Chapter 13 – Filing Guidelines for Share Scheme Reporting (SSR)

This document should be read in conjunction with the Share Schemes Manual.

Document created December 2019

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Introduction

These guidelines are designed to provide information in relation to on-line submission of Share Scheme returns RSS1 and KEEP1 via ROS.

1. Customer Registering for SSR - Share Scheme Reporting

1.1 Register – SSR Reporting Obligation

This step can only be completed by customers who are registered for ROS. If you are not registered for ROS, please refer to Appendix I, Section 5.1.

Follow steps 1.1.1 to 1.1.10 to register for **SSR – Reporting Obligation**.

1.1.1 Log into ROS.

1.1.2 Under the “My Services” tab, select “Manage Reporting Obligations” from the Other Services section.

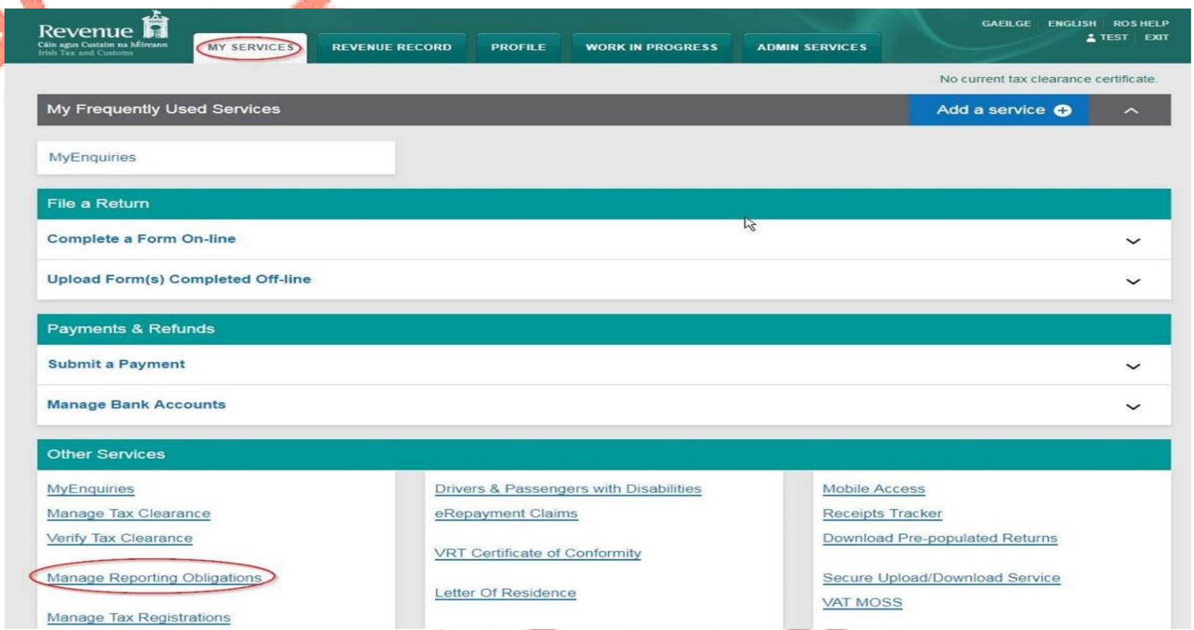


Figure 1 -Screenshot of ROS login homepage

1.1.3 Select “Register” opposite “Share Schemes Reporting - SSR”.

Figure 2 ROS Screenshot of My Services tab

1.1.4 Enter the registration date in the format DD/MM/YYYY (i.e. Start date of reporting obligation.)

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

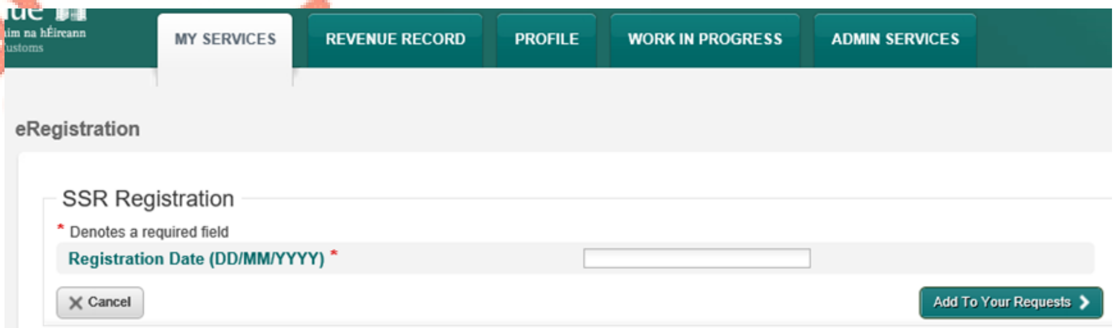


Figure 3 ROS Screenshot of SSR Registration Date

1.1.5 After registration date has been entered, click on "Add to Your Requests". The registration request will be added to "Your Requests" on the right-hand side of the screen. Click "Submit".

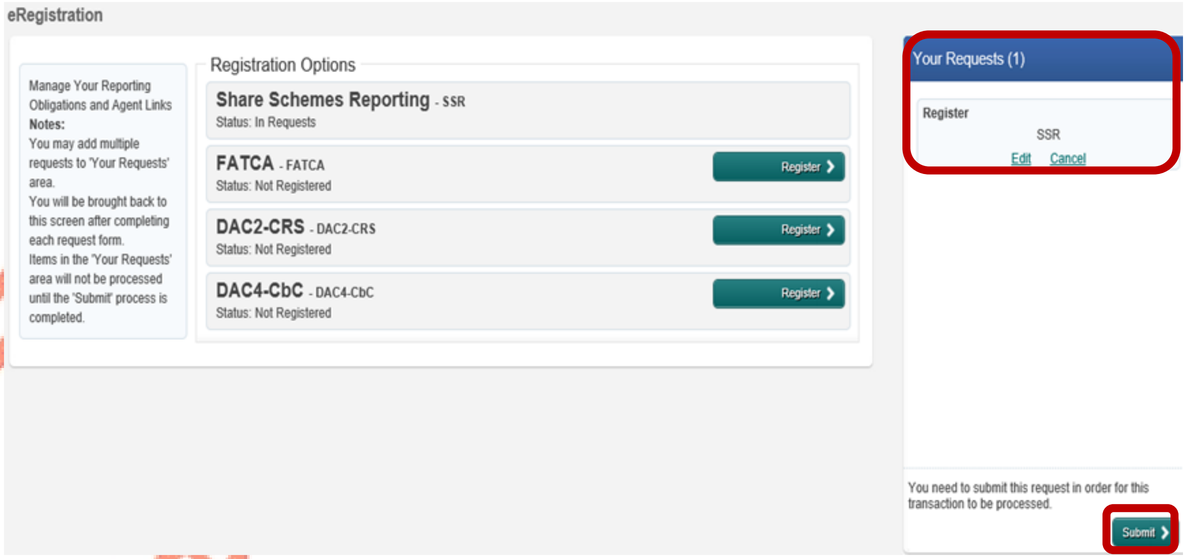


Figure 4 ROS Screenshot of SSR Registration "Add to Requests"

1.1.6 Click **"Sign and Submit".**

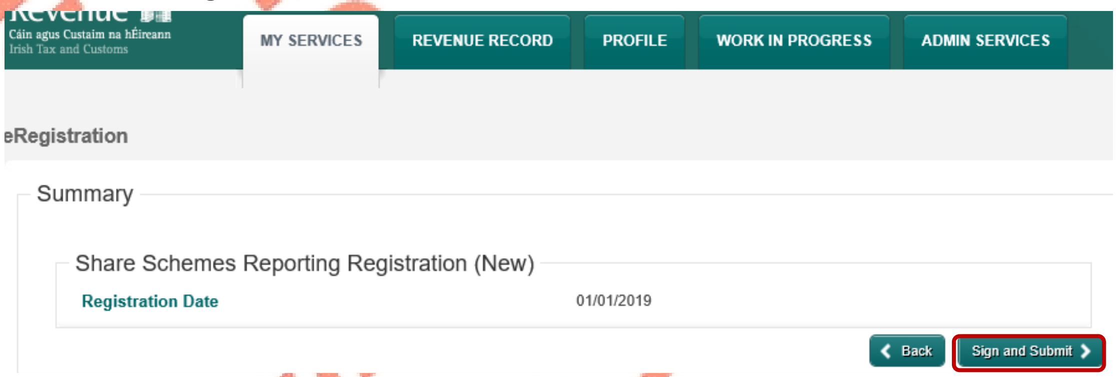


Figure 5 ROS Screenshot of SSR Registration Sign and Submit

1.1.7 You will be redirected to the "Sign & Submit" screen. Enter the ROS Password and click "Sign & Submit".

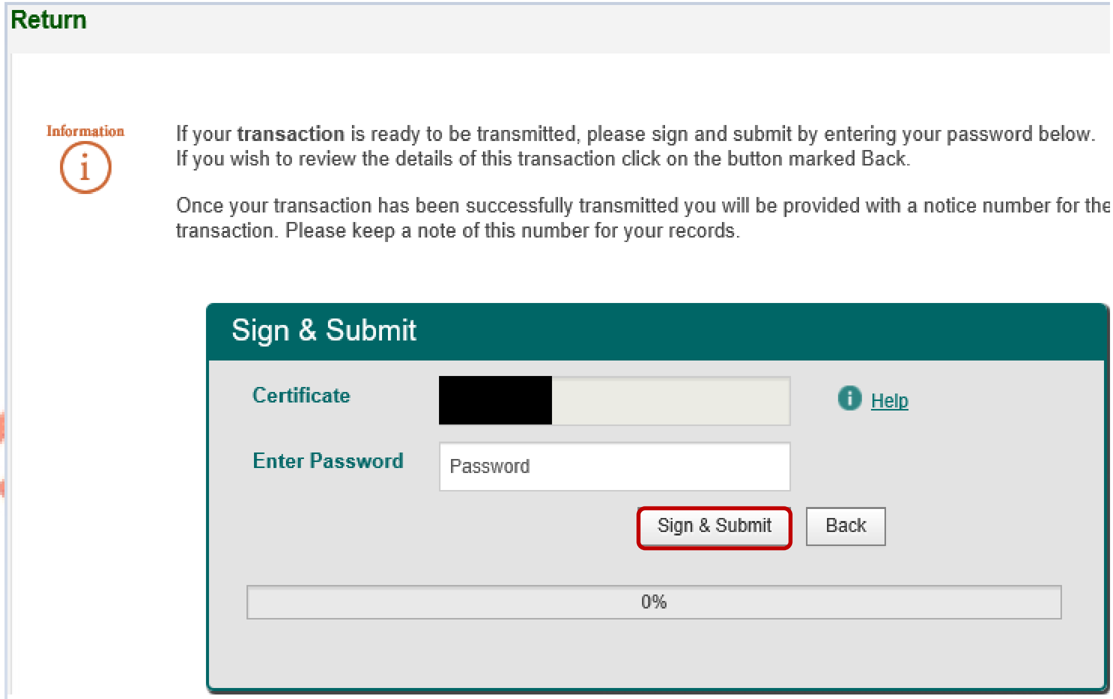


Figure 6 ROS Screenshot of Password Request for Sign and Submit

1.1.8 You will receive a ROS Acknowledgement and a Notice Number which you may wish to print for your records. Click “OK”.

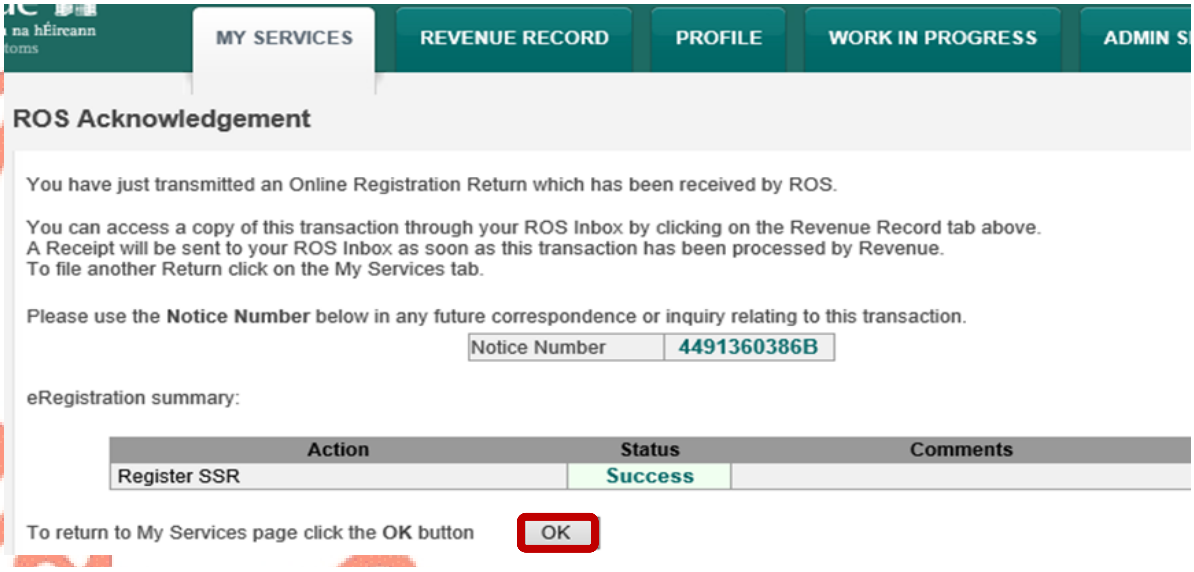


Figure 7 ROS Screenshot of Acknowledgement of Receipt

1.1.9 You will receive a new notification in your Revenue Record to confirm that you have been registered for the SSR - Reporting Obligation. Click on the Notice Number for confirmation of the registration.

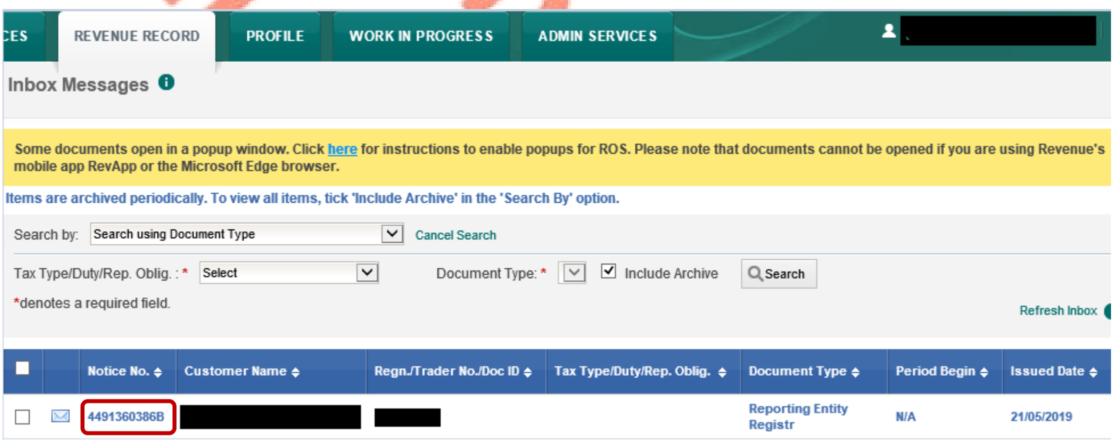
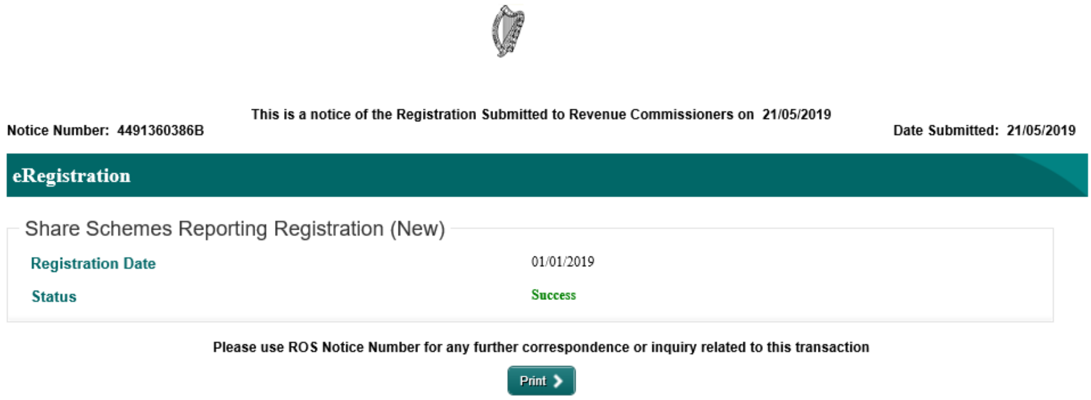


Figure 8 ROS Screenshot of inbox messages

1.1.10 The following notice will appear which you may wish to print for your records.


This is a notice of the Registration Submitted to Revenue Commissioners on 21/05/2019

Notice Number: 4491360386B

Date Submitted: 21/05/2019

eRegistration

Share Schemes Reporting Registration (New)

Registration Date	01/01/2019
Status	Success

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

Print

Figure 9 ROS Screenshot of SSR registration confirmation

- **AFTER COMPLETION OF THIS PROCESS, YOU SHOULD ALLOW UP TO 3 WORKING DAYS FOR THE SSR REPORTING OBLIGATION TO BE REGISTERED.**

2. Agents Registering Clients For SSR

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

For queries relating to registering for SSR – Reporting Obligation, please submit your query via MyEnquiries.

2.1 Registering existing Client - SSR Reporting Obligation

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

Follow steps 2.1.1 to 2.1.16 to register for **SSR - Reporting Obligation.**

2.1.1 Log into ROS.

2.1.2 Under the “Agent Services” tab, locate the Customer using ‘’View Client List’’.

You will be redirected to the “Client Services” tab for the relevant Customer.

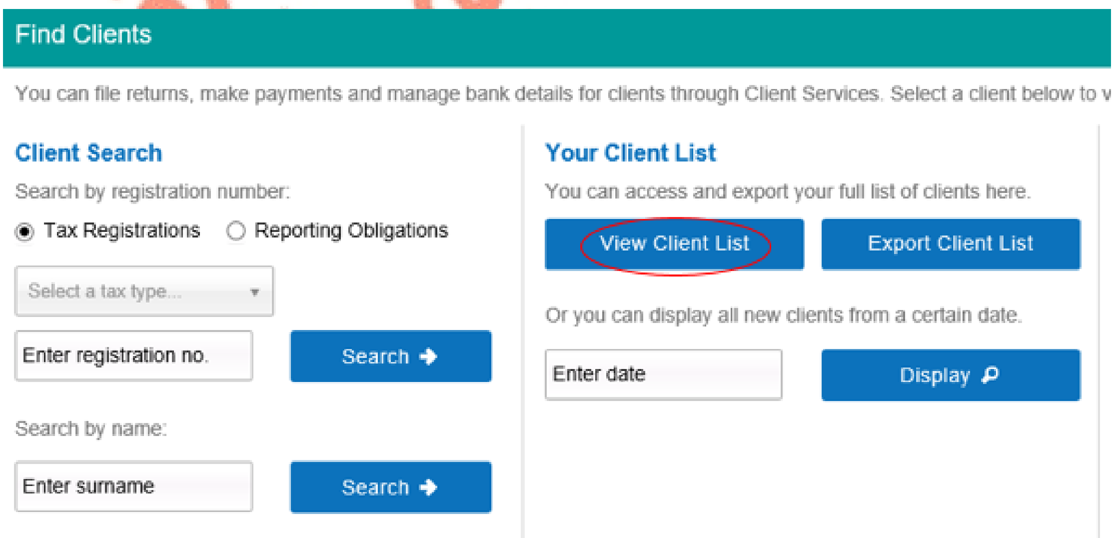


Figure 10 ROS Screenshot of Agent Services view client list

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

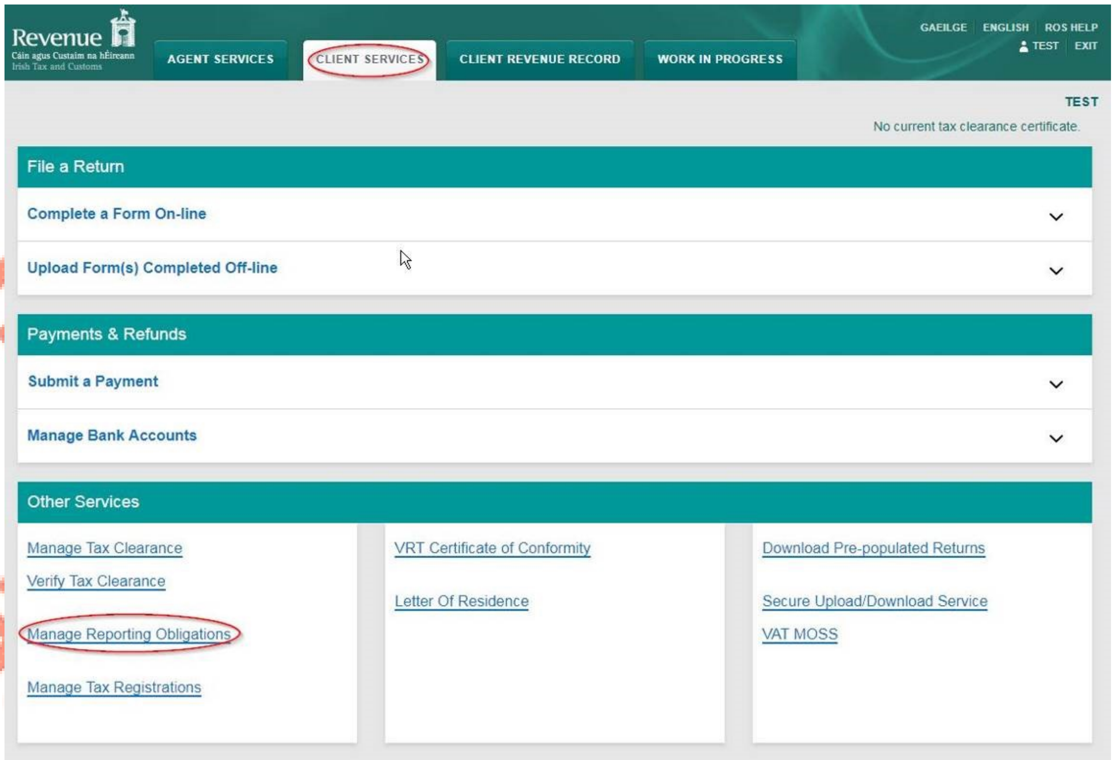


Figure 11 ROS screenshot of “Manage Reporting Obligations” under Other Services section

2.1.4 Click “Select Action” opposite “Share Schemes Reporting - SSR”.

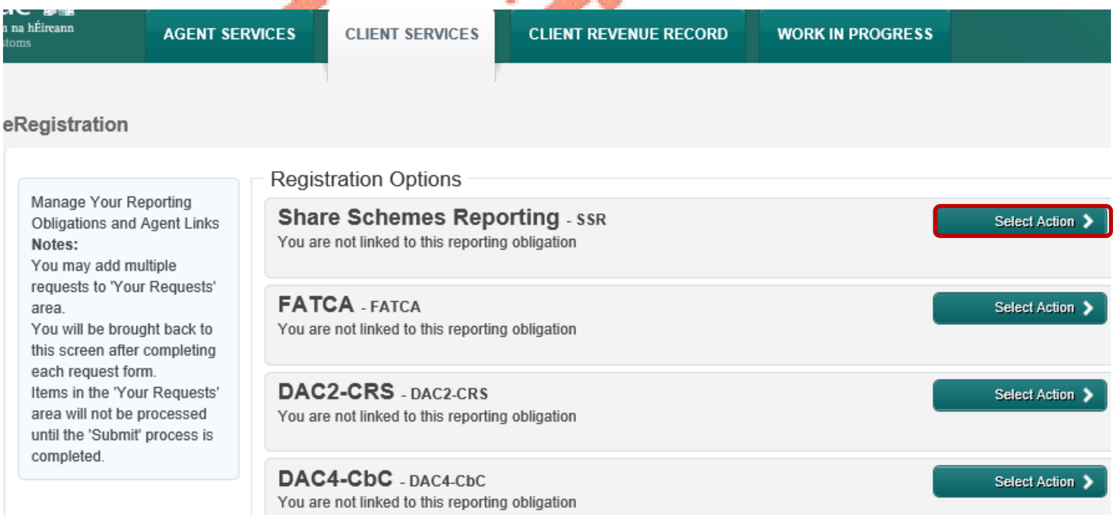


Figure 12 ROS Screenshot of SSR -Select Action

2.1.5 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 SSR Reporting Obligation.

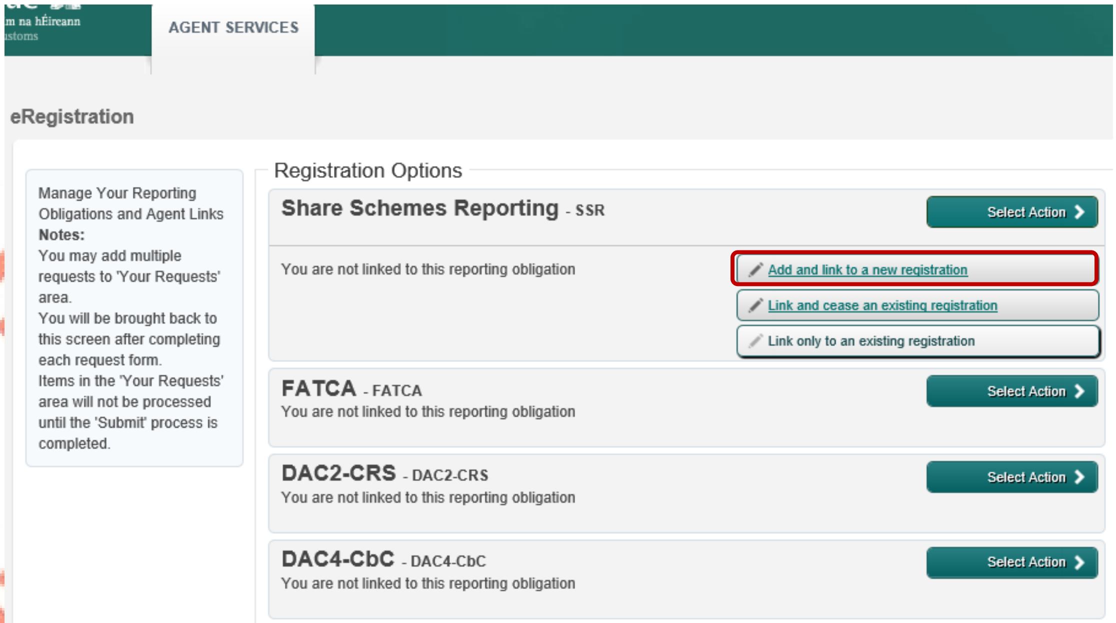


Figure 13 ROS Screenshot of “Add and link to a new registration”

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

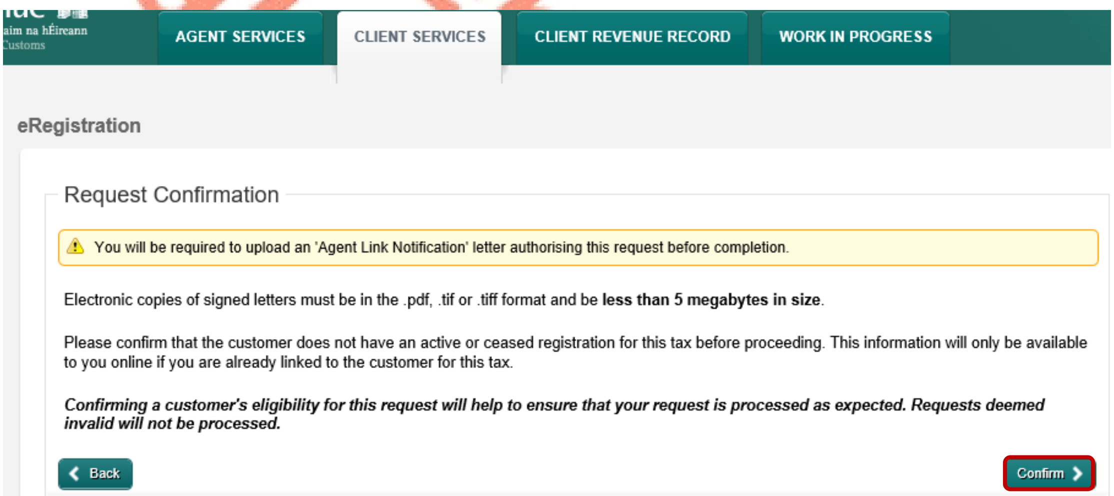


Figure 14 ROS screenshot of client services request confirmation

2.1.7 Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation).

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

After the registration date has been entered, click on “Add to Your Requests”.

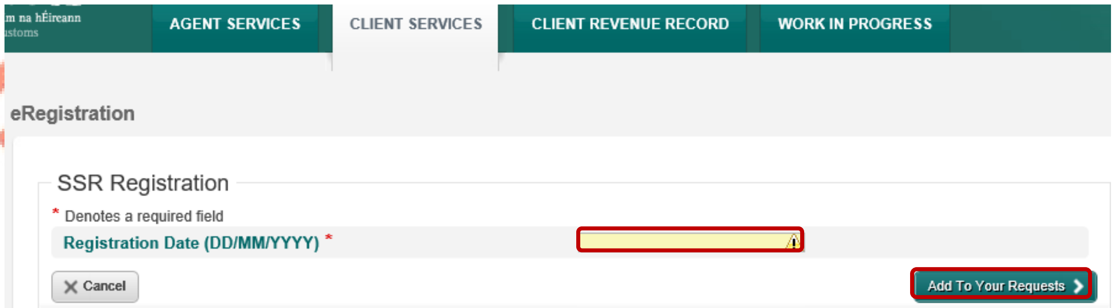


Figure 15 ROS Screenshot of Client Services Registration Date section

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

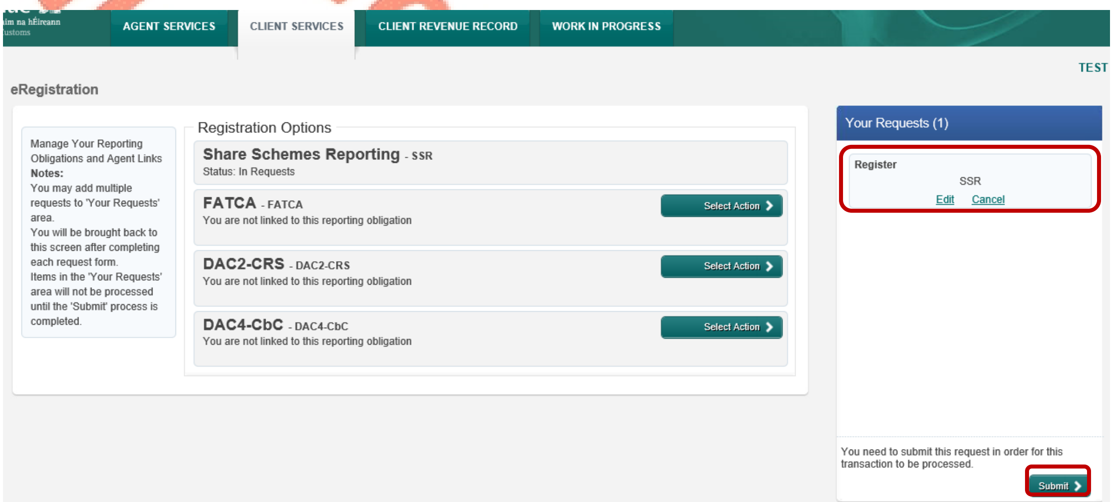


Figure 16 ROS Screenshot of "Your Requests" Section

2.1.9 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.)

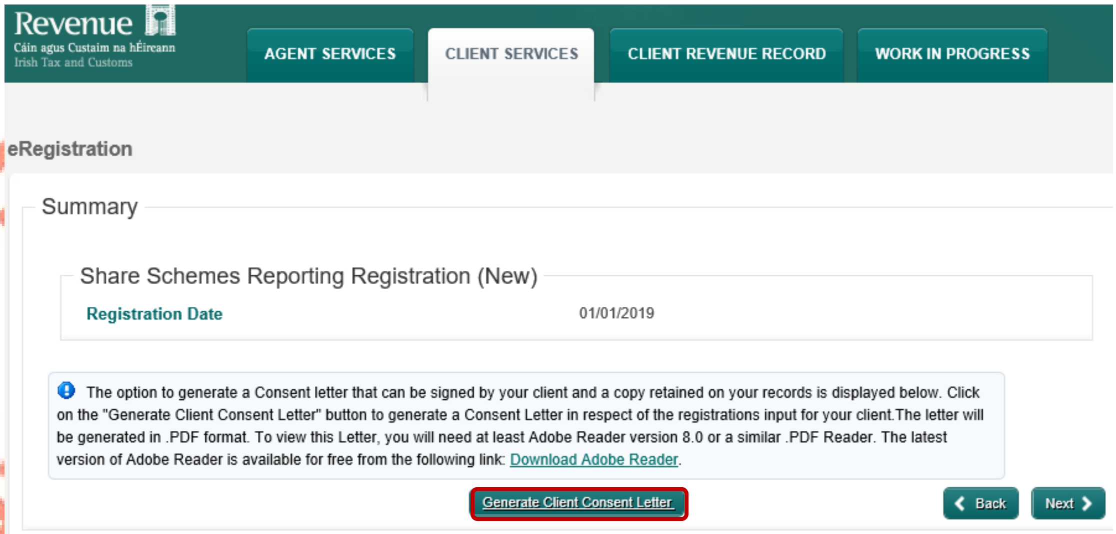
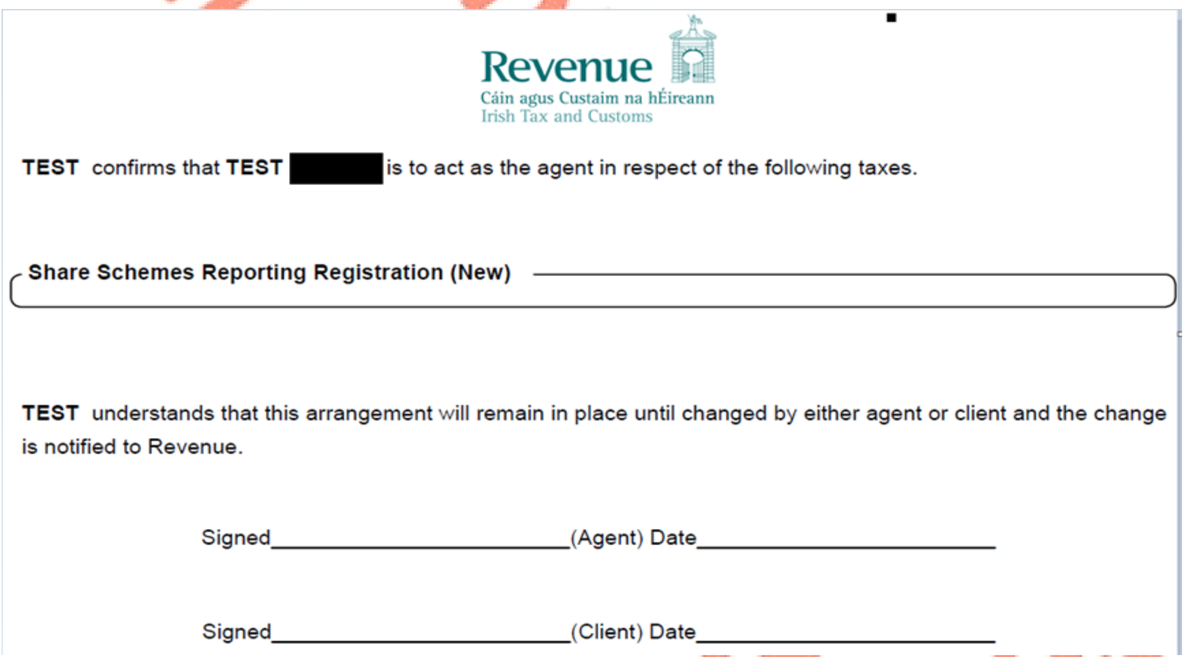


Figure 17 ROS Screenshot of “Generate Client Consent Letter”

2.1.10 Sample “Consent Letter Generated”


Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

TEST confirms that **TEST** [redacted] is to act as the agent in respect of the following taxes.

Share Schemes Reporting Registration (New)

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 18 ROS Screenshot of sample Agent Consent Letter

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

2.1.11 Once completed, click “Next”.

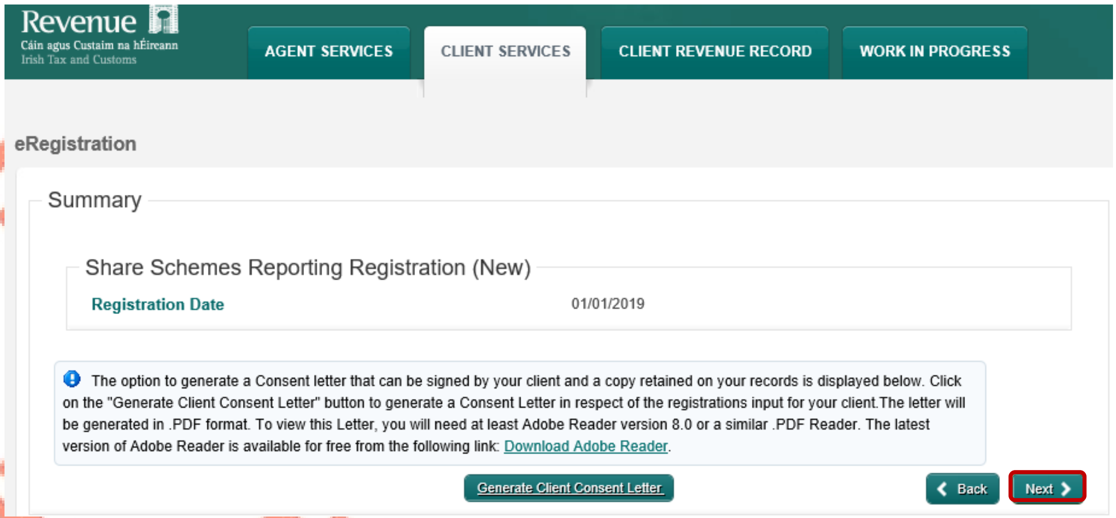


Figure 19 ROS Screenshot of Generate Consent Letter

2.1.12 To upload the completed Agent Link Notification Form on ROS, click “File” and browse to completed Agent Link Notification saved in the Agent network/drive. Tick the box “Share Scheme Reporting” and click “Next” to attach link.

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

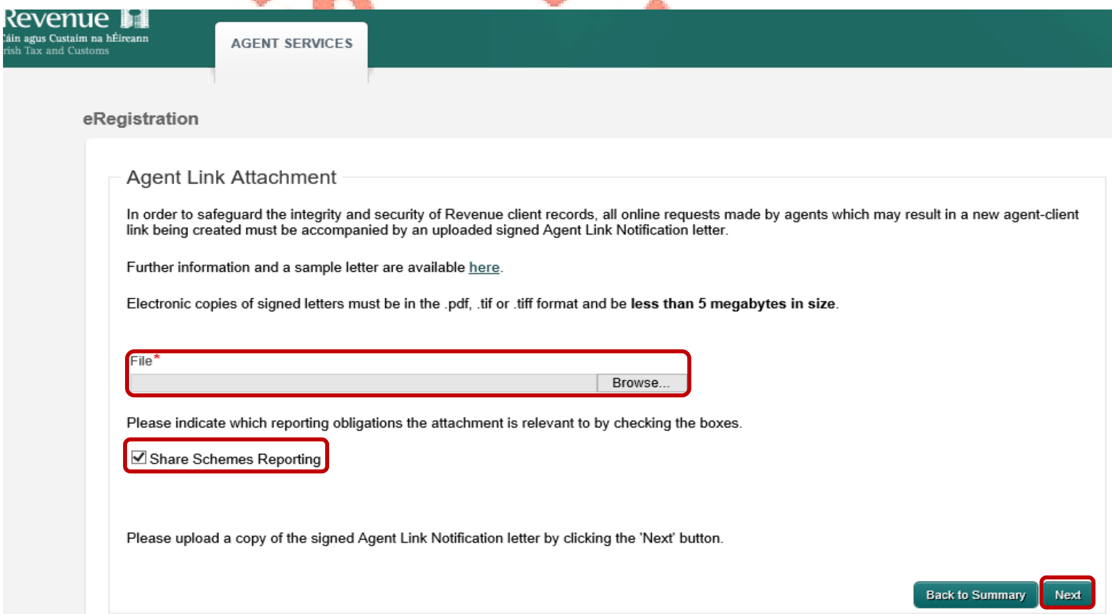


Figure 20 ROS Screenshot of Agent Link Attachment

2.1.13 Click "Sign and Submit".

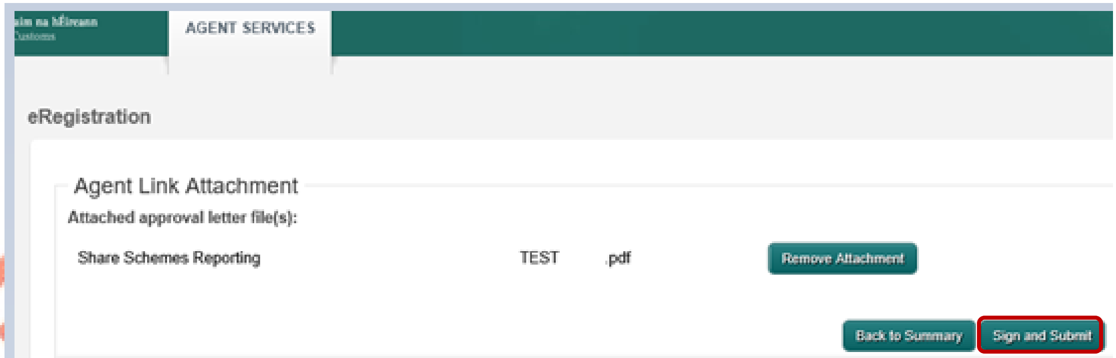


Figure 21 ROS screenshot of Agent Link Attachment upload

2.1.14 You will be redirected to the "Sign & Submit" screen. Enter the ROS Password and click "Sign & Submit".

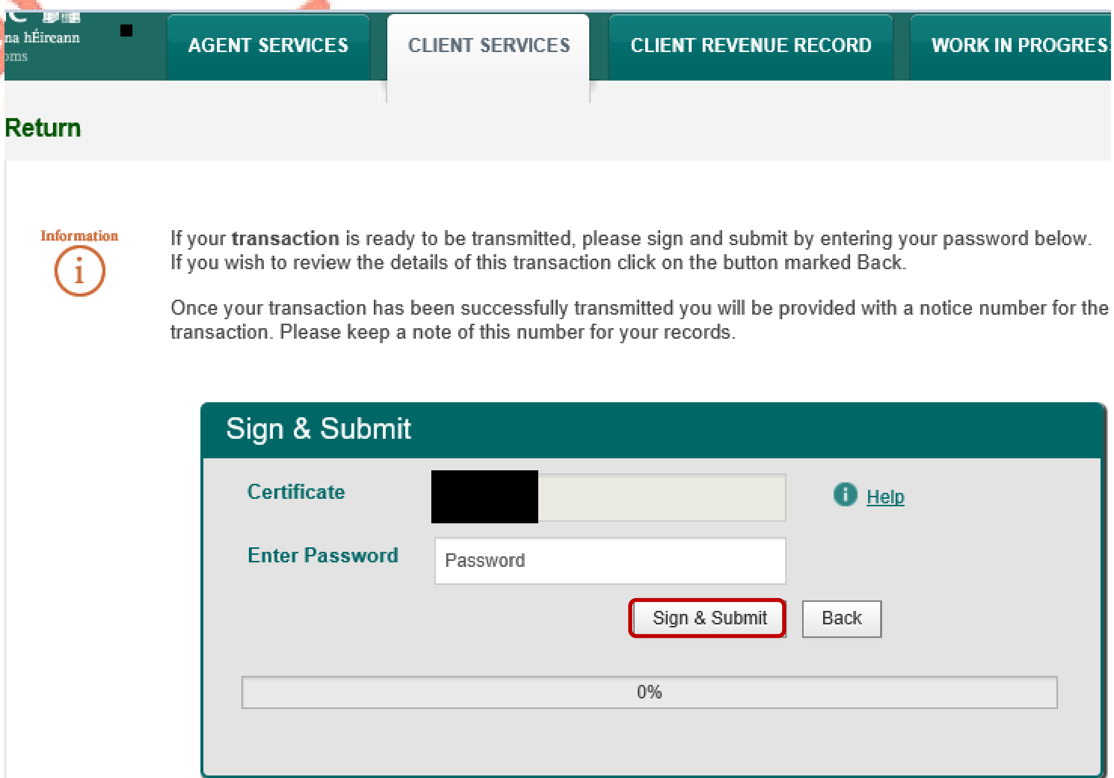


Figure 22 ROS Screenshot of Sign and Submit password request

You will receive a ROS Acknowledgement and a Notice Number which you may wish to print for your records. Click “OK”.

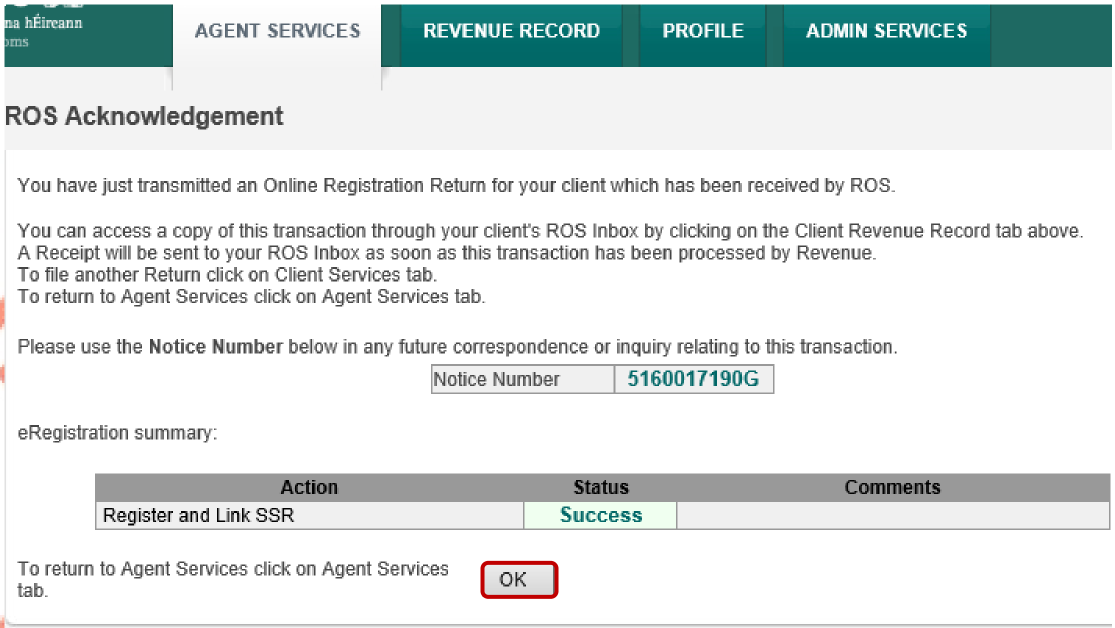


Figure 23 ROS Screenshot of ROS Acknowledgement

2.1.15 You will receive a new notification in the Client’s Revenue Record to confirm that the Customer has been registered for SSR Reporting Obligation. Click on the Notice Number for confirmation of the registration.

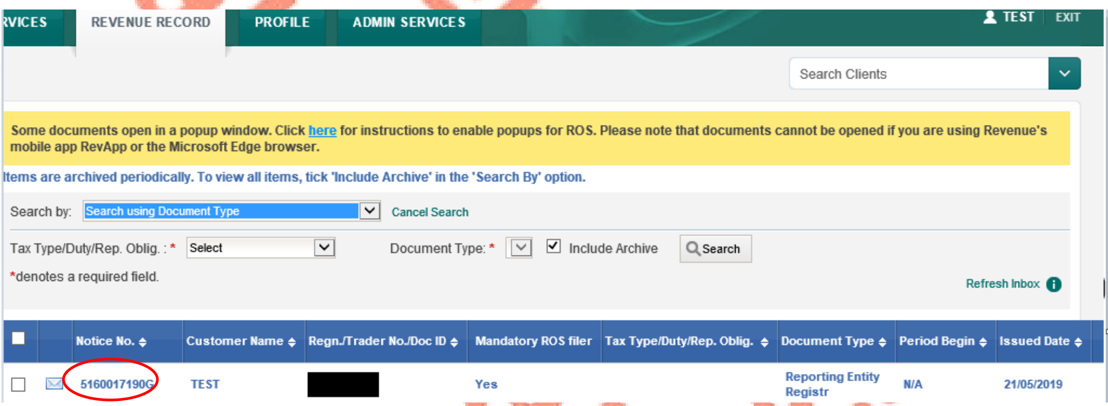
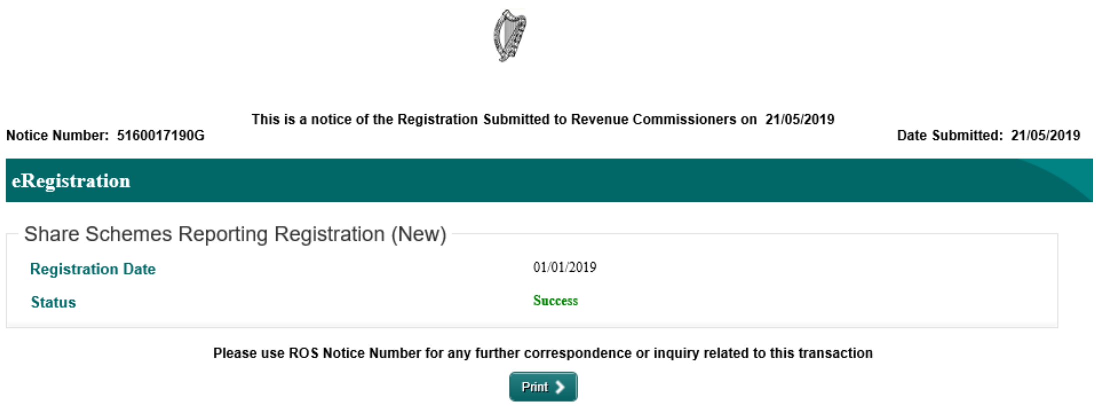


Figure 24 ROS Screenshot of Agent confirmation of registration for SSR for client

2.1.16 The following notice will appear which you may wish to print for your records.



This is a notice of the Registration Submitted to Revenue Commissioners on 21/05/2019

Notice Number: 5160017190G

Date Submitted: 21/05/2019

eRegistration

Share Schemes Reporting Registration (New)

Registration Date	01/01/2019
Status	Success

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

Print

Figure 25 ROS Screenshot of Notice confirming SSR Registration

- **AFTER COMPLETION OF THIS PROCESS, YOU SHOULD ALLOW UP TO 3 WORKING DAYS FOR THE SSR 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 new Customer/Client to whom they are **not** already linked on ROS and to register the Customer/Client for SSR Reporting Obligations.

If an Agent wishes to link to an existing Customer/Client in order to register them for SSR Reporting Obligations, please refer to Section 2.1.

2.2.1 Log onto ROS and access "Agent Services".

2.2.2 Go to section "Manage Tax Registrations".

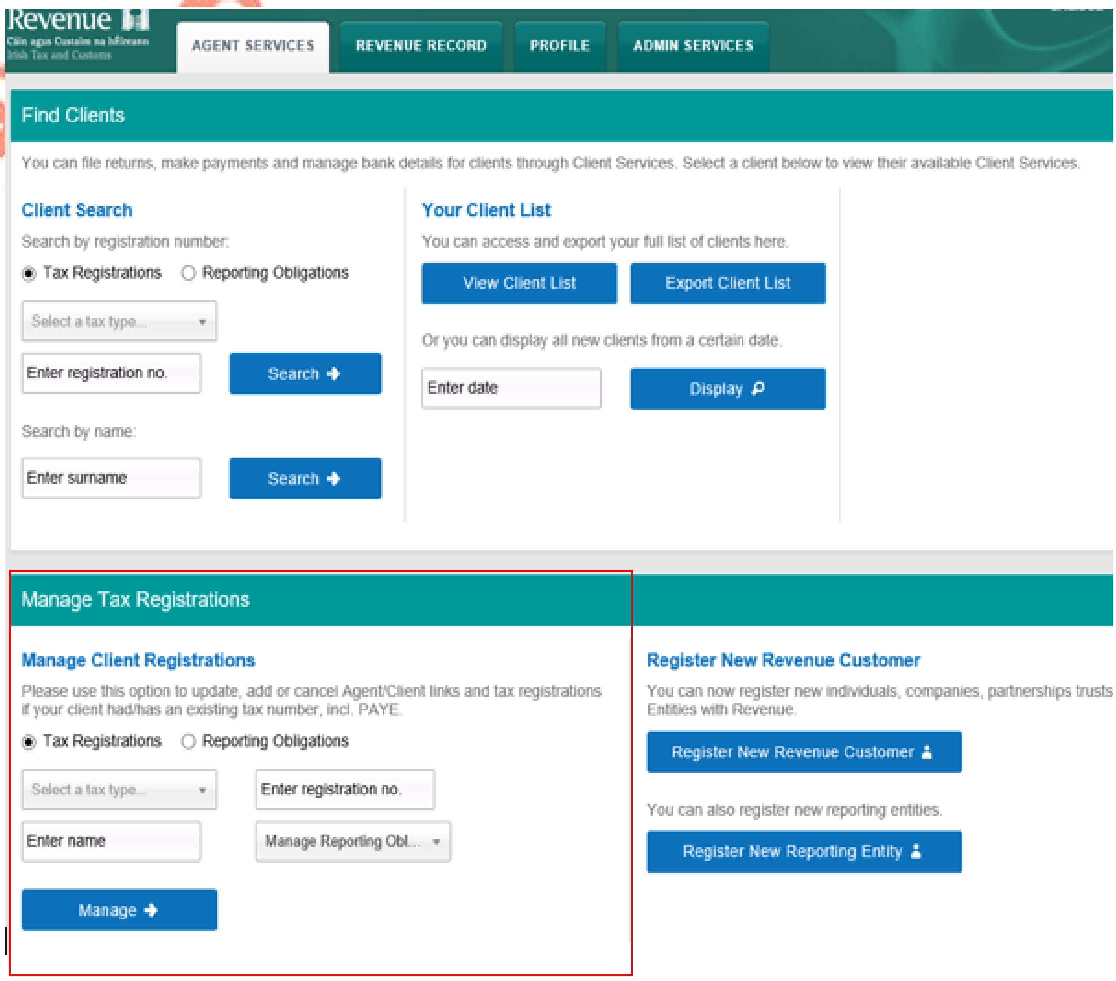


Figure 26 ROS Screenshot of how to link new customer in Manage Tax Registration Section

2.2.3 If you wish to register an existing Tax Registration for SSR - 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”.

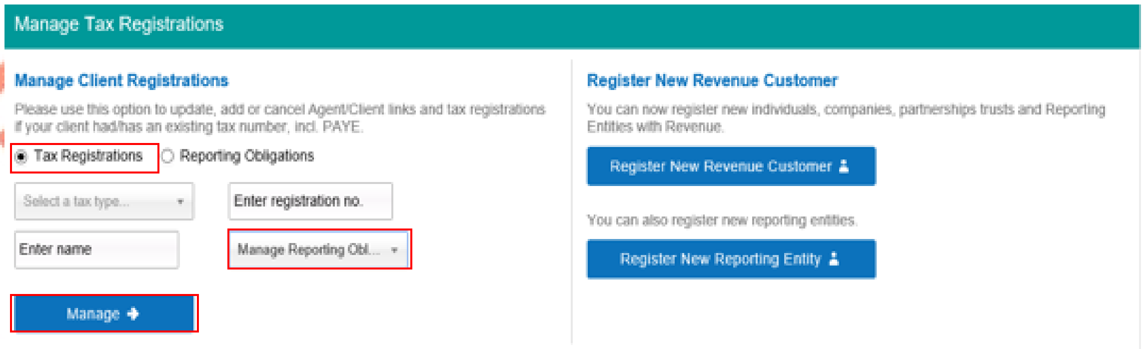


Figure 27 ROS Screenshot for agents to register existing customer for SSR

2.2.4 Under “Registration Options”, click “Select Action” and “Add and link to a new registration”.

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

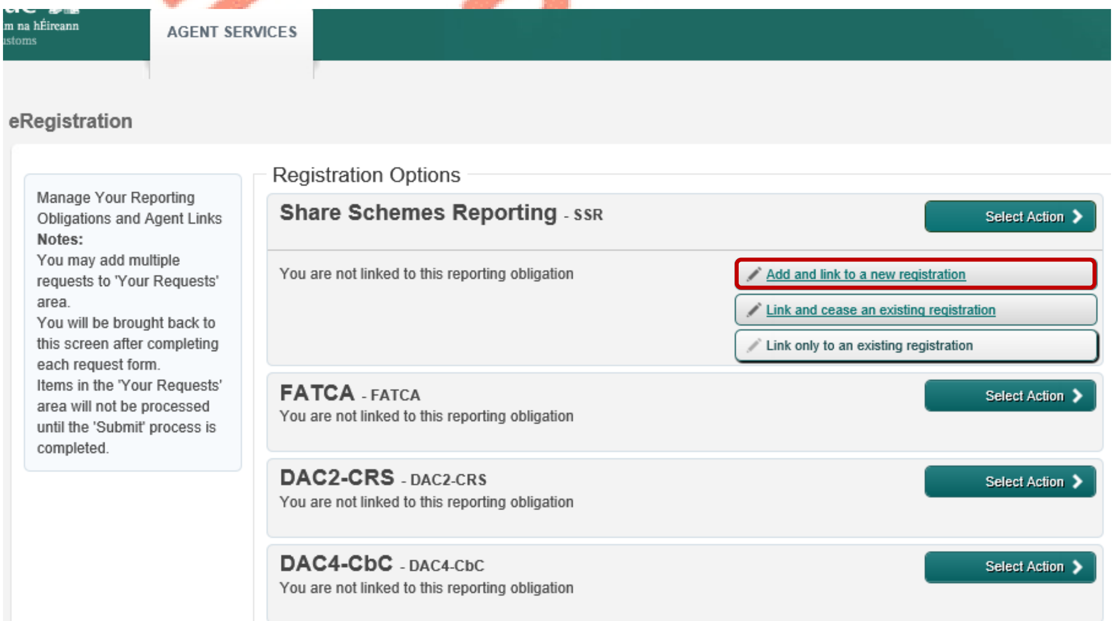


Figure 28 ROS Screenshot of “Add and Link to a new registration”

2.2.5 Click “Confirm”.

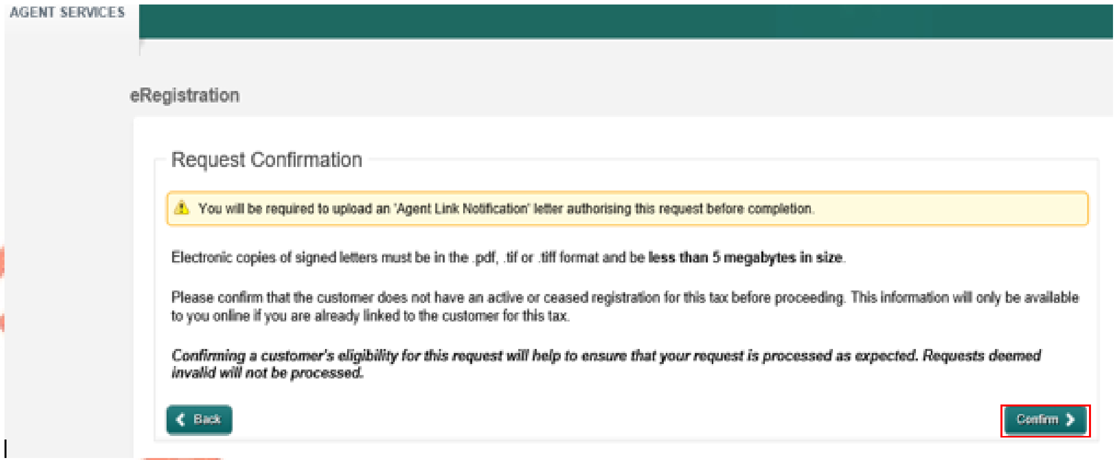


Figure 29 ROS Screenshot of Request Confirmation for Agent Link uploaded

2.2.6 Click “Submit”.

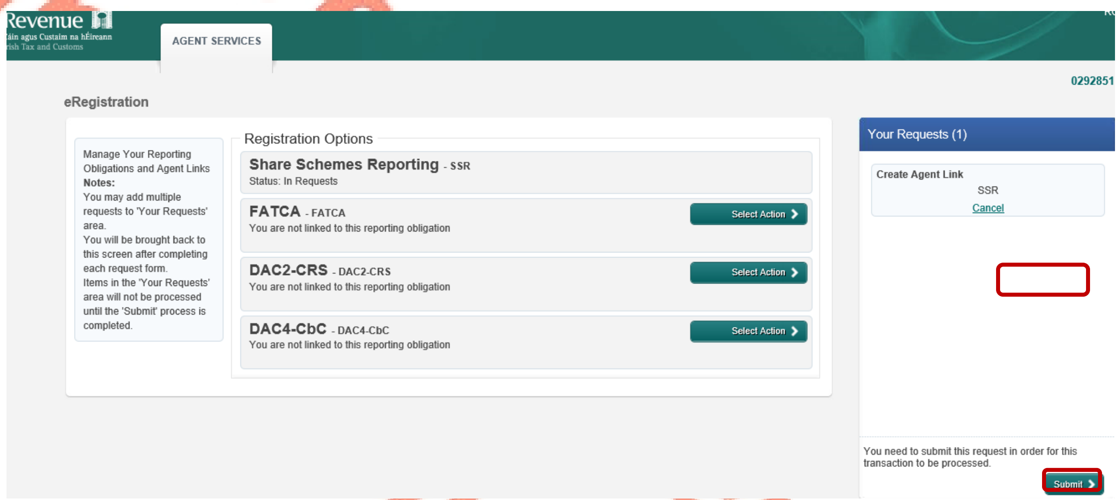


Figure 30 ROS Screenshot of "Your Requests" Section with Agent Link for SSR

2.2.7 Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation).

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

After the registration date has been entered, click on “Add to Your Requests”.

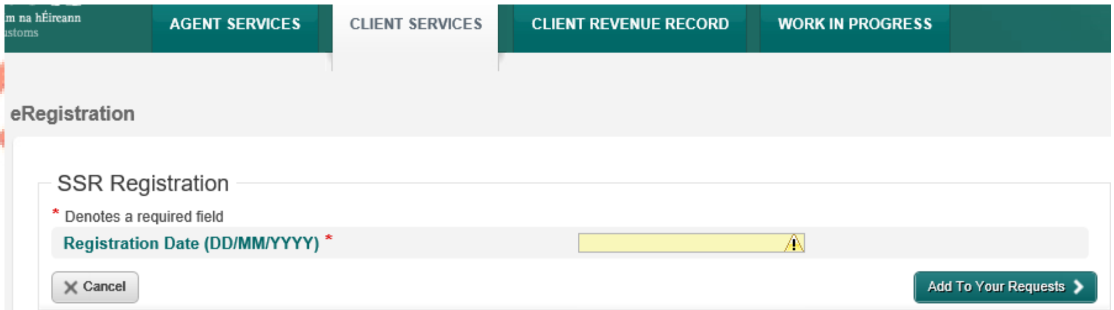


Figure 31 ROS Screenshot showing Registration date entry for SSR

2.2.8 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.)

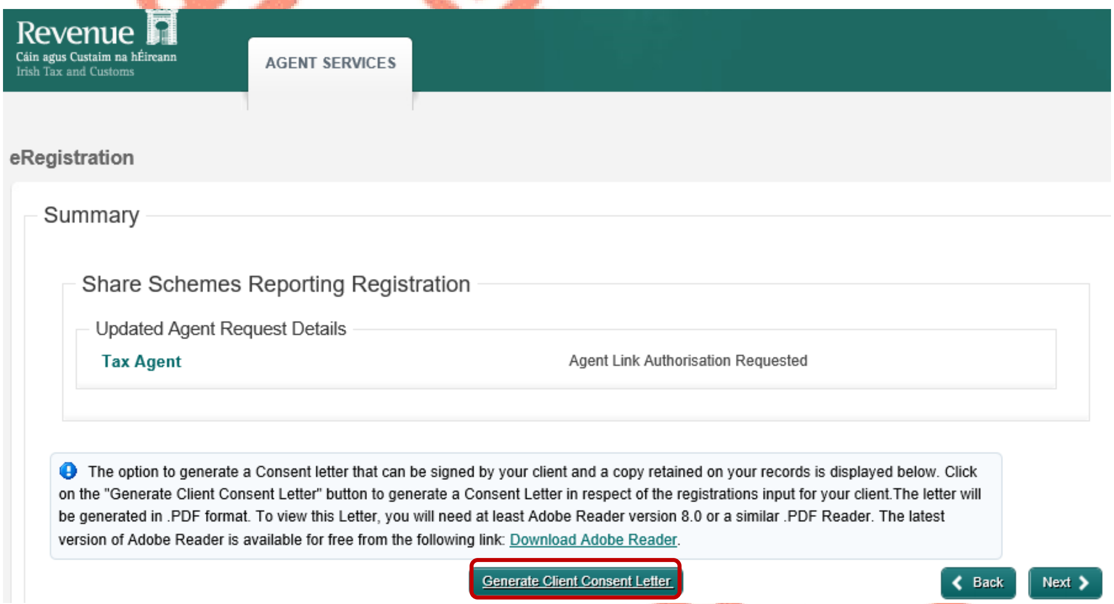


Figure 32 ROS Screenshot how to “Generate Client Consent Letter”

2.2.9 Sample “Consent Letter Generated”.

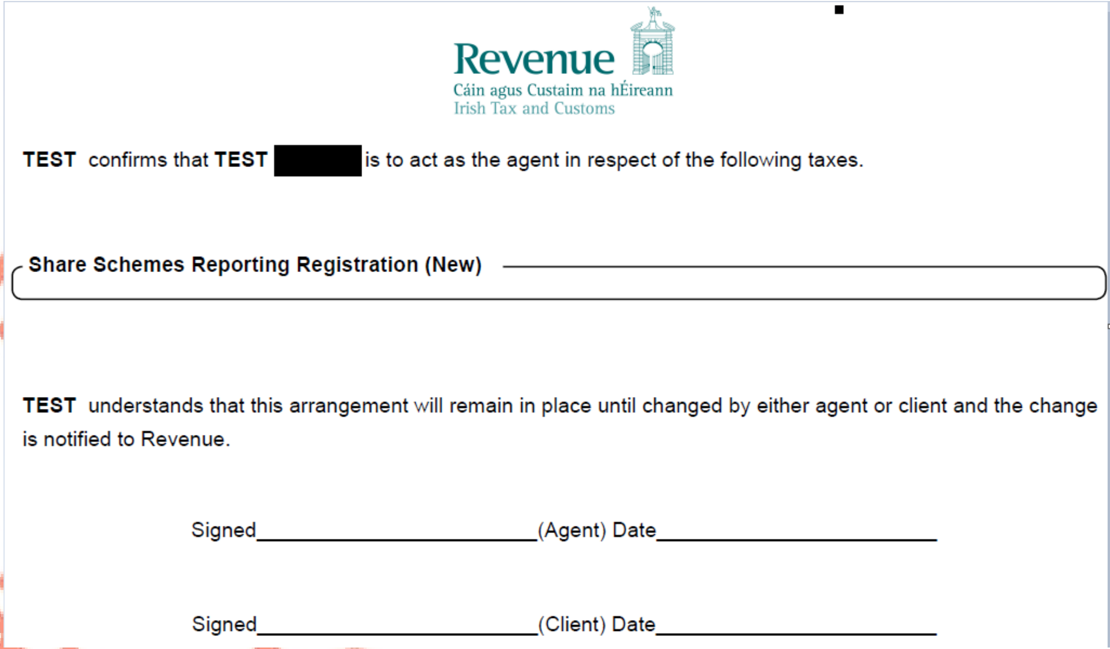


Figure 33 ROS Screenshot of sample consent letter generated

2.2.10 Once completed, click “Next”.

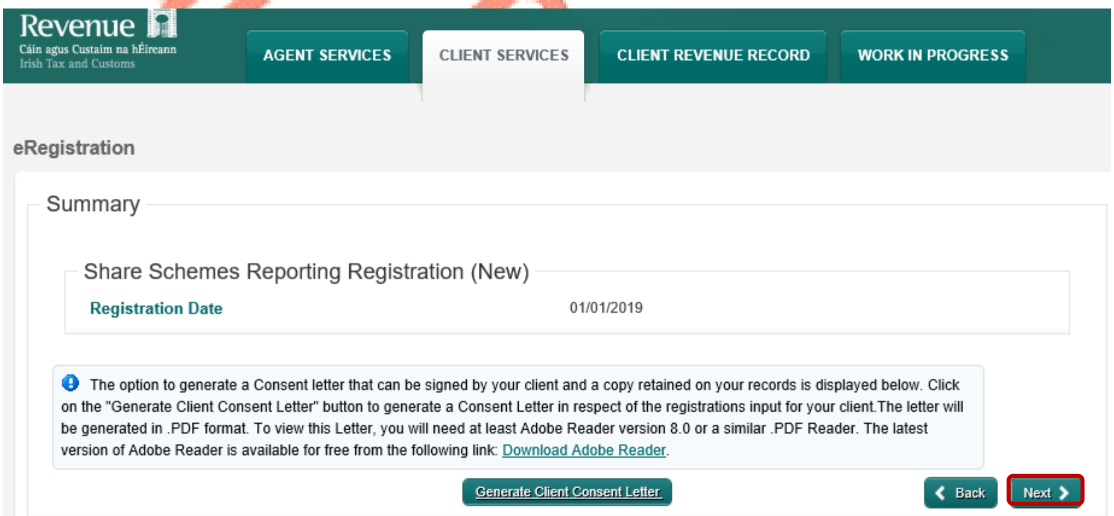


Figure 34 ROS Screenshot of “Generate Consent Letter”

2.2.11 To upload the completed Agent Link Notification Form on ROS, click "File" and browse to completed Agent Link Notification saved in the Agent network/drive. Tick the box "Share Scheme Reporting" and click "Next" to attach link.

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

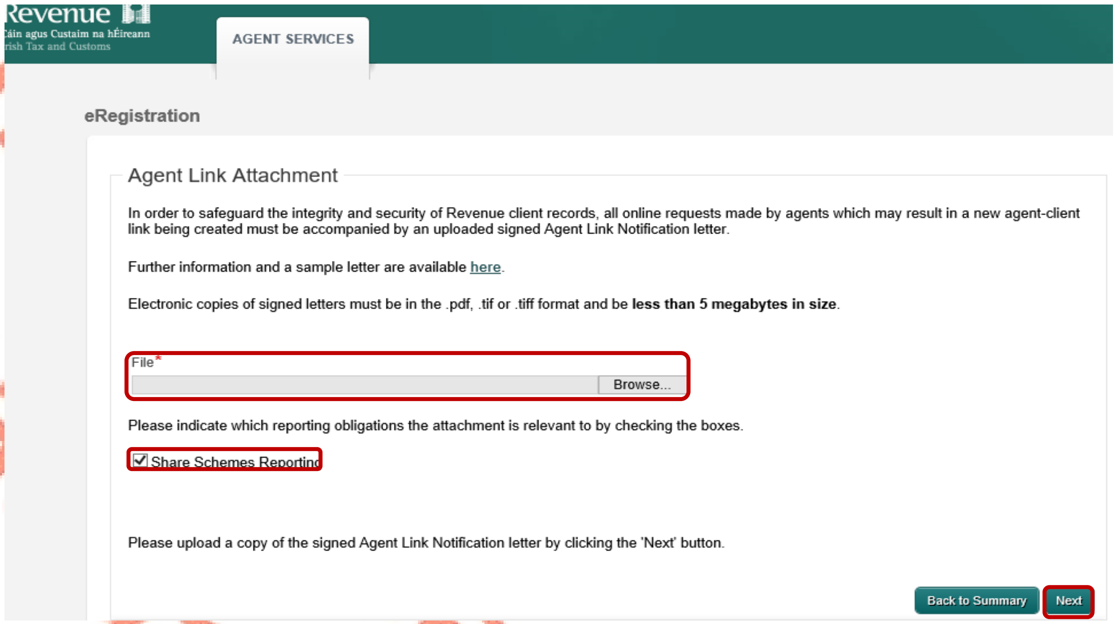


Figure 35 ROS Screenshot of upload Agent Link Notification letter

2.2.12 Click "Sign and Submit".

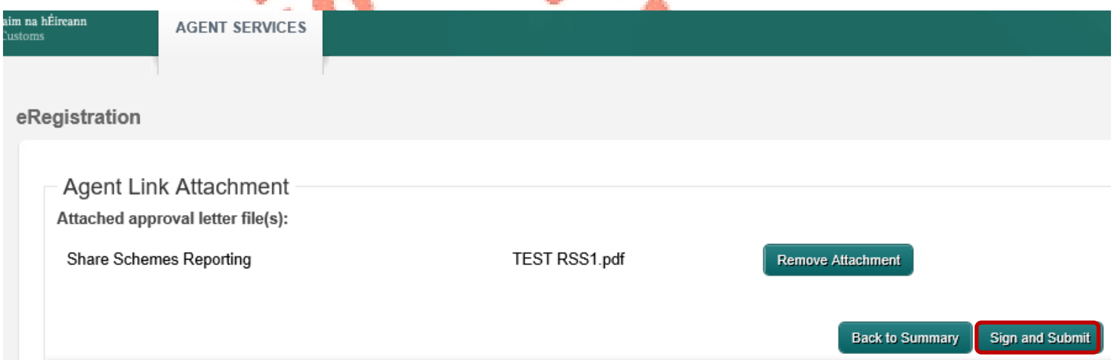


Figure 36 ROS Screenshot showing attachment uploaded, sign and submit.

2.2.13 You will be redirected to the "Sign & Submit" screen. Enter the ROS Password and click "Sign & Submit".

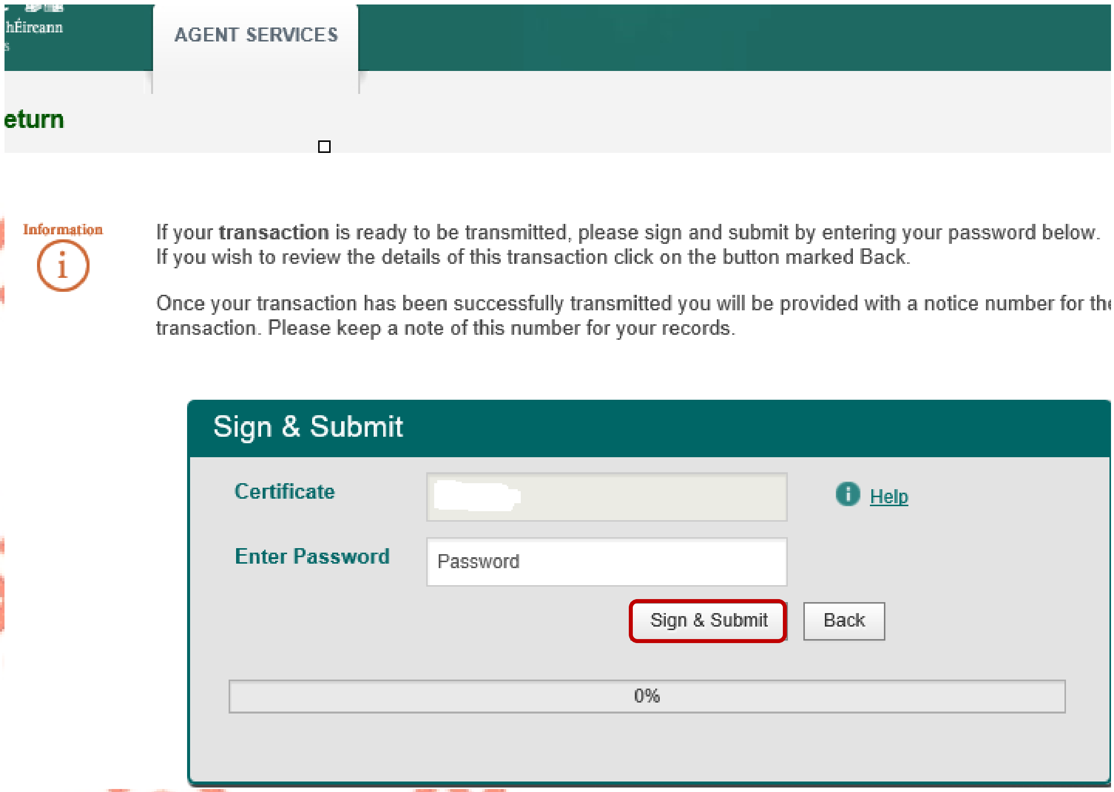


Figure 37 ROS Screenshot showing agent directed to sign and submit page

2.2.14 You will receive a ROS Acknowledgement and a Notice Number which you may wish to print for your records. Click "OK".

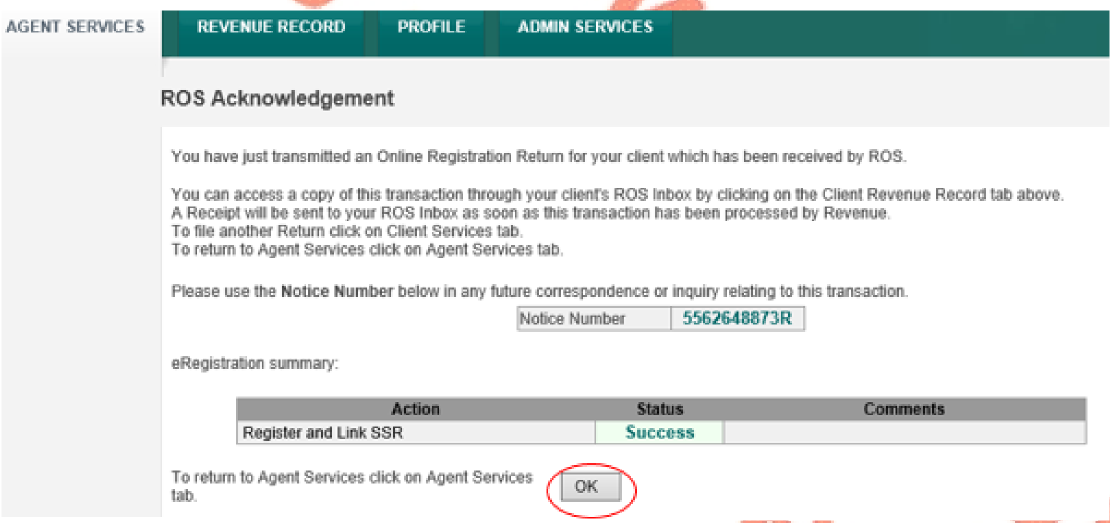


Figure 38 ROS Acknowledgement of receipt of Registration and linking for SSR

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

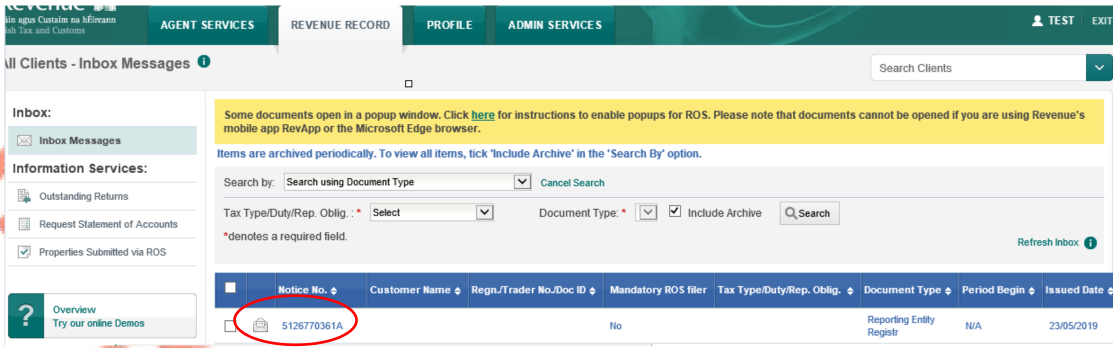


Figure 39 ROS Screenshot of confirmation of agent link in inbox messages

2.2.16 The following notice will appear which you may wish to print for your records.

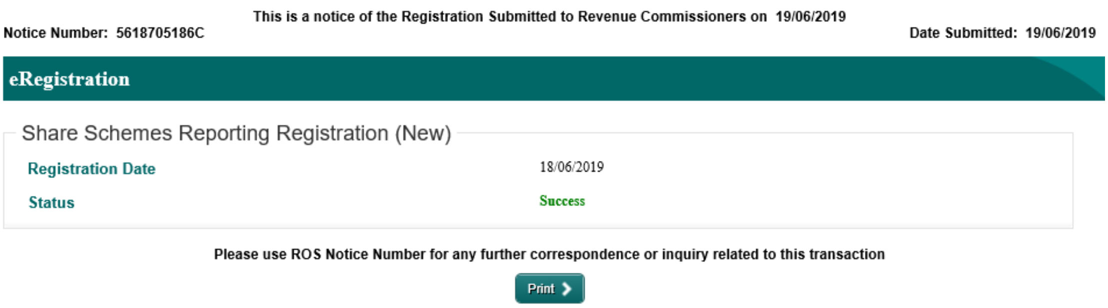


Figure 40 ROS Screenshot of Notice of SSR Registration

❖ **AFTER COMPLETION OF THIS PROCESS, YOU SHOULD ALLOW UP TO 3 WORKING DAYS TO UPDATE.**

3. Customer Submitting SSR Returns

The following section details how customers upload SSR returns on ROS.
Section 3.1 details the process for uploading RSS1 Returns. Section 3.2 details the process for uploading KEEP1 Returns.

3.1 Customer Submitting RSS1 Return

The RSS1 Return can be downloaded from the following location Form RSS1.

3.1.1 Log on to ROS. Under "File a Return" – "Complete a Form Online", select Reporting obligations and "SSR" from the drop-down list.

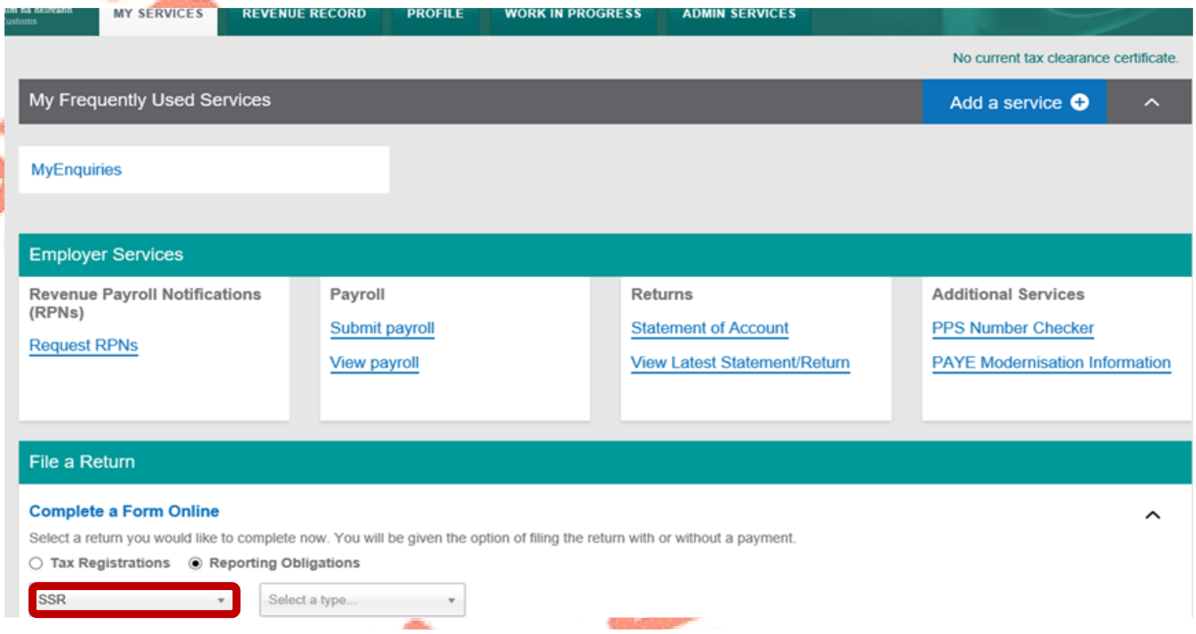


Figure 41 ROS Screenshot of how to navigate to Reporting Obligations - SSR

3.1.2 Select Return Type as RSS1 and "Submit".

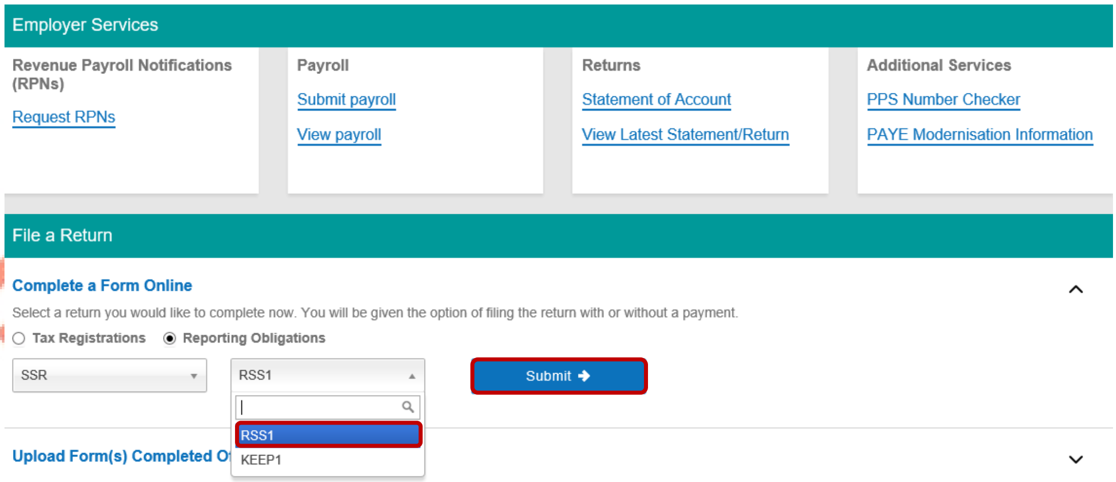


Figure 42 ROS Screenshot of select RSS1 return

The periods available for selection for RSS1 Returns will be from 2014.

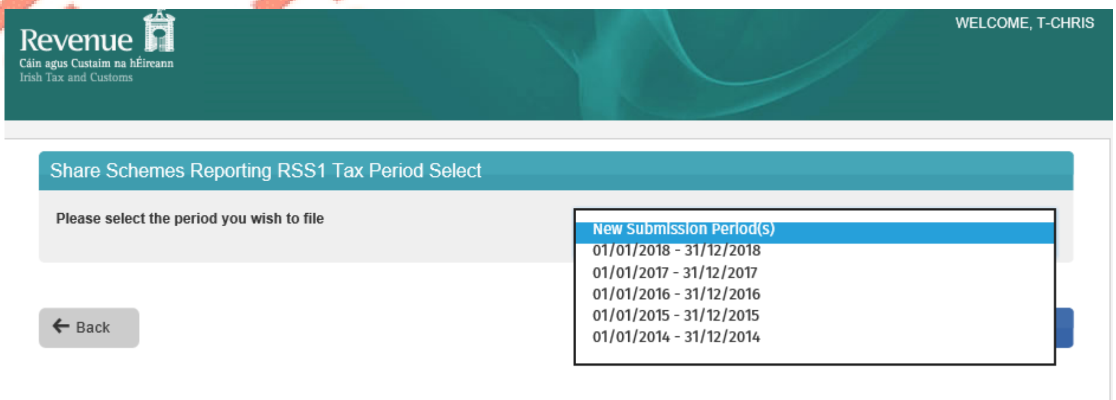


Figure 43 ROS Screenshot RSS1 Tax Period dropdown menu

3.1.3 Select the appropriate period for the Return and click on "Submit".

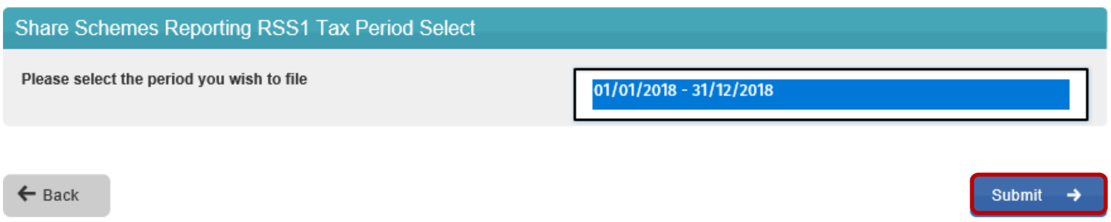


Figure 44 ROS Screenshot select appropriate Tax Period then click submit

If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the return from the

Revenue website, complete the details and upload the zip file generated. The RSS1 Return can be downloaded from the following location [Form RSS1](#).

3.1.4 The following screen allows the zip file generated from the completed RSS1 Return to be uploaded by clicking on the Add below. Browse to location of saved file to upload Return.

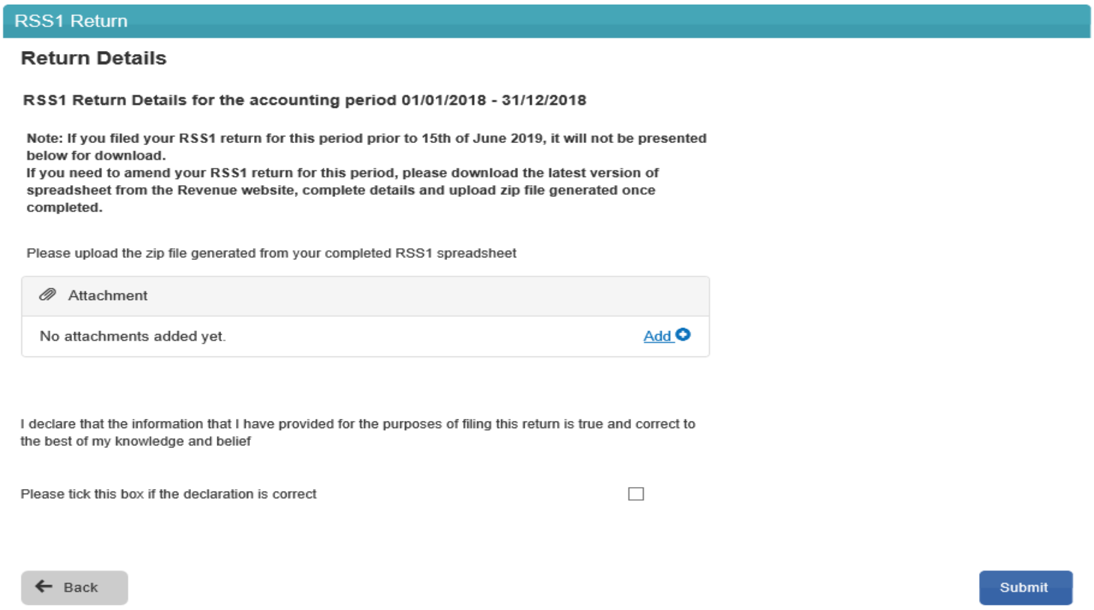


Figure 45 ROS Screenshot Upload ZIP file for RSS1

3.1.5 Once the appropriate file has been added, tick the declaration box and "Submit".

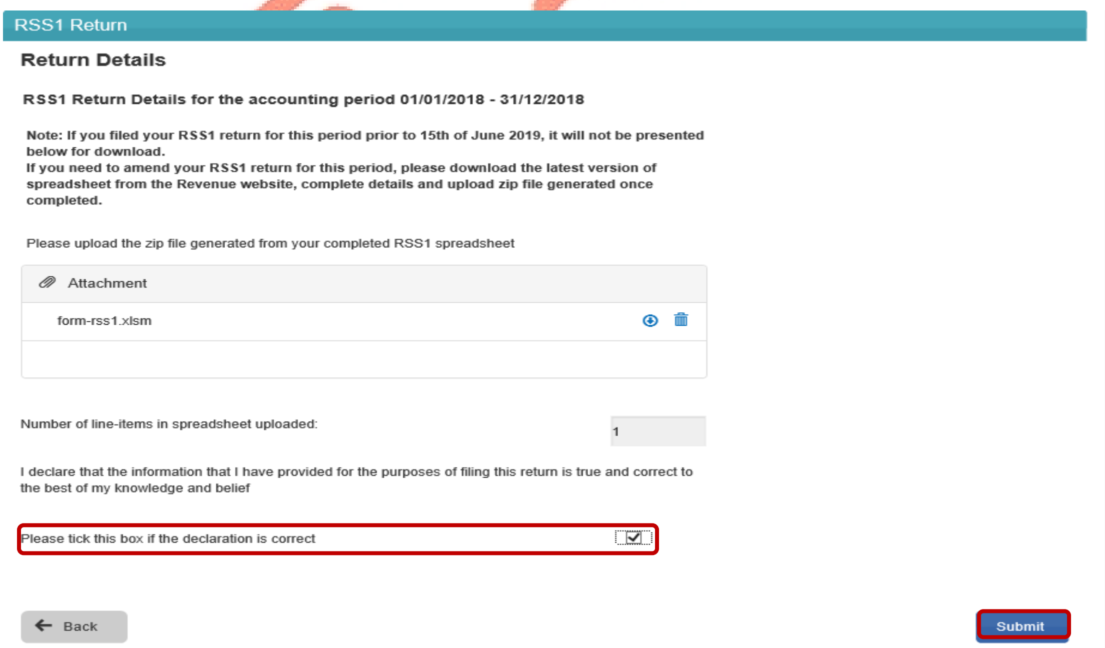


Figure 46 ROS Screenshot of Declaration Box and Submit

3.1.6 Enter Password and click "Sign & Submit".

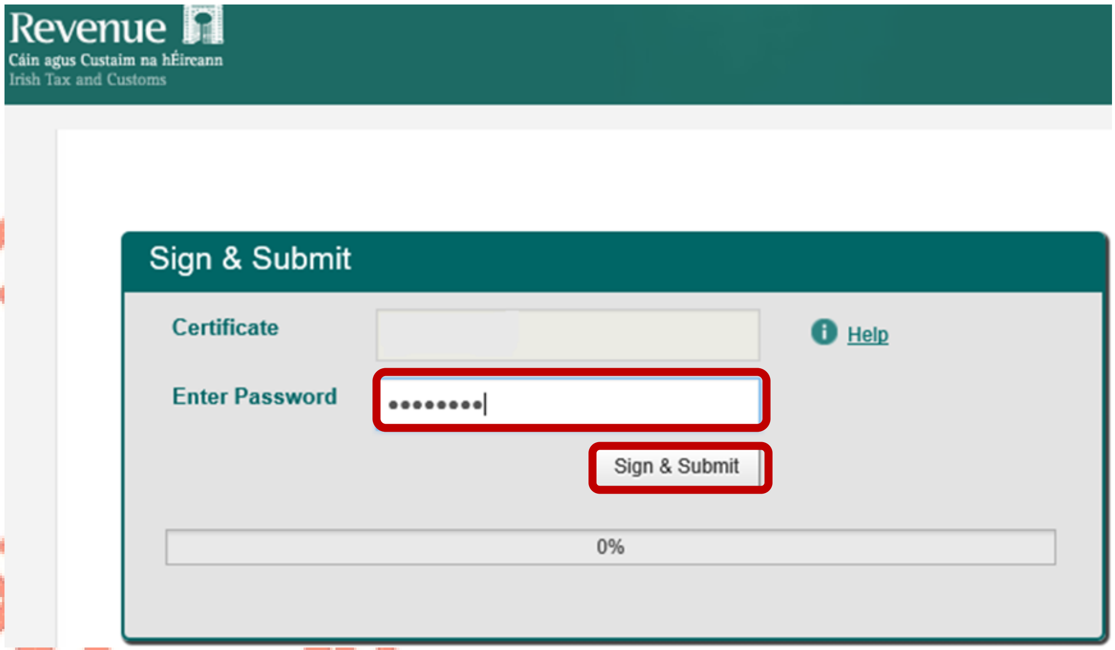


Figure 47 ROS Screenshot password request and "Sign and Submit"

3.1.7 The following confirmation screen is shown. Click "OK" to return to Revenue Record.

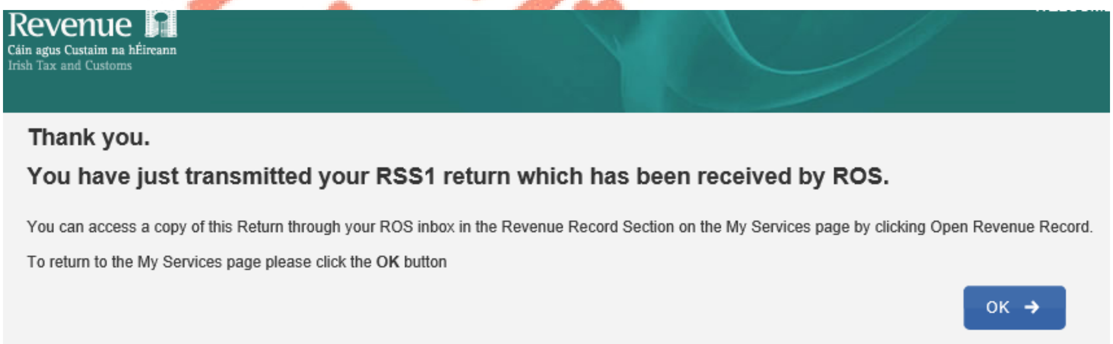


Figure 48 ROS Screenshot Confirmation of RSS1 received

3.1.8 You will receive a new notification in the Revenue Record to confirm that you have submitted the RSS1 Return.

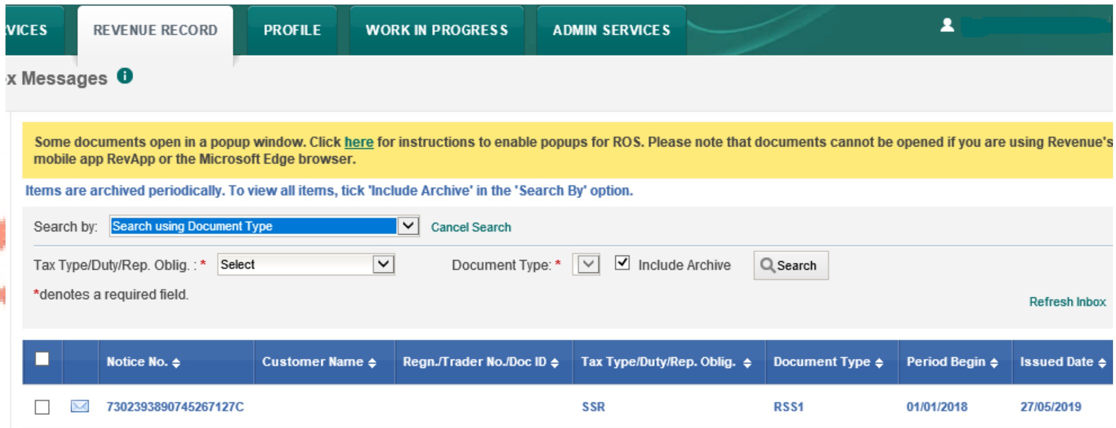


Figure 49 ROS Screenshot of notification confirming submission of return

3.1.9 Click on the Notice Number for confirmation of the Return submitted.

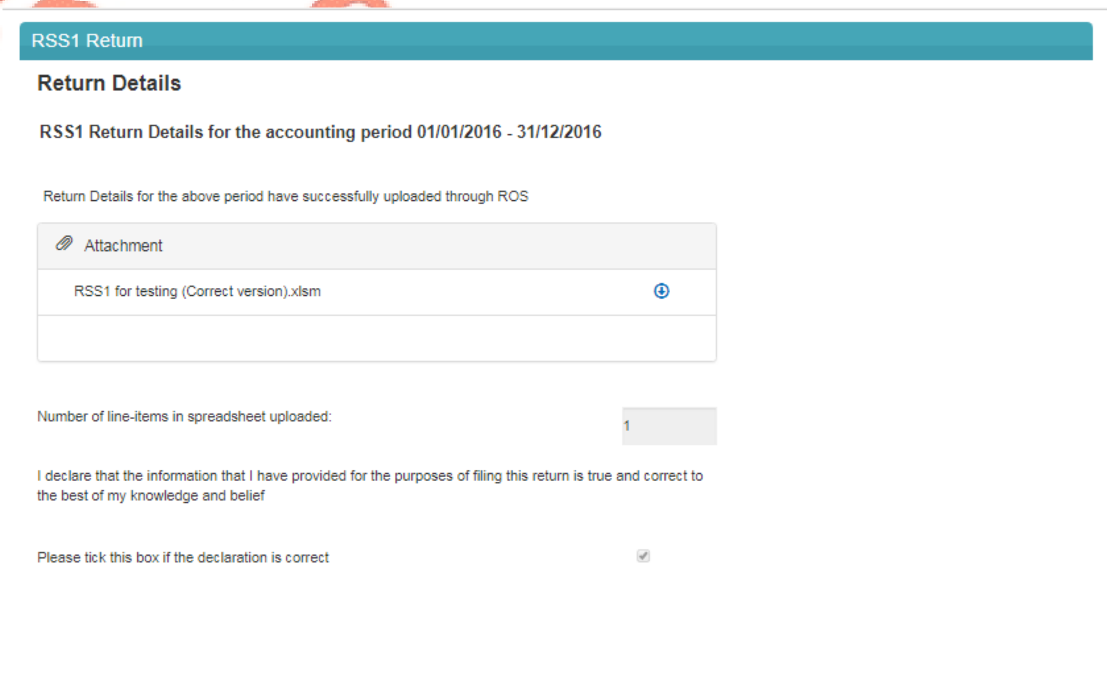


Figure 50 ROS Screenshot notice confirming successful upload through ROS

3.2 Customer Submitting KEEP1 Return

The KEEP1 Return can be downloaded from the following location Form KEEP1.

3.2.1 Log on to ROS. Under “File a Return” and “Complete a Form Online”, select “Reporting Obligations” and “SSR” from the drop-down list.

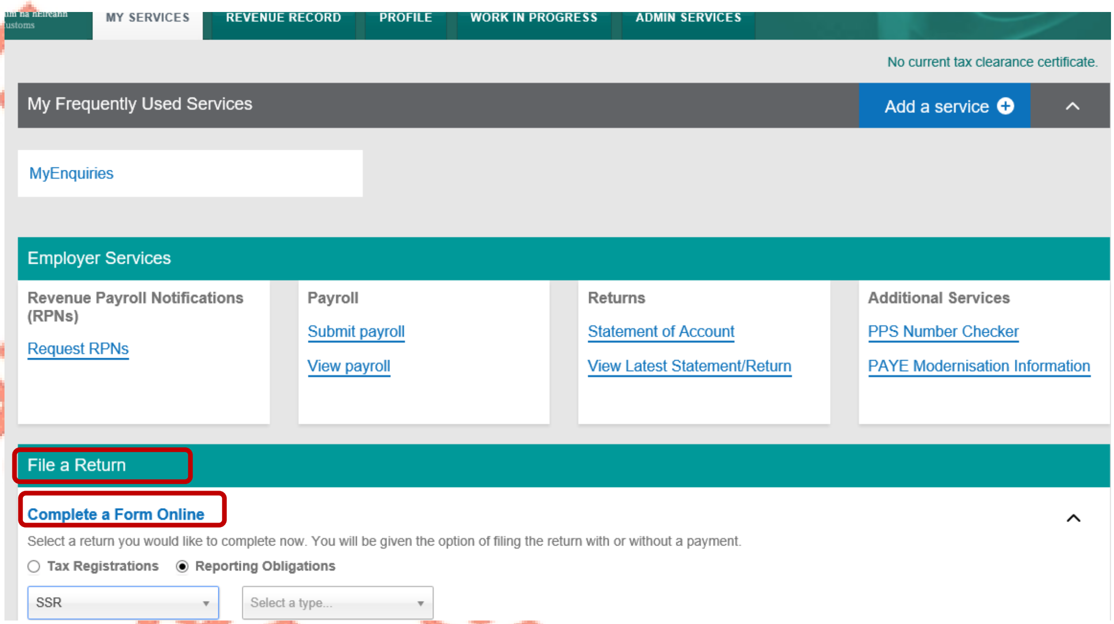


Figure 51 ROS Screenshot - How to navigate to Reporting Obligations for SSR

3.2.2 Select Return Type as KEEP1 and “Submit”.

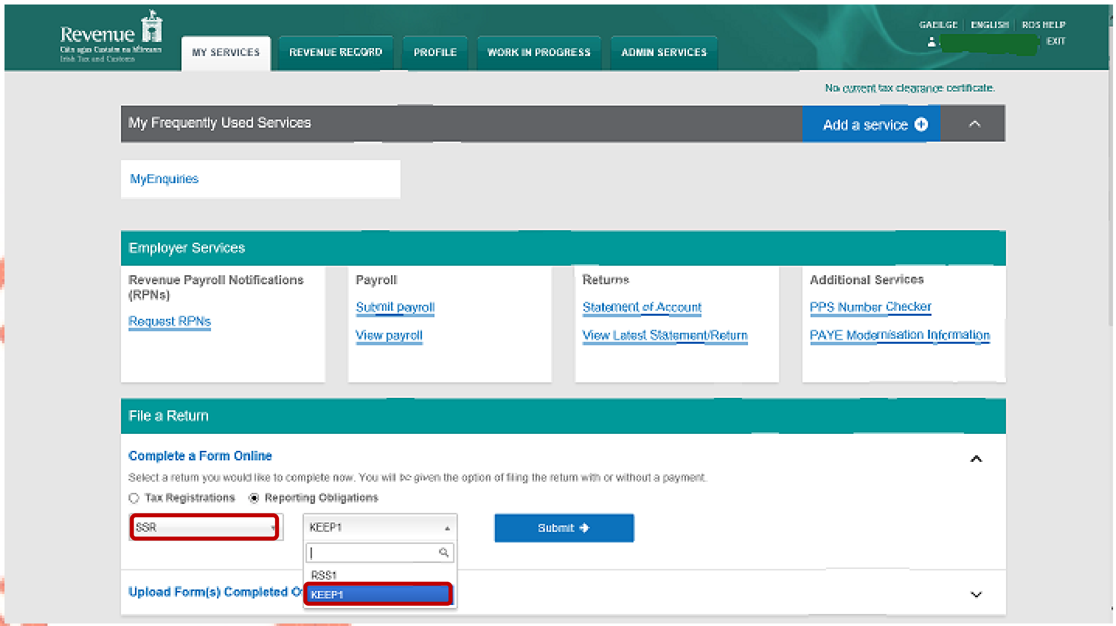


Figure 52 ROS Screenshot of select KEEP1 from dropdown menu

The period(s) available for selection for KEEP1 Returns will be from 2018.

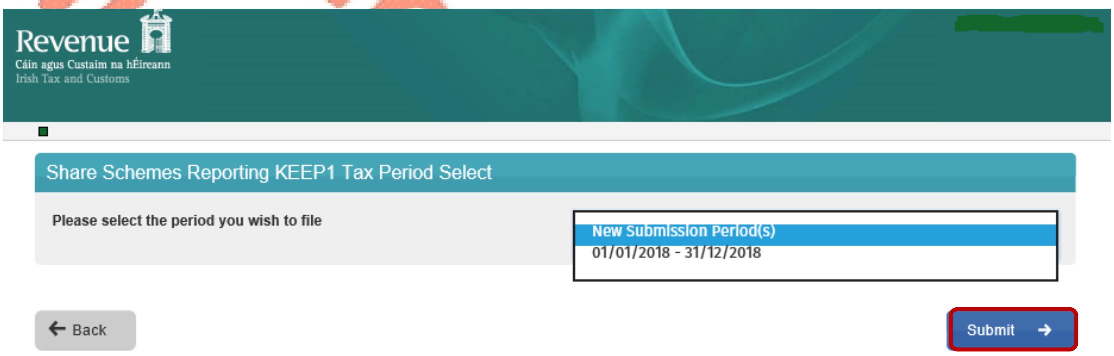


Figure 53 ROS Screenshot showing available Tax Period to file for KEEP1 Return

3.2.3 Select the appropriate period for the Return and click on "Submit".

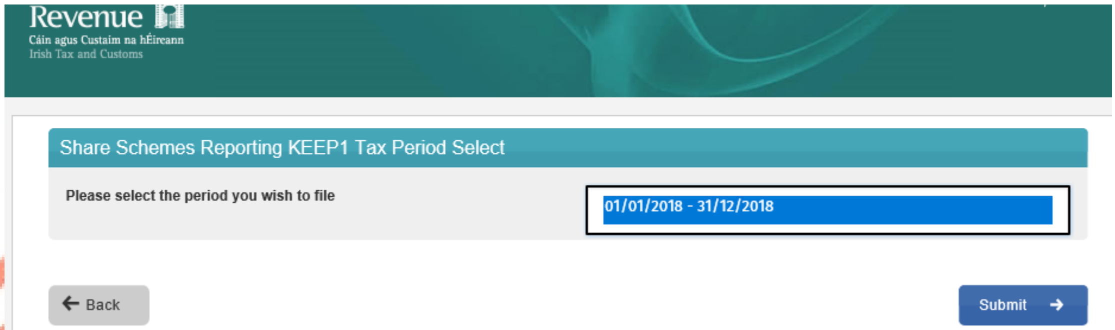


Figure 54 ROS Screenshot select appropriate year from dropdown and submit

If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the Return from the Revenue website, complete the details and upload the zip file generated. The KEEP1 Return can be downloaded from the following location Form KEEP1

3.2.4 The following screen allows the zip file generated from completed KEEP1 Return to be uploaded by clicking on the Add below. Browse to location of saved file to upload Return.

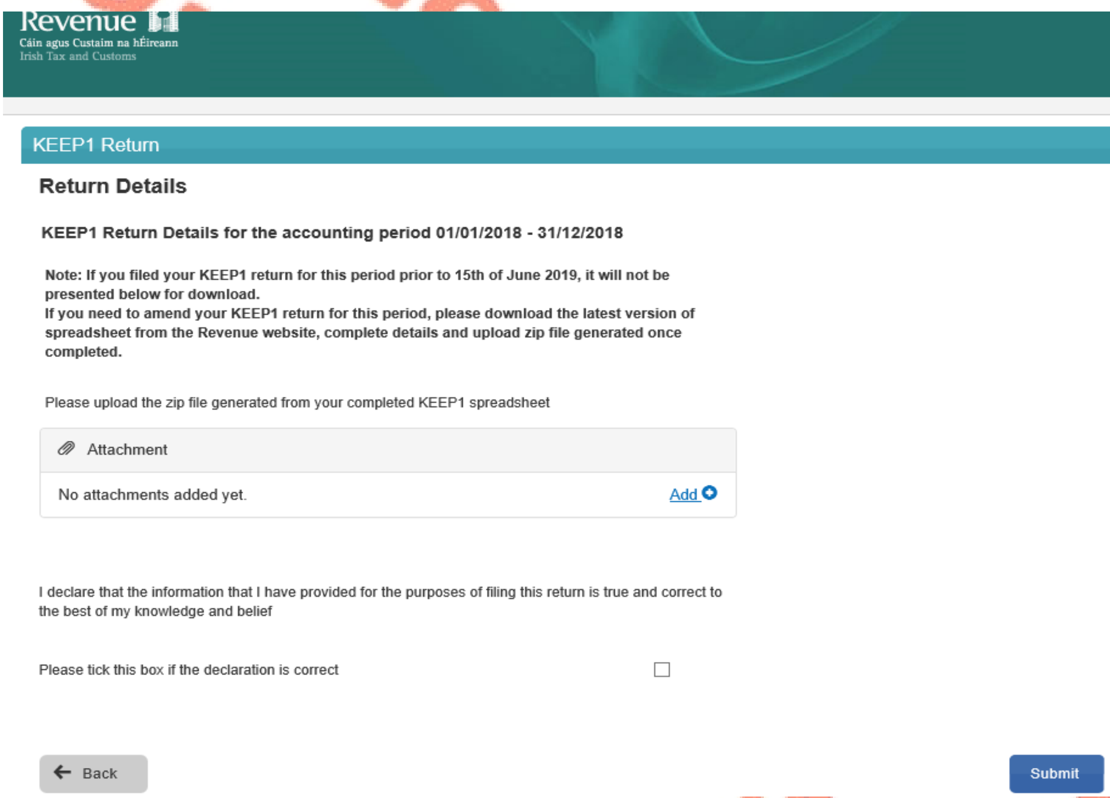


Figure 55 ROS Screenshot of Zip file upload function

3.2.5 Once the appropriate file has been added, tick the declaration box and "Submit".

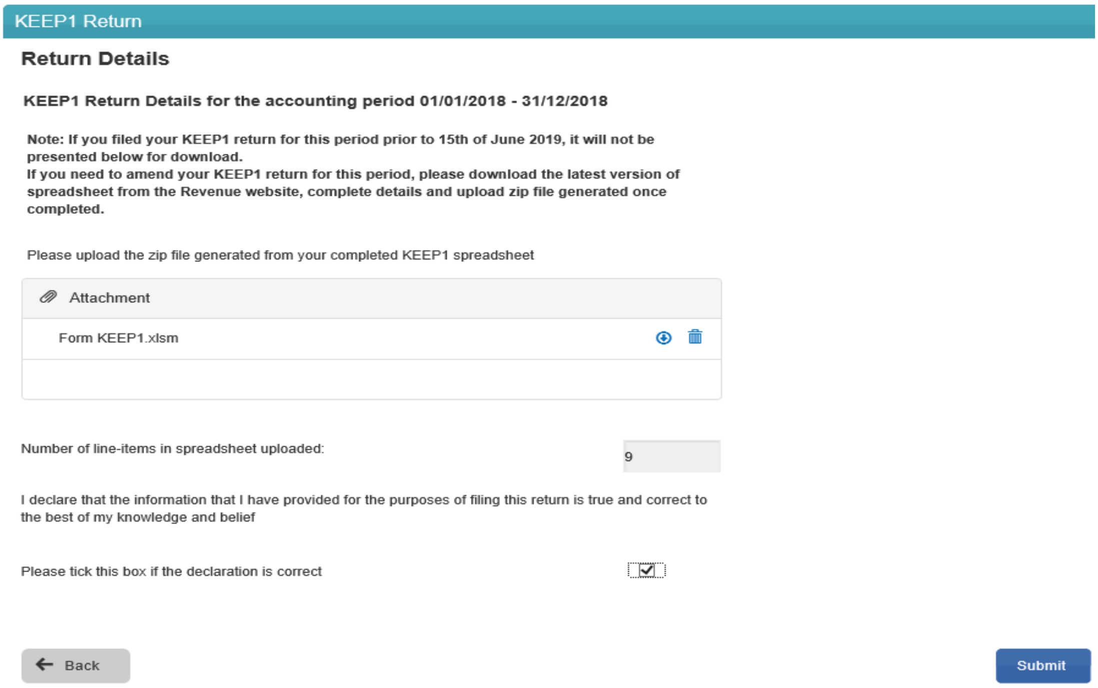


Figure 56 ROS Screenshot of declaration box and submit

3.2.6 Enter Password and click **"Sign & Submit".**

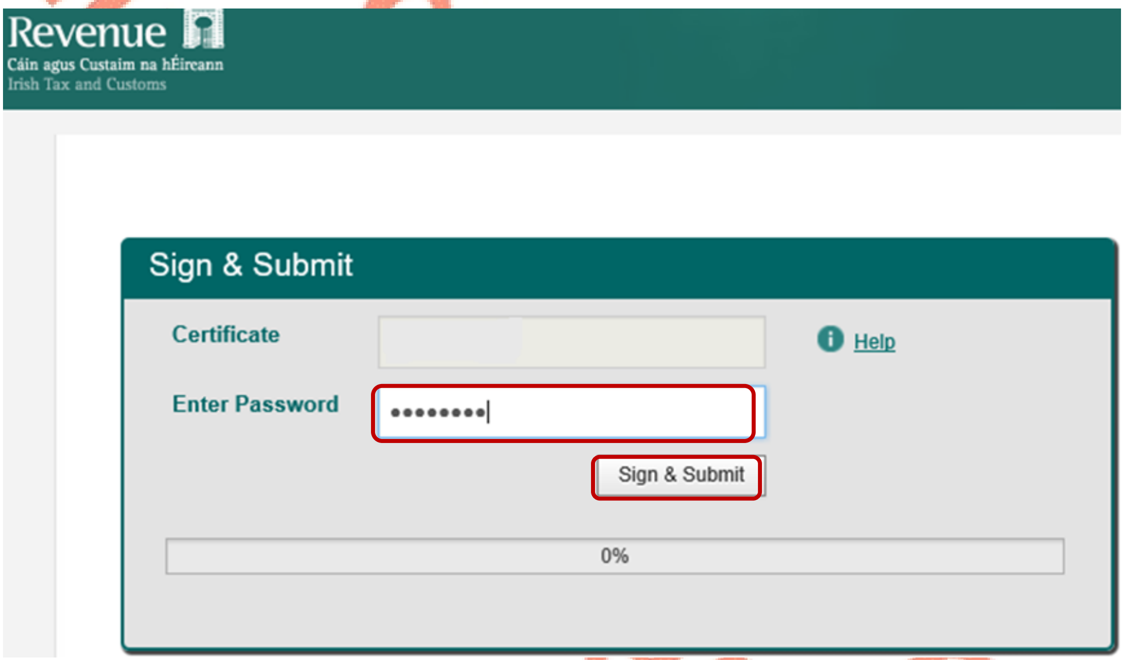


Figure 57 ROS Screenshot password request and sign and submit

3.2.7 The following confirmation screen is shown. Click "OK" to return to Revenue Record.

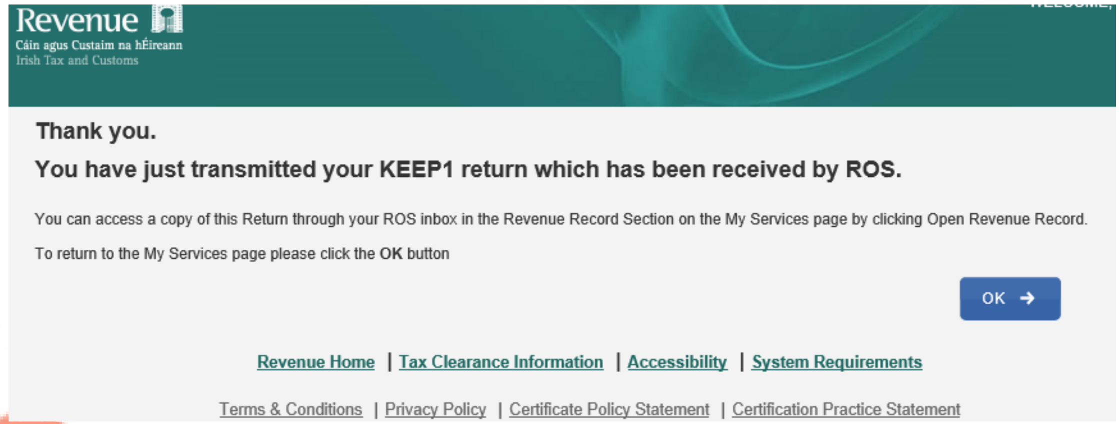


Figure 58 ROS Screenshot confirmation of KEEP1 received

3.2.8 You will receive a new notification in the Revenue Record to confirm that you have submitted the KEEP1 Return.

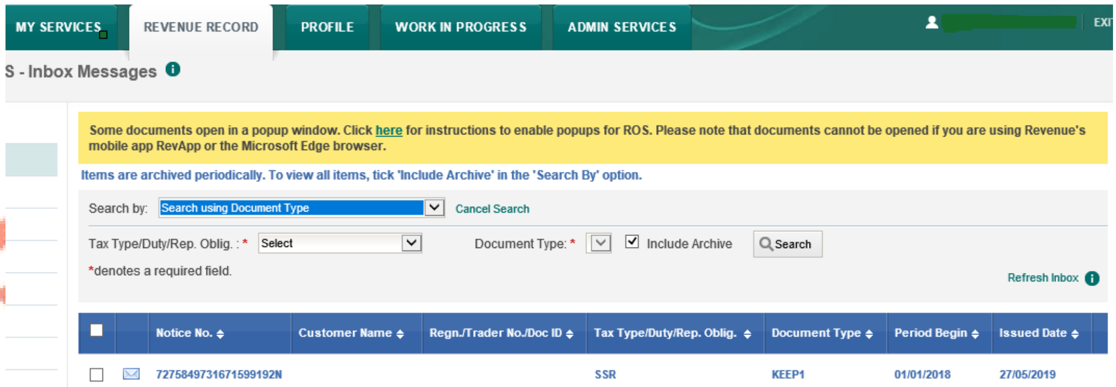


Figure 59 ROS Screenshot notification confirming submission of return

3.2.9 Click on the Notice Number for confirmation of the Return submitted.

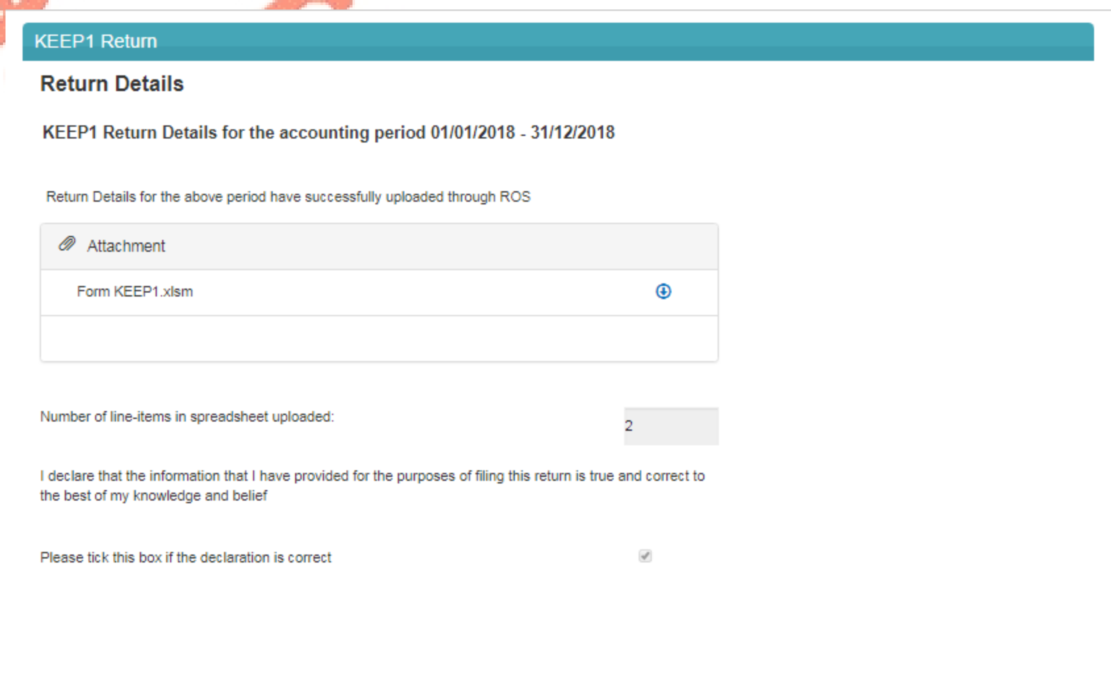


Figure 60 ROS Screenshot confirming upload through ROS

4. Agent Submitting SSR Returns

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

Section 4.1 details the process for uploading RSS1 Returns.

Section 4.2 details the process for uploading KEEP1 Returns.

4.1 Agent Submitting RSS1 Return

The RSS1 Return can be downloaded from the following location [Form RSS1].

4.1.1 Log on to ROS, search for Client using Client Search or Client List.

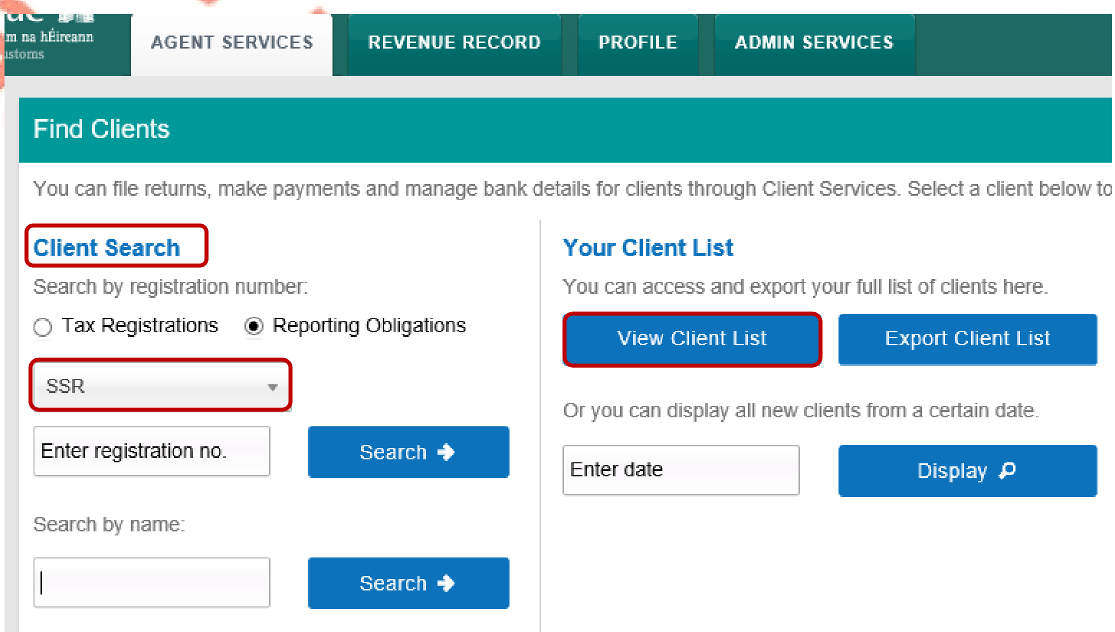


Figure 61 ROS Screenshot Agent navigating to Client Services

4.1.2 From 'Client Services', select "File a Return" – "Complete a Form Online", select Reporting Obligations and "SSR" from the drop-down list.

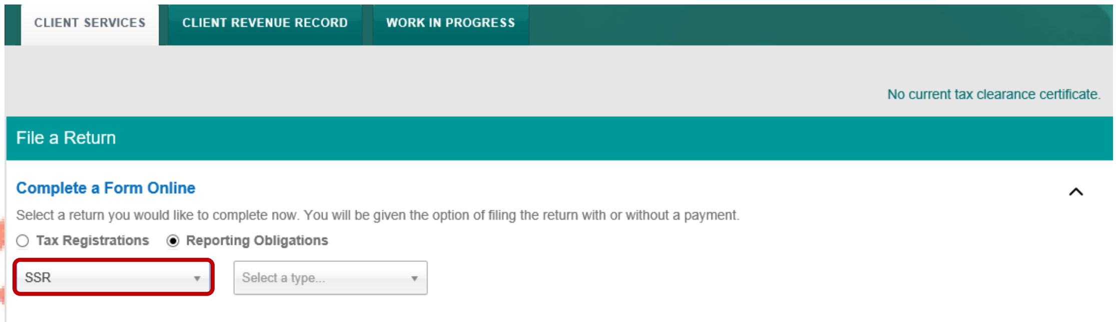


Figure 62 ROS Screenshot Agent navigating to SSR Dropdown Menu

4.1.3 Select Return Type as RSS1 and Submit.

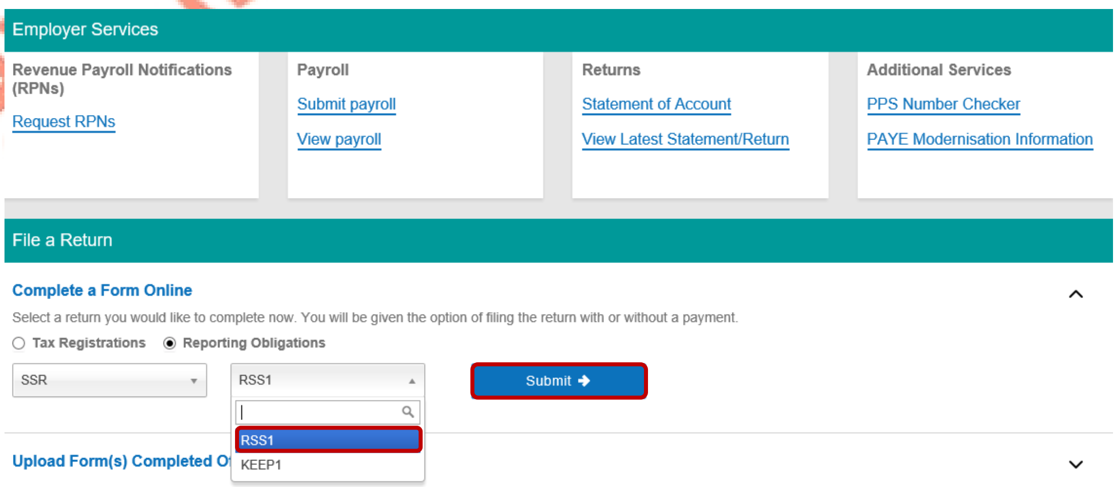


Figure 63 ROS Screenshot select RSS1 from dropdown menu

4.1.4 The periods available for selection for RSS1 Returns will be from 2014.

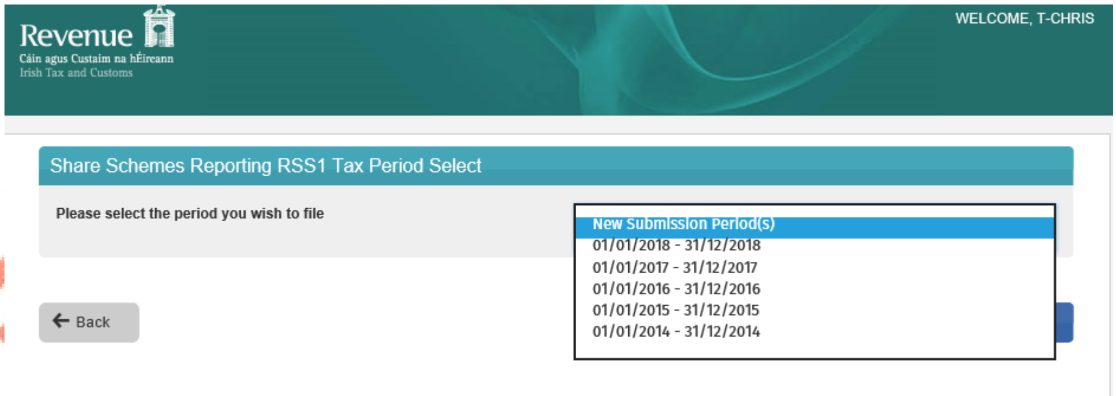


Figure 64 ROS Screenshot select Tax Period to file

4.1.5 Select the appropriate period for the return and click on “Submit”.

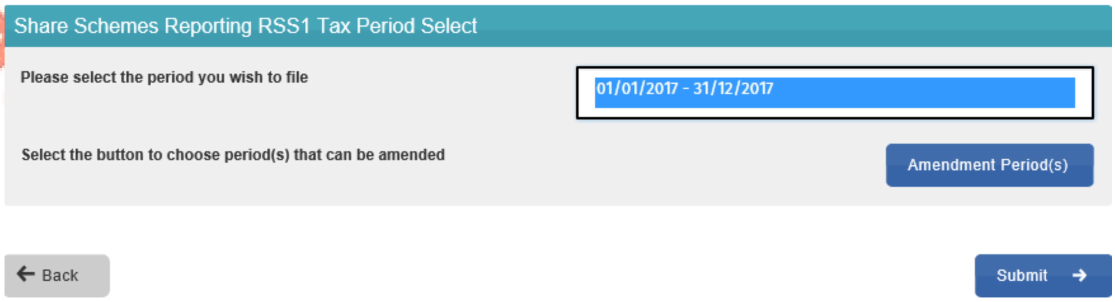


Figure 65 ROS Screenshot Tax Period submit

If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the return from the Revenue website, complete the details and upload the zip file generated. The RSS1 Return can be downloaded from the following location [Form RSS1](#).

4.1.6 The following screen allows the zip file generated from the completed RSS1 Return to be uploaded by clicking on the Add below. Browse to location of saved file to upload Return.

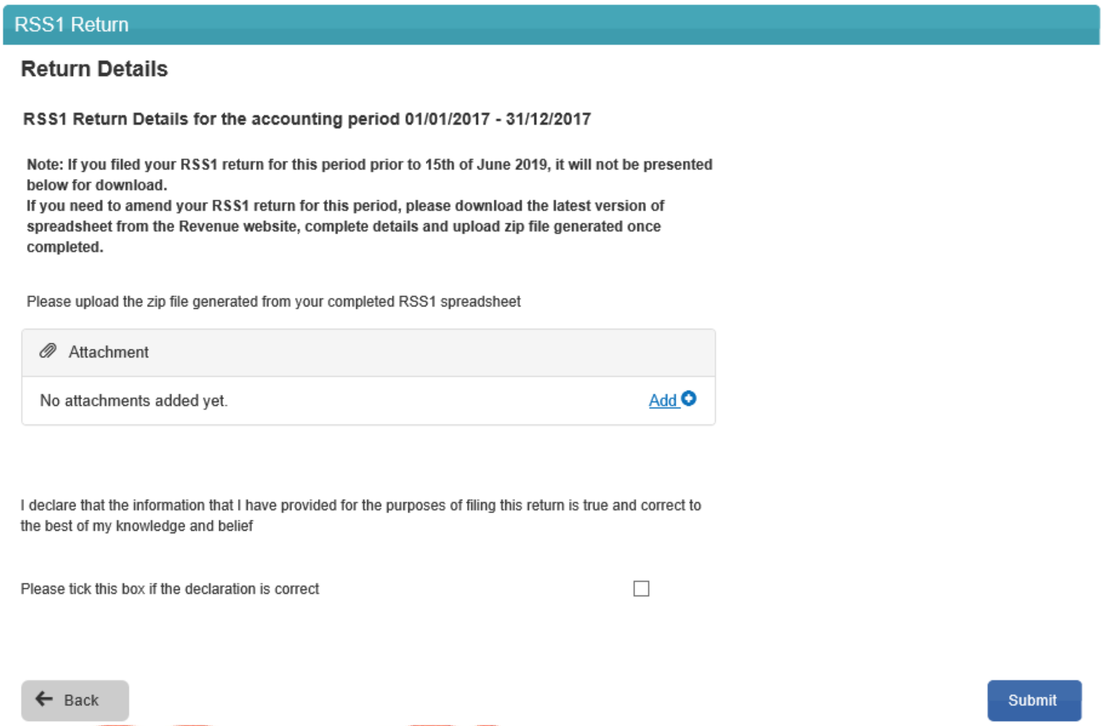


Figure 66 ROS Screenshot Upload zip file return for RSS1

4.1.7 Once the appropriate file has been added, tick the declaration box and "Submit".

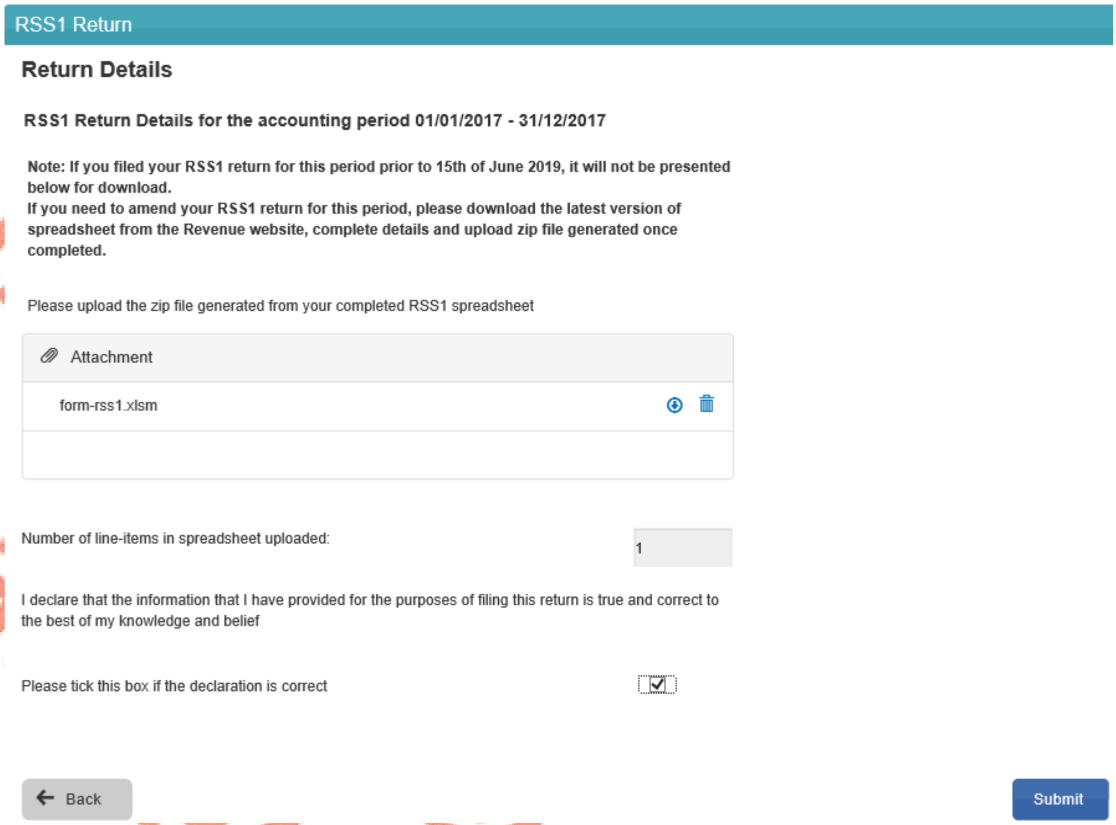


Figure 67 ROS Screenshot declaration box and submit

4.1.8 Enter Password and click "Sign & Submit".

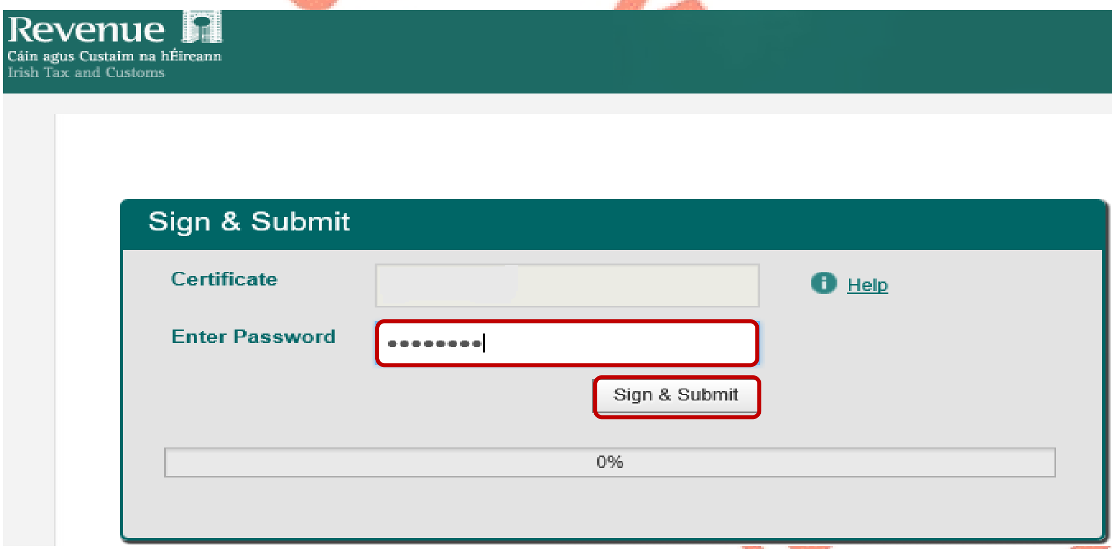


Figure 68 ROS Screenshot password request and sign and submit

4.1.9 The following confirmation screen is shown. Click “OK” to return to Client Services page.

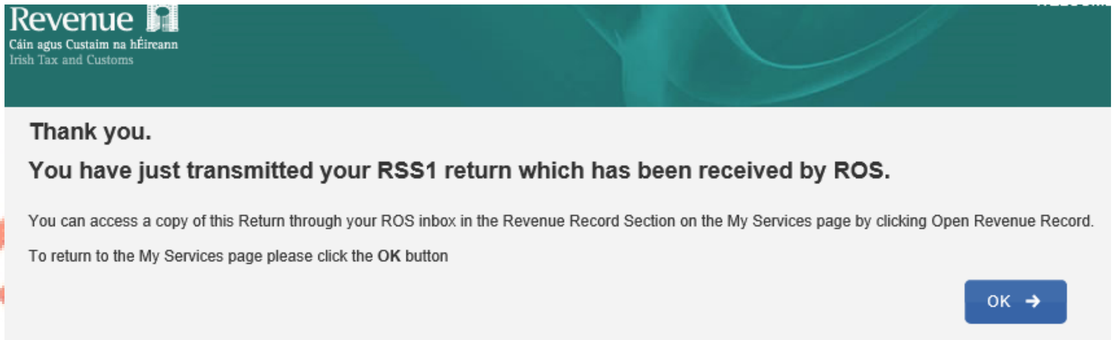


Figure 69 ROS Screenshot confirmation of return received in ROS

4.1.10 You will receive a new notification in the Client Revenue Record to confirm that you have submitted a RSS1 Return.

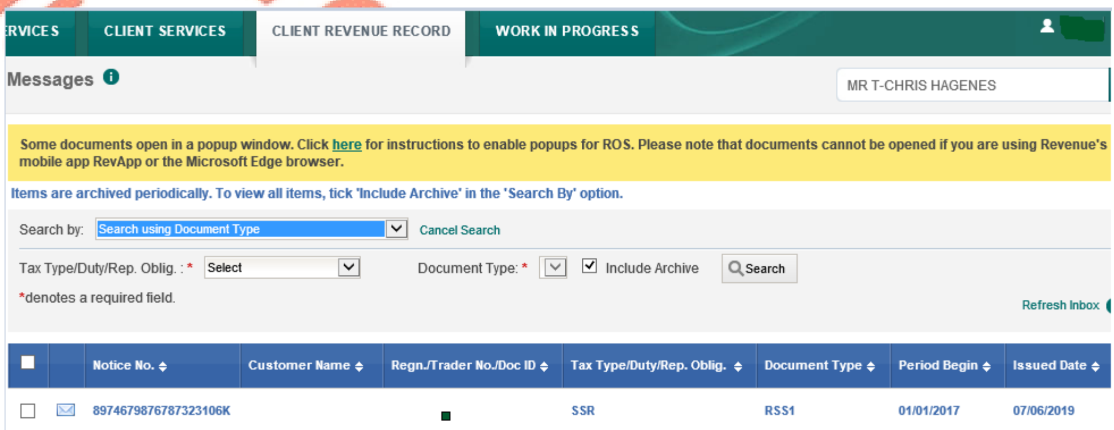


Figure 70 ROS Screenshot notification confirming submission of return

4.1.11 Click on the Notice Number for confirmation of the return submitted.

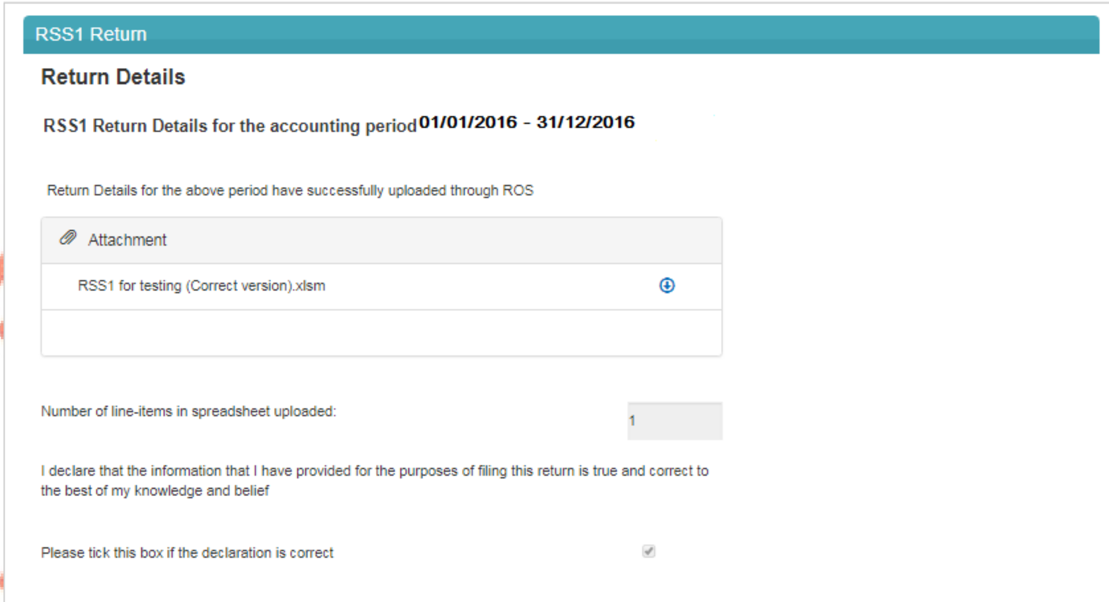


Figure 71 ROS Screenshot confirming upload through ROS

4.2 Agent Submitting KEEP1 Return

The KEEP1 Return can be downloaded from the following location Form KEEP1.

4.2.1 Log on to ROS, search for Client using Client Search or Client List.

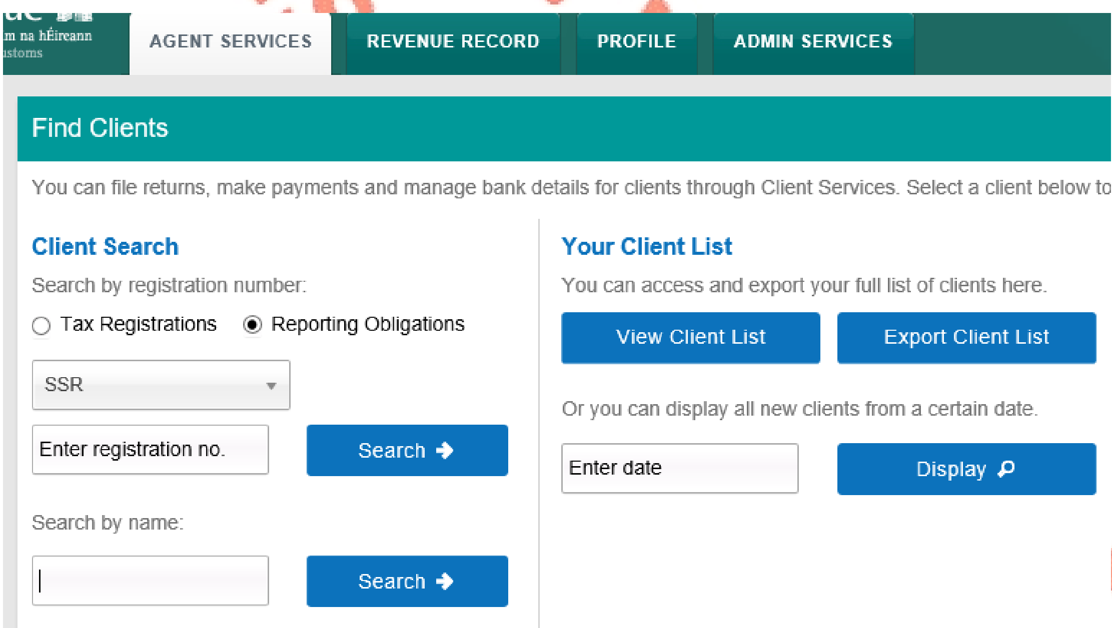


Figure 72 ROS Screenshot Agent navigating to Client Services

4.2.2 From ‘Client Services’, select “File a Return” – “Complete a Form Online”, select Reporting obligations and “SSR” from the drop-down list.

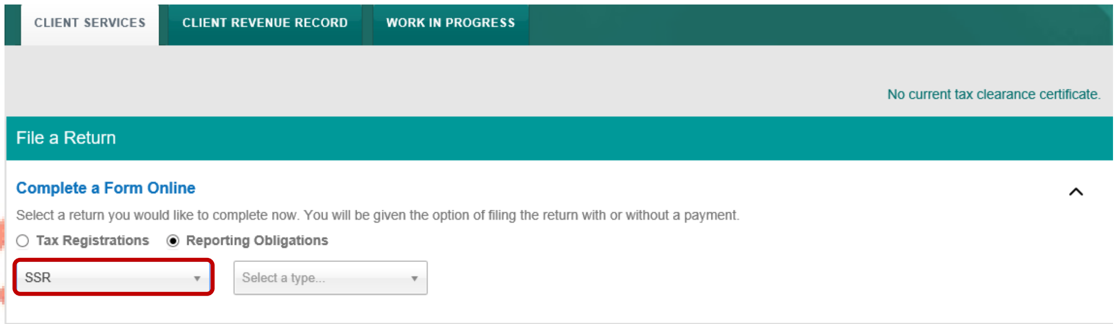


Figure 73 ROS Screenshot Agent navigating to SSR Dropdown Menu

4.2.3 Select Return Type as KEEP1 and “Submit”.

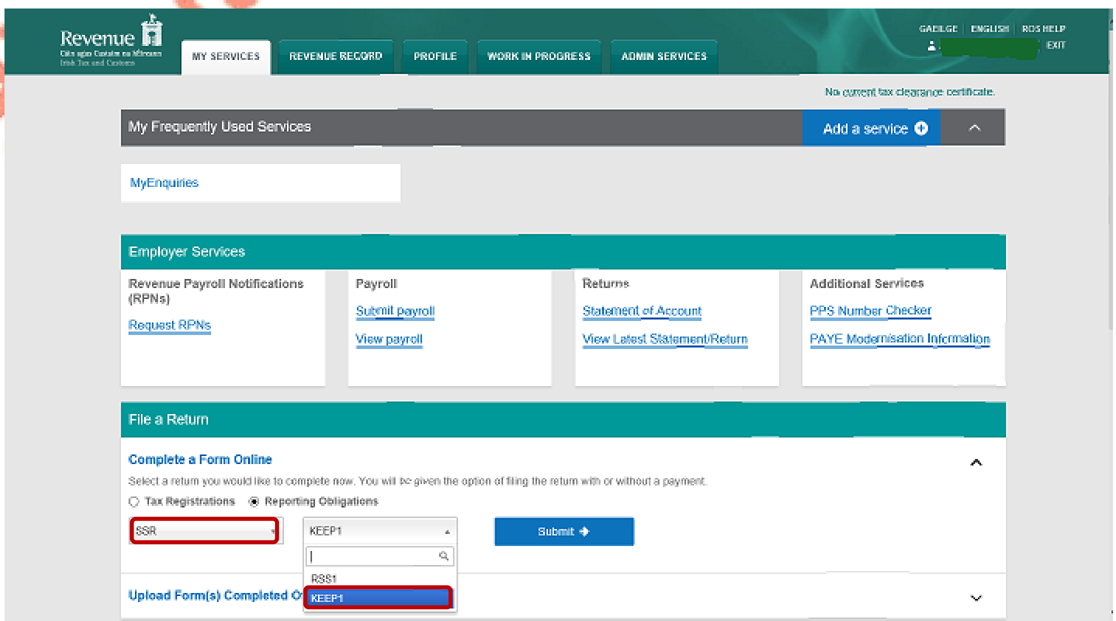


Figure 74 ROS Screenshot select KEEP1 from dropdown menu

The periods available for selection for KEEP1 Returns will be from 2018.

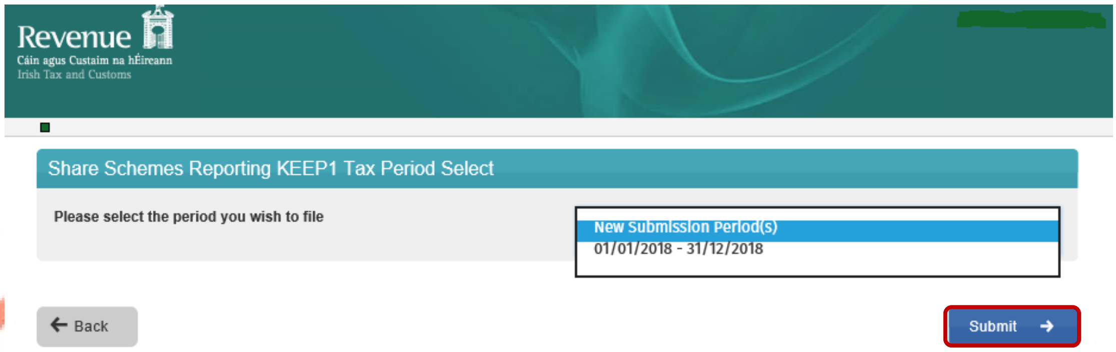


Figure 75 ROS Screenshot of Tax Periods available to file

4.2.4 Select the appropriate period for the Return and click on “Submit”.

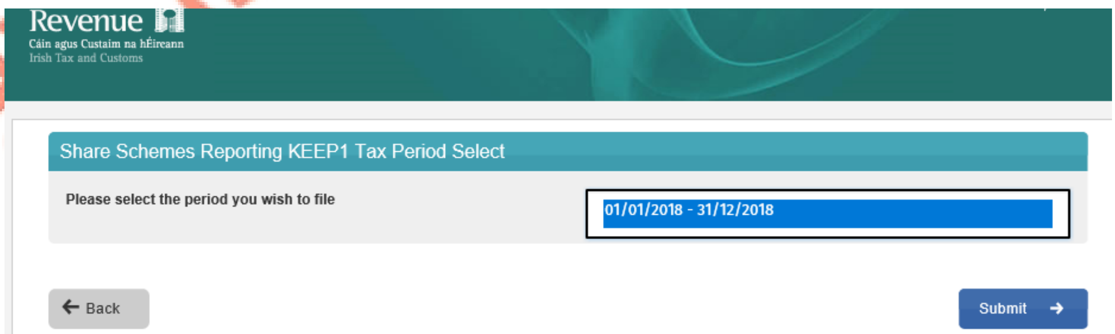


Figure 76 ROS Screenshot select year to file and submit

** If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the Return from the Revenue website, complete the details and upload the zip file generated. The KEEP1 Return can be downloaded from the following location Form KEEP1

4.2.5 The following screen allows the zip file generated from the completed KEEP1 Return to be uploaded by clicking on the Add below. Browse to location of saved file to upload Return.

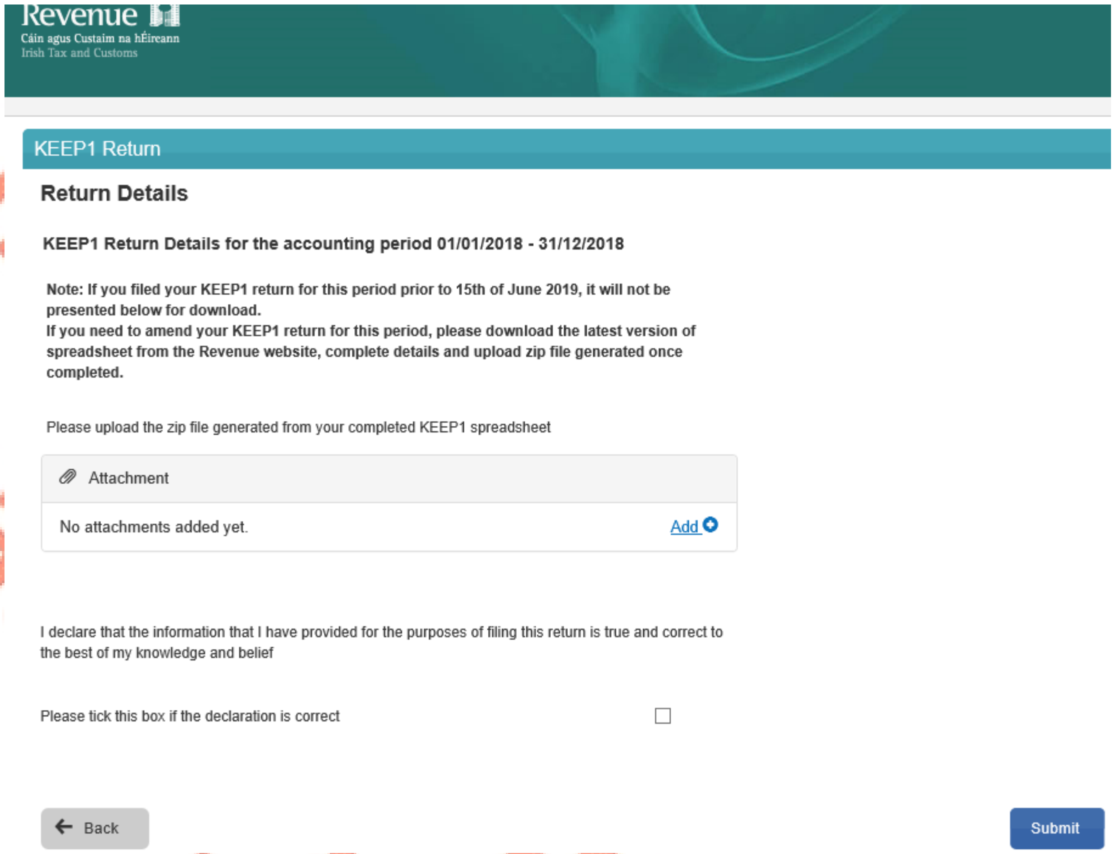


Figure 77 ROS Screenshot Upload zip file return for KEEP1

4.2.6 Once the appropriate file has been added, tick the declaration box and "Submit".

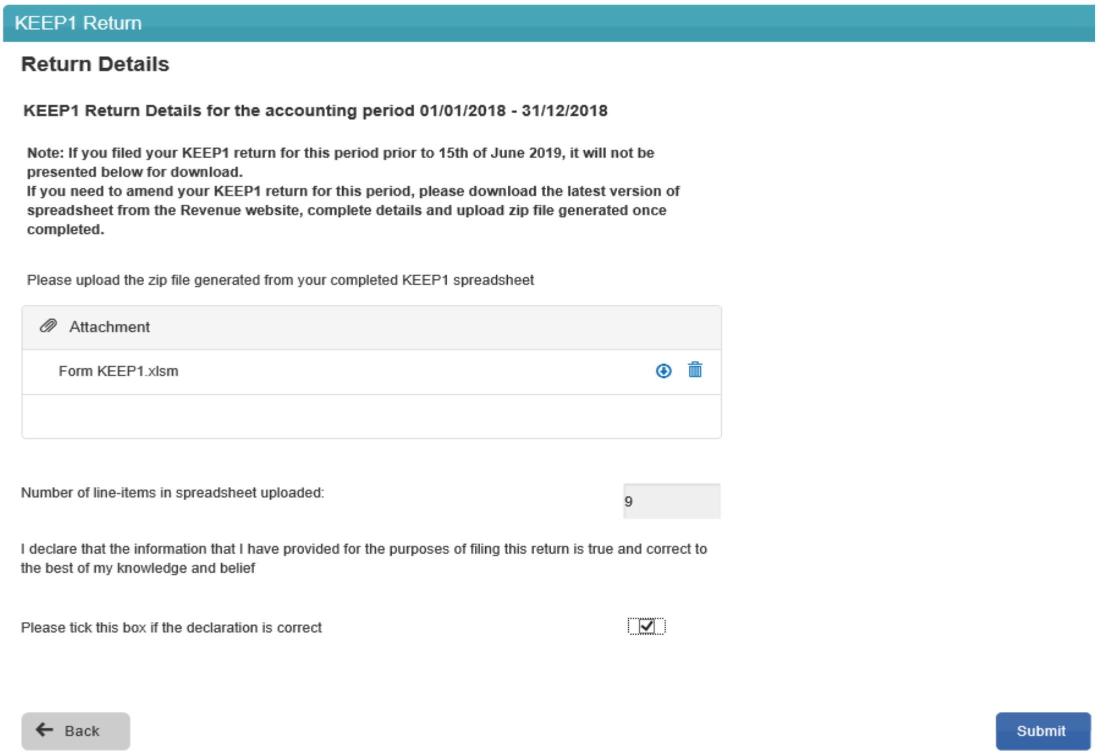


Figure 78 ROS Screenshot declaration box and submit

4.2.7 Enter Password and click "Sign & Submit".

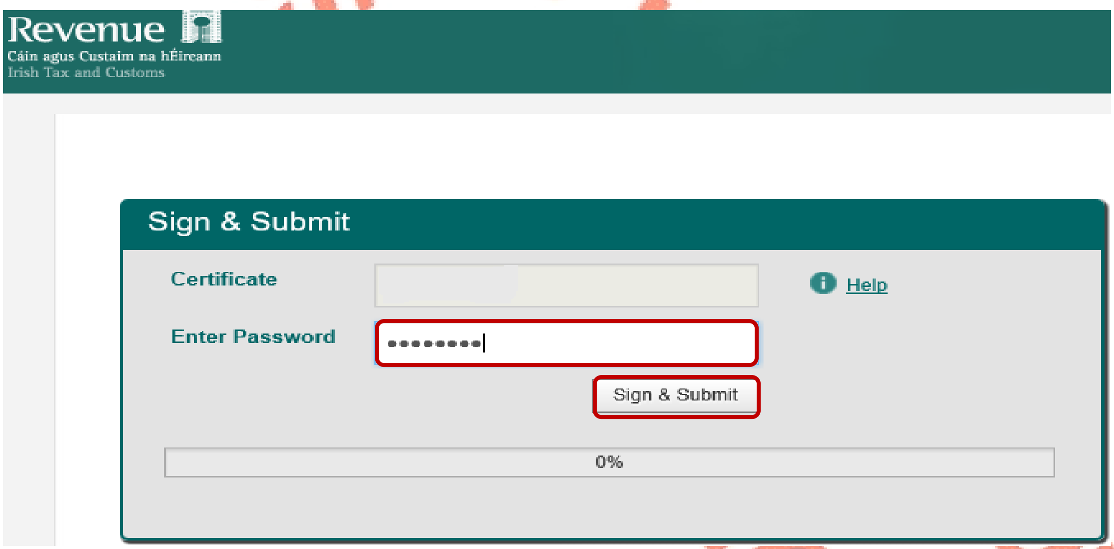


Figure 79 ROS Screenshot password request and sign and submit

4.2.8 The following confirmation screen is shown. Click “OK” to return to Revenue Record.

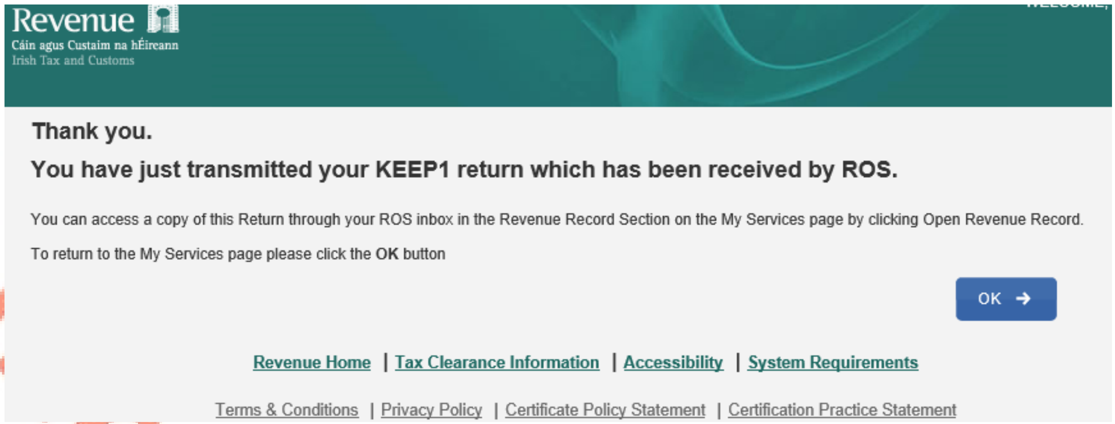


Figure 80 ROS Screenshot confirmation of KEEP1 received by ROS

4.2.9 You will receive a new notification in the Client Revenue Record to confirm that you have submitted a KEEP1 Return.

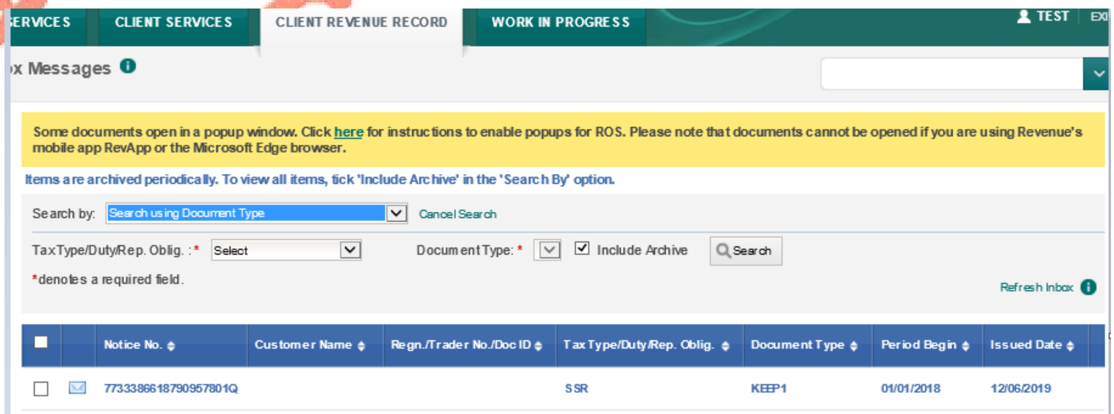


Figure 81 ROS Screenshot notification confirming submission of return

4.2.10 Click on the Notice Number for confirmation of the return submitted.

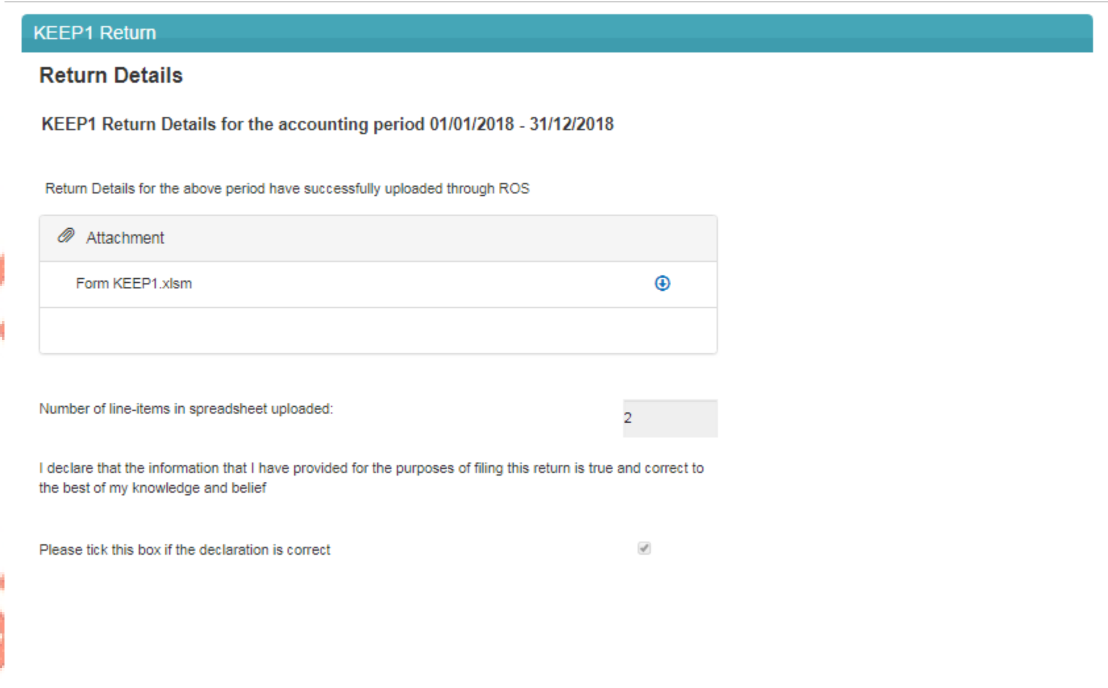


Figure 82 ROS Screenshot confirming upload through ROS

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.

Details on how to register for ROS are available on the Revenue website.

Figure 83 Select Online Services

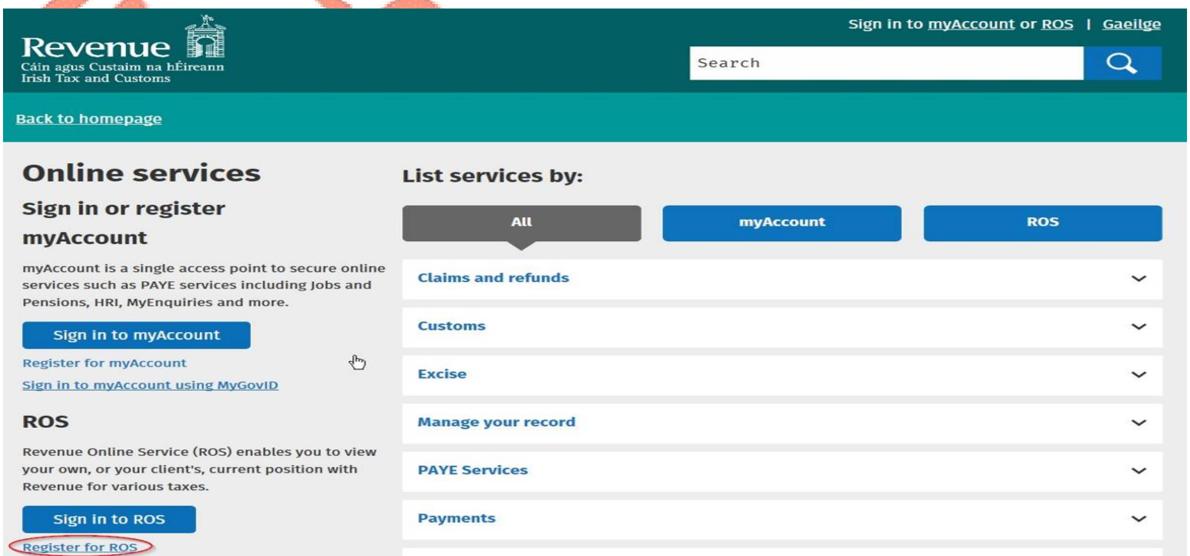


Figure 84 Register for ROS

For queries relating to ROS or technical difficulties using the spreadsheets, please contact the ROS Technical Helpdesk:

- **MyEnquiries:** If you have access to MyEnquiries click **Add a new Enquiry** and select 'Other than the above' and 'Revenue Online Service (ROS) Technical Support' from the dropdown options available.
- **Email:** roshelp@revenue.ie
- **Telephone:**(01) 73 83 699 Callers from abroad: +353 1 73 83 699

6. Appendix II – Setting Sub-User Permissions on ROS

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

Instructions for creating new sub-users are available here.

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

- **MyEnquiries:** If you have access to MyEnquiries click **Add a new Enquiry** and select 'Other than the above' and 'Revenue Online Service (ROS) Technical Support' from the dropdown options available.
- **Email:** roshelp@revenue.ie
- **Telephone:**(01) 73 83 699. Callers from abroad: +353 1 73 83 699.

6.1 ROS Administrator logs onto ROS

6.1.1 Click on "Admin Services".

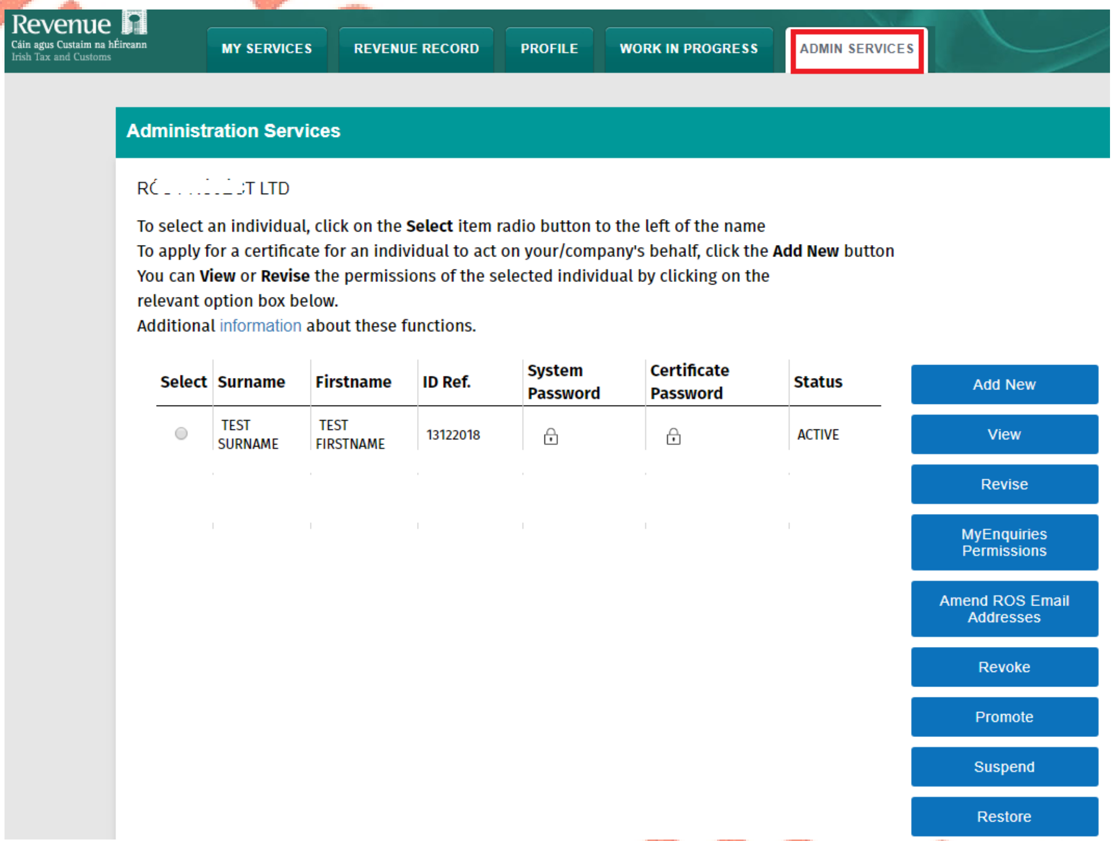


Figure 85 ROS Screenshot Admin Services

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

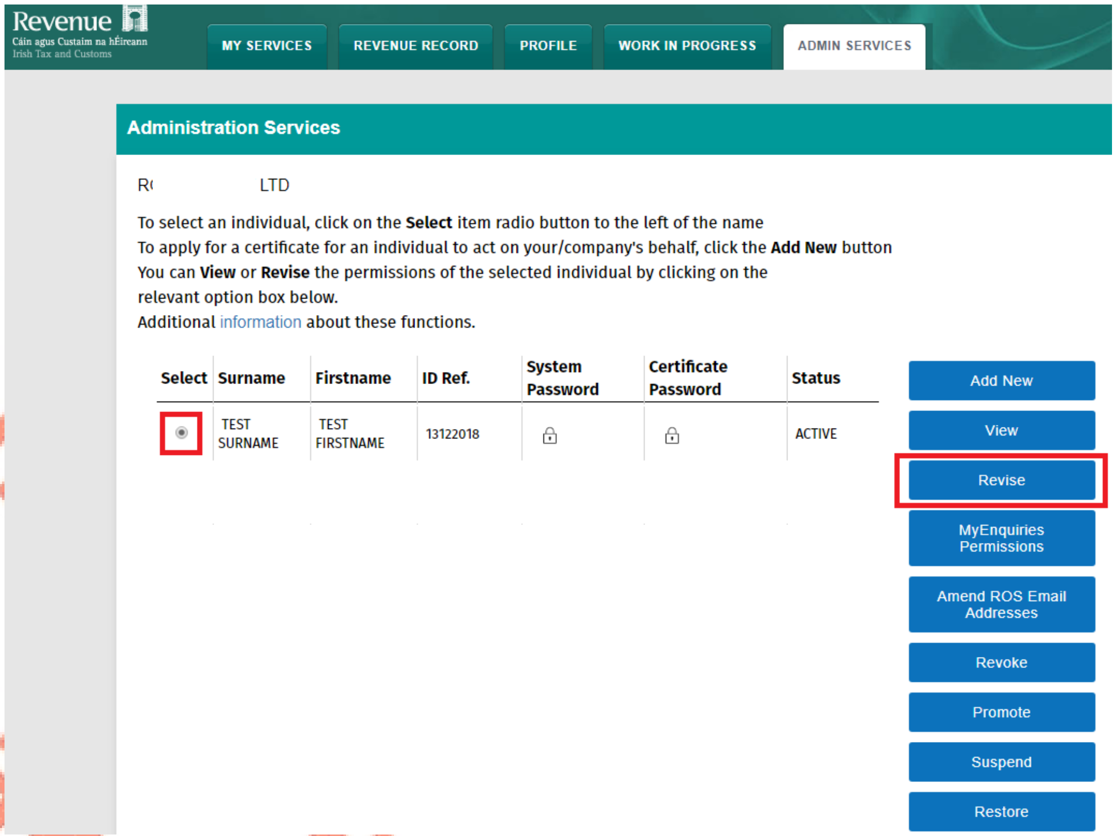
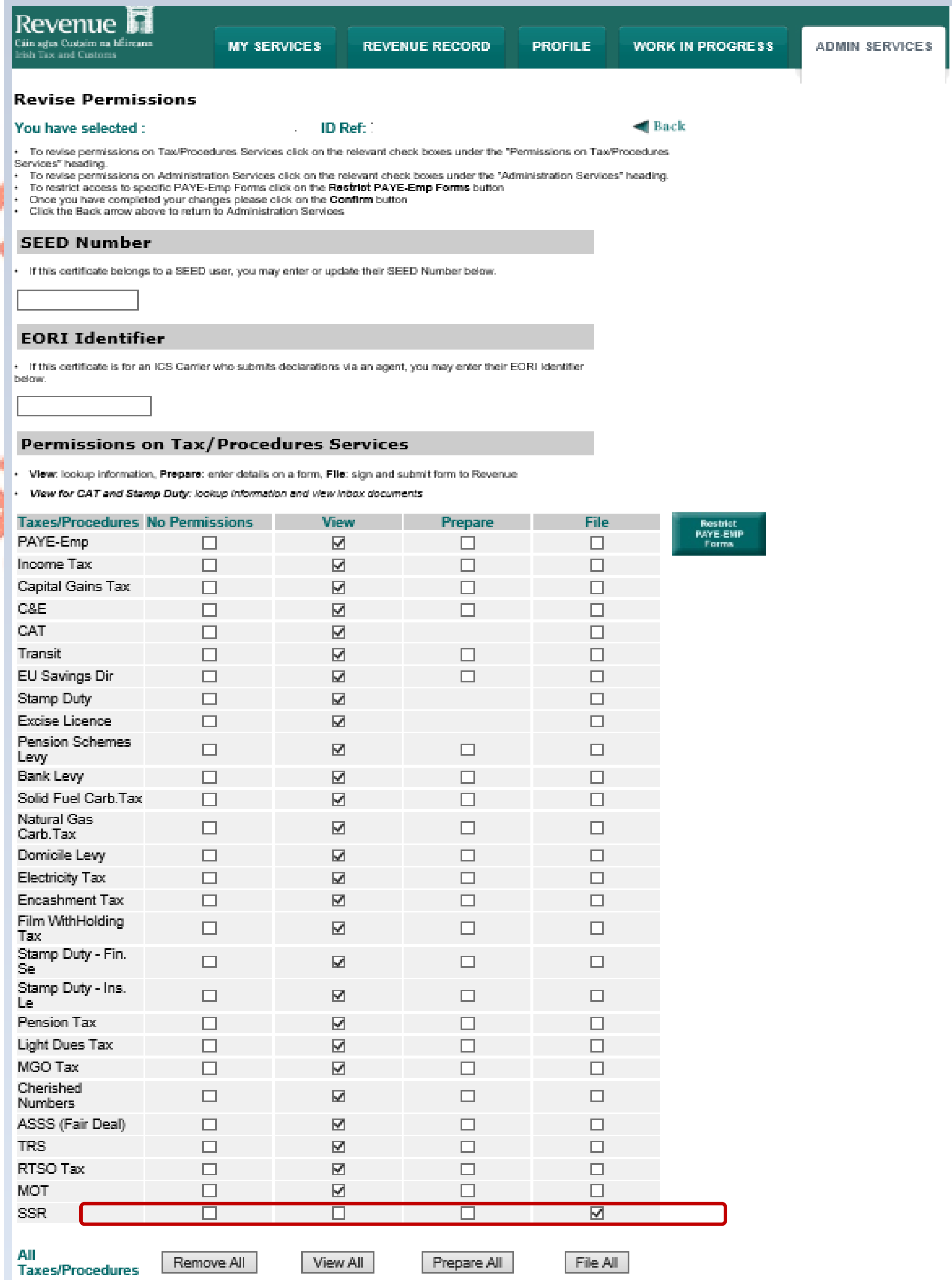


Figure 86 ROS Screenshot how to revise permissions

6.1.3 Select the SSR Reporting Obligation and place tick **under** "File". Ensure SSR Reporting Obligation is selected to enable filing.



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.
- To restrict access to specific PAYE-Emp Forms click on the **Restrict PAYE-Emp Forms** button
- Once you have completed your changes please click on the **Confirm** button
- Click the Back arrow above to return to Administration Services

SEED Number

- If this certificate belongs to a SEED user, you may enter or update their SEED Number below.

EORI Identifier

- If this certificate is for an ICS Carrier who submits declarations via an agent, you may enter their EORI Identifier below.

Permissions on Tax/Procedures Services

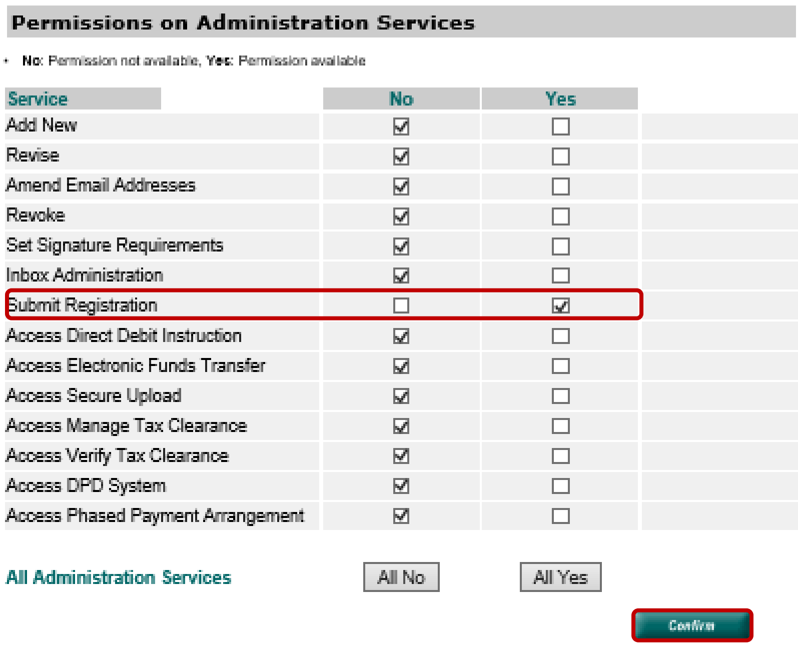
- **View**: lookup information, **Prepare**: enter details on a form, **File**: sign and submit form to Revenue
- *View for CAT and Stamp Duty: lookup information and view inbox documents*

Restrict PAYE-EMP Forms

Taxes/Procedures	No Permissions	View	Prepare	File
PAYE-Emp	☐	☑	☐	☐
Income Tax	☐	☑	☐	☐
Capital Gains Tax	☐	☑	☐	☐
C&E	☐	☑	☐	☐
CAT	☐	☑		☐
Transit	☐	☑	☐	☐
EU Savings Dir	☐	☑	☐	☐
Stamp Duty	☐	☑		☐
Excise Licence	☐	☑		☐
Pension Schemes Levy	☐	☑	☐	☐
Bank Levy	☐	☑	☐	☐
Solid Fuel Carb.Tax	☐	☑	☐	☐
Natural Gas Carb.Tax	☐	☑	☐	☐
Domicile Levy	☐	☑	☐	☐
Electricity Tax	☐	☑	☐	☐
Encashment Tax	☐	☑	☐	☐
Film WithHolding Tax	☐	☑	☐	☐
Stamp Duty - Fin. Se	☐	☑	☐	☐
Stamp Duty - Ins. Le	☐	☑	☐	☐
Pension Tax	☐	☑	☐	☐
Light Dues Tax	☐	☑	☐	☐
MGO Tax	☐	☑	☐	☐
Cherished Numbers	☐	☑	☐	☐
ASSS (Fair Deal)	☐	☑	☐	☐
TRS	☐	☑	☐	☐
RTSO Tax	☐	☑	☐	☐
MOT	☐	☑	☐	☐
SSR	☐	☐	☐	☑
All Taxes/Procedures	Remove All	View All	Prepare All	File All

Figure 87 ROS Screenshot add SSR to reporting obligations

6.1.4 To allow a sub-user to add a new SSR reporting obligation, provide the ‘’Submit Registration’’ administration permission by selecting ‘’Yes’’ under ‘’Submit Registration’’. Click ‘’Confirm’’.



Permissions on Administration Services

- **No:** Permission not available, **Yes:** Permission available

Service	No	Yes
Add New	☑	☐
Revise	☑	☐
Amend Email Addresses	☑	☐
Revoke	☑	☐
Set Signature Requirements	☑	☐
Inbox Administration	☑	☐
Submit Registration	☐	☑
Access Direct Debit Instruction	☑	☐
Access Electronic Funds Transfer	☑	☐
Access Secure Upload	☑	☐
Access Manage Tax Clearance	☑	☐
Access Verify Tax Clearance	☑	☐
Access DPD System	☑	☐
Access Phased Payment Arrangement	☑	☐

All Administration Services — All No — All Yes

Confirm

Figure 88 ROS Screenshot permissions on Administration Services

6.1.5 The following screen confirms permissions.

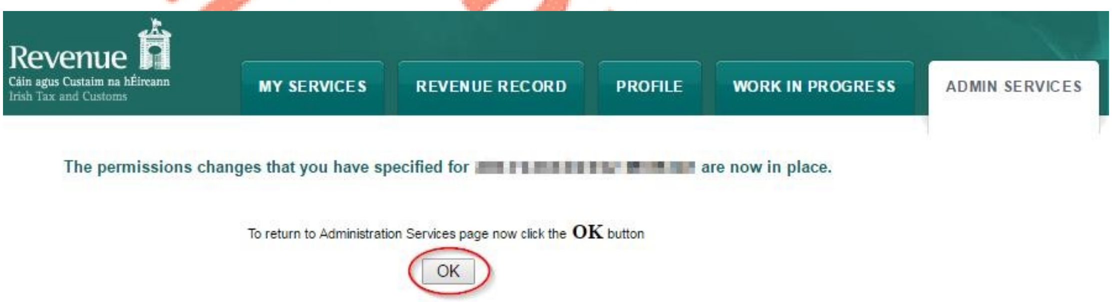


Figure 89 ROS Screenshot confirmation of changes updated

❖ **AFTER COMPLETION OF THIS PROCESS, THE UPDATED PERMISSIONS TAKE EFFECT FROM THE SUB-USER’S NEXT LOGIN.**