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



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

1

Table of Contents

	Intr	roduction	3
	1.	Customer Registering for SSR - Share Scheme Reporting	4
	1.1	Register – SSR Reporting Obligation	4
D	2.	Agents Registering Clients For SSR	10
/	2.1	Registering existing Client - SSR Reporting Obligation	10
	2.2		
	3.	Customer Submitting SSR Returns	
ø	3.1	_	
	3.2	_	
	4.	Agent Submitting SSR Returns	
	4.1		
	4.2		
	5.	Appendix I – ROS Registration & Reporting Entity Registration	
	5.1	Register for ROS.	
P	6.	Appendix II – Setting Sub-User Permissions on ROS	
-	6.1		
C	2.		
		2. 0	
		Y N	

Introduction

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

3

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.

Revenue	RECORD PROFILE WORK IN PROGRESS AD	DMIN SERVICES
ly Frequently Used Services		Add a service \frown
MyEnquiries		
File a Return		
Complete a Form On-line	13	~
Jpload Form(s) Completed Off-line		~
Payments & Refunds		
Submit a Payment		~
Manage Bank Accounts		~
Other Services		
Manage Tax Clearance Manage Reporting Obligations Manage Tax Registrations re 1 -Screenshot of ROS login hor	eRepayment Claims VRT Certificate of Conformity Letter Of Residence	Receipts Tracker Download Pre-populated Returns Secure Upload/Download Service VAT MOSS

1.1.3 Select "Register" opposite "Share Schemes Reporting - SSR".

second with the	
<pre>ar Agent Link and Agent Link an</pre>	
State:: Not Registered Your Request: State:: Not Registered DAC2-CRS - DAC2-CRS State:: Not Registered DAC4-CDC - DAC4-CDC State:: Not Registered Os Screenshot of My Services tab On the registration date in the format DD/MM/YYYY (i.e. Start date of reporting obligation.) e date entered must not be later than current date. My SERVICES Registration Registration as arequired field as arequired field	ts (0)
Your Requests' brought back to after completing at commuting to work Requisered DAC2-CRS - DAC2-CRS Status: Not Registered DAC4-CbC - DAC4-CDC Status: Not Registered DAC4-CbC - DAC4-CbC Status: Not Registered Status: Not	
after completing 'Your Requestive Status:: Not Registered OS Screeenshot of My Services tab onter the registration date in the format DD/MM/YYYY (i.e. Start date of reporting obligation.) e date entered must not be later than current date. MY SERVICES Revenue Record PROFILE WORK IN PROGRESS ADMIN SERVICES ADMIN SERVICES a required field retrief field <pre></pre>	
DAC4-CbC - DAC4-CbC By processed DS Screenshot of My Services tab onter the registration date in the format DD/MM/YYYY (i.e. Start date of reporting obligation.) e date entered must not be later than current date. MY SERVICES Registration sa required field and the date in the format DD/MM/YYYY (i.e. Start date of reporting obligation.)	
DS Screenshot of My Services tab There the registration date in the format DD/MM/YYYY (i.e. Start date of reporting obligation.) e date entered must not be later than current date. MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES DR Registration a required field ration Date (DD/MM/YYY) *	
e date entered must not be later than current date. MY SERVICES REVENUE RECORD POFILE WORK IN PROGRESS ADMIN SERVICES Registration s a required field ration Date (DD/MM/YYY) *	
reporting obligation.) e date entered must not be later than current date. MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES on Registration s a required field ration Date (DD/MM/YYYY)* el	
MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES	
Pon Registration s a required field ration Date (DD/MM/YYYY)*	
Pon Registration s a required field ration Date (DD/MM/YYYY)*	
Registration s a required field ration Date (DD/MM/YYYY) * Add To Your Requests >	
Registration s a required field ration Date (DD/MM/YYYY) * Add To Your Requests >	
el Add To Your Requests >	
el Add To Your Requests >	
el Add To Your Requests 🗲	
	•
•	
	× .
5	0

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".

Manage Your Departing	Registration Options				Your Requests (1)
Manage Your Reporting Obligations and Agent Links	Share Schemes Re Status: In Requests	porting - ssr			Register
Notes: You may add multiple					SSR Edit Cancel
requests to 'Your Requests' area.	FATCA - FATCA Status: Not Registered			Register 🔪	Enii <u>Califisi</u>
You will be brought back to this screen after completing	DAC2-CRS - DAC2-CRS	\$. Desister	
each request form. Items in the 'Your Requests'	Status: Not Registered			Register 🔪	
area will not be processed until the 'Submit' process is	DAC4-CbC - DAC4-CbC	с		Register 🔪	
completed.	Status: Not Registered				
					You need to submit this request in order for thi
					transaction to be processed.
_					Subr
igure 4 ROS Scre	enshot of SSR Re	egistration "Add	to Requests	"	
igule 4 NOS Scie		egistration Auu	io nequesis		
1.1.6 Click "Si	gn and Submit	t" .			
n agus Custaim na hÉireann h Tax and Customs	MY SERVICES	REVENUE RECORD	PROFILE	WORK IN PROGRESS	ADMIN SERVICES
egistration					
Summary					
Share Schen	nes Reporting Reg	istration (New)			
Registration Da		, , , , , , , , , , , , , , , , , , , ,	01/01/2019		
			-		
				_	
			_	<	Back Sign and Submit >
gure 5 ROS Scree	enshot of SSR Reg	istration Sign an	d Submit	٢	Back Sign and Submit >
1.1.7 You will	be redirected	to the "Sign &			Back Sign and Submit >
1.1.7 You will		to the "Sign &			
1.1.7 You will	be redirected	to the "Sign &			
1.1.7 You will	be redirected	to the "Sign &			
1.1.7 You will	be redirected	to the "Sign &			
1.1.7 You will	be redirected	to the "Sign &			
1.1.7 You will	be redirected	to the "Sign &			
1.1.7 You will	be redirected	to the "Sign &			
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	
1.1.7 You will	be redirected	to the "Sign &		•	e ROS Password
1.7 You will	be redirected	to the "Sign &		•	
1.7 You will	be redirected	to the "Sign &		•	e ROS Password

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	i Help
Enter Password	Password
	Sign & Submit Back
	0%

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".

eceipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. file another Return click on the My Services tab.		MY SERVICES	REVENUE RECORD	PROFILE		OGRESS	ADMIN S		
<text><text><form><text><list-item></list-item></text></form></text></text>	OS Acknowl	edgement							
<text><text><text></text></text></text>	/ou have just tran	nsmitted an Online Reg	gistration Return which has b	een received by	ROS.				
<image/>	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. Fo file another Return click on the My Services tab.								
Action Success etum to My Services page click the OK button Image: Stress S	Please use the Notice Number below in any future correspondence or inquiry relating to this transaction. Notice Number 4491360386B								
Register SSR Success etum to My Services page click the OK button Image: State	eRegistration sum	nmary:							
<text><complex-block></complex-block></text>	Registe				Com	ments			
<form></form>	To return to My Se	ervices page click the	OK button OK	I					
<form></form>	igure 7 ROS Scre	eenshot of Acknow	ledgement of Receipt						
where we are based and on the SSA's A Reporting Obligation. Click on the function of the registration. Image: Click and a register and function of the registration. Image: Click and a register and the registration of the registration. Image: Click and a register and the registration of the registration. Image: Click and a register and the registration of the registration. Image: Click and a register and the registration of the r			\sim						
Indox Messages Monto Accurace Ac	5	you have been	registered for the S	SR - Reportir	ng Obligation				
Indox Messages Monto Messages Image: A manufacture of the method of the m					//				
Some documents open in a popup window. Click here, for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's terms are archived periodically. To view all items, tick 'include Archive' in the 'Search By' option. Search using Document Type Cancel Search Tax Type/Duty/Rep. Oblig. * Search *denotes a required field. Refresh hoor. Figure 8 ROS Screenshot of inbox messages			WORK IN PROGRESS ADM	IN SERVICES	<u> </u>				
<pre>mobile app RevApp or the Microsoft Edge browser. terns are archived periodically. To view all items, tick 'Include Archive' In the 'Search By' option. Search ty: Search using Document Type Cancel Search Tex Type/Duly/Rep. Oblig: 'Select Concent Search Type: 'Select Concent Type:</pre>		-	k here for instructions to enable nonuns	for ROS Please note th	at documents cannot be	nened if you are u	sing Revenue's		
Tax Type/Duly/Rep. Oblig.: Search Refresh Inbox *denotes a required field. Regn/Trader No.Doc ID ¢ Tax Type/Duly/Rep. Oblig. ¢ Document Type ¢ Period Begin ¢ Issued Date ¢ Image: Search Regording Entity N/A 2105/2019									
*denotes a required field. Refresh Inbox • denotes a required field. Regn/Trader No./Doc ID + Tax Type/Duty/Rep. Oblig. + Document Type + Period Begin + Issued Date + Regnistr • denotes a required field. Reporting Entity • denotes a required field. Reporting Entity • denotes a required field. N/A • denotes a required field. Reporting Entity • denotes a required field. N/A • denotes a required field. N/A • denotes a required field. Reporting Entity • of the required field. N/A • denotes a required field. Reporting Entity • of the required field. N/A • of the required field. N/A • of the required field. Reporting Entity • of the required field. N/A •	Items are archive	d periodically. To view all items	, tick 'Include Archive' in the 'Search By	option.					
Image: Second	Search by: Sear	rch using Document Type	Cancel Search	-					
Figure 8 ROS Screenshot of inbox messages	Search by: Sear Tax Type/Duty/Re	rch using Document Type ap. Oblig. : * Select	Cancel Search	-	Q Search		Refresh Inbox (
	Search by: Sear Tax Type/Duty/Re *denotes a requir	ep. Oblig. : * Select red field.	Cancel Search	Include Archive	Document Type \$	Period Begin ¢			
	Search by: Sear Tax Type/Duty/Re *denotes a requir Notic Search by: Search by	ep. Oblig. : * Select red field. ee No. ¢ Customer Name ¢	Cancel Search Cancel Search Cancel Search Regn./Trader No./Doc ID \Rightarrow Ta	Include Archive	Document Type \$ Reporting Entity		Issued Date 🔶		

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

			Ø			
Notice Number: 44	91360386B	This is a notice of the Regist	ration Submitted to Revenue Commi	issioners on 21/05/2019	Date Submitted: 21/05/2015)
eRegistration						
Share Sche	mes Report	ing Registration (New)			
Registration D Status	late		01/01/2019 Success			
Status						
	Plea	se use ROS Notice Number fo	r any further correspondence or inquere range Print	uiry related to this transaction	1	
Figure 9 ROS	Screensho	t of SSR registratio				
* AFTER WORKI	COMPLE NG DAY	TION OF THIS P S FOR THE SSR	ROCESS, YOU SHO	OULD ALLOW U ATION TO BE F	IP TO 3 REGISTERED.	
	?		27			
		ୖୖୖ		0		
			913		2	
				%	0	R
						Č,
						9

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.

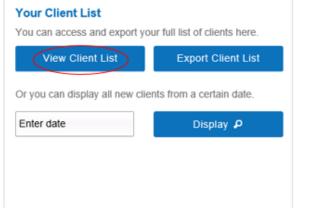
Find Clients

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

Client Search

Search by registration number:

Select a tax type	*
Enter registration no.	Search 🔶
Search by name:	
Enter surname	Search 🔶



10

Figure 10 ROS Screenshot of Agent Services view client list

2.1.3 Select "Manage Reporting Obligations" from the Other Services section.

File a Return		No current tax cleara
Complete a Form On-line		
Upload Form(s) Completed Off-line	ß	
Payments & Refunds		
Submit a Payment		
Manage Bank Accounts		
Other Services		
Manage Tax Clearance	VRT Certificate of Conformity	Download Pre-populated Returns
Verify Tax Clearance	Letter Of Residence	Secure Upload/Download Service
Manage Reporting Obligations		VAT MOSS
Manage Tax Registrations		

2.1.4 Click "Select Action" opposite "Share Schemes Reporting - SSR".

Éireann AGENT SE	RVICES CLIENT SERVICES	CLIENT REVENUE RECORD	WORK IN PROGRESS	
gistration				
	Registration Options			
Manage Your Reporting Obligations and Agent Links Notes: You may add multiple	Share Schemes Report You are not linked to this reporting of			Select Action >
requests to 'Your Requests' area. You will be brought back to this screen after completing	FATCA - FATCA You are not linked to this reporting of	oligation	-	Select Action
each request form. Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.	DAC2-CRS - DAC2-CRS You are not linked to this reporting of	oligation		Select Action
completed.	DAC4-CbC - DAC4-CbC You are not linked to this reporting ot	oligation		Select Action
ure 12 ROS Screens	hot 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.

	Registration Options		
Manage Your Reporting Obligations and Agent Links Notes:	Share Schemes Reporting - SSR	Select Action >	
You may add multiple requests to 'Your Requests' area. You will be brought back to this screen after completing	You are not linked to this reporting obligation	Add and link to a new registration Link and cease an existing registration Link only to an existing registration	
each request form. Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.	FATCA - FATCA You are not linked to this reporting obligation	Select Action 🔌	
	DAC2-CRS - DAC2-CRS You are not linked to this reporting obligation	Select Action 👂	
	DAC4-CbC - DAC4-CbC You are not linked to this reporting obligation	Select Action 🔊	
toms AGENT SE	RVICES CLIENT SERVICES CLIENT REVENUE	RECORD WORK IN PROGRESS	
eRegistration Request Confirmat	ion		
AGENT Se AGENT	ion upload an 'Agent Link Notification' letter authorising this request	before completion.	
AGENT Set	ion upload an 'Agent Link Notification' letter authorising this request I letters must be in the .pdf, .tif or .tiff format and be less thar stomer does not have an active or ceased registration for this	before completion.	
AGENT Se	iON upload an 'Agent Link Notification' letter authorising this request I letters must be in the .pdf, .tif or .tiff format and be less thar stomer does not have an active or ceased registration for this eady linked to the customer for this tax. eligibility for this request will help to ensure that your re	before completion. n 5 megabytes in size. a tax before proceeding. This information will only be available	
AGENT Se	iON upload an 'Agent Link Notification' letter authorising this request I letters must be in the .pdf, .tif or .tiff format and be less thar stomer does not have an active or ceased registration for this eady linked to the customer for this tax. eligibility for this request will help to ensure that your re	before completion. n 5 megabytes in size. a tax before proceeding. This information will only be available	
eRegistration Request Confirmat You will be required to Electronic copies of signed Please confirm that the cu to you online if you are alro Confirming a customer's invalid will not be process (Back	iON upload an 'Agent Link Notification' letter authorising this request I letters must be in the .pdf, .tif or .tiff format and be less thar stomer does not have an active or ceased registration for this eady linked to the customer for this tax. eligibility for this request will help to ensure that your re	before completion. In 5 megabytes in size. Is tax before proceeding. This information will only be available request is processed as expected. Requests deemed Confirm	

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".

eRegistration					
SSR Regist	ration				
* Denotes a requi	red field			_	
Registration D)ate (DD/MM/YYYY) *				
× Cancel	creenshot of Client S			Add T	o Your Requests 🔪
	egistration reques of the screen. Cli		ed to "Your Red	quests" on the r	ght-hand
im sa hibireann astorns eRegistration	ERVICES CLIENT SERVICES CL	ENT REVENUE RECORD WO	RK IN PROGRESS		TEST
	Registration Options			Your Requests (1)	
Manage Your Reporting Obligations and Agent Links Notes:	Share Schemes Reporting Status: In Requests] - SSR		Register	
You may add multiple requests to 'Your Requests' area.	FATCA - FATCA You are not linked to this reporting obliga	tion	Select Action		SSR Cancel
You will be brought back to this screen after completing each request form.	DAC2-CRS - DAC2-CRS		Select Action		
Items in the 'Your Requests' area will not be processed until the 'Submit' process is	You are not linked to this reporting obligation	tion			
completed.	DAC4-CbC - DAC4-CbC You are not linked to this reporting obligation	tion	Select Action		
				You need to submit this re transaction to be processe	duest in order for this ed.
Figure 16 ROS S	creenshot of "Your R	equests" Section	1 🌰 🕴		
			YK		
				1 1	-
					\mathbf{O}
					V X
					*
				-	

×.

14

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.)

	eRegistration				
	Summary				
	Ohana Oahana				
	Registration Date	es Reporting Regist		/01/2019	
3	on the "Generate Client C be generated in .PDF for	Consent Letter" button to gen	nerate a Consent Letter in re will need at least Adobe Re	a copy retained on your records is di spect of the registrations input for you ader version 8.0 or a similar .PDF Re- dobe Reader.	Ir client. The letter will
C			Generate Client Co	onsent Letter	Sack Next
-	Figure 17 ROS Scree	nshot of "Generat	te Client Consent	Letter"	
	2.1.10 Sample	"Consent Lette	er Generated"		
				- *->	•
			Rever		
			Cáin agus Cust Irish Tax and (aim na hÉireann Customs	
	TEST confirms that	TEST	to act as the agent	t in respect of the following	g taxes.
	← Share Schemes R	eporting Registrat	tion (New) ——		
	L				
			ent will remain in pl	ace until changed by eith	er agent or client and the
	is notified to Revenu	le.			
	6	aned	(Δ	gent) Date	
		gneu	(~	gent) Date	
	Si	igned	(0	lient) Date	
			Agent Consent Let		
	Eiguro 10 DOC Coroa				

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".

el	Registration
×.	Summary
	Share Schemes Reporting Registration (New)
	Registration Date 01/01/2019
5	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: <u>Download Adobe Reader</u> .
-	Generate Client Consent Letter.
Fig	gure 19 ROS Screenshot of Generate Consent Letter
1	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**
	Standard Agent link houncation may also be uploaded
rish ⁻	Igra and Customs AGENT SERVICES
	eRegistration
	Agent 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 Agent Link Notification letter.
	Further information and a sample letter are available <u>here</u> .
	Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.
	File*
	Browse
	Browse Please indicate which reporting obligations the attachment is relevant to by checking the boxes.
	Browse
	Browse Please indicate which reporting obligations the attachment is relevant to by checking the boxes.
	Browse Please indicate which reporting obligations the attachment is relevant to by checking the boxes. Solution Please upload a copy of the signed Agent Link Notification letter by clicking the 'Next' button.
	Browse Please indicate which reporting obligations the attachment is relevant to by checking the boxes. I Share Schemes Reporting Please upload a copy of the signed Agent Link Notification letter by clicking the 'Next' button. Back to Summary Next
Fig	Browse Please indicate which reporting obligations the attachment is relevant to by checking the boxes. Share Schemes Reporting Please upload a copy of the signed Agent Link Notification letter by clicking the 'Next' button. Back to Summary Next gure 20 ROS Screenshot of Agent Link Attachment
Fig	Browse Please indicate which reporting obligations the attachment is relevant to by checking the boxes. Share Schemes Reporting Please upload a copy of the signed Agent Link Notification letter by clicking the 'Next' button. Back to Summary Next gure 20 ROS Screenshot of Agent Link Attachment
Fig	Browse Please indicate which reporting obligations the attachment is relevant to by checking the boxes. I Share Schemes Reporting Please upload a copy of the signed Agent Link Notification letter by clicking the 'Next' button. Back to Summary Next

2.1.13 Click "Sign and Submit".

eRegistration				
Agent Link Att				
Attached approval le Share Schemes Rep		TEST	.pdf Remove Attachme	nt
Figure 21 DOC same	webst of Accent Liv			to Summary Sign and Submit
Figure 21 ROS scree	enshot of Agent Lif	ik Allachment u	pioad	
			Submit" screen. Enter	the ROS
Passwo	ord and click "Sig	gn & Submit .		
na hÉireann		CLIENT SERVICES	CLIENT REVENUE RECORD	WORK IN PROGRES
pms				
Return				
Information If you	ur transaction is ready	/ to be transmitted,	please sign and submit by entering	your password below.
			ion click on the button marked Bac	
	e your transaction has action. Please keep a		ansmitted you will be provided with for your records.	h a notice number for the
	Sign & Submit			
	Certificate		Ө <u>не</u>	lp
		Deserved	1 <u>He</u>	l <u>e</u>
	Certificate Enter Password	Password		l <u>e</u>
		Password	Sign & Submit Back	l <u>e</u>
		Password		l <u>p</u>
		Password	Sign & Submit Back	I <u>P</u>
Figure 22 ROS Scree	Enter Password		Sign & Submit Back	I <u>P</u>
Figure 22 ROS Scree	Enter Password		Sign & Submit Back	
Figure 22 ROS Scree	Enter Password		Sign & Submit Back	
Figure 22 ROS Scree	Enter Password		Sign & Submit Back	
Figure 22 ROS Scree	Enter Password		Sign & Submit Back	
Figure 22 ROS Scree	Enter Password		Sign & Submit Back	
Figure 22 ROS Scree	Enter Password		Sign & Submit Back	
Figure 22 ROS Scree	Enter Password		Sign & Submit Back	

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

a hÉireann ms	AGENT SERVICES	REVENUE RECORD	PROFILE	ADMIN SERVICES
ROS Acknowle	edgement			
You have just trans	smitted an Online Registra	tion Return for your client wi	nich has been re	eceived by ROS.
A Receipt will be s To file another Ret		soon as this transaction has s tab.		the Client Revenue Record tab abov d by Revenue.
Please use the No	tice Number below in any	future correspondence or in		
		Notice Number	5160017190G	
eRegistration sum	mary:			
	Action	Status		Comments
Register	and Link SSR	Succes	S	
To return to Agent tab.	Services click on Agent S	ervices OK		
2.1.15 You	6	knowledgement w notification in th	e Client's	Revenue Record to conf
that	will receive a new the Customer ha	w notification in th	for SSR Re	porting Obligation. Click
that on t	will receive a new the Customer ha he Notice Numbe	w notification in th as been registered	for SSR Re	porting Obligation. Click
that on t	will receive a new the Customer ha he Notice Numbe	w notification in th as been registered er for confirmation	for SSR Re	porting Obligation. Click gistration.
that on t vices revenue re	will receive a new the Customer ha he Notice Number CORD PROFILE ADMI	w notification in th as been registered er for confirmation	for SSR Re of the reg	porting Obligation. Click gistration.
Arces Revenue Re Some documents open in mobile app RevApp or the	will receive a new the Customer ha he Notice Number CORD PROFILE ADMI	w notification in th as been registered er for confirmation N SERVICE S	for SSR Re of the reg	porting Obligation. Click gistration. * TEST = Search Clients
And that on t the the the the the the the the the t	will receive a new the Customer ha he Notice Number CORD PROFILE ADMI	w notification in th as been registered er for confirmation N SERVICE S	for SSR Re of the reg	porting Obligation. Click gistration. * TEST = Search Clients
And the second s	will receive a new the Customer ha he Notice Number CORD PROFILE ADMI	w notification in th as been registered er for confirmation N SERVICE S	for SSR Re of the reg	porting Obligation. Click gistration. * TEST = Search Clients
An experimental sector of the	will receive a new the Customer ha he Notice Number CORD PROFILE ADMI	W notification in thas been registered er for confirmation	for SSR Re of the reg se note that document	porting Obligation. Click gistration.
VICES REVENUE RE Some documents open in mobile app RevApp or the ems are archived periodic Search by: Search using Do Tax Type/Duty/Rep. Oblig. : *denotes a required field.	will receive a new the Customer ha he Notice Number corr PROFILE ADMI	W notification in thas been registered er for confirmation	for SSR Re of the reg se note that document	porting Obligation. Click gistration.
VICES REVENUE RE Some documents open in mobile app RevApp or the mobile app RevApp or the terms are archived periodic Search using Do Tax Type/Duty/Rep. Oblig. : *denotes a required field. Notice No. ¢ St600171900	will receive a new the Customer ha he Notice Number CORD PROFILE ADMI PROFILE ADMI a popup window. Click here for instr Microsoft Edge browser. ally. To view all items, tick 'Include A neument Type * Select Customer Name t Regn./Trader TEST	w notification in thas been registered er for confirmation N SERVICE S uctions to enable popups for ROS. Plea trohve' in the 'Search By' option. Cancel Search Document Type: * 💽 🗹 Include A	for SSR Re of the reg se note that document rchive Q Search	porting Obligation. Click gistration. Search Clients A TEST E Search Clients A TEST E Search Clients A TEST E Refresh Inbox (1) Document Type + Period Begin + Issued Dat Reporting Entity Registr NIA 21/05/2019

9

17

2.0

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

7	Notice Number: 5160017190G eRegistration	This is a notice of the Registration Sub	omitted to Revenue Commissioners on 21/05/2019	Date Submitted: 21/05/201	19
	 Share Schemes Report Registration Date Status 	ing Registration (New)	01/01/2019 Success		
F	igure 25 ROS Screensh	ot of Notice confirming S	er correspondence or inquiry related to this transact SSR Registration ESS, YOU SHOULD ALLOW RTING OBLIGATION TO BE	UP TO 3 REGISTERED.	18

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".

Revenue 🖬 🦰 🚃		
Gin agos Custalm na Milorann AGENT SERVICES REVEN	UE RECORD PROFILE	
Find Clients		
You can file returns, make payments and manage bank d	letails for clients through Client S	ervices. 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 ◆ Search by name: Enter surname	Your Client List You can access and export yo View Client List Or you can display all new clien Enter date	Export Client List
Manage Tax Registrations		
Manage Client Registrations Please use this option to update, add or cancel Agent/Client had/has an existing tax number, incl. PAYE. • Tax Registrations • Tax Registrations Select a tax type		Register New Revenue Customer You can now register new individuals, companies, partnerships trusts Entities with Revenue. Register New Revenue Customer L You can also register new reporting entities. Register New Reporting Entity L

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".

	Manage .	
7	Manage Tax Registrations	
1	Manage Client Registrations	Register New Revenue Customer
- ×.	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.	You can now register new individuals, companies, partnerships trusts and Reporting Entitles with Revenue.
	Tax Registrations C Reporting Obligations	Register New Revenue Customer 🛔
	Select a tax type * Enter registration no.	You can also register new reporting entities.
	Enter name Manage Reporting Obl +	Register New Reporting Entity
5	Manage 🔶	
	Figure 27 ROS Screenshot for agents to register exist	ing customer for SSR
C		
	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	g to link to a Customer/Client that they
	are not currently linked to on ROS, in order	to manage SSR Reporting Obligation.

	Registration Options	
Ianage Your Reporting Obligations and Agent Links Iotes:	Share Schemes Reporting - SSR	Select Action >
ou may add multiple equests to 'Your Requests' rea. ou will be brought back to his screen after completing	You are not linked to this reporting obligation	Add and link to a new registration Link and cease an existing registration Link only to an existing registration
ach request form. ems in the 'Your Requests' rea will not be processed ntil the 'Submit' process is ompleted.	FATCA - FATCA You are not linked to this reporting obligation	Select Action >
	DAC2-CRS - DAC2-CRS You are not linked to this reporting obligation	Select Action >
	DAC4-CbC - DAC4-CbC You are not linked to this reporting obligation	Select Action >
re 28 ROS Screens	hot of "Add and Link to a new registrat	ion"

2.2.5 Click "Confirm".

AGENT S	SERVICES		
	eRegistratio	n	
γ		st Confirmation	
		will be required to upload an 'Agent Link Notification' letter authorising this request before completion c copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in	
-	Please o	onfirm that the customer does not have an active or ceased registration for this tax before proce	
4		line if you are already linked to the customer for this tax. ing a customer's eligibility for this request will help to ensure that your request is proces:	sed as expected. Requests deemed
	invalid w	dil not be processed.	
	< Back		Confirm >
Figure	e 29 ROS Screer	nshot of Request Confirmation for Agent Link uploaded	
3	- C	Ø	
2.2.	.6 Click "Sub	mit".	
Revenu	10		14
iáin agus Custainn rish Tax and Cust		VICES	
e	eRegistration		0292851
	Manage Your Reporting Obligations and Agent Links	Registration Options Share Schemes Reporting - ssR Status: In Requests	Your Requests (1) Create Agent Link
	Notes: You may add multiple requests to 'Your Requests' area.	FATCA - FATCA You can cell like do this reporting obligation	SSR Cancel
	You will be brought back to this screen after completing each request form. Items in the 'Your Requests'	DAC2-CRS - DAC2-CRS You are not linked to this reporting obligation	
	area will not be processed until the 'Submit' process is completed.	DAC4-CbC - DAC4-CbC Select Action >	
		You are not linked to this reporting obligation	
			You need to submit this request in order for this transaction to be processed.
Figure	e 30 ROS Screer	nshot of "Your Requests" Section with Agent Link for S	SR
			0
		N	
			O.a
		0	
			21
			J'

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".

eRegistration	istration				
* Denotes a re					
Registratio	n Date (DD/MM/YYYY) [*]	t		<u> </u>	
× Cancel	_			Add	To Your Requests 🔉
Figure 31 ROS	Screenshot sho	wing Registratio	on date entry for SSR		
-					
228 Click	"Conorato C	light Concont	Lattar", this action	gonoratos a loti	tor for
			Letter"; this action or editing. (This opt	-	
	-		ion Form may be u		-
					ext stage.)
		\sim			
	•				
Revenue					
Revenue Cáin agus Custaim na hÉi Irish Tax and Customs	reann AGENT S	SERVICES			
Cáin agus Custaim na hÉi	AGENT S	SERVICES			
Cáin agus Custaim na hÉi	AGENT S	SERVICES			
Cáin agus Custaim na hÉi Irish Tax and Customs eRegistration	AGENT S	SERVICES			
Cáin agus Custaim na hÉi Irish Tax and Customs	AGENT S	SERVICES			
Cáin agus Custaim na hÉi Irish Tax and Customs	AGENT S				
Cáin agus Custaim na hÉi Irish Tax and Customs eRegistration Summary Share	AGENTS	ng Registration			
Cáin agus Custaim na hÉil Irish Tax and Customs eRegistration Summary Share	Schemes Reportir	ng Registration	Agent Link Authorisation F	equested	
Cáin agus Custaim na hÉi Irish Tax and Customs eRegistration Summary Share Update	Schemes Reportir	ng Registration	Agent Link Authorisation F	equested	
Cáin agus Custaim na hÉi Irish Tax and Customs eRegistration Summary Share Update Tax Ag	Schemes Reportir ed Agent Request Deta gent	ng Registration —	-	·	
Cáin agus Custaim na hÉil Irish Tax and Customs eRegistration Summary Share Update Tax Ag The option on the "General	Schemes Reportir ed Agent Request Deta gent n to generate a Consent let rate Client Consent Letter"	ng Registration — ills tter that can be signed by button to generate a Cons	your client and a copy retained on yo	r records is displayed below. C Is input for your client.The lette	
Cáin agus Custaim na hÉil Irish Tax and Customs eRegistration Summary Share Update Tax Ag	Schemes Reportir ed Agent Request Deta gent n to generate a Consent le rate Client Consent Letter" in .PDF format. To view thi	ng Registration — ils tter that can be signed by button to generate a Cons s Letter, you will need at I	your client and a copy retained on yo	r records is displayed below. C Is input for your client.The lette	
Cáin agus Custaim na hÉil Irish Tax and Customs eRegistration Summary Share Update Tax Ag The optio on the "Gener be generated	Schemes Reportir ed Agent Request Deta gent n to generate a Consent le rate Client Consent Letter" in .PDF format. To view thi	ng Registration ills tter that can be signed by button to generate a Cons s Letter, you will need at I free from the following lin	your client and a copy retained on yo ent Letter in respect of the registratio east Adobe Reader version 8.0 or a s	r records is displayed below. C Is input for your client.The lette	
Cáin agus Custaim na hÉil Irish Tax and Customs eRegistration Summary Share Update Tax As The optio on the "Gener be generated version of Add	Schemes Reportir ed Agent Request Deta gent in to generate a Consent let rate Client Consent Letter" in .PDF format. To view thi obe Reader is available for	ng Registration ils tter that can be signed by button to generate a Cons s Letter, you will need at 1 free from the following lini	your client and a copy retained on yo sent Letter in respect of the registratio east Adobe Reader version 8.0 or a s k: <u>Download Adobe Reader</u> .	r records is displayed below. C Is input for your client.The lette	r will
Cáin agus Custaim na hÉil Irish Tax and Customs eRegistration Summary Share Update Tax As The optio on the "Gener be generated version of Add	Schemes Reportir ed Agent Request Deta gent in to generate a Consent let rate Client Consent Letter" in .PDF format. To view thi obe Reader is available for	ng Registration ils tter that can be signed by button to generate a Cons s Letter, you will need at 1 free from the following lini	your client and a copy retained on yo sent Letter in respect of the registratio east Adobe Reader version 8.0 or a s k: <u>Download Adobe Reader</u> . enerate <u>Client Consent Letter</u> .	r records is displayed below. C Is input for your client.The lette	r will
Cáin agus Custaim na hÉil Irish Tax and Customs eRegistration Summary Share Update Tax As The optio on the "Gener be generated version of Add	Schemes Reportir ed Agent Request Deta gent in to generate a Consent let rate Client Consent Letter" in .PDF format. To view thi obe Reader is available for	ng Registration ils tter that can be signed by button to generate a Cons s Letter, you will need at 1 free from the following lini	your client and a copy retained on yo sent Letter in respect of the registratio east Adobe Reader version 8.0 or a s k: <u>Download Adobe Reader</u> . enerate <u>Client Consent Letter</u> .	r records is displayed below. C Is input for your client.The lette	r will
Cáin agus Custaim na hÉi Irsh Tax and Customs eRegistration Summary Share Update Tax As The optio on the "Genet be generated version of Add	Schemes Reportir ed Agent Request Deta gent in to generate a Consent let rate Client Consent Letter" in .PDF format. To view thi obe Reader is available for	ng Registration ils tter that can be signed by button to generate a Cons s Letter, you will need at 1 free from the following lini	your client and a copy retained on yo sent Letter in respect of the registratio east Adobe Reader version 8.0 or a s k: <u>Download Adobe Reader</u> . enerate <u>Client Consent Letter</u> .	r records is displayed below. C Is input for your client.The lette	r will

2.2.9 Sample "Consent Letter Generated".

	Revenue 🖸	
	Cáin agus Custaim na hÉireann Irish Tax and Customs	
9 -		
	EST confirms that TEST is to act as the agent in respect of the following taxes.	
/		
	Share Schemes Reporting Registration (New)	
	c	
т	EST 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	
-		
C	Signed(Client) Date	
Fig	ure 33 ROS Screenshot of sample consent letter generated	
2	2.2.10 Once completed, click "Next".	
R		
Iris	in agus Custaim na hEireann AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS	
Iris		
	the Tax and Customs AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PRODRESS	
	AGENT SERVICES CLIENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PRODRESS	
	the Tax and Customs AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PRODRESS	
	AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROORESS Registration Summary	
	AGENT SERVICES CLIENT SERVICES CLIENT SERVICES Registration Summary Share Schemes Reporting Registration (New)	
	AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROORESS Registration Summary	
	AGENT SERVICES CLIENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROORESS Registration Summary Registration Date 01/01/2019	
	AGENT SERVICES CLENT SERVICES Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019	
	AGENT SERVICES CLENT SERVICES CLENT SERVICES CLENT REVENUE RECORD VORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 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	
	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) 01/01/2019 Image: 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	
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	
eR	AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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.	
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	•
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	c Z
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client Consent Letter	C Č
eR	Where and Customs ADDEN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD MORE IN PRODUCES Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 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. urre 34 ROS Screeenshot of "Generate Consent Letter" Version	¢
eR	AGENT SERVICES CLENT SERVICES CLENT REVENUE RECORD WORK IN PROOKESS Registration Summary Share Schemes Reporting Registration (New) Registration Date 01/01/2019 Image: 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. Image: Client Consent Letter Image: Client 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**

AGENT SERVICES eRegistration Agent Link Attachment	
Agent 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 Agent Link Notification letter. Further information and a sample letter are available <u>here</u> . Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size . File* Please indicate which reporting obligations the attachment is relevant to by checking the boxes. It Share Schemes Reporting Please upload a copy of the signed Agent Link Notification letter by clicking the 'Next' button.	
2 Click "Sign and Submit".	
gent Link Attachment ached approval letter file(s):	
Back to Summary Sign and Submit 36 ROS Screenshot showing attachment uploaded, sign and submit.	с Х.
	Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size. File Fromse Please indicate which reporting obligations the attachment is relevant to by checking the boxes. Share Schemes Reporting Please upload a copy of the signed Agent Link Notification letter by clicking the 'Next' button. Buck to Summary Vert Stare Schemes Reporting Agent Link Notification letter by clicking the 'Next' button. Agent Link Attachment ached approval letter file(s): mare Schemes Reporting TEST RSS1.pdf Remove Attachment

N.

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

	- 89° 085 hÉireann s	AGENT SERVICES		
~	eturn			
1	Information	lf your transaction is r If you wish to review th		g your password below. ck.

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.

Certificate			\rm <u>Help</u>
Enter Password	Password		
		Sign & Submit B	ack
		0%	

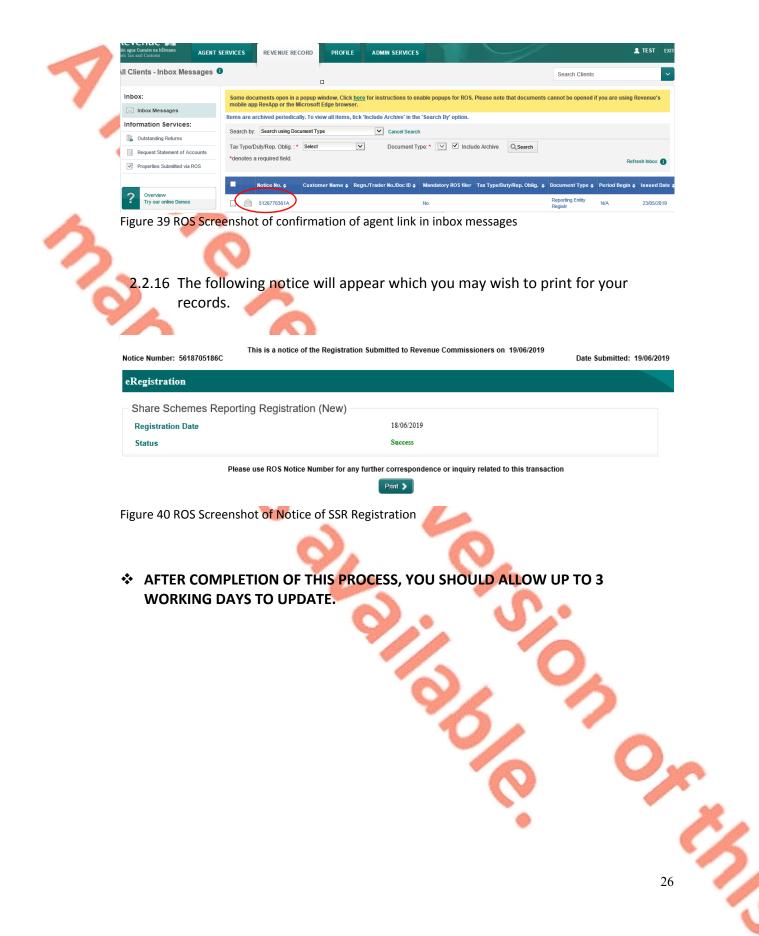
Figure 37 ROS Screenshot showing agent directed to sign and submit page

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

ERVICES	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 to 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 Agent Services click on Agent Services tab. Please use the Notice Number below in any future correspondence or inquiry relating to this transaction. Notice Number 5562648873R	ib above.
	eRegistration summary:	
	Action Status Comments Register and Link SSR Success	
	To return to Agent Services click on Agent Services OK	
38 ROS	S 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.



MY SERVICES

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

REVENUE RECORD

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.

WORK IN BROCRESS

My Frequently Used Services			Add a service 🕈 \land
MyEnquiries			
Employer Services			
Revenue Payroll Notifications (RPNs)	Payroll Submit payroll	Returns Statement of Account	Additional Services PPS Number Checker
Request RPNs	View payroll	View Latest Statement/Return	PAYE Modernisation Information
File a Return			_
Complete a Form Online			^
Select a return you would like to complete O Tax Registrations Reporting O		ing the return with or without a payment.	
SSR v Sele	ect a type		
Figure 41 ROS Screenshot o	of how to navigate to R	eporting Obligations - SSR	
Figure 41 ROS Screenshot o	of how to navigate to R	eporting Obligations - SSR), 0,
Figure 41 ROS Screenshot o	of how to navigate to R	eporting Obligations - SSR	

3.1.2 Select Return Type as RSS1 and "Submit".

Employer Services			
Revenue Payroll Notifications (RPNs)	Payroll	Returns	Additional Services
equest RPNs	Submit payroll	Statement of Account	PPS Number Checker
	View payroll	View Latest Statement/Return	PAYE Modernisation Information
ile a Return			
omplete a Form Online			^
elect a return you would like to complete Tax Registrations		ng the return with or without a payment.	
SSR v RSS		Submit 🔶	
1	۹.		
Ipload Form(s) Completed O			~
		_	v
igure 42 ROS Screensho	ot of select RSS1 retur	n	
he periods availabl	e for selection for	RSS1 Returns will be from	n 2014.
Revenue 🛱			WELCOME, T-CHRIS
Cáin agus Custaim na hÉireann Irish Tax and Customs			
Share Schemes Reporting	g RSS1 Tax Period Select		
Please select the period you w	ish to file	New Submission Period(s)	
		01/01/2018 - 31/12/2018	
		01/01/2017 - 31/12/2017 01/01/2016 - 31/12/2016	
+ Back		01/01/2015 - 31/12/2015 01/01/2014 - 31/12/2014	
igure 43 ROS Screensho	at PSS1 Tax Period dro	ndown menu	
igure 45 NOS Screensin		puowininena	
	\sim		
			// 0 !! !
3.1.3 Select the ap	propriate period f	or the Return and click or	"Submit".
Share Schemes Reporting I	RSS1 Tax Period Select		
Please select the period you wish	to me	01/01/2018 - 31/12/2018	
- Back			Submit 🔶
igure 44 ROS Screensho	ot select appropriate T	ax Period then click submit	
		for any nariad that is not	uto ho on and al
		for any period that is not	
inen it will be neces	sary to download t	the latest version of the re	eturn from the 🛛 🚩
			(
			28
			20

<

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.

	RSS1 Return		
1	Return Details		
1			
· · ·	RSS1 Return Details for the accounting period 01/01/2018 - 31/12/2018		
	Note: If you filed your RSS1 return for this period prior to 15th of June 2019, it will not below for download.	be presented	
1	If you need to amend your RSS1 return for this period, please download the latest vers spreadsheet from the Revenue website, complete details and upload zip file generated completed.		
	Please upload the zip file generated from your completed RSS1 spreadsheet		
	Attachment		
	No attachments added yet.	Add	
5	I declare that the information that I have provided for the purposes of filing this return is true ar the best of my knowledge and belief	ind correct to	
G	Please tick this box if the declaration is correct		
	← Back	Submit	
F	igure 45 ROS Screenshot Upload ZIP file for RSS1 3.1.5 Once the appropriate file has been adde	ed. tick the declaration box and	
	"Submit".		
	RSS1 Return		
	Return Details		-
	RSS1 Return Details for the accounting period 01/01/2018 - 31/12/2018		
	Note: If you filed your RSS1 return for this period prior to 15th of June 2019, it will not b below for download. If you need to amend your RSS1 return for this period, please download the latest versi spreadsheet from the Revenue website, complete details and upload zip file generated of completed.	ion of	
	Please upload the zip file generated from your completed RSS1 spreadsheet		
	Ø Attachment		
	form-rss1.xlsm	 iii 	
	Number of line-items in spreadsheet uploaded: 1		
	I declare that the information that I have provided for the purposes of filing this return is true and the best of my knowledge and belief	id correct to	
	Please tick this box if the declaration is correct		
			-
	← Back	Submit	
F	igure 46 ROS Screenshot of Declaration Box and Submit		r Z
			· ·

3.1.6 Enter Password and click "Sign & Submit".

Cáin agus Custaim Irish Tax and Cus	n na hÉireann			
1	Sign & Submit			
1	Certificate		1 Help	
	Enter Password	••••••	ן	
ろ		Sign & Submit		
Figure 47 RC	OS Screenshot p <mark>asswo</mark>	rd request and "Sign and Submit"		J
	e following confirm Record.	nation screen is shown. Click "	OK" to return to Revenue	
Revenue cáin agus Custaim na l Irish Tax and Customs	hÉireann			
Thank you You have		RSS1 return which has been receiv	ved by ROS.	
You can access		r ROS inbox in the Revenue Record Section on the My S		
Figure 48 RC	DS Screenshot Confirm	hation of RSS1 received	3	0

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

vi	ES	REVENUE RECORD	PROFILE	WORK IN PROGRESS	ADMIN SERVICES			1	
x	Message	es 🛈							
		cuments open in a pop op RevApp or the Micro		e for instructions to enable	e popups for ROS. Ple	ase note that d	ocuments cannot be	opened if you are	using Revenue's
				'Include Archive' in the 'Se	earch By' option.				
	Search by	r: Search using Documer Duty/Rep. Oblig. : * Se		Cancel Search	pe:* 🔽 🖌 Inclu	de Archive	Q Search		
٠		a required field.							Refresh Inbox
		Notice No. 🗢	Customer Name	Regn./Trader No./Doc	ID \$ Tax Type/Duty	/Rep. Oblig. 💠	Document Type 🖨	Period Begin 🖨	Issued Date 🔶
		7302393890745267127	с		SSR		RSS1	01/01/2018	27/05/2019
Fi	gure 4	9 ROS Screen	shot of notif	ication confirm	ing submissi	on of retu	urn		

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

RSS1 Return	
Return Details	
RSS1 Return Details for the accounting period 01/01/2016 - 31/12/2016	
Return Details for the above period have successfully uploaded through ROS	
Attachment	
RSS1 for testing (Correct version).xlsm	۲
Number of line-items in spreadsheet uploaded:	
Number of line-terns in spreausited uploaded.	1
I declare that the information that I have provided for the purposes of filing this return is true the best of my knowledge and belief	and correct to
Please tick this box if the declaration is correct	
the best of my knowledge and belief	



3.2 Customer Submitting KEEP1 Return

The KEEP1 Return can be downloaded from the following location <u>Form KEEP1</u>.

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.

	ustoms MY SERVICES REVENU	E RECORD PROFILE WORK	IN PROGRESS ADMIN SERVICES		
-				No current tax clearance certific	cate.
1	My Frequently Used Services			Add a service 🛨 🦯	×
	MyEnquiries				
	Employer Services				
	Revenue Payroll Notifications (RPNs)	Payroll	Returns	Additional Services	
	Request RPNs	Submit payroll View payroll	Statement of Account View Latest Statement/Return	PPS Number Checker PAYE Modernisation Informati	on
C		<u></u>			<u></u>
	File a Return				
	Complete a Form Online Select a return you would like to complete	now. You will be given the option of filir	ng the return with or without a payment.	/	
	○ Tax Registrations	bligations			
		ct a type 🔻	Reporting Obligations for SSR		
		92		Ö,	
			6	0	5

3.2.2 Select Return Type as KEEP1 and "Submit".

Rev Gita gen Innt Ture	Carda ra My SERVICES REVENUE RECORD PROFILE WO	RK IN PROGRESS ADMIN SERVICES	GAELGE ENGLISH ROS HELP . EXIT	
			No current lax clearance certificate.	
	My Frequently Used Services		Add a service 🕑 🔨	
/				
	Employer Services Revenue Payroll Notifications Payroll	Returns	Additional Services	
	(RPNs) Submit payroll Request RPNs View payroll		PPS Number Checker PAYE Modernisation Information	
	File a Return			
3	Complete a Form Online Select a return you would like to complete now. You will b⊂ given the option of ○ Tax Registrations	fling the return with or without a payment. Submit I	^	
	R3S1 Upload Form(s) Completed O		~	
	2 ROS Screenshot of select KEEP1 from	drondown menu		
			from 2010	
rne pe	riod(s) available for selection for	r KEEP1 Returns will be i	Irom 2018.	
Reven Cáin agus Custa Irish Tax and C	aim na hÉireann	YC		
	e Schemes Reporting KEEP1 Tax Period Select			
Please	e select the period you wish to file	New Submission Period(s) 01/01/2018 - 31/12/2018		
← Ba	ck		Submit 🔿	
Figure 5	3 ROS Screenshot showing available Ta	ax Period to file for KEEP1 Re	turn	3

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

	at he Needs		
Share Schemes Reporting KEEP1 Tax Period Select			
Please select the period you wish to file	01/01/2018 - 31/12/2018		
← Back		Submit	→
Figure 54 ROS Screenshot select appropriate year f	rom dropdown and su	bmit	
0			
If you have already submitted a return for	any period that is	now to be amende	d,
then it will be necessary to download the l			
Revenue website, complete the details and Return can be downloaded from the follow		-	EEP1
	<u>.</u>		
3.2.4 The following screen allows the zip Return to be uploaded by clicking	_	-	
of saved file to upload Return.	on the ben		tion
C. Ca			
Revenue M Cáia agus Custaim na hÉireann Irdh Tax and Customs	VI	11	
intsn iax and Lustoms			
KEEP1 Return			
KEEP1 Return Return Details			
	1/12/2018		
Return Details	019, it will not be the latest version of		
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 37 Note: If you filed your KEEP1 return for this period prior to 15th of June 2 presented below for download. If you need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip	019, it will not be the latest version of		
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 37 Note: If you filed your KEEP1 return for this period prior to 15th of June 2 presented below for download. If you need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip to completed.	019, it will not be the latest version of		
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 37 Note: If you filed your KEEP1 return for this period prior to 15th of June 2 presented below for download. If you need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip to completed.	019, it will not be the latest version of		
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 37 Note: If you filed your KEEP1 return for this period prior to 15th of June 2 presented below for download. If you need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip to completed. Please upload the zip file generated from your completed KEEP1 spreadsheet M Attachment	019, it will not be the latest version of ile generated once		
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 37 Note: If you filed your KEEP1 return for this period prior to 15th of June 2 presented below for download. If you need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip to completed. Please upload the zip file generated from your completed KEEP1 spreadsheet M Attachment	019, it will not be the latest version of ile generated once		
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 37 Note: If you filed your KEEP1 return for this period prior to 15th of June 2 presented below for download. If you need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip to completed. Please upload the zip file generated from your completed KEEP1 spreadsheet Image: Matchment No attachments added yet.	019, it will not be the latest version of ile generated once		
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 37 Note: If you filed your KEEP1 return for this period prior to 15th of June 2 presented below for download. If you need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip to completed. Please upload the zip file generated from your completed KEEP1 spreadsheet Image: Attachment No attachments added yet. I declare that the information that I have provided for the purposes of filing this return best of my knowledge and belief	019, it will not be the latest version of ile generated once Add		
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 37 Note: If you filed your KEEP1 return for this period prior to 15th of June 2 presented below for download. If you need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip to completed. Please upload the zip file generated from your completed KEEP1 spreadsheet Image: Attachment No attachments added yet. I declare that the information that I have provided for the purposes of filing this return best of my knowledge and belief	019, it will not be the latest version of ile generated once Add		Submit
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 3* Note: If you filed your KEEP1 return for this period, piease download, presented below for download. Up on need to amend your KEEP1 return for this period, please download spreadsheet from the Revenue website, complete details and upload zip to completed. Please upload the zip file generated from your completed KEEP1 spreadsheet Image: Attachment Image: Attachments added yet. Image: Attachment is a presented below for the purposes of filing this of the best of my knowledge and belief Image: Attachment is added is a presented below for the purposes of filing this of the best of my knowledge and belief	019, it will not be the latest version of ile generated once Add eturn is true and correct to		Submit
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 3 are a presented below for download. If you need to amend your KEEP1 return for this period, please download are presented to mend your KEEP1 return for this period, please download are completed. Please upload the zip file generated from your completed KEEP1 spreadsheet Attachment No attachments added yet. I declare that the information that I have provided for the purposes of filing this return to my knowledge and belief Please tick this box if the declaration is correct Exect Exect 	019, it will not be the latest version of ile generated once Add eturn is true and correct to		Submit
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 3 are a presented below for download. If you need to amend your KEEP1 return for this period, please download are presented to mend your KEEP1 return for this period, please download are completed. Please upload the zip file generated from your completed KEEP1 spreadsheet Attachment No attachments added yet. I declare that the information that I have provided for the purposes of filing this return to my knowledge and belief Please tick this box if the declaration is correct Exect Exect 	019, it will not be the latest version of ile generated once Add eturn is true and correct to		Submit
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 3 are a presented below for download. If you need to amend your KEEP1 return for this period, please download are presented to mend your KEEP1 return for this period, please download are completed. Please upload the zip file generated from your completed KEEP1 spreadsheet Attachment No attachments added yet. I declare that the information that I have provided for the purposes of filing this return to my knowledge and belief Please tick this box if the declaration is correct Exect Exect 	019, it will not be the latest version of ile generated once Add eturn is true and correct to		Ś
Return Details KEEP1 Return Details for the accounting period 01/01/2018 - 3 are a presented below for download. If you need to amend your KEEP1 return for this period, please download are presented to mend your KEEP1 return for this period, please download are completed. Please upload the zip file generated from your completed KEEP1 spreadsheet Attachment No attachments added yet. I declare that the information that I have provided for the purposes of filing this return to my knowledge and belief Please tick this box if the declaration is correct Exect Exect 	019, it will not be the latest version of ile generated once Add eturn is true and correct to		Submit 34

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

KEEP1 Return Det	ails for the accountin	g period 01/01/2018 - 31/12	2/2018		
		eriod prior to 15th of June 2019			
presented below for o	lownload.	nis period, please download the			
		lete details and upload zip file (
Discoursion of the size of					
	lie generated from your co	mpleted KEEP1 spreadsheet			
Attachment					
Form KEEP1.xlsn	1		۵ 🛍		
lumber of line-items in	spreadsheet uploaded:		9		
		for the purposes of filing this retur	n is true and correct to		
he best of my knowledg	ye anu bener				
Please tick this box if th	e declaration is correct		$\mathbf{\nabla}$		
4					
- Back					Su
2.6 Enter P 2.6 Enter P EVENUE agus Custaim na hÉir Tax and Custorns	P	click "Sign & Sub	mit".		
2.6 Enter P EVENUE	P	click "Sign & Sub	mit".		
2.6 Enter P EVEnue agus Custaim na hÉin Tax and Customs	P	click "Sign & Sub	mit".		
2.6 Enter P evenue agus Custaim na hÉin Tax and Custorns Sig	eann	click "Sign & Sub	mit".	в	
2.6 Enter P Evenue agus Custaim na hÉin Tax and Customs Sig	in & Submit		mit".	• Help	
2.6 Enter P Evenue agus Custaim na hÉin Tax and Customs Sig	n & Submit	click "Sign & Sub	mit".	• Help	
2.6 Enter P Evenue agus Custaim na hÉin Tax and Customs Sig	in & Submit			1 Help	
2.6 Enter P Evenue agus Custaim na hÉin Tax and Customs Sig	in & Submit		mit". Sign & Submit	• Help	
2.6 Enter P Evenue agus Custaim na hÉin Tax and Customs Sig	in & Submit		Sign & Submit	• Help	
2.6 Enter P Evenue agus Custaim na hÉin Tax and Customs Sig	in & Submit			• Help	
2.6 Enter P Evenue agus Custaim na hÉin Tax and Customs Sig	in & Submit		Sign & Submit	B Help	
2.6 Enter P EVEnue agus Custaim na hÉir Tax and Customs Sig Cu El	ann In & Submit ertificate Inter Password	••••••	Sign & Submit	B Help	
2.6 Enter P EVEnue agus Custaim na hÉir Tax and Customs Sig Cu El	ann In & Submit ertificate Inter Password		Sign & Submit	B Help	
2.6 Enter P EVEnue agus Custaim na hÉir Tax and Customs Sig Cu El	ann In & Submit ertificate Inter Password	••••••	Sign & Submit	B Help	



Revenue 🕅 agus Custaim na I Tax and Customs Thank you. You have just transmitted your KEEP1 return which has been received by ROS. You can access a copy of this Return through your ROS inbox in the Revenue Record Section on the My Services page by clicking Open Revenue Record. To return to the My Services page please click the \mathbf{OK} button ок 🔸 Revenue Home | Tax Clearance Information | Accessibility | System Requirements Terms & Conditions | Privacy Policy | Certificate Policy Statement | Certification Practice Statement Figure 58 ROS Screenshot confirmation of KEEP1 received 36

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

	x Messages O	In window, Click bar	o for instructions to	able nonuce for DO	Dioase acto	that documents	not be opened if your	to using Poverus's	
	Some documents open in a popu mobile app RevApp or the Micros	soft Edge browser.				that documents can	not be opened if you a	ire using Revenue's	
	Items are archived periodically. To Search by: Search using Document		'Include Archive' in the Cancel Search						
	Tax Type/Duty/Rep. Oblig. : * Sek			t Type: * 🔽 🗹	Include Archiv	e Q Search			
	*denotes a required field.							Refresh Inbox 🌗	
	Notice No. ¢	Customer Name e	♦ Regn./Trader No./I	Doc ID 🗢 🛛 Tax Type	/Duty/Rep. Obli	ig. 🗢 Document Ty	pe 🔶 🛛 Period Begin	♦ Issued Date ♦	
	7275849731671599192	¢		SSR		KEEP1	01/01/2018	27/05/2019	
igure	e 59 ROS Screensho	t notificatio	on confirmin	g submissio	on of re	turn			
				6	.				
3.2	.9 Click on the N	otice Nur	nber for co	onfirmati	on of t	the Retur	n submitte	ed.	
KEE	EP1 Return								
Re	turn Details								
KE	EP1 Return Details for the	accounting per	riod 01/01/2018 -	31/12/2018					
Ret	turn Details for the above period h	ave successfully ur	ploaded through BOS						
		ave accession of	induca initiagn reco						
<i>a</i>	Attachment				•				
	Form KEEP1.xlsm				٩				
Num	nber of line-items in spreadsheet u	iploaded:							
				2					
	clare that the information that I hav best of my knowledge and belief	/e provided for the j	purposes of filing this	return is true and	correct to				
Plea	ase tick this box if the declaration is	s correct		8	0				
Figure	e 60 ROS Screenshot	confirming	g upload thre	ough ROS		-			
			B aprova and						
				0	2	*			
					all and		J		
							-	-	
								O.	•
						\sim			S
									-
									~
									-
								37	

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.

hÉireann AGEI	NT SERVICES	REVENUE RECORD	PROFILE	ADMIN SERVICES	
Find Clients					
You can file return	s, make paymer	nts and manage bank de	etails for clients th	rough Client Services	. Select a client belo
Client Search]		Your Client L	ist	
Search by registra	tion number:		You can access	and export your full li	st of clients here.
○ Tax Registratio SSR	ns 💿 Reporti	ng Obligations	View Clie	nt List E	Export Client List
JOK	Ť		Or you can disp	ay all new clients from	n a certain date.
Enter registration	no.	Search 🔶	Enter date		Display 🔎
Search by name:					
		Search 🔶			

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

			No current tax clearance certificate.
File a Return			
Complete a Form Online			•
Select a return you would like to complete	te now. You will be given the option of filing	g the return with or without a payment.	^
Tax Registrations Reporting SSR Se	Obligations		
JOK Y	ieur a type		
Figure 62 ROS Screensh 4.1.3 Select Retur	ot Agent navigating to s n Type as RSS1 and		
)		
Employer Services			
Revenue Payroll Notifications (RPNs)	Payroll Submit payroll	Statement of Account	Additional Services PPS Number Checker
Request RPNs	View payroll	View Latest Statement/Return	PAYE Modernisation Information
File a Return			
Complete a Form Online			^
Select a return you would like to complet O Tax Registrations	te now. You will be given the option of filing	g the return with or without a payment.	
SSR v RS		Submit 🔶	
		Sublinit 🕈	
RS			
Upload Form(s) Completed O Figure 63 ROS Screensh		-	~
	92		

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

- 	WELCOME, T-CHRIS
Revenue P Gin agus Custain na hÉireann Irish Tax and Customs	WELCOWE, I-CHRIS
Share Schemes Reporting RSS1 Tax Period Select	
Please select the period you wish to file	New Submission Period(s) 01/01/2018 - 31/12/2018
	01/01/2017 - 31/12/2017 01/01/2016 - 31/12/2016
← Back	01/01/2015 - 31/12/2015 01/01/2014 - 31/12/2014
Figure 64 RO <mark>S</mark> Screenshot select Tax Period to file	2
4.1.5. Colorithe encouries portion for	the network end click on "Culorsit"
4.1.5 Select the appropriate period for	the return and click on "Submit".
Share Schemes Reporting RSS1 Tax Period Select	
Please select the period you wish to file	01/01/2017 - 31/12/2017
Select the button to choose period(s) that can be amended	Amendment Period(s)
← Back	Submit →
Figure 65 ROS Screenshot Tax Period submit	X
If you have already submitted a return fo	very partial that is pour to be amonded
then it will be necessary to download the	
Revenue website, complete the details a	nd upload the zip file generated. The RSS1
Return can be downloaded from the follo	owing location Form RSS1.
6	
0	
	40

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.

F															
	Ret	turn D	etails												
	RSS	S1 Retu	rn Detai	Is for the	e accour	nting pe	riod 01/01	/2017 - 31/12/	/2017						
									, it will not be pr	esented					
2	belo	ow for do	wnload.						latest version o						
•	spre								generated once						
	Plea	ase uploa	d the zip fi	le generat	ed from ye	our comple	eted RSS1 s	preadsheet							
	Ø	Attach	ment												
	N	lo attachn	ments add	ded yet.					A	<u>dd</u> Ο					
				ation that I je and beli		vided for th	he purposes	of filing this retu	ım is true and cor	rect to					
2	Pleas	se tick this	s box if thr	e declarati	on is corre	ect									
		Back													
			KUS SC	reens	not Up		zip file r	eturn for	RSS1				Subm	t	
			(US Sc	reensi	not Up	oload z	zip file r	eturn for	RSS1	0	S		Subm	t	
			(US Sc	reensi	not Up	oload z	zip file r	eturn for	RSS1		S. C.		Subm		
			(US Sc	reensi	not Up	oload z	zip file r	eturn for	RSS1		5		Subm		5
			(US Sc	reensi	not Up	oload z	zip file r	eturn for	RSS1		5		Subm	41	

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

F	Return Details							
	RSS1 Return Details f	or the accounting r	eriod 01/01/2017 - 3	1/12/2017				
	Note: If you filed your RS below for download. If you need to amend you spreadsheet from the Re	S1 return for this perio	d prior to 15th of June : period, please download	2019, it will not be pres d the latest version of	ented			
	completed.	,		0				
4	Please upload the zip file g	enerated from your com	pleted RSS1 spreadshee	t				
	Attachment							
	form-rss1.xlsm			۲	â			
5								
	Number of line-items in spre	adsheet uploaded:		1				
0	declare that the information	n that I have provided fo	the purposes of filing thi	s return is true and corre	ct to			
	the best of my knowledge a		and parpoone of mining an					
F	Please tick this box if the de	claration is correct		V				
Fi	← Back gure 67 ROS Scre	enshot declara	tion box and su	ıbmit			Submit	
R		assword and		×			Submit	
R	gure 67 ROS Scre 4.1.8 Enter Pa Revenue	assword and		×			Submit	
R	gure 67 ROS Scre 4.1.8 Enter Pa Revenue S In agus Custaim na hÉirea sh Tax and Customs	assword and		×		в	Submit	
R	gure 67 ROS Scre 4.1.8 Enter Pa Revenue in agus Custaim na hÉirca sh Tax and Customs Sigr Cer	assword and	click "Sign &	×		в	Submit	
R	gure 67 ROS Scre 4.1.8 Enter Pa Revenue in agus Custaim na hÉirca sh Tax and Customs Sigr Cer	assword and		Submit".		в	Submit	
R	gure 67 ROS Scre 4.1.8 Enter Pa Revenue in agus Custaim na hÉirca sh Tax and Customs Sigr Cer	assword and	click "Sign &	×	ubmit	в	Submit	
R	gure 67 ROS Scre 4.1.8 Enter Pa Revenue in agus Custaim na hÉirca sh Tax and Customs Sigr Cer	assword and	click "Sign &	Submit".	ubmit	В	Submit	
R	gure 67 ROS Scre 4.1.8 Enter Pa Revenue in agus Custaim na hÉirca sh Tax and Customs Sigr Cer	assword and	click "Sign &	Submit".	ubmit	В	Submit	
R Cát	gure 67 ROS Scre 4.1.8 Enter Pa Revenue in agus Custaim na hÉirca sh Tax and Customs Sigr Cer	assword and m the & Submit rtificate ter Password	click "Sign &	Submit". Sign & S 0%			Submit	0
R Cát	gure 67 ROS Scre 4.1.8 Enter Pa Revenue in agus Custaim na hÉirea shi Tax and Customs	assword and m the & Submit rtificate ter Password	click "Sign &	Submit". Sign & S 0%			Submit	C
R Cát	gure 67 ROS Scre 4.1.8 Enter Pa Revenue in agus Custaim na hÉirea shi Tax and Customs	assword and m the & Submit rtificate ter Password	click "Sign &	Submit". Sign & S 0%			Submit	č

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

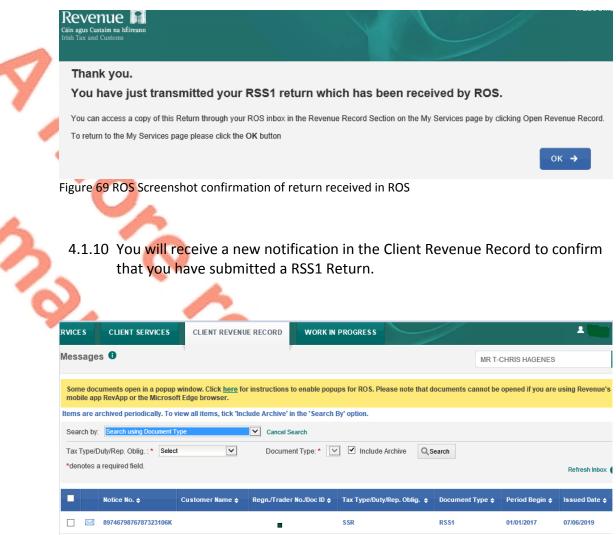


Figure 70 ROS Screenshot notification confirming submission of return

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

SS1 Return Details for the ac	counting period 01/01/2	016 - 31/12/2016		
Return Details for the above period hav	ve successfully uploaded throug	h ROS		
Attachment				
RSS1 for testing (Correct version)	.xlsm		۲	
umber of line-items in spreadsheet upl	loaded.			
umber of line-items in spreadsneet up	oaded.	1		
declare that the information that I have le best of my knowledge and belief	provided for the purposes of fil	ing this return is true and	correct to	to
lease tick this box if the declaration is (correct		4	

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.

## 1988 Éireann AGENT SERV		D PROFILE	ADMIN SERVICES	s	
ind Clients					
'ou can file returns, make	payments and manage bank	details for clients th	rough Client Service	s. Select a client below	to
Client Search		Your Client L	.ist		
Search by registration num	nber:	You can access	and export your full	list of clients here.	
○ Tax Registrations ●	Reporting Obligations	View Clie	ent List	Export Client List	
SSR	T	Or you can disp	lay all new clients fro	om a certain date.	
Enter registration no.	Search 🔶	Enter date		Display 🔎	
Search by name:					-
	Search 🔶				5
	t Agent povigating to Cli	ant Comulana			-
Jre 72 ROS Screensho	t Agent navigating to Cli	ent Services	•		
					~/
				4	4

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

	CLIENT SERVIC	CES CLIENT REVENUE R	ECORD WORK IN PROG	RESS		
					No current tax clearance certific	ate.
	File a Return					
	Complete a Fo		You will be given the option of	f filing the return with or without a payment.	,	`
-		ions Reporting Obligat Select a ty	ions			
•						
	Figure 73 R	OS Screensnot A	gent navigating t	o SSR Dropdown Menu		
	4225			and "Cubmit"		
3	4.2.3 36	elect Return T	ype as KEEP1 a	and Submit .		
	Revenu Gita ago Costar e Inite Tura and Caste		VENUE RECORD PROFILE	WORK IN PROGRESS ADMIN SERVICES	GAELGE ENGLISH ROSHELP	
g	Irith Tax and Caste				No current tax clearance certificate.	
		My Frequently Used Service	15		Add a service	
		MyEnquiries				
		Employer Services Revenue Payroll Notifications	: Payroll	Returns	Additional Services	
		(RPNs) Request RPNs	Submit payroll View payroll	Statement of Account View Latest Statement/Return	PPS Number Checker PAYE Modernisation Information	
		File a Return Complete a Form Online				
		Select a return you would like to cor O Tax Registrations	ing Obligations	on of filing the return with or without a payment.		
		SSR v	KEEP1 [Q_ RSS1	Submit 🔶		
		Upload Form(s) Completed O	KEEP1		~	
	Figure 74 R	OS Screenshot s	elect KEEP1 from	dropdown menu		
				9.		
					0	
				N		
				1		
					0	
						20
					•	01
						· ?
						45
						J

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

	Revenue	
	Share Schemes Reporting KEEP1 Tax Period Select	
Y	Please select the period you wish to file	New Submission Period(s) 01/01/2018 - 31/12/2018
	← Back	Submit →
	Figure 75 ROS Screenshot of Tax Periods availal	ble to file
3	4.2.4 Select the appropriate period fo	or the Return and click on "Submit".
6	Revenue Di Cáin agus Custaim na hÉireann Irish Tax and Customs	
	Share Schemes Reporting KEEP1 Tax Period Select	
	Please select the period you wish to file	01/01/2018 - 31/12/2018
	← Back	Submit 🔸
	Figure 76 ROS Screenshot select year to file and	d submit

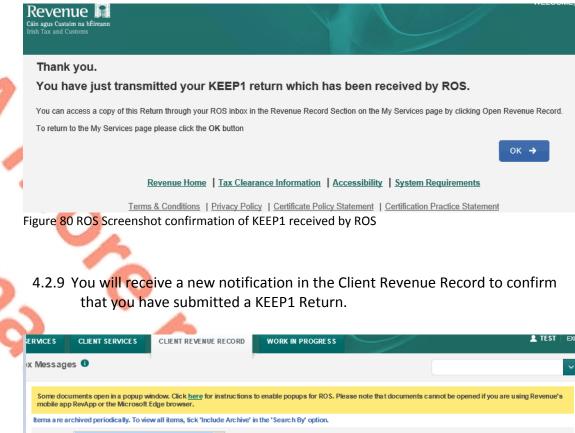
** If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the Return from the Revenue website, complete the details and upload the zip file generated. The KEEP1 Return can be downloaded from the following location Form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

ł	KEEP1 Return			
	Return Details			
	KEEP1 Return Details for the accou	nting period 01/01/2018 - 31/12/2018		
	presented below for download. If you need to amend your KEEP1 return f	is period prior to 15th of June 2019, it will not or this period, please download the latest ver omplete details and upload zip file generated	sion of	
	Please upload the zip file generated from you	ir completed KEEP1 spreadsheet		
	Attachment			
	No attachments added yet.		Add •	
	I declare that the information that I have provi the best of my knowledge and belief	ded for the purposes of filing this return is true an	d correct to	
	Please tick this box if the declaration is correc	t		
gı	ure 77 ROS Screenshot Upic	ad zip file return for KEEP1	10	Submit
g	ure 77 ROS Screenshot Upic	ad zip file return for KEEP1	0	Submit

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

	Return Deta							
		Details for the account	ing period 01/01/2018	8 - 31/12/2018				
	Note: If you filed y presented below If you need to am	your KEEP1 return for this	period prior to 15th of J this period, please dow	une 2019, it will not be nload the latest versio	n of			
	Please upload the	zip file generated from your	completed KEEP1 spread	sheet				
	Attachment	t						
	Form KEEP1.	xlsm			●			
	Number of line-item	s in spreadsheet uploaded:		9				
	I declare that the int the best of my know	formation that I have provide /ledge and belief	d for the purposes of filing	this return is true and c	orrect to			
3	Please tick this box	if the declaration is correct		Z				
	← Back						Submit	
	4.2.7 Enter	Screenshot declar		5.				
J.		Password and		5.				
J.	4.2.7 Enter Revenue	Password and	d click "Sign 8	5.				
J	4.2.7 Enter Revenue	• Password and	d click "Sign 8	5.		• Hein		
J	4.2.7 Enter Revenue	Password and	d click "Sign 8	5.		В Неір		
J	4.2.7 Enter Revenue	Password and	d click "Sign 8	submit".		B Help		
J	4.2.7 Enter Revenue	Password and	d click "Sign 8	submit".	Submit	• Нер		
J.	4.2.7 Enter Revenue	Password and	d click "Sign 8	submit".	Submit	• Нер		
J	4.2.7 Enter Revenue	Password and	d click "Sign 8	Submit".	Submit			
J. Can	4.2.7 Enter	• Password and •Éireann •ign & Submit Certificate Enter Password	d click "Sign 8	submit".		• Help		
J. Can	4.2.7 Enter	Password and	d click "Sign 8	submit".				
J. Gr	4.2.7 Enter	• Password and •Éireann •ign & Submit Certificate Enter Password	d click "Sign 8	submit".				
Free control of the c	4.2.7 Enter	• Password and •Éireann •ign & Submit Certificate Enter Password	d click "Sign 8	submit".				
For any second s	4.2.7 Enter	• Password and •Éireann •ign & Submit Certificate Enter Password	d click "Sign 8	submit".			48	

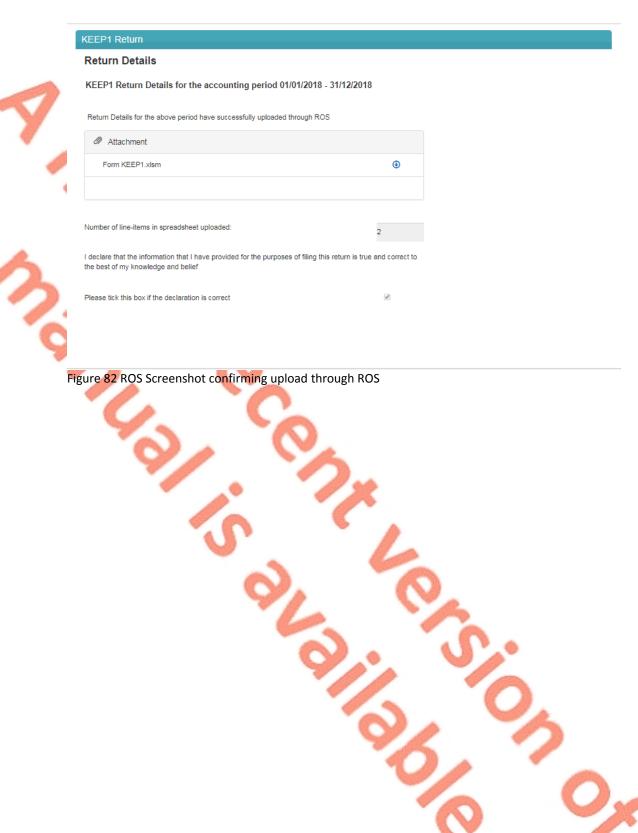
4.2.8 The following confirmation screen is shown. Click "OK" to return to Revenue Record.



Search using Document Type Cancel Search									
TaxType/Duty/Rep. Oblig. :* Select		Docum ent Type: *	Include Archive QS	earch					
						Refresh Inbax 🚺			
Notice No. ¢	Customer Name 🛊	Regn./Trader No./Doc ID ¢	Tax Type/Duty/Rep. Oblig. 🖕	Document Type 🛊	Period Begin 🌢	Refresh Inbox			

Figure 81 ROS Screenshot notification confirming submission of return

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



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 <u>Revenue website</u>.

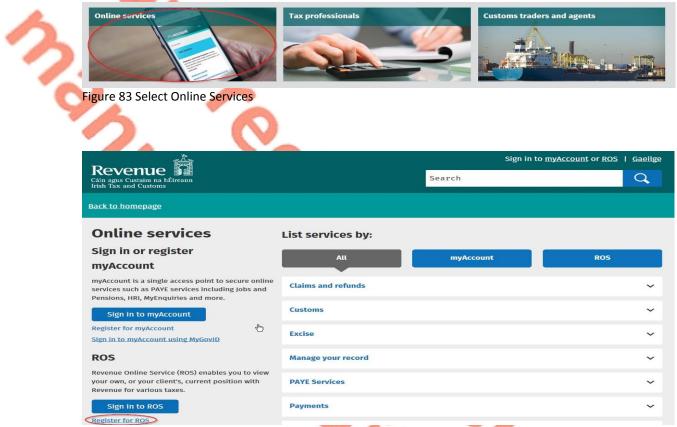


Figure 84 Register for ROS

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: <u>roshelp@revenue.ie</u>
- Telephone: (01) 73 83 699 Callers from abroad: +353 1 73 83 699

51

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".

	nue 🕅			2					
Rf	taim na hÉireann Customs		MY SERVICE	ES REVENU	E RECORD	PROFILE	WORK IN PROGRESS	ADMIN SERVICE	ES
To select an individual, click on the Select item radio button to the left of the name To select 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. Add New Add New Select Surname Firstname D Ref. System Certificate Status Add New Image: Surname Firstname D Ref. System Certificate Status Add New Image: Surname Firstname D Ref. System Certificate Status Add New Image: Surname Firstname D Ref. System Certificate Status Add New Image: Surname Firstname D Ref. System Certificate Status Add New Image: Surname Firstname D Ref. System Certificate Status Add New Image: Surname Firstname D Ref. System Certificate Status Medition Image: Surname Firstname D Ref. System Certificate Medition Medition Image: Surname Firstname D Ref. System <	Adm	inisti	ration Serv	vices					
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. Add New Select Surname Firstname ID Ref. System Password Password Status Status Add New View View Revise MyEnguiries Permissions Armend ROS Email Addresses Revoke Promote Suspend Restore Restore Restore	RĆ .								
Select Surname Firstname ID Ref. Password Status Add New • TEST SURNAME TEST FIRSTNAME 13122018 Image: Comparison of the second of the se	To a You relev	pply f can V vant c	or a certifica iew or Revis	ate for an indiv se the permissi pelow.	vidual to act ions of the s	on your/comp	oany's behalf, click the	Add New button	
SURNAME FIRSTNAME 13122018 ALTIVE VIEW Revise Revise MyEnquiries Permissions Amend ROS Email Addresses Revoke Promote Suspend Restore ROS Screenshot Admin Services	S	Select	Surname	Firstname	ID Ref.			Status	Add New
MyEnquiries Permissions Amend ROS Email Addresses Revoke Promote Suspend ROS Screenshot Admin Services		\bigcirc			13122018	e	e	ACTIVE	View
MyEnquiries Permissions Amend ROS Email Addresses Revoke Promote Suspend Restore ROS Screenshot Admin Services									Revise
Addresses Revoke Promote Suspend Restore ROS Screenshot Admin Services									MyEnquiries Permissions
Promote Suspend ROS Screenshot Admin Services									
ROS Screenshot Admin Services									Revoke
ROS Screenshot Admin Services									Promote
ROS Screenshot Admin Services									Suspend
								_	Restore
						nd click "	'Revise".	0	0

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. Select Surname Firstname ID Ref. System Certificate Password Status Add New Select Surname Firstname ID Ref. System Password Password Status Add New Add New Image: TEST SURNAME TES	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. AddItonat Information about these functions. Select Surname Firstname D Ref. System Certificate View View Signa First 13122018 C Add New View Revise MyEnguirles Revoke Permissions Arend ROS Esmail Revoke Suspend Suspend Restore		Administratio		ices					
Select Surname Firstname ID Rer. Password Password Status Add New Image: Status TEST TEST TEST 13122018 Image: Comparison of the status AcTive View Image: Surname Surname Firstname 13122018 Image: Comparison of the status Active View Image: Surname Firstname 13122018 Image: Comparison of the status Active View Image: Surname Firstname 13122018 Image: Comparison of the status Active Revise Image: Surname Firstname Firstname Image: Comparison of the status Active Promote Image: Surname Firstname Firstname Firstname Firstname Firstname Firstname Image: Surname Firstname Firstname Image: Surname Firstname Firstname Firstname Image: Surname Firstname Firstname Firstname Firstname Firstname Firstname Image: Surname Firstname Firstname First	Select Surname Firstname ID Rer. Password Password Status Add New Image: Status TEST TEST TEST 13122018 Image: Comparison of the status AcTive View Image: Surname Surname Firstname 13122018 Image: Comparison of the status Active View Image: Surname Firstname 13122018 Image: Comparison of the status Active View Image: Surname Firstname 13122018 Image: Comparison of the status Active Revise Image: Surname Firstname Firstname Image: Comparison of the status Active Promote Image: Surname Firstname Firstname Firstname Firstname Firstname Firstname Image: Surname Firstname Firstname Image: Surname Firstname Firstname Firstname Image: Surname Firstname Firstname Firstname Firstname Firstname Firstname Image: Surname Firstname Firstname First	2	To apply for a You can View relevant optic	i certificat or Revise on box be	te for an indiv the permissi low.	vidual to act (ions of the se	on your/compar	y's behalf, click the	Add New button	
SURNAME FIRSTNAME SURNAME FIRSTNAME Image: Surname Revise MyEnquiries Permissions Armend ROS Email Addresses Revoke Promote Suspend Restore	SURNAME FIRSTNAME SURNAME FIRSTNAME Image: Surname Revise MyEnquiries Permissions Armend ROS Email Addresses Revoke Promote Suspend Restore		Select Su	rname	Firstname	ID Ref.			Status	Add New
MyEnquiries Permissions Amend ROS Email Addresses Revoke Promote Suspend Restore	MyEnquiries Permissions Amend ROS Email Addresses Revoke Promote Suspend Restore	1	• TE SUI	ST RNAME		13122018	£	£	ACTIVE	View
Amend ROS Email Addresses Revoke Promote Suspend Restore	Amend ROS Email Addresses Revoke Promote Suspend Restore	- Te								Revise
Amend ROS Email Addresses Revoke Promote Suspend Restore	Amend ROS Email Addresses Revoke Promote Suspend Restore									MyEnquiries Permissions
Revoke Promote Suspend Restore	Revoke Promote Suspend Restore									
Restore	Restore									
Restore	Restore	5								
Restore	Restore									
		C								
			0			0	5.			

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

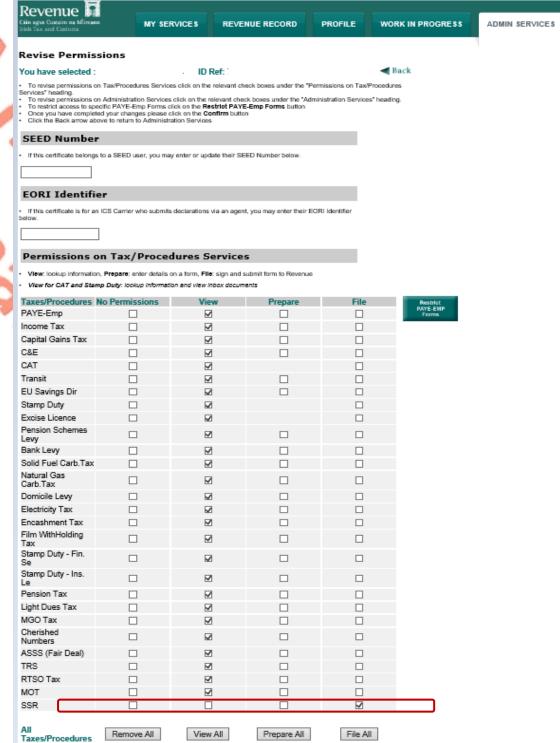


Figure 87 ROS Screenshot add SSR to reporting obligations



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".

Service	No	Yes	
Add New			
Revise	\checkmark		
Amend Email Addresses	\checkmark		
Revoke			
Set Signature Requirements			
nbox Administration			
Submit Registration		V	
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			

Figure 88 ROS Screenshot permissions on Administration Services

6.1.5 The following screen confirms permissions.

Revenue 🛱					
Cáin agus Custaim na hÉireann Irish Tax and Customs	MY SERVICES	REVENUE RECORD	PROFILE	WORK IN PROGRESS	ADMIN SERVICES
					7 1

The permissions changes that you have specified for and a second second

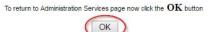


Figure 89 ROS Screenshot confirmation of changes updated

✤ AFTER COMPLETION OF THIS PROCESS, THE UPDATED PERMISSIONS TAKE EFFECT FROM THE SUB-USER'S NEXT LOGIN.