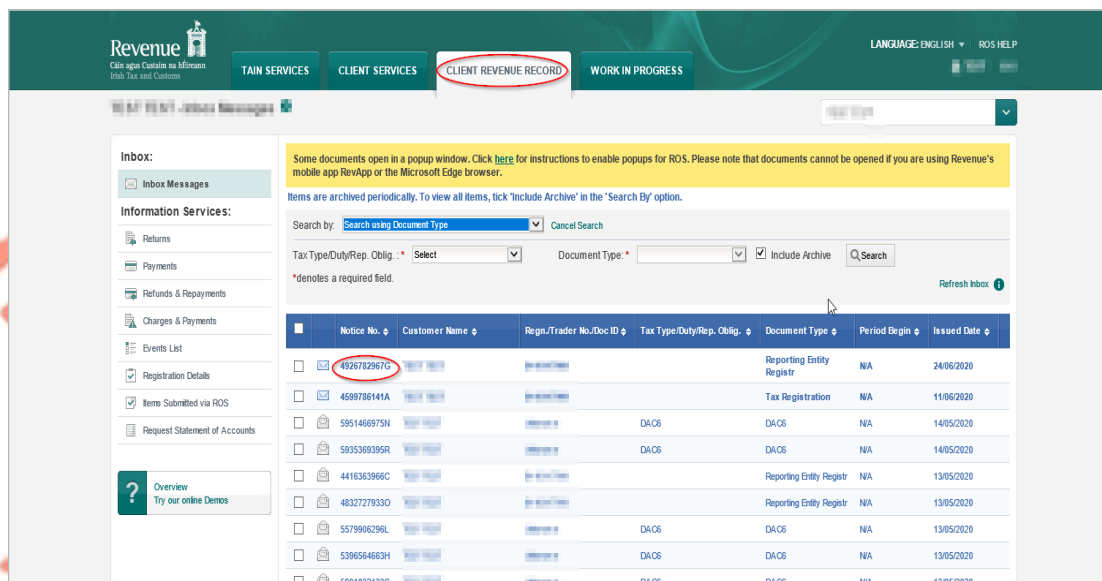


Figure 24: Agent Revenue Record screen

16. The following notice will appear which the Agent may wish to print for their records.



Notice Number: 5786011790L This is a notice of the Registration Submitted to Revenue Commissioners on 21/04/2017 Date Submitted: 21/04/2017

eRegistration

FATCA Reporting Obligation (New)

Status Success

Please use ROS Notice Number for any further correspondence or inquiry related to this transaction

[Print >](#)

Figure 25: Agent link confirmation screen

- ❖ After completion of this process, the agent should allow up to 3 working days for the FATCA reporting obligation to be registered.

2.2 Agent linking to new Customers/Clients for Reporting Obligations

This section is to be used by Agents who wish to link to a Customer/Client to whom they are **not** already linked on ROS to carry out FATCA Reporting Obligations. Please note that in the example below, the Customer/Client is already registered on ROS for the FATCA Reporting Obligation. If an Agent wishes to link to a Customer/Client and the Customer/Client is not already registered for the FATCA Reporting Obligation, please refer to Section 2.1.

1. Agent logs onto ROS, access “Tain Services”.
2. Go to section “Manage Tax Registrations”.

The screenshot displays the Revenue ROS interface. At the top, the 'TAIN SERVICES' tab is selected. Below this, the 'Find Clients' section allows searching by registration number or name. The 'Your Client List' section provides options to view or export the client list. The 'Manage Tax Registrations' section, highlighted with a red box, includes options to manage existing registrations or register new customers and reporting entities. Below this, the 'Properties' section allows viewing or exporting property lists. The 'Upload Form(s) Completed Offline' section provides a way to upload return files. The 'Agent Employer Services' section includes links for requesting RPNs and submitting payroll. The 'Other Services' section contains links for enquiries, financial statements, and mobile access.

Figure 26: Agent Manage Tax Registrations screen

3. If an Agent wishes to register an existing Tax Registration for a Reporting Obligation, select “Tax Registrations” radio button, followed by “Tax Type” (choose existing tax type for Company), enter the “Tax Registration Number”, along with the “Name” and select “Manage Reporting Obligations” from the drop-down menu. To complete this step, click “Manage”.

Manage Tax Registrations

Manage Client Registrations

Please use this option to update, add or cancel Agent/Client links and tax registrations if your client had/has an existing tax number, incl. PAYE.

☒ Tax Registrations ☐ Reporting Obligations

Select a tax type...
Enter registration no.
Enter name
Select tax type...
Manage Tax Registrations
Manage Reporting Obligations
Manage

Register New Revenue Customer

You can now register new individuals, companies, partnerships trusts and Reporting Entities with Revenue.

Register New Revenue Customer

You can also register new reporting entities.

Register New Reporting Entity

Figure 27: Agent update Tax Registration screen

4. Alternatively, if the Agent wishes to register an existing Reporting Entity for a Reporting Obligation, select the “Reporting Obligations” radio button, followed by the “Reporting Obligation Type”, enter the “Registration Number”, followed by the “Name”, and then select “Manage Reporting Obligations” from the drop-down menu. To complete this step, click “Manage”.

Manage Tax Registrations

Manage Client Registrations

Please use this option to update, add or cancel Agent/Client links and tax registrations if your client had/has an existing tax number, incl. PAYE.

☐ Tax Registrations ☒ Reporting Obligations

Select a reporting obli...
Enter registration no.
Enter name
Select tax type...
Manage Tax Registrations
Manage Reporting Obligations
Manage

Register New Revenue Customer

You can now register new individuals, companies, partnerships trusts and Reporting Entities with Revenue.

Register New Revenue Customer

You can also register new reporting entities.

Register New Reporting Entity

Figure 28: Agent update Reporting Obligation screen

- Under Registration Options, click “Select Action” and “Link only to an existing registration”.

This option is applicable to an Agent wishing to link to a Customer/Client they are **not** currently linked to on ROS in order to manage a FATCA Reporting Obligation.

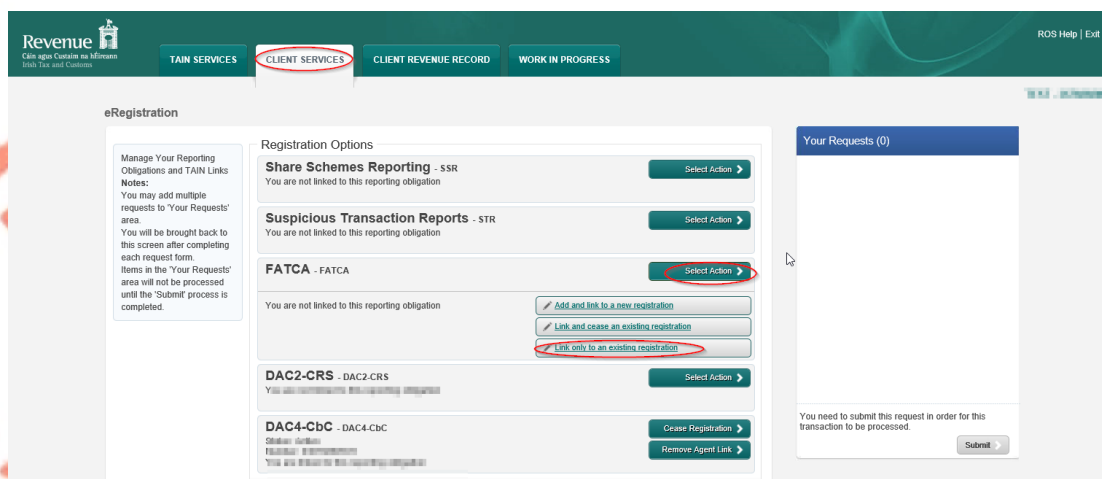


Figure 29: Agent registration option screen

- Click “Confirm”.

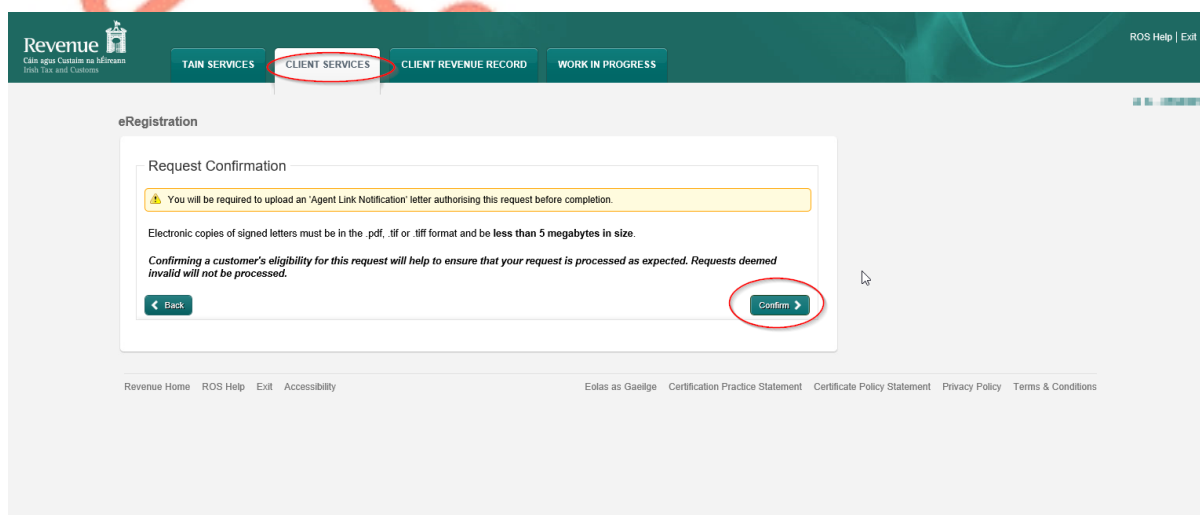


Figure 30: Agent registration request confirmation screen

7. Click “Submit”.

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Figure 31: Agent submit registration screen

8. Click “Generate Client Consent Letter”, this action generates a letter for signing. Download and save for editing. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage). Once completed click “Next”.

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Figure 32: Agent generate client consent letter screen



TEST confirms that **TEST** (■■■■■) is to act as the agent in respect of the following taxes.

FATCA Reporting Obligation (New) _____
Agent Link Authorisation Requested


TEST understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed _____ (Agent) Date _____

Signed _____ (Client) Date _____

Figure 33: Agent Client consent letter document screen

9. Select “Browse” and upload the letter generated (or Agent Link Notification Form). Tick FATCA and click “Next”.



TAIN SERVICES **CLIENT SERVICES** **CLIENT REVENUE RECORD** **WORK IN PROGRESS**

ROS Help | Exit

eRegistration

TAIN Link Attachment

In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter.

Further information and a sample letter are available [here](#).

Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.

File* _____ **Browse...**

Please indicate which reporting obligations the attachment is relevant to by checking the boxes.

☒ **FATCA**

Please upload a copy of the signed TAIN Link Notification letter by clicking the 'Next' button.

Back **Next**

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Figure 34: Agent upload agent link documentation screen

10. Click “Sign and Submit”.

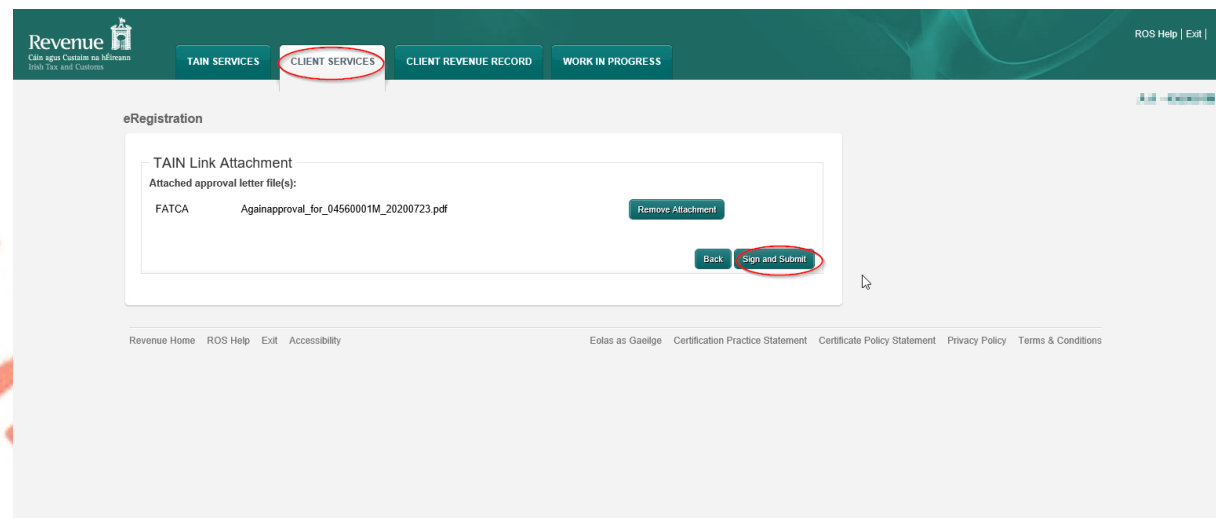


Figure 35: Agent sign and submit screen

11. The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

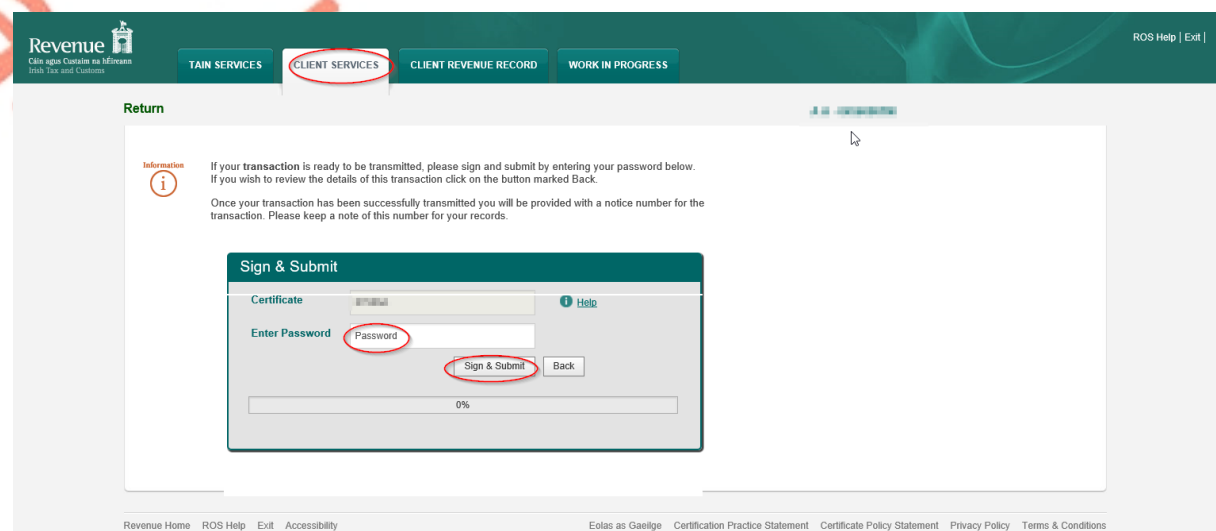


Figure 36: Agent sign and submit password screen

12. Allow up to 3 working days to update on ROS.

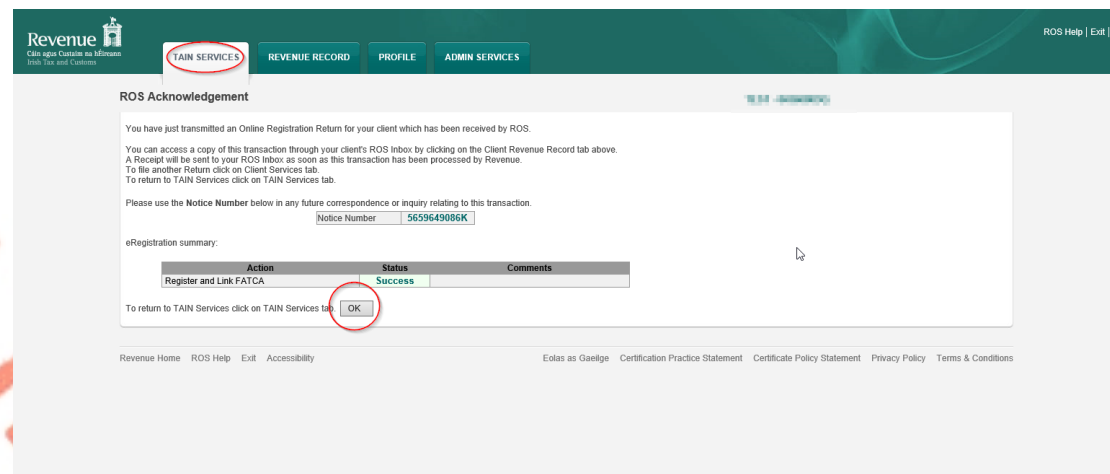


Figure 37: Agent ROS confirmation screen

13. The Agent will receive a new notification in the Revenue Record to confirm the Agent link. Click on the Notice Number for confirmation of the registration.

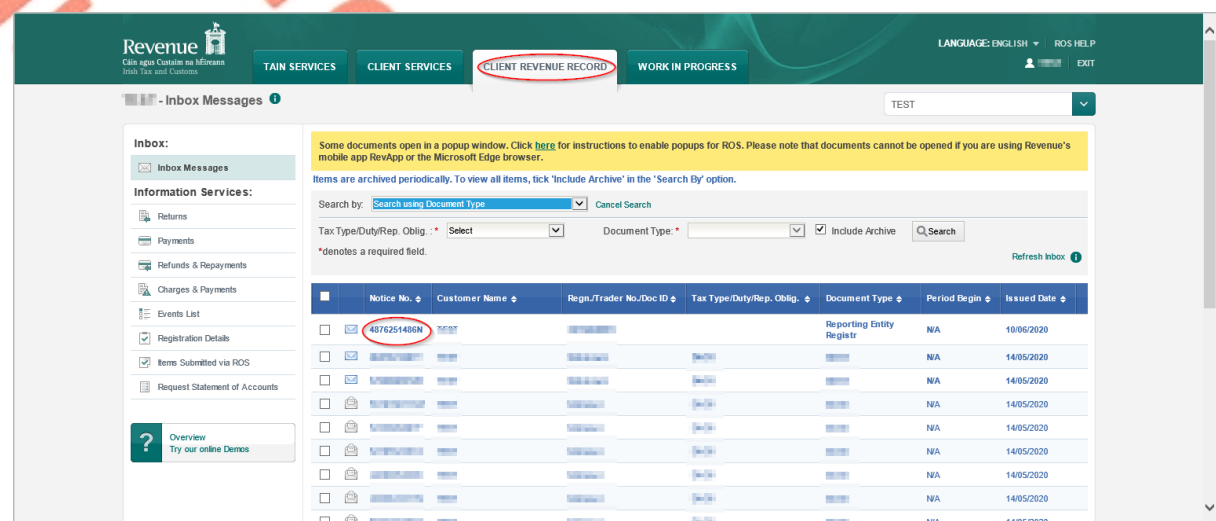



Figure 38: Agent Revenue Record screen

14. The following notice will appear which the Agent may wish to print for their records.

eRegistration - Internet Explorer



Notice Number: [redacted] This is a notice of the Registration Submitted to Revenue Commissioners on 24/06/2020 Date Submitted: 24/06/2020

eRegistration

FATCA Reporting Obligation (New)

Status Success

Please use ROS Notice Number for any further correspondence or inquiry related to this transaction

[Print](#)

Figure 39: Agent confirmation screen

- ❖ After completion of this process, the agent should allow up to 3 working days to update.

3. Section 3 – Customer Submitting FATCA Returns

The following section details how Customers upload FATCA returns on ROS.

Section 3.1 details uploading Nil FATCA returns, Section 3.2 details uploading XML files.

XML Nil Returns may also be uploaded. Please refer to [FATCA XML Schema Guide \(V2.0\)](#)

3.1 Customer Submitting Nil FATCA Return.

1. Customer logs on to ROS, under “Upload Form(s) Completed Off-Line” select “FATCA” from the drop-down list. Click “Upload Return”.

The screenshot shows the Revenue ROS interface. At the top, there's a navigation bar with 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below this, a section titled 'My Frequently Used Services' includes a search bar for 'MyEnquiries' and a button to 'Add a service'. The main content area is titled 'File a Return' and contains two expandable sections: 'Complete a Form On-line' and 'Upload Form(s) Completed Off-line'. The 'Upload Form(s) Completed Off-line' section is expanded, showing a message: 'Select the type of return from the drop-down list to upload a return completed off-line.' Below this message is a drop-down menu with 'FATCA' selected. To the right of the drop-down is an 'Upload Return' button with a right-pointing arrow. A mouse cursor is hovering over the 'Upload Return' button. The background of the page has a large, diagonal watermark that reads 'A sample version of this available.'.

Figure 40: Customer upload FATCA return screen

The ROS upload screen is then presented to the user. If the user wishes to make an election under Regulation 6(2) of the Financial Accounts Reporting Regulations 2014, they should ensure that the check box at the top of the screen is selected.¹ This checkbox is also relevant for selection of the Nil return option.

2. Tick election box if applicable. Click "Submit Nil Return".

Figure 41: Customer submit Nil return screen

¹ Further information on the relevant thresholds that can be applied in respect of FATCA are set out in the Tax and Duty Manual (TDM) [Part 38-03-22](#) FATCA guidance notes.

3. Information for the nil return will be auto generated from registration as shown below. Select “Address Country Code” from the drop-down list. (This is a mandatory field). Tick “I wish to submit a nil-return based on the above details”. Click “Submit”.

Revenue
Customised to meet the needs of the Irish tax and finance community

FATCA Nil Return

Revenue auto-generated nil-return facility

This facility provides Reporting Financial Institutions (FIs) with a simple option to submit a nil-return in the case where they have no reportable accounts for the given Reporting Period. This facility automatically generates a nil-return on behalf of the FI, based on the submission date and the customer registration details as set out below. FIs may also use the File Upload option to submit a nil-return in XML format as an alternative to this facility should they wish, or should the auto-generated details not suit their needs.

The following details will be used to automatically generate a nil-return on your behalf:

Global Intermediary Identification Number: [REDACTED]

Reporting Period Start Date: 01-01-2018

Reporting Period End Date: 31-12-2018

Country of Tax Residence: Ireland

Name: [REDACTED]

* Filer Category: Please Select

* Address CountryCode: Please Select

Address: [REDACTED]

☐ I wish to submit a nil-return based on the above details.

[Back](#) [Submit](#)

Figure 42: Customer Nil return auto populated screen

4. Enter Password, click “Sign and Submit”.

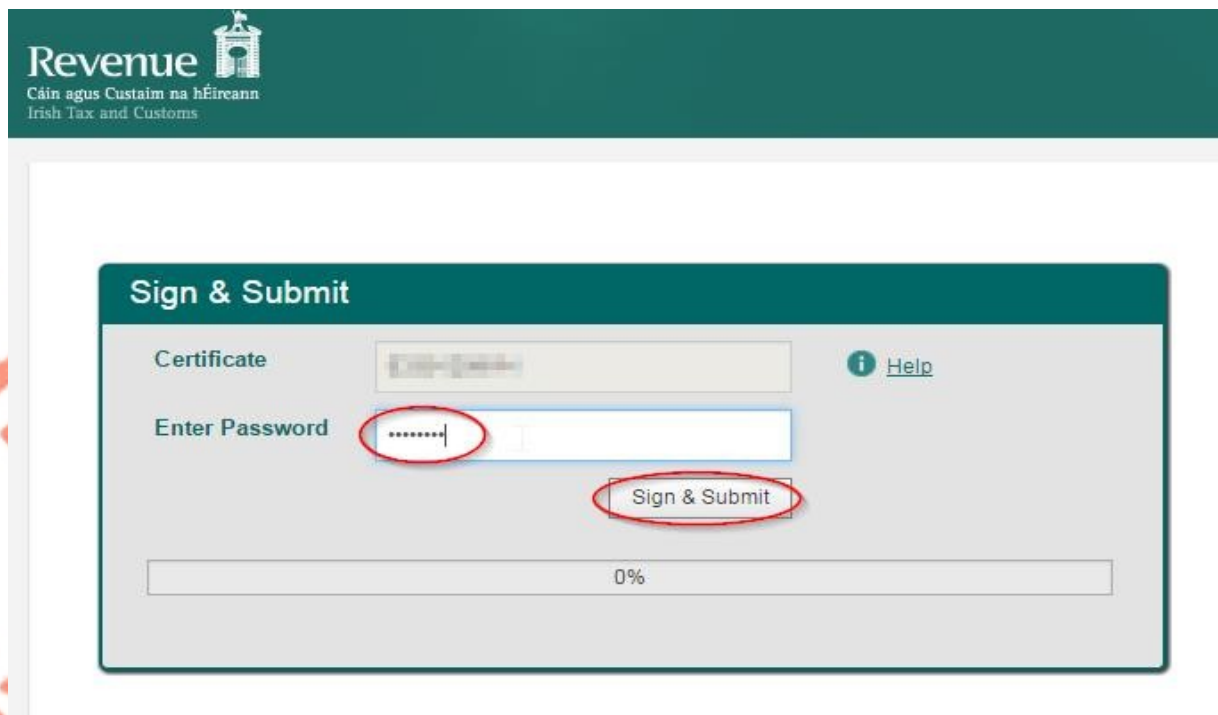


Figure 43: Customer sign and submit screen

5. The following confirmation screen is shown. Click “Go to ROS” to return to Revenue Record.



Figure 44: Customer Nil return confirmation screen

6. The Customer will receive a new notification in the Revenue Record to confirm they have submitted a FATCA Nil Return. Click on the Notice Number for confirmation of the Nil Return submitted.

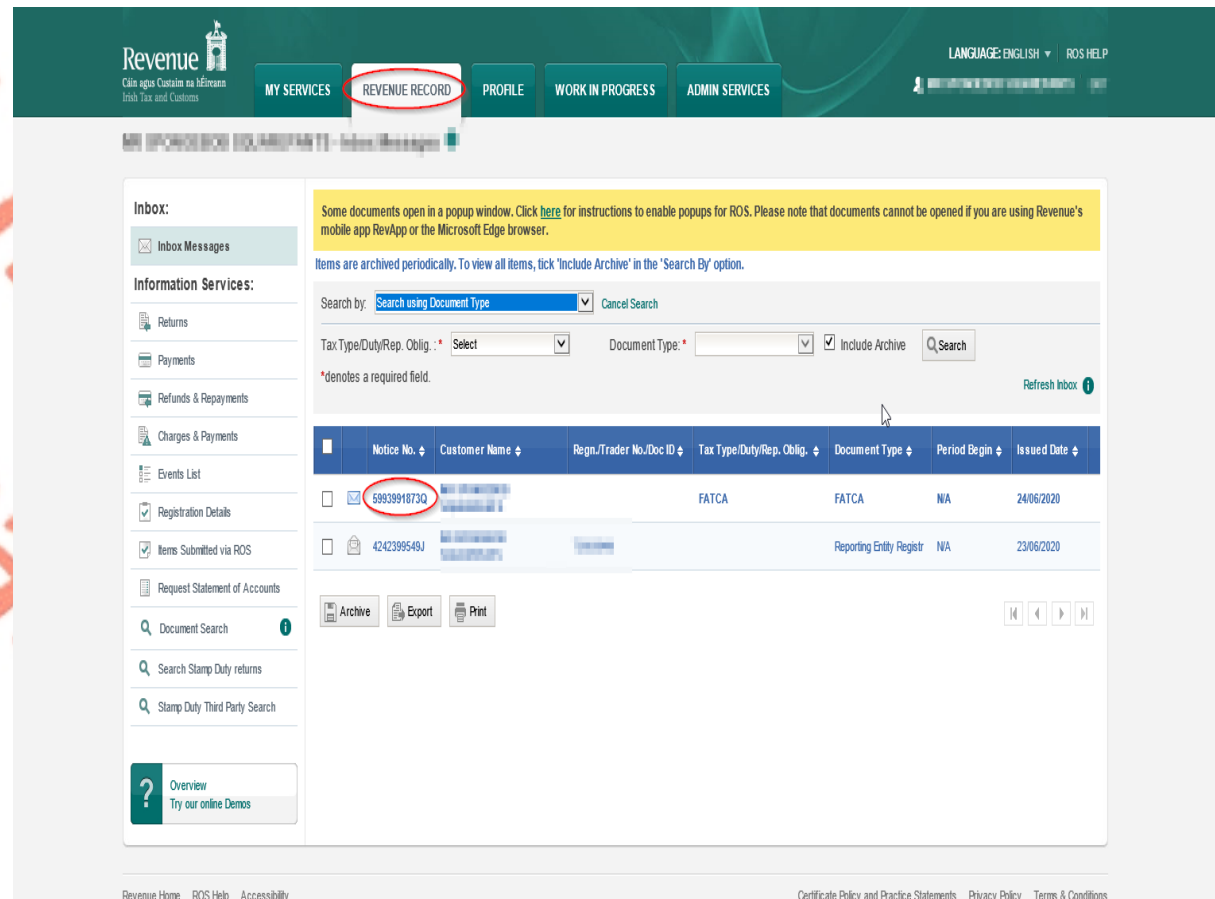
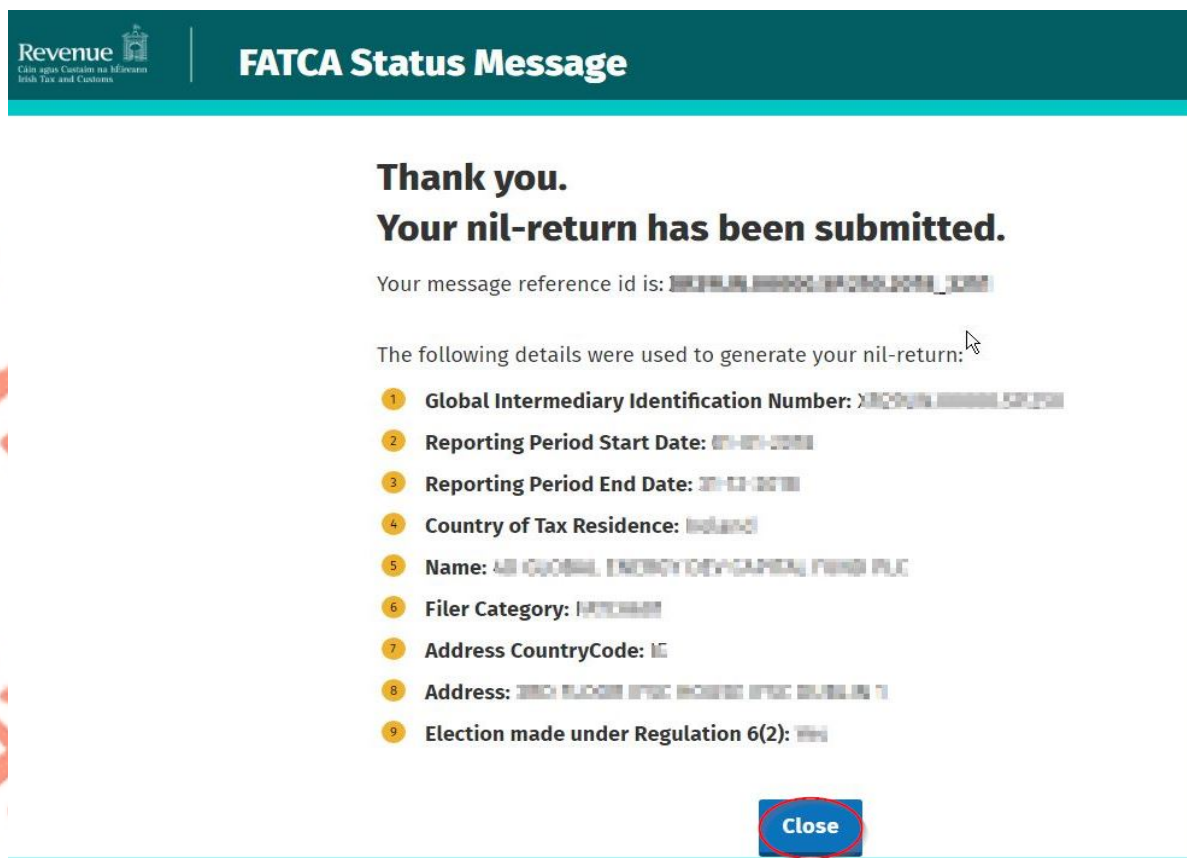


Figure 45: Customer Revenue Record screen

7. Click “Close” to return to Revenue Record.



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Cuid again Cuidain na Míreann
Irish Tax and Customs

FATCA Status Message

Thank you.
Your nil-return has been submitted.

Your message reference id is: **XXXXXXXXXXXXXXXXXXXX**

The following details were used to generate your nil-return:

- 1 **Global Intermediary Identification Number:** XXXXXXXXXXXXXXX
- 2 **Reporting Period Start Date:** 01-01-2018
- 3 **Reporting Period End Date:** 31-12-2018
- 4 **Country of Tax Residence:** Ireland
- 5 **Name:** ABC GLOBAL ENERGY & CAPITAL FUND PLC
- 6 **Filer Category:** INTERMEDIARY
- 7 **Address CountryCode:** IE
- 8 **Address:** 1234 BLK 5 FSC HOUSE 5 FSC DUBLIN 1
- 9 **Election made under Regulation 6(2):** YES

Close

Figure 46: Customer return status message screen

3.2 Customer Submitting FATCA XML File²

For efficient processing, it is recommended that individual FATCA XML files should not exceed 10MB in size. The absolute maximum file size is 30MB or 20,000 records. A file size of greater than 30MB or 20,000 records will be rejected by ROS.

1. Customer logs on to ROS, under “Upload Form(s) Completed Off-Line” select “FATCA” from the drop-down list. Click “Upload Return”.

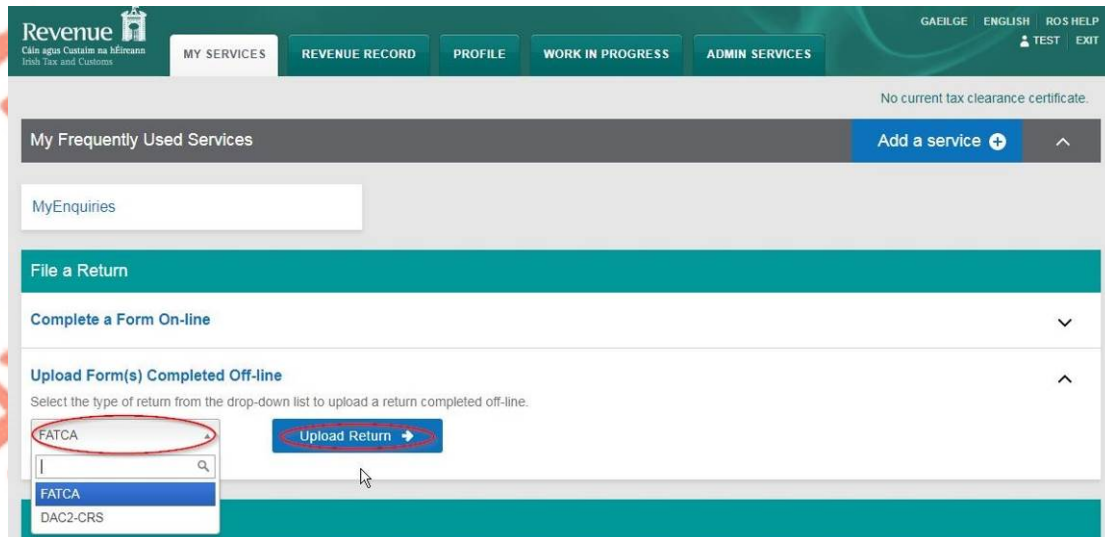
The screenshot shows the Revenue ROS (Revenue Online Service) interface. At the top, there's a header with the Revenue logo and navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below this, a section titled 'My Frequently Used Services' includes a search bar for 'MyEnquiries' and a button to 'Add a service'. The main content area is titled 'File a Return' and contains two expandable sections: 'Complete a Form On-line' and 'Upload Form(s) Completed Off-line'. The 'Upload Form(s) Completed Off-line' section is expanded, showing a dropdown menu to 'Select the type of return from the drop-down list to upload a return completed off-line.' The dropdown menu is open, showing 'FATCA' as the selected option. To the right of the dropdown is a blue button labeled 'Upload Return' with a right-pointing arrow. A mouse cursor is hovering over this button. The background of the page has a large, diagonal watermark that reads 'This document is a draft version of this'.

Figure 47: Customer upload return screen

² Further information on the [FATCA XML Schema Guide \(V2.0\)](#).

The ROS upload screen is then presented to the user. If the user wishes to make an election under Regulation 6(2) of the Financial Accounts Reporting Regulations 2014, they should ensure that the check box at the top of the screen is selected.³ This checkbox is also relevant for the selection of the Nil return option.

2. Tick election box if applicable. Click “Add File”, select file from computer storage. Enter ROS password and click “Upload File”.

Figure 48: Customer add file screen

3. The following confirmation screen appears. Click “Finished”. The Customer is directed back to My Services page.

Figure 49: Customer ROS upload confirmation screen

³ Further information on the relevant thresholds that can be applied in respect of FATCA are set out in the TDM [Part 38-03-22](#) FATCA guidance notes.

- The Customer will receive a new notification in the Revenue Record to confirm the successful file submission. Click on the Notice Number for confirmation of the file upload.

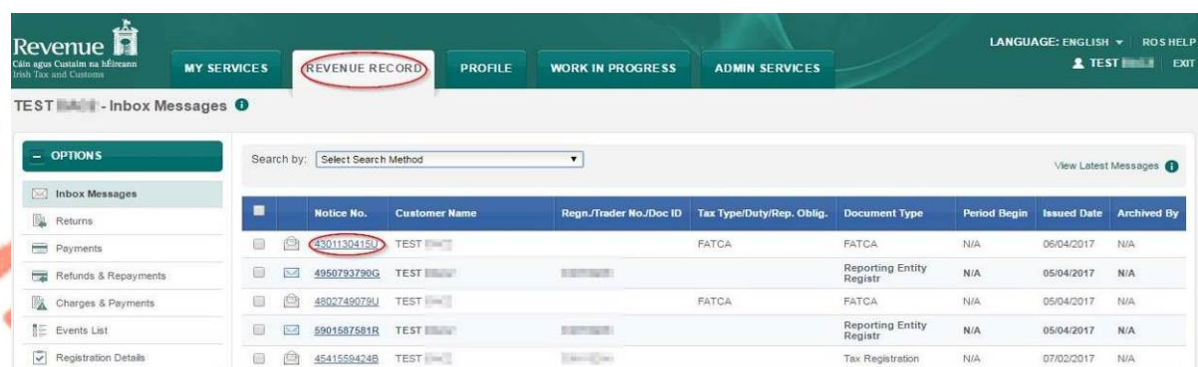


Figure 50: Customer Revenue Record screen

- Click "Close" to exit and return to Revenue Record screen.

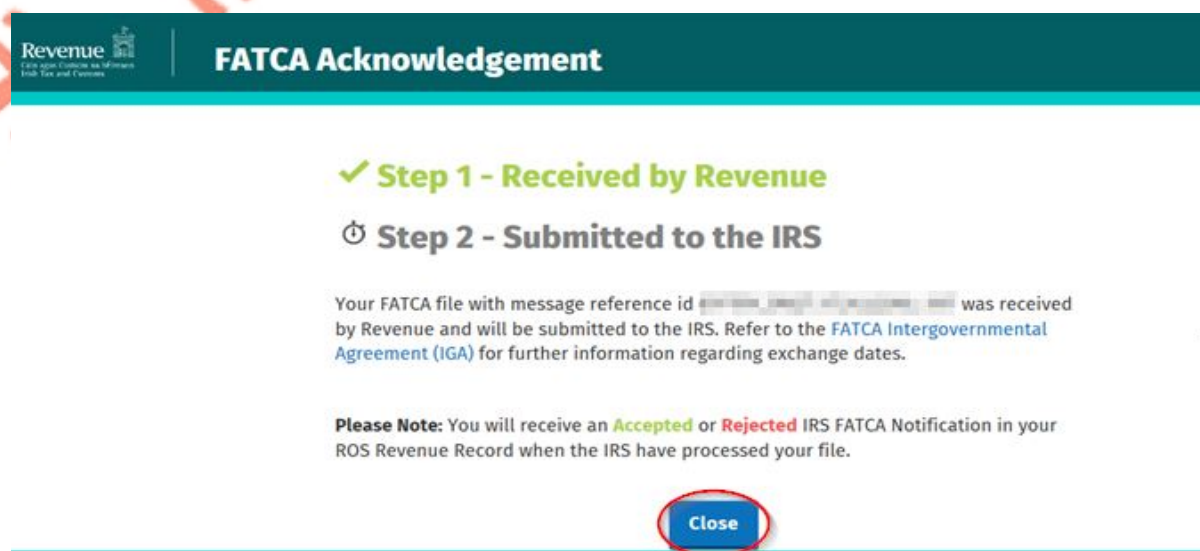
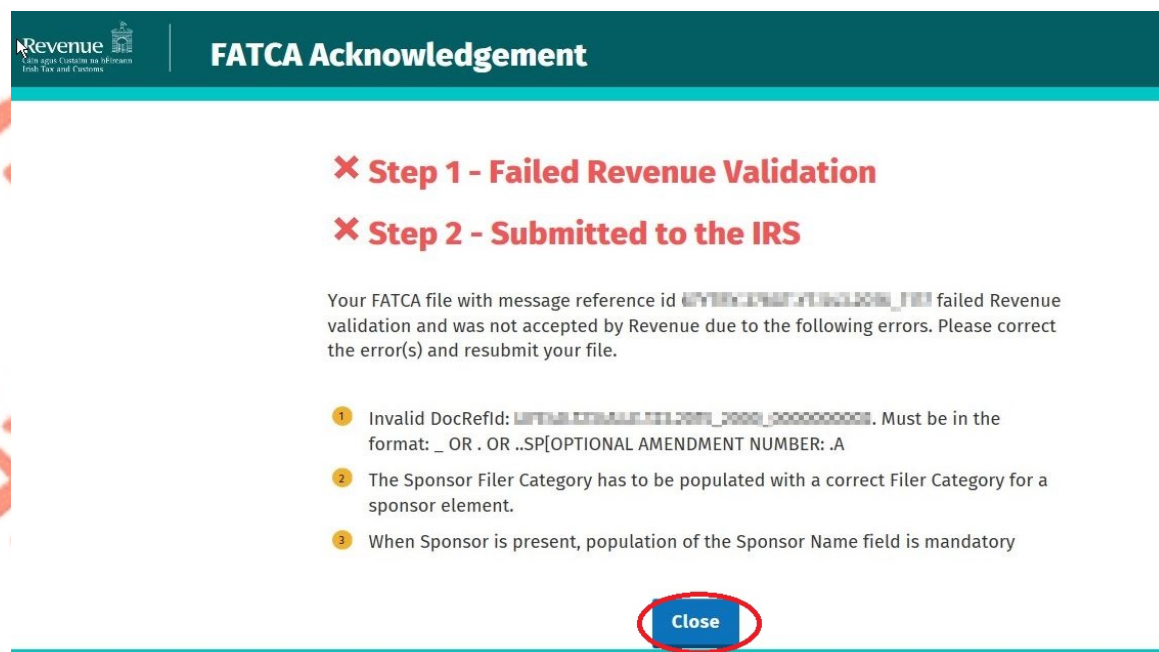


Figure 51: Customer FATCA acknowledgement screen

6. Where a FATCA file submission fails, the screen at Figure 53 will be presented. As ROS uses real time validation, files are checked during upload and errors encountered are reflected in the Revenue Record. When this message appears on screen, Click “Close” to return to My Services screen in order to rectify the issues outlined and re-submit the XML file subsequent to correction.



The screenshot shows a web interface for 'Revenue' with the tagline 'Can you Customs an African Irish Tax and Customs'. The main heading is 'FATCA Acknowledgement'. Below this, there are two red 'X' icons followed by the text 'Step 1 - Failed Revenue Validation' and 'Step 2 - Submitted to the IRS'. A paragraph states: 'Your FATCA file with message reference id [REDACTED] failed Revenue validation and was not accepted by Revenue due to the following errors. Please correct the error(s) and resubmit your file.' Below this are three numbered error messages: 1. 'Invalid DocRefId: [REDACTED]. Must be in the format: _ OR . OR ..SP[OPTIONAL AMENDMENT NUMBER: .A' 2. 'The Sponsor Filer Category has to be populated with a correct Filer Category for a sponsor element.' 3. 'When Sponsor is present, population of the Sponsor Name field is mandatory'. At the bottom right, there is a blue button labeled 'Close' which is circled in red.

Revenue
Can you Customs an African
Irish Tax and Customs

FATCA Acknowledgement

✗ Step 1 - Failed Revenue Validation

✗ Step 2 - Submitted to the IRS

Your FATCA file with message reference id [REDACTED] failed Revenue validation and was not accepted by Revenue due to the following errors. Please correct the error(s) and resubmit your file.

- 1 Invalid DocRefId: [REDACTED]. Must be in the format: _ OR . OR ..SP[OPTIONAL AMENDMENT NUMBER: .A
- 2 The Sponsor Filer Category has to be populated with a correct Filer Category for a sponsor element.
- 3 When Sponsor is present, population of the Sponsor Name field is mandatory

Close

Figure 52: Customer FATCA acknowledgement screen

7. Following exchange of the FATCA file with the IRS, a notification is displayed detailing successful acceptance of the FATCA file by the IRS. Click “Close” to return to the My Services screen.

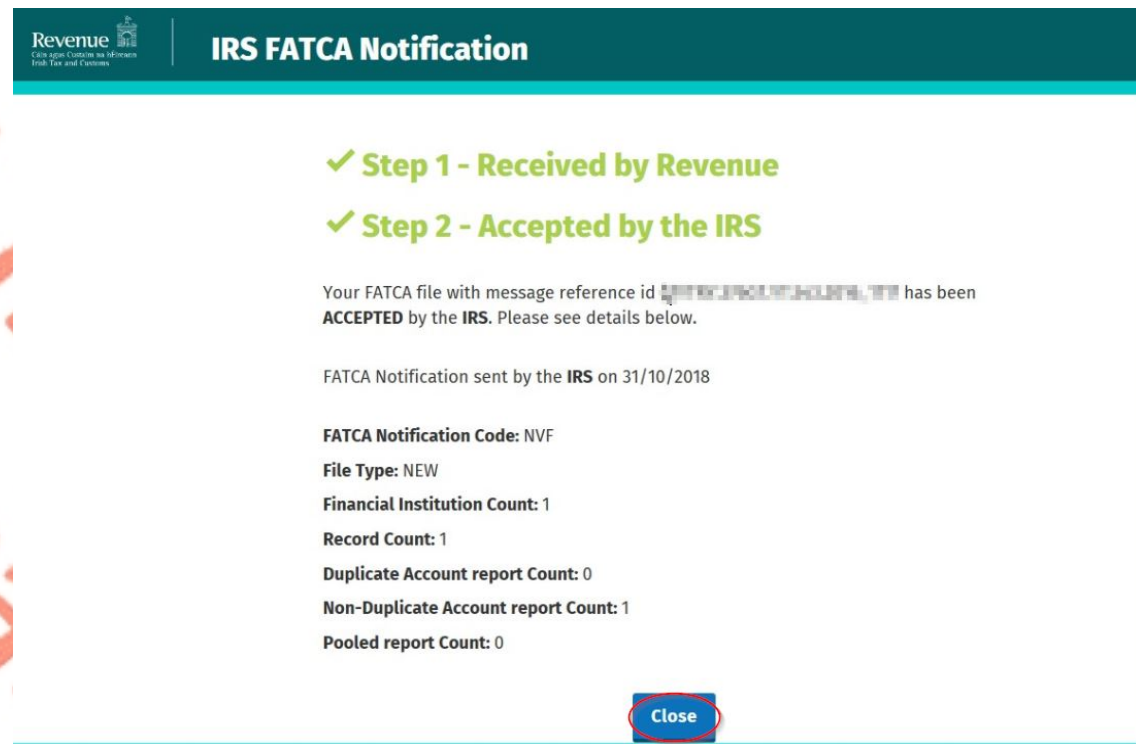
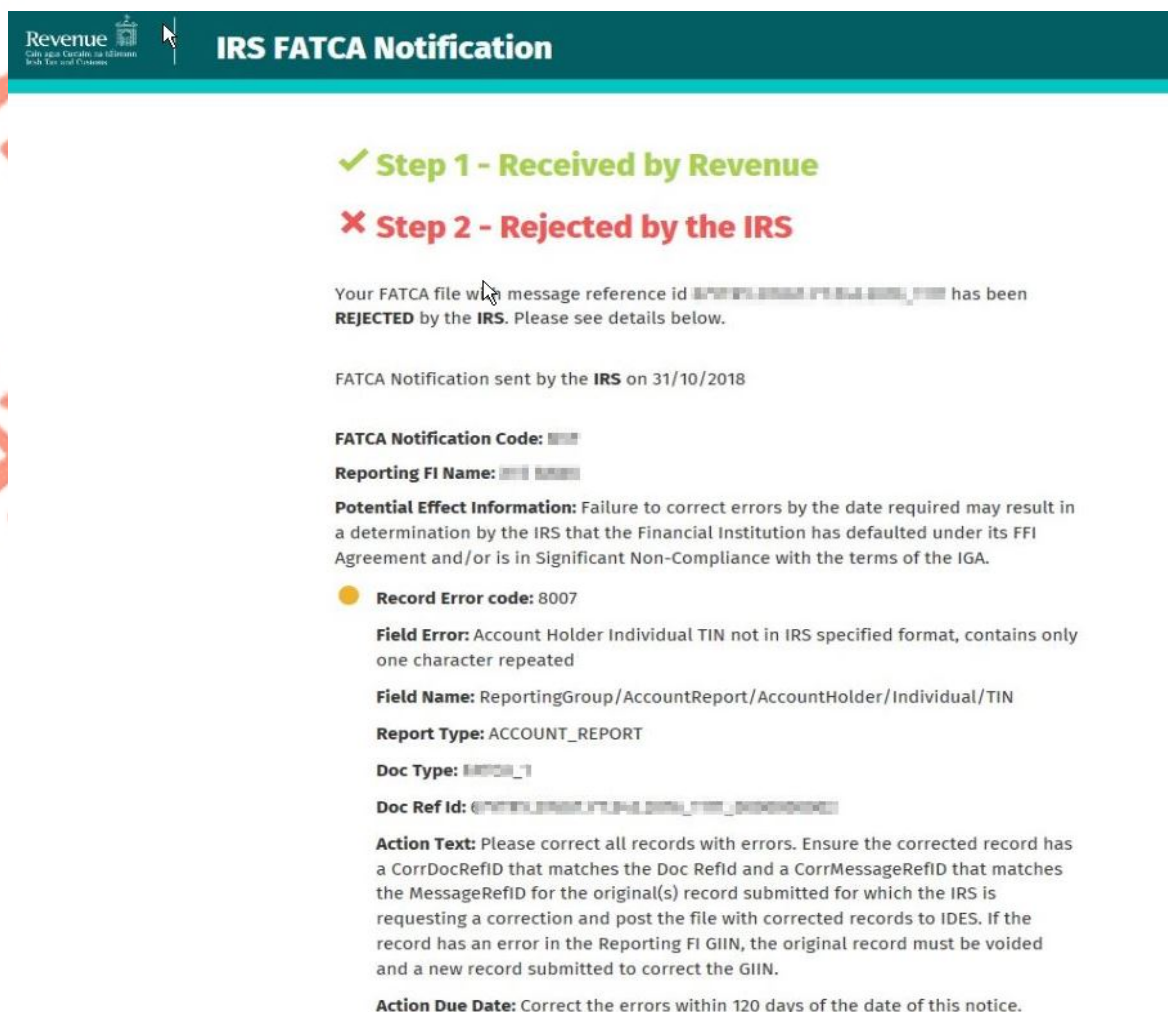


Figure 53: Customer FATCA acknowledgement screen

8. Following exchange of the FATCA file with the IRS, if a notification is displayed detailing that the FATCA file has been rejected by the IRS, the user should return to the My Services screen, rectify the issues outlined and subsequently re-submit the XML file.

Each error also contains an instruction stating: “**Action Due Date:** Correct the errors within 120 days of the date of this notice.”



Revenue
Celle que Canada ne démission
With Tax and Customs

IRS FATCA Notification

✓ **Step 1 - Received by Revenue**

✗ **Step 2 - Rejected by the IRS**

Your FATCA file with message reference id [REDACTED] has been **REJECTED** by the **IRS**. Please see details below.

FATCA Notification sent by the **IRS** on 31/10/2018

FATCA Notification Code: [REDACTED]

Reporting FI Name: [REDACTED]

Potential Effect Information: Failure to correct errors by the date required may result in a determination by the IRS that the Financial Institution has defaulted under its FFI Agreement and/or is in Significant Non-Compliance with the terms of the IGA.

● **Record Error code:** 8007

Field Error: Account Holder Individual TIN not in IRS specified format, contains only one character repeated

Field Name: ReportingGroup/AccountReport/AccountHolder/Individual/TIN

Report Type: ACCOUNT_REPORT

Doc Type: [REDACTED]

Doc Ref Id: [REDACTED]

Action Text: Please correct all records with errors. Ensure the corrected record has a CorrDocRefID that matches the Doc RefId and a CorrMessageRefID that matches the MessageRefID for the original(s) record submitted for which the IRS is requesting a correction and post the file with corrected records to IDES. If the record has an error in the Reporting FI GIIN, the original record must be voided and a new record submitted to correct the GIIN.

Action Due Date: Correct the errors within 120 days of the date of this notice.

Figure 54: Customer FATCA acknowledgement screen

4. Section 4 – Agent Submitting FATCA Returns

The following section details how Agents upload FATCA returns on ROS.

Section 4.1 details uploading NIL FATCA return, Section 4.2 details uploading XML Data returns.

XML Nil Returns may also be uploaded. Please refer to [FATCA XML Schema Guide \(V2.0\)](#)

4.1 Agent Submitting Nil FATCA Return.

1. Agent logs on to ROS, search for Client using Client Search or Client List.

“Reporting Obligations” must be ticked.

Figure 55: Agent Client search screen

2. In the section marked “Upload Form(s) Completed Off-Line”, select FATCA from the drop-down list and click “Upload Return”.

Figure 56: Agent FATCA file upload screen

The ROS upload screen is then presented to the user. If the user wishes to make an election under Regulation 6(2) of the Financial Accounts Reporting Regulations 2014, they should ensure that the check box at the top of the screen is selected.⁴ This checkbox is also relevant for the selection of the Nil return option.

3. Tick election box if applicable. Click "Submit Nil Return".

Figure 57: Agent FATCA add file screen

⁴ Further information on the relevant thresholds that can be applied in respect of FATCA are set out in the TDM [Part 38-03-22](#) FATCA guidance notes

4. Information for the Nil return will be auto generated from registration as shown below. Select Filer Category from drop-down list. Select "Address Country Code" from drop-down list. (These are mandatory fields). Tick "I wish to submit a nil-return based on the above details". Click "Submit".

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from the tax and customs

FATCA Nil Return

Revenue auto-generated nil-return facility

This facility provides Reporting Financial Institutions (FIs) with a simple option to submit a nil-return in the case where they have no reportable accounts for the given Reporting Period. This facility automatically generates a nil-return on behalf of the FI, based on the submission date and the customer registration details as set out below. FIs may also use the File Upload option to submit a nil-return in XML format as an alternative to this facility should they wish, or should the auto-generated details not suit their needs.

The following details will be used to automatically generate a nil-return on your behalf:

Global Intermediary Identification Number:	<input type="text" value="00000000000000000000"/>
Reporting Period Start Date:	<input type="text" value="01-01-2018"/>
Reporting Period End Date:	<input type="text" value="31-12-2018"/>
Country of Tax Residence:	<input type="text" value="Ireland"/>
Name:	<input type="text" value="00000000000000000000"/>
* Filer Category:	<input type="text" value="Please Select"/>
* Address CountryCode:	<input type="text" value="Please Select"/>
Address:	<input type="text" value="00000000000000000000"/>

☐ I wish to submit a nil-return based on the above details.

Back **Submit**

Figure 58: FATCA Nil return auto populated screen

5. Enter ROS Password and click “Sign & Submit”.

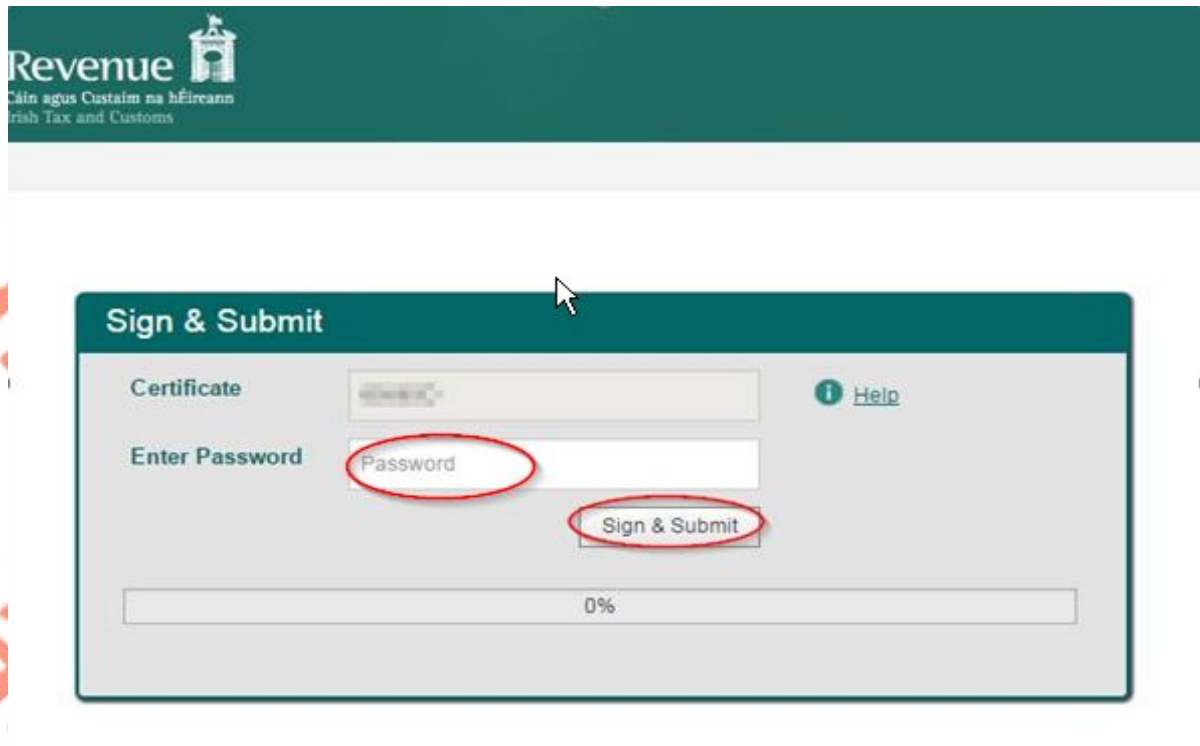


Figure 59: Agent sign and submit screen

6. Click “Go to ROS” to return to Client Services page.

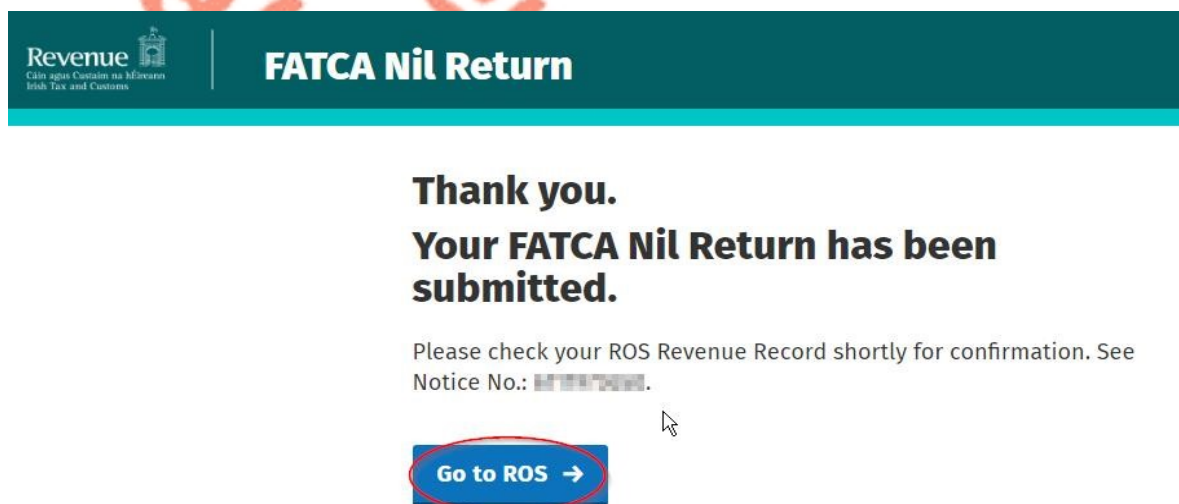


Figure 60: Agent file submitted confirmation screen

7. The Agent will receive a new notification in the Client Revenue Record to confirm they have submitted a FATCA Nil Return. Click on the Notice Number for confirmation of the Nil Return submitted.

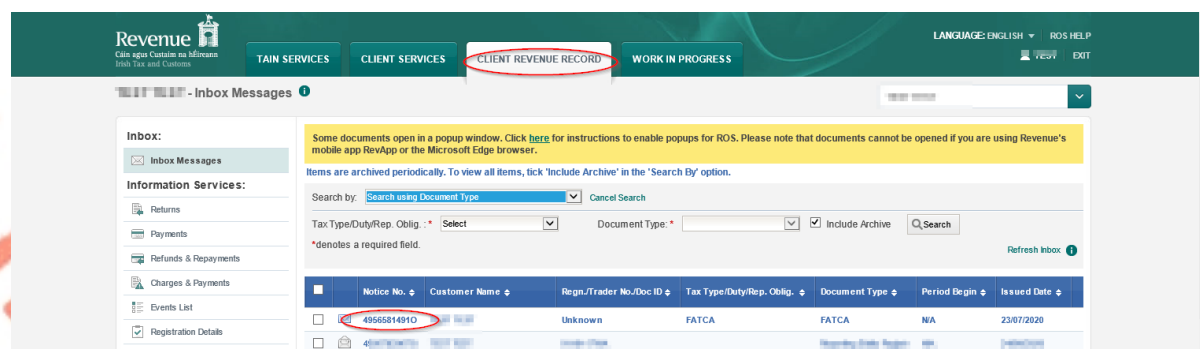


Figure 61: Agent Revenue Record screen

8. The following notice appears which the Agent may wish to print for their records. Click “Close” to return to Revenue Record.

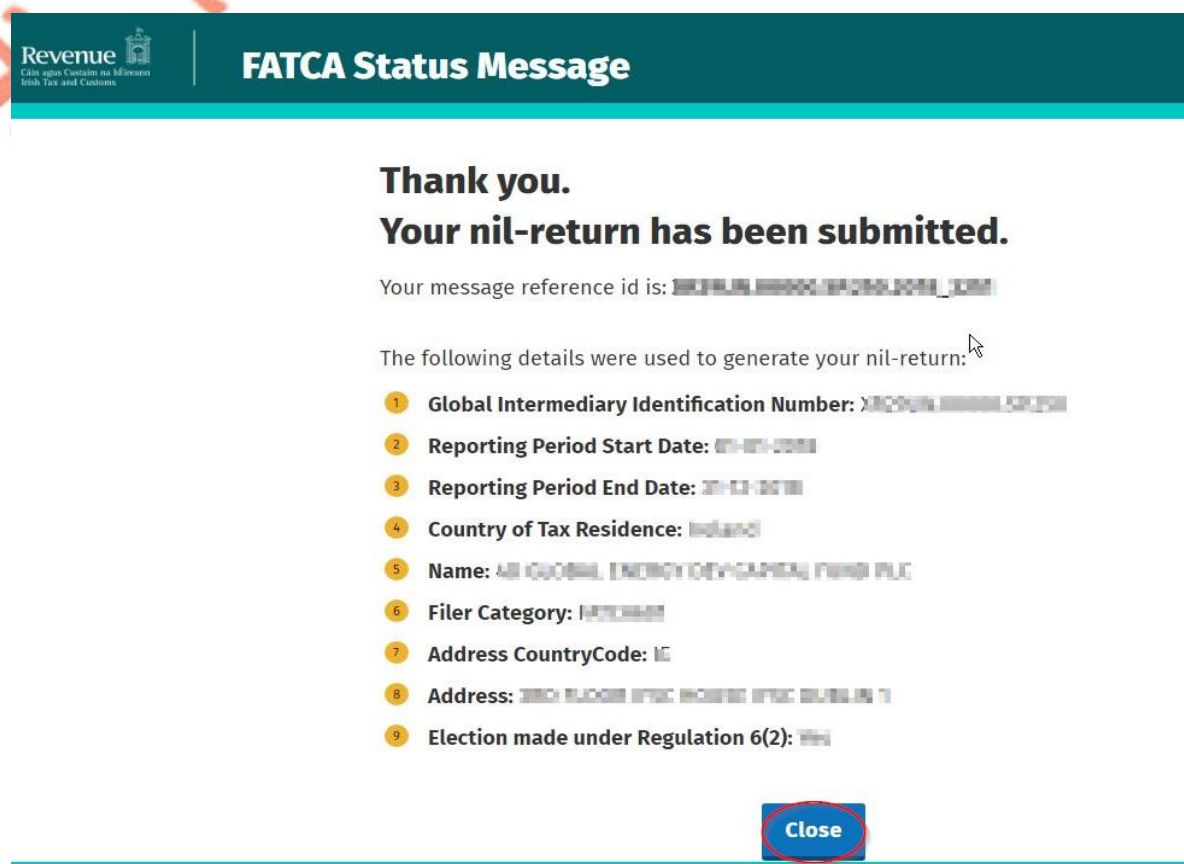


Figure 62: Agent confirmation screen

4.2 Agent Submitting FATCA XML File⁵

For efficient processing, it is recommended that individual FATCA XML files should not exceed 10MB in size. The absolute maximum file size is 30MB or 20,000 records. A file size of greater than 30MB or 20,000 records will be rejected by ROS.

1. Agent logs on to ROS, search for Client using Client Search or Client List.
"Reporting Obligations" must be ticked.

The screenshot shows the 'Find Clients' interface. The 'TAIN SERVICES' tab is active. In the 'Client Search' section, the 'Reporting Obligations' radio button is selected. A dropdown menu is set to 'FATCA', and the 'Enter registration no.' field is highlighted. The 'Search' button is visible. To the right, the 'Your Client List' section has a 'View Client List' button highlighted. The 'Last 10 Clients Accessed' list is displayed on the far right.

Figure 63: Agent Client list screen

2. In the section marked "Upload Form(s) Completed Off-Line", select FATCA from the dropdown list and click "Upload Return".

The screenshot shows the 'File a Return' interface. The 'CLIENT SERVICES' tab is active. Under the 'Upload Form(s) Completed Offline' section, the 'FATCA' dropdown is selected, and the 'Upload Return' button is highlighted.

Figure 64: Agent Upload return screen

⁵ Further information on the [FATCA XML Schema Guide \(V2.0\)](#).

The ROS upload screen is then presented to the user. If the user wishes to make an election under Regulation 6(2) of the Financial Accounts Reporting Regulations 2014, they should ensure that the check box at the top of the screen is selected.⁶ This checkbox is also relevant for the selection of the Nil return option.

3. Tick election box if applicable. Click “Add File”, select file from computer storage. Enter ROS Password and click “Upload File”.

Figure 65: Agent add file screen

4. The following confirmation screen appears. Click “Finished”. The Agent is directed back to Client Services page.

File	Status	Document ID
newnilfireport.xml	UPLOADED	5552032569

Figure 66: Agent ROS upload confirmation screen

⁶ Further information on the relevant thresholds that can be applied in respect of FATCA are set out in the TDM [Part 38-03-22](#) FATCA guidance notes.

- The agent will receive a new notification in the Client Revenue Record to confirm the successful file submission. Click on the Notice Number for confirmation of the file upload.

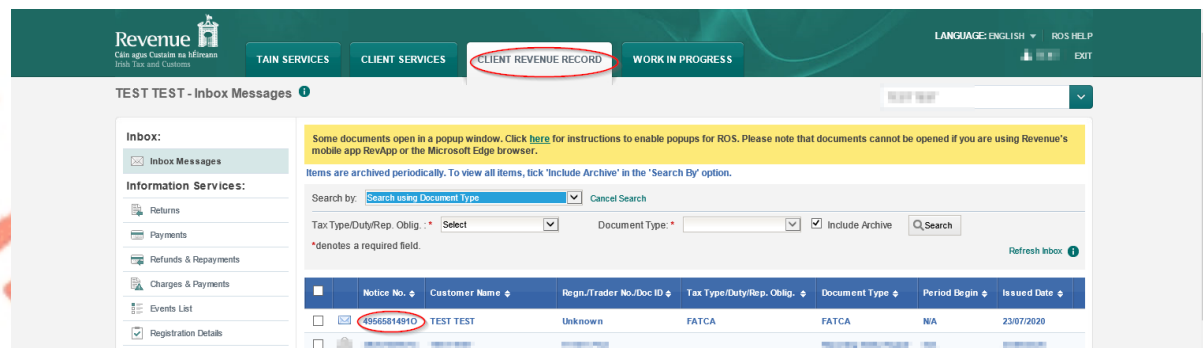


Figure 67: Agent Revenue Record screen

- The following notice appears which the Agent may wish to print for their records. Click "Close" to exit and return to Client Revenue Record screen.

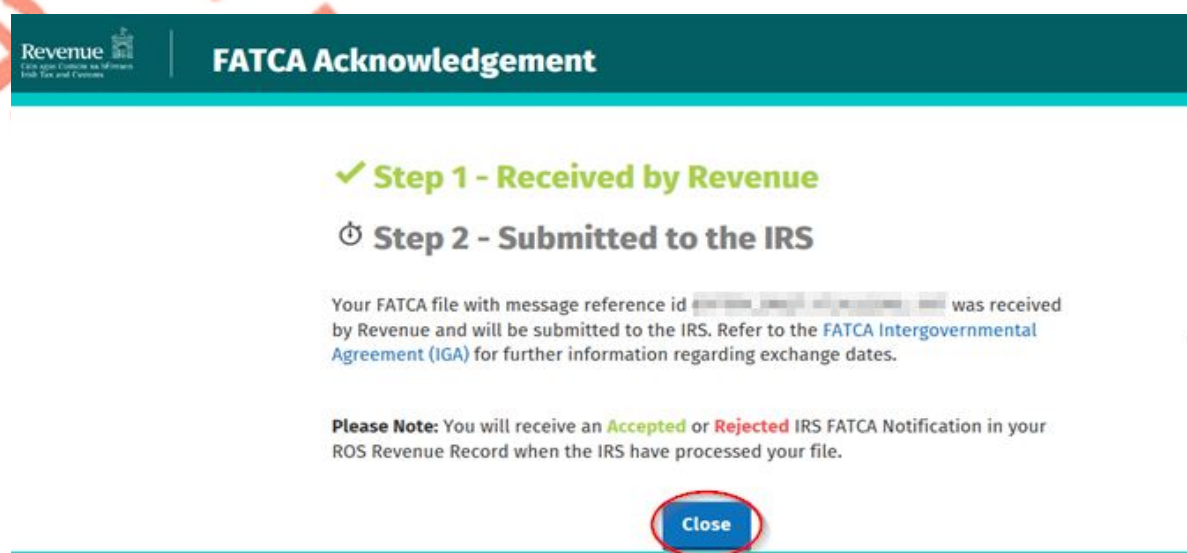
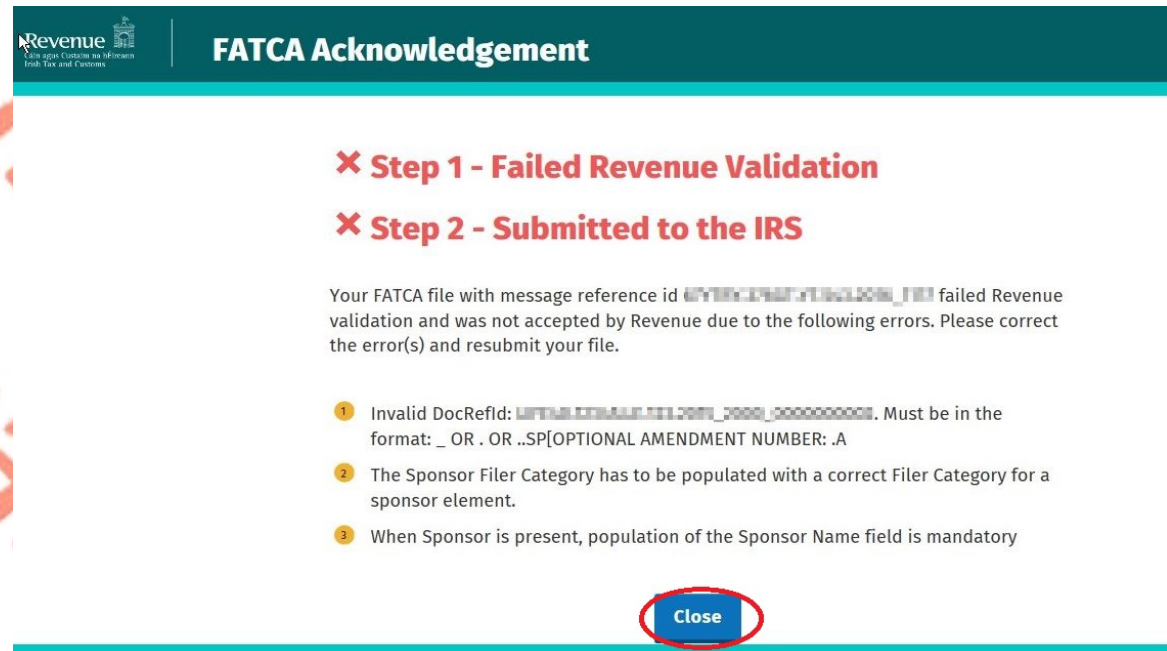


Figure 68: Agent FATCA acknowledgement screen

7. Where a FATCA file submission fails, the screen at Figure 69 will be presented. As ROS uses real time validation, files are checked during upload and errors encountered are reflected in the Revenue Record. When this message appears on screen, Click “Close” to return to Tain Services screen in order to rectify the issues outlined and re-submit the XML file subsequent to correction.



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FATCA Acknowledgement

✗ Step 1 - Failed Revenue Validation

✗ Step 2 - Submitted to the IRS

Your FATCA file with message reference id **6P78X2P4M7J7H3L30M_100** failed Revenue validation and was not accepted by Revenue due to the following errors. Please correct the error(s) and resubmit your file.

- 1 Invalid DocRefId: **6P78X2P4M7J7H3L30M_1000_0000000000**. Must be in the format: **_OR . OR .SP[OPTIONAL AMENDMENT NUMBER: .A**
- 2 The Sponsor Filer Category has to be populated with a correct Filer Category for a sponsor element.
- 3 When Sponsor is present, population of the Sponsor Name field is mandatory

Close

Figure 69: Agent FATCA acknowledgement screen

8. Following exchange of the FATCA file with the Internal Revenue Service (IRS), a notification is displayed detailing successful acceptance of the FATCA file by the IRS. Click “Close” to return to the Tain Services screen.

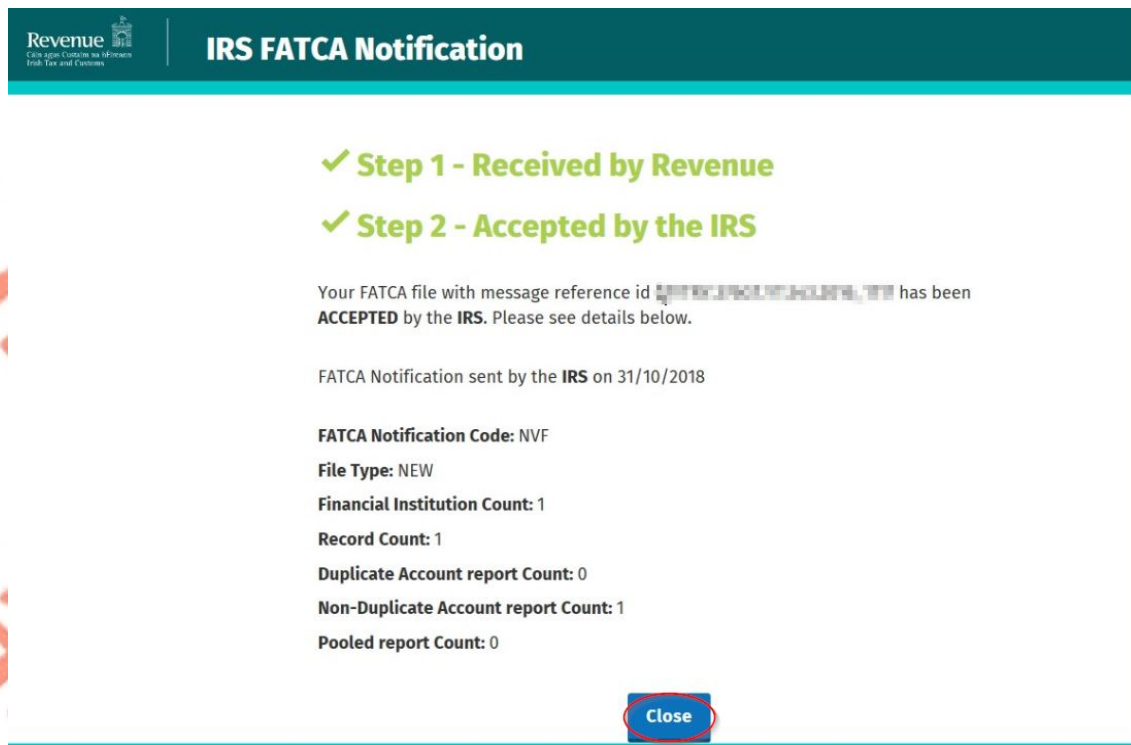


Figure 70: Agent FATCA acknowledgement screen

9. Following exchange of the FATCA file with the IRS, if a notification is displayed detailing that the FATCA file has been rejected by the IRS, the Agent should return to the Tain Services screen, rectify the issues outlined and subsequently re-submit the XML file.

Each error also contains an instruction stating: “**Action Due Date:** Correct the errors within 120 days of the date of this notice.”

Revenue
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IRS FATCA Notification

✓ **Step 1 - Received by Revenue**

✗ **Step 2 - Rejected by the IRS**

Your FATCA file with message reference id [REDACTED] has been **REJECTED** by the **IRS**. Please see details below.

FATCA Notification sent by the **IRS** on 31/10/2018

FATCA Notification Code: [REDACTED]

Reporting FI Name: [REDACTED]

Potential Effect Information: Failure to correct errors by the date required may result in a determination by the IRS that the Financial Institution has defaulted under its FFI Agreement and/or is in Significant Non-Compliance with the terms of the IGA.

● **Record Error code:** 8007

Field Error: Account Holder Individual TIN not in IRS specified format, contains only one character repeated

Field Name: ReportingGroup/AccountReport/AccountHolder/Individual/TIN

Report Type: ACCOUNT_REPORT

Doc Type: [REDACTED]

Doc Ref Id: [REDACTED]

Action Text: Please correct all records with errors. Ensure the corrected record has a CorrDocRefID that matches the Doc RefId and a CorrMessageRefID that matches the MessageRefID for the original(s) record submitted for which the IRS is requesting a correction and post the file with corrected records to IDES. If the record has an error in the Reporting FI GIIN, the original record must be voided and a new record submitted to correct the GIIN.

Action Due Date: Correct the errors within 120 days of the date of this notice.

Figure 71: Agent FATCA acknowledgement screen

5. Appendix I – ROS Registration & Reporting Entity Registration

5.1 Register for ROS

This step is only relevant if the Customer is not already registered for ROS.

The Customer must register for ROS using the Tax Registration Number provided by Revenue. If the Customer does not have a Tax Registration Number but has a FATCA Reporting Obligation in Ireland please see Section 5.2 in order to obtain a Reporting Entity Number.

Details on how to register for ROS are available on the [Revenue website](#).

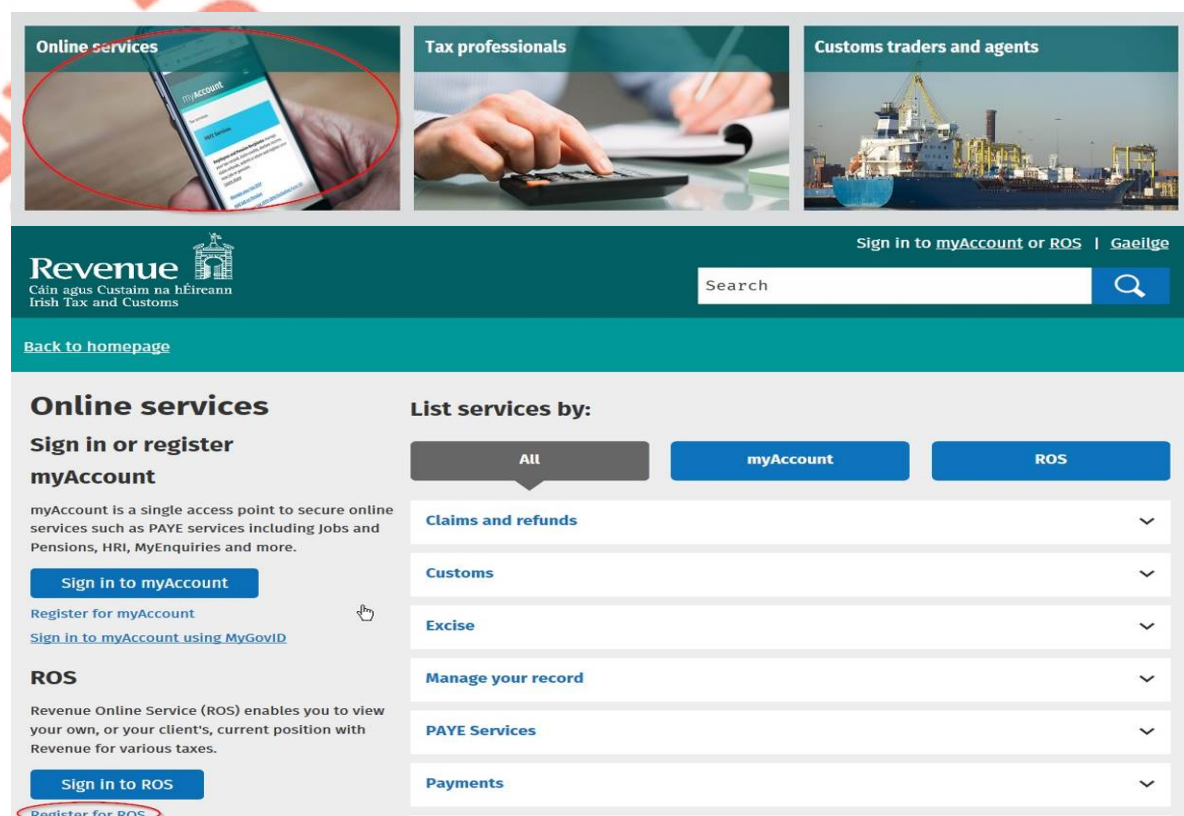


Figure 72: Revenue website screen

For queries relating to ROS please contact the Revenue ROS Technical Helpdesk:

- Email at roshelp@revenue.ie
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

5.2 Register as a Reporting Entity

This is a Customer that is only being registered with Revenue in order to file Reporting Obligations (i.e. they have no tax obligations in Ireland).

If the Customer does not have a Tax Reference number and is not registered for ROS, but is obliged to fulfil a FATCA Reporting Obligation, the Customer must register with Revenue as a '**Reporting Entity**'. This process should not be confused with a Tax Registration. Where a Customer registers as a Reporting Entity, it will only be able to fulfil its FATCA Reporting Obligations, that is, it is not required to file tax returns e.g. Corporate Tax returns.

In order to register as a Reporting Entity, the Customer must contact VIMA on +353 42 9353337. The Customer will be issued with a Reporting Entity Registration Number, which will be in the format of 7 digits followed by 2 letters (e.g. 1234567AA).

6. Appendix II – Agent Creating Reporting Entity Number

6.1 Creating a Reporting Entity as an Agent

A Reporting Entity is created only in cases where the Customer has no tax obligations in Ireland but needs to register with Revenue in order to fulfil their Reporting Obligations.

If the Customer does not have a Tax Reference Number and is not registered on ROS but is obliged to register on ROS to fulfil a FATCA Reporting Obligation, the Agent must register the Customer with Revenue as a **'Reporting Entity'**. This process should not be confused with a Tax Registration. Where a Customer is registered as a Reporting Entity, the Customer will only be able to fulfil its FATCA Reporting obligations, that is, the Customer is not required to file tax returns e.g. Corporate Tax returns. Where a Client already has an Irish Tax Registration Number or Reporting Entity Number, this option should not be used as it will create duplicate filing obligations.

When an Agent is registering a Customer as a Reporting Entity for FATCA Reporting purposes, it is possible for an Agent to register a FATCA Reporting Obligation at the same time. The process is set out in steps 6.1.1 to 6.1.12 below.

For queries relating to ROS please contact the ROS Technical Helpdesk:

- Email at **roshelp@revenue.ie**
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- Via **MyEnquiries**, selecting **AEOI (Automatic Exchange of Information) and FATCA**
- Telephone at **+353 42 9353337**

1. Log into ROS.
2. On the “Tain Services” tab, select “Register New Reporting Customer”.

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Irish Tax and Customs

TAIN SERVICES REVENUE RECORD PROFILE ADMIN SERVICES

GAEILGE ENGLISH ROS HELP EXIT

Find Clients

You can file returns, make payments and manage bank details for clients through Client Services. Select a client below to view their available Client Services.

Client Search
Search by registration number:
☒ Tax Registrations ☐ Reporting Obligations
Select a tax type...
Enter registration no.

Search by name:
Enter surname

Your Client List
You can access and export your full list of clients here.

Or you can display all new clients from a certain date.
Enter date

Manage Tax Registrations

Manage Client Registrations
Please use this option to update, add or cancel Agent/Client links and tax registrations if your client had/had an existing tax number, incl. PAYE.
☒ Tax Registrations ☐ Reporting Obligations
Select a tax type... Enter registration no.
Enter name Select tax type...

Register New Revenue Customer
You can now register new individuals, companies, partnerships and trusts with Revenue.

You can also register new reporting entities.

Properties

Find Properties
You can file and/or pay the Local Property Tax for the properties you manage. Click on View Property List to see the properties you can access.

Upload Form(s) Completed Offline

Select the type of return from the drop-down list to upload a return completed offline. You can upload a P35L file and any of the Financial or Withholding taxes through Client Services.
Select a return type...

Agent Employer Services

[Request RPNs by file upload](#) [Submit payroll by file upload](#)

Other Services

[MyEnquiries](#) [P2C Search](#) [Mobile Access](#)
[Manage Financial Statements](#) [View Property History](#)
[Upload Multiple Financial Statements](#)
[Trust Register Functions](#)

Revenue Home ROS Help Exit Accessibility Certificate Policy and Practice Statements Privacy Policy Terms & Conditions

Figure 73: Agent Client search screen

3. Select “FATCA Reporting Obligation” and click “Next”.

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Irish Tax and Customs

TAIN SERVICES

eRegistration

Reporting Entity Registration (1 of 2)

⚠ You will be required to upload an 'Agent Link Notification' letter authorising this request before completion.

Electronic copies of signed letters must be in the tif, tiff or pdf format and be less than 5 megabytes in size.

Please note,

- If the customer should be registered for additional reporting obligation, please select the additional reporting obligation. You will be identified as the linked agent for these additional registrations selected:
 - ☐ DAC2-CRS Reporting Obligation
 - ☐ DAC4-CBC Reporting Obligation
 - ☒ FATCA Reporting Obligation
 - ☐ DAC6 Reporting Obligation
 - ☐ STR Reporting Obligation

Next

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Figure 74: Agent Reporting Entity registration screen

4. Enter the required details for the Customer. Click “Next”.

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Irish Tax and Customs

TAIN SERVICES

eRegistration

Reporting Entity Registration (2 of 2) - Reporting Entity Details

* Denotes a required field
Please supply at least one of email address, phone number or mobile number.

Reporting Entity

Reporting Entity name *

Address Line 1 *

Address Line 2 *

Address Line 3

Address Line 4

Eircode

Email Address

Phone (STD Code and Number)

Mobile Contact Name

Mobile Number

Responsible Officer *

Cancel Back Next

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Figure 75: Agent Reporting Entity registration screen

5. Enter the “Registration date (i.e. start date of reporting obligation)” in the format DD/MM/YYYY. Enter “Global Intermediary Identification Number (GIIN)”, click “Next”.

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eRegistration

FATCA Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) *

GIIN means a Global Intermediary Identification Number assigned to a PFI or Registered Deemed Compliant FFI, assigned by IRS. Format: XXXXXX XXXXX XXX. More information in Appendix D at <http://www.irs.gov/pub/irs-pdf/p5147.pdf>

Global Intermediary Identification Number (GIIN) *

Cancel Back Next

Figure 76: Agent FATCA registration screen

6. Select “Generate Client Consent Letter”.

When the Generate Client Consent Letter button is selected, a pdf document is downloaded for completion. Download and save for editing. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage).

Once completed, click “Next”.

The screenshot shows the Revenue eRegistration 'Summary' screen for a 'Customer Registration Request (Reporting Entity)'. The page has a green header with the Revenue logo and 'TAIN SERVICES' button. The main content area is titled 'eRegistration' and 'Summary'. It contains two sections: 'Registered Contact Details' and 'FATCA Reporting Obligation Details'. The 'Registered Contact Details' section includes fields for Reporting Entity name, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Phone, Mobile Contact Name, Mobile Number, Email Address, and Responsible Officer. The 'FATCA Reporting Obligation Details' section includes a field for Registration Commencement Date, which is set to 24/06/2020. Below these sections, there is a blue information box with a plus icon and text explaining the option to generate a Consent letter. At the bottom of the form, there are three buttons: 'Cancel', 'Generate Client Consent Letter' (highlighted with a red circle), and 'Next'. The footer contains links for Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaeilge, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

Figure 77: Agent Client consent letter screen



Test confirms that TEST (██████) is to act as the agent in respect of the following reporting obligations.

Customer Registration Request (Reporting Entity)

FATCA Reporting Obligation (New) _____

Registered Contact Details

Name _____ Test
Address _____
Address1 _____
Address2 _____

Test understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed _____ (Agent) Date _____

Signed _____ (Client) Date _____

Figure 78: Agent Client consent letter screen

7. To upload the completed Agent Link Notification Form on ROS, click “Browse” and locate the completed Agent Link Notification Form in the Agent network/drive. Select the box “FATCA” and click “Next”.

**** Standard Agent link notification may also be uploaded****

The screenshot shows the 'eRegistration' section of the ROS system. At the top, there is a header with the Revenue logo and 'TAIN SERVICES' highlighted. Below this, the 'TAIN Link Attachment' section contains instructions: 'In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter.' It also provides a link for further information and states that electronic copies must be in .pdf, .tif or .tiff format and less than 5 megabytes in size. A file upload area is shown with a 'Browse...' button. Below this, there is a checkbox labeled 'FATCA' which is selected. At the bottom right, there are 'Back' and 'Next' buttons, with 'Next' being highlighted. The footer contains links for Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaelige, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

Figure 79: Agent link attachment screen

8. Click “Sign and Submit”.

The screenshot shows the 'eRegistration' section of the ROS system. At the top, there is a header with the Revenue logo and 'TAIN SERVICES' highlighted. Below this, the 'TAIN Link Attachment' section shows the 'Attached approval letter file(s):' with 'FATCA' listed. There is a 'Remove Attachment' button. At the bottom right, there are 'Back' and 'Sign and Submit' buttons, with 'Sign and Submit' being highlighted. The footer contains links for Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaelige, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

Figure 80: Agent sign and submit screen

9. The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

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ROS Help | Exit |

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

Enter Password

Sign & Submit Back

0%

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Figure 81: Agent sign and submit password screen

10. The Agent will receive a ROS Acknowledgement and a Notice Number, which the Agent may wish to print for its records. Click “OK”.

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REVENUE RECORD PROFILE ADMIN SERVICES

ROS Acknowledgement TEST -

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client's ROS Inbox by clicking on the Client Revenue Record tab above.
A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue.
To file another Return click on Client Services tab.
To return to TAIN Services click on TAIN Services tab.

Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.

Notice Number **4776016284B**

eRegistration summary:

Action	Status	Comments
Register and Link FATCA	Success	

To return to TAIN Services click on TAIN Services tab. **OK**

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Figure 82: Agent registration confirmation screen

11. The Agent will receive a new notification in the Client Revenue Record to confirm a FATCA Reporting Entity registration. Click on the Notice Number for confirmation of the registration.

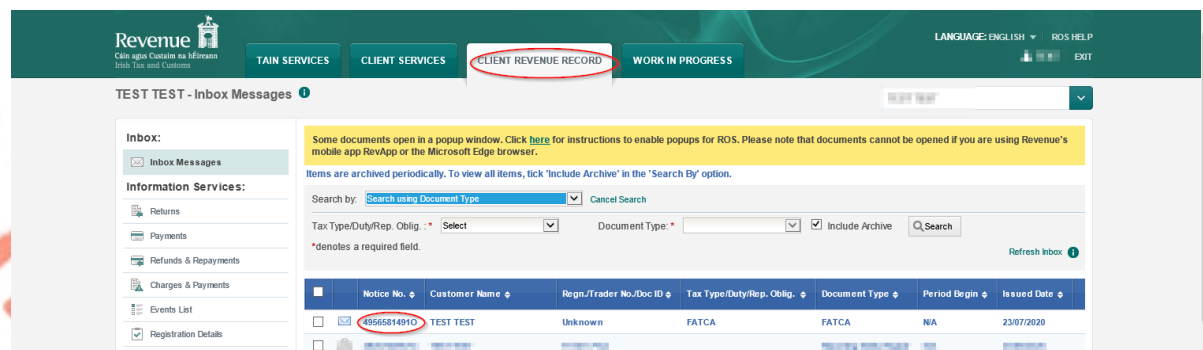


Figure 83: Agent Revenue Record screen

12. The following notice will appear which the Agent may wish to print for their records.

Notice Number: 5090330695F This is a notice of the Registration Submitted to Revenue Commissioners on 25/01/2017 Date Submitted: 25/01/2017

eRegistration

Customer Registration Request (Reporting Entity)

Registered Company Name: Test

Registered Contact Details:

Reporting Entity name	Test
Address Line 1	Add
Address Line 2	Add
Responsible Officer	Tester

FATCA Reporting Obligation Details:

Registration Commencement Date	25/01/2017
--------------------------------	------------

Please use ROS Notice Number for any further correspondence or inquiry related to this transaction

[Print](#)

Figure 84: Agent Reporting Entity registration confirmation screen

- ❖ After completion of process, the agent should allow up to 3 working days for the FATCA reporting entity to be registered.

7. Appendix III – FATCA Additional Schema Guidance

Following the first filing of FATCA returns and exchange with the United States, Revenue wishes to advise Financial Institutions (FI) of the following changes to file validation, which will be applied to the filing Financial Institution of FATCA 2015 financial account information in 2016, and to subsequent filings.

Financial Institutions should note that Revenue will allow a standard naming convention and an alternative naming convention. Financial Institutions should apply one or other of these naming conventions and the two naming conventions cannot be mixed. For example, where a Financial Institution chooses the alternative naming convention for the MessageRefID element (as illustrated at 7.2 below), the alternative naming convention for the DocRefID element (as illustrated at 7.4) must also be used. This is to ensure compliance with the IRS validation of the DOCREFID which must start with the GIIN and followed by a full stop.

FATCA Returns should be based on the [FATCA XML SCHEMA GUIDE \(V2.0\)](#)

7.1 XML schema element reference – MessageRefID

One of the main issues experienced with rejected FATCA XML files was in relation to this field. FI's failed to populate this field or included a reference which was duplicated in other files. Each FATCA XML file submitted by an FI should have a unique value in this field.

For FATCA files submitted to Revenue since 2016, the following naming convention should be applied for the MessageRefID field:

Element	MessageRefID
Datatype:	xsd: string
Pattern:	<Reporting FI GIIN>.<Reporting Year>_<Unique Sequence ID>
Description:	<ul style="list-style-type: none"> • <Reporting FI GIIN> is the GIIN for the reporting FI associated with the reporting group • Period character (.) • <Reporting Year> is the 4-digit reporting year that the data in the file relates to • Underscore • <Unique 4-digit Sequence ID> is a sequence id for each file being uploaded to Revenue. The first file uploaded to Revenue should have a Sequence ID of 0001, and this number should be incremented for each individual file uploaded. The sequence number must be unique within each FATCA year.
Example:	AB012R.00001.ME.372.2015_0001 Where AB012R.00001.ME.372 = Reporting FI GIIN 2015 = Reporting Year 0001 = This is the first file that this FI has uploaded to Revenue

7.2 Alternative MessageRefID Naming Convention

Element	MessageRefID
Datatype:	xsd:string
Pattern:	<TimestampWhenMessageCreated>_<ReportingFIGIIN>
Description:	<ul style="list-style-type: none"> • <TimestampWhenMessageCreated> Timestamp when the message is created in the format: YYYYMMDDTHHMMSSZ • Underscore character (_) • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group
Example:	20160226T093830Z_AB012R.00001.ME.372 Where 20160226T093830Z = TimestampWhenMessageCreated AB012R.00001.ME.372= ReportingFIGIIN

7.3 XML Schema element reference – DocRefID

The IRS recently issued guidance in relation to the format for this field and the format should be applied to filings made from 2016 onwards. As is the case with the MessageRefID element, every record, inside every FATCA XML file submitted by an FI should have a unique value in this field. The following format is required by Revenue for standardised DocRefID's:

Element	DocRefID
Datatype:	xsd: string
Pattern:	<MessageRefID>_<Record Sequence Number> Note: This pattern conforms to the IRS Schema Guidance
Description:	<ul style="list-style-type: none"> • <MessageRefID> is the MessageRefID of the file in which the record appears – format for this outlined above • Underscore (_) • <Record Sequence Number> is a unique 10-digit sequence id that uniquely identifies the record within a particular file. For Example – the 5th record in a particular file should have Record Sequence number 0000000005
Example:	AB012R.00001.ME.372.2015_0001_0000000005 Where AB012R.00001.ME.372 = Reporting FI GIIN 2015 = Reporting Year 0001 = This is the first file that this FI has uploaded to Revenue 0000000005 = Unique 10-digit sequence id that uniquely identifies the record within a particular file.

7.4 Alternative DocRefID Format

The alternative DocRefID format has a different format for the 5 elements that should contain a DocRefId. The 5 elements are:

1. Reporting FI
2. Sponsor
3. Intermediary
4. Account Report
5. Nil Report

1. Reporting FI DocRefId Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<ReportingFIGIIN>.<ReportingYear>.RF<SequenceNumber> [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]
Description:	<ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .RF • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER:. A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.
Example:	<p>Original: AB012R.00001.ME.372.2015.RF1</p> <p>Amendment: AB012R.00001.ME.372.2015.RF1.A1</p>

2. Sponsor DocRefId Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<SponsoringFIGIIN>.<ReportingYear>.SP<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]
Description:	<ul style="list-style-type: none"> • <SponsoringFIGIIN> is the GIIN in the Sponsor element. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .SP • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.
Example:	Original: AB012R.00001.ME.999.2015.SP1 Amendment: AB012R.00001.ME.999.2015.SP1.A1

3. Intermediary DocRefId Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<ReportingFIGIIN>.<ReportingYear>.IN<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]
Description:	<ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .IN • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.
Example:	Original: AB012R.00001.ME.372.2015.IN1 Amendment: AB012R.00001.ME.372.2015.IN1.A1

4. Account Report Doc Ref ID Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<ReportingFIGIIN>.<ReportingYear>.AR<AccountNumber>.ID<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]
Description:	<ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .AR • <AccountNumber> is the AccountNumber from the AccountReport element. • .ID • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.
Example:	Original: AB012R.00001.ME.372.2015.AR12345678.ID1 Amendment: AB012R.00001.ME.372.2015.AR12345678.ID1.A1

5. NilReport DocRefID Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<p><ReportingFIGIIN>.<ReportingYear>.NR<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]</p> <p>or</p> <p><ReportingFIGIIN>.<ReportingYear>.ID<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]</p>
Description:	<ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .NR • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1. <p>or</p> <ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .ID • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.

Example:	Original: AB012R.00001.ME.372.2016.NR01 Amendment: AB012R.00001.ME.372.2016.NR01.A1
-----------------	--

7.5 XML schema element reference – BirthDate

Reporting FIs should include a date of birth if a U.S. TIN is not available for a U.S. resident account holder or substantial owner. The date of birth must be properly formatted per IRS Publication 5124 and placed in the Birth Info/Birthdate sub-element of the Accountholder or Substantial Owner element, as appropriate. If a date of birth is provided in lieu of a TIN, in line with IRS Notice 2017-46, filers should include a string of nine consecutive capital letter “A”s (“AAAAAAAAA”) in the TIN sub-element for the Accountholder or Substantial Owner element. This TIN should be marked with the “issuedBy” attribute set to “US”.

7.6 XML schema element reference – TIN

A value for a TIN data element must be either in a GIIN format or in one of the following formats for a U.S. TIN to be considered valid:

- Nine consecutive numerical digits without hyphens or other separators (e.g., “123456789”)
- Nine numerical digits with two hyphens, one hyphen entered after the third numeric digit and a second hyphen entered after the fifth numeric digit (e.g., “123-45-6789”)
- Nine numerical digits with a hyphen entered after the second digit (e.g., “12-3456789”)

The Account Holder TIN must be provided and cannot be blank characters in the TIN data sub-element. If an individual or entity Account Holder does not have a TIN, enter nine consecutive capital letter “A”s (“AAAAAAAAA”) in the TIN data sub-element, otherwise you will receive an error message. The former TIN placeholder of 9 zeros (“000000000”) will no longer be accepted in the FATCA XML file. The “issuedBy” attribute of the TIN should be populated with a value of “US” for a US TIN.

Sequencing of TIN’s: If supplying multiple TIN numbers – i.e: an Irish TIN and a US TIN for an Account Holder, the US TIN should be the first TIN that appears in the record. It should be noted that the inclusion of a valid US TIN is **mandatory** for all accounts from 2017 except in cases covered by **IRS Notice 2017-46** i.e. for individual account holders that meet the criteria in the Notice, but not for entity account holders.

From 2020, a US TIN is **mandatory** for all accounts as the exception noted in **IRS Notice 2017-46** will no longer apply.

If an Account Holder does not have a TIN, you may continue to enter nine consecutive capital letter "A"s ("AAAAAAAAA") in the TIN data sub-element, however doing so will now cause you to receive an error message.

The error notice will provide 120 days to correct the issue.

After the 120 days if the issue is not resolved the IRS will not, in the case of an individual account, automatically conclude that there is significant non-compliance; however, at this stage the IRS will take account of the facts and circumstances leading to the absence of the TIN, such as the reasons why the TIN could not be obtained, whether the FI has adequate procedures in place to obtain TINs and the efforts made by the FI to obtain them.

7.7 XML schema element reference – FilerCategory

Filer Category is mandatory, either on the sponsor or in the ReportingFI element.

If a Sponsor is present, the Sponsor element must contain a FilerCategory and the ReportingFI element must not. If a Sponsor is not present, the ReportingFI must contain a FilerCategory.

Please refer to [FATCA XML Schema Guide \(V2.0\)](#) for further guidance.

7.8 Character Encoding

All FATCA files should be character encoded UTF-8 without Byte Order Marker (BOM).

7.9 ROS Valid Characters

Only the following characters are permitted:

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9
 á é í ó ú Á É Í Ó Ú
 £ \$ € % & * - + = () < > : ; , . " ' @ ~ # ? ! / \

Please note that, while # is a valid character for ROS, it is not however valid for the FATCA schema and should not be used.

7.10 FATCA XML forbidden and restricted characters

If a FATCA XML file contains one or more of the following characters, their presence will cause the file to be rejected. These characters should be replaced by the following predefined entity references to conform to XML schema best practices.

Character	Description	Entity Reference
&	Ampersand	&
<	Less Than	<

If a FATCA XML file contains one or more of the following characters, their presence will not cause a file error. However, it is recommended that the characters are replaced by the following predefined entity references to conform to XML schema best practices.

Character	Description	Entity Reference
>	Greater Than	>
'	Apostrophe	'
"	Quotation Mark	"

If a FATCA XML file contains one of the following combinations of characters, the file will be rejected. These combinations of characters are not allowed. To prevent file errors, please do not include any of these combinations of characters.

Character	Description	Entity Reference
--	Double Dash	N/A
/*	Slash Asterisk	N/A
&#	Ampersand Hash	N/A

7.11 Pooled Reporting

[FATCA IDES Technical FAQ](#) C19 – Pooled reports may not be submitted by FIs in Model 1 IGA jurisdictions.

Ireland has signed a Model 1 IGA with the US, and as such Pooled Reporting is not permitted.

Any files with Pooled Reporting will be rejected by ROS.

8. Appendix IV – Setting Sub-User Permissions on ROS

This section details how to allow registration permissions on a ROS user sub certificate for FATCA Reporting Obligations.

Instructions for creating new sub-users are available [here](#).

Please contact the ROS Technical Helpdesk if further assistance is required:

- Email at ros-help@revenue.ie
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

Follow the following steps:

1. ROS Administrator logs onto ROS.
2. Click on “Admin Services”.



Administration Services

- To select an individual, click on the **Select** item radio button to the left of the name.
- To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button.
- You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.
- Additional [information](#) about these functions.

Search by: Surname ▼

Enter the search information:

Search

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
<input type="radio"/>	WHELAN	JOHN MICHAEL	12345678	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	87654321	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	23456789	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	98765432	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	56789012	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	34567890	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	01234567	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	78901234	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	45678901	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	10987654	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	89012345	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	67890123	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
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<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
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<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
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<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
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<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	54321098	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	21098765	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	90123456	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	65432109	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	32109876	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	09876543	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELAN	JOHN MICHAEL	5			

3. Select the individual's Name and click "Revise".

The screenshot shows the Revenue Administration Services interface. At the top, there is a navigation bar with links: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES (highlighted with a red circle). Below the navigation bar, the page title is 'Administration Services'. A list of instructions is provided:

- To select an individual, click on the **Select** item radio button to the left of the name.
- To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button.
- You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.
- Additional [information](#) about these functions.

 Below the instructions is a search bar with a dropdown menu for 'Surname' and a text input field for 'Enter the search information:'. A 'Search' button is to the right. The main content area features a table with the following columns: Select, Surname, Firstname, ID Ref., System Password, Certificate Password, and Status. The first row is selected, and the 'Revise' button in the right-hand sidebar is highlighted with a red circle. The sidebar also contains buttons for Add New, View, MyEnquiries Permissions, Amend ROS Email Addresses, Revoke, Suspend, and Restore.

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
<input checked="" type="radio"/>	McGee	John	12345678	12345678	12345678	Active
<input type="radio"/>	McGee	John	12345679	12345679	12345679	Active
<input type="radio"/>	McGee	John	12345680	12345680	12345680	Active
<input type="radio"/>	McGee	John	12345681	12345681	12345681	Active
<input type="radio"/>	McGee	John	12345682	12345682	12345682	Active
<input type="radio"/>	McGee	John	12345683	12345683	12345683	Active
<input type="radio"/>	McGee	John	12345684	12345684	12345684	Active
<input type="radio"/>	McGee	John	12345685	12345685	12345685	Active
<input type="radio"/>	McGee	John	12345686	12345686	12345686	Active
<input type="radio"/>	McGee	John	12345687	12345687	12345687	Active
<input type="radio"/>	McGee	John	12345688	12345688	12345688	Active

Figure 86: Revise ROS certificate permissions screen

- Select the Reporting Obligation and place tick under "File".

Ensure Reporting Obligation is selected to enable filing.

- Select "Yes" under "Submit Registration". Click "Confirm".

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Revise Permissions

You have selected : [ID Ref:] [Back](#)

- To revise permissions on Tax/Procedures Services click on the relevant check boxes under the "Permissions on Tax/Procedures Services" heading.
- To revise permissions on Administration Services click on the relevant check boxes under the "Administration Services" heading.
- Once you have completed your changes please click on the Confirm button.
- Click the Back arrow above to return to Administration Services.

Permissions on Tax/Procedures Services

- View: lookup information, Prepare: enter details on a form, File: sign and submit form to Revenue
- View for CAT and Stamp Duty: lookup information and view Inbox documents

Taxes/Procedures	No Permissions	View	Prepare	File
Solid Fuel Carb. Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas Carb. Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domicile Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encashment Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Film Withholding Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty - Fin. Se	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty - Ins. Le	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light Dues Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGO Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherished Numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSS (Fair Deal)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RTSO Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAC2-CRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FATCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DAC4-CbC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All Taxes/Procedures [Remove All](#) [View All](#) [Prepare All](#) [File All](#)

Permissions on Administration Services

No: Permission not available, Yes: Permission available

Service	No	Yes
Add New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amend Email Addresses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Set Signature Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inbox Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submit Registration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Access Direct Debit Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Electronic Funds Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Secure Upload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Manage Tax Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Verify Tax Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access DPD System	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All Administration Services [All No](#) [All Yes](#) [Confirm](#)

Figure 87: ROS revise permissions screen

6. The following screen confirms permissions.

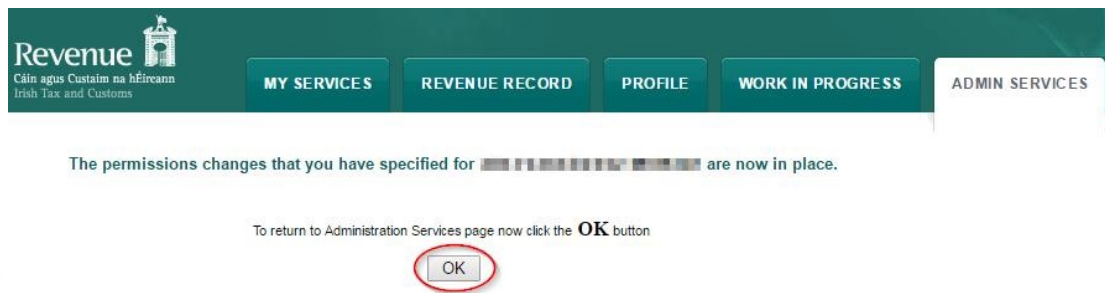


Figure 88: ROS confirmation screen

- ❖ After completion of this process, the certificate should update immediately.