

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



Table of Contents

Introduction	3
1. Customer Registering for SSR - Share Scheme Reporting	4
1.1 Register – SSR Reporting Obligation	4
2. Agents Registering Clients For SSR	10
2.1 Registering existing Client - SSR Reporting Obligation	10
2.2 Agent linking to new Customers/Clients for Reporting Obligations	19
3. Customer Submitting SSR Returns	27
3.1 Customer Submitting RSS1 Return	27
3.2 Customer Submitting KEEP1 Return	32
4. Agent Submitting SSR Returns	38
4.1 Agent Submitting RSS1 Return	38
4.2 Agent Submitting KEEP1 Return	44
5. Appendix I – ROS Registration & Reporting Entity Registration	51
5.1 Register for ROS	51
6. Appendix II – Setting Sub-User Permissions on ROS	52
6.1 ROS Administrator logs onto ROS	52

Introduction

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

A more recent version of this manual is available.

1. Customer Registering for SSR - Share Scheme Reporting

1.1 Register – SSR Reporting Obligation

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

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

1.1.1 Log into ROS.

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

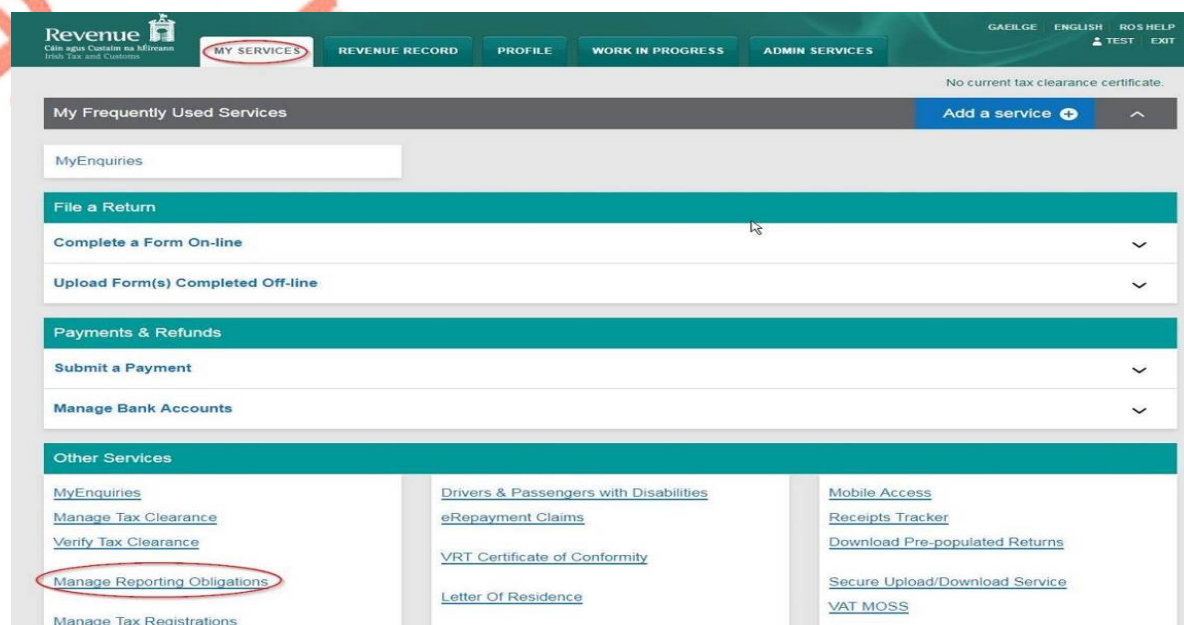


Figure 1 -Screenshot of ROS login homepage

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

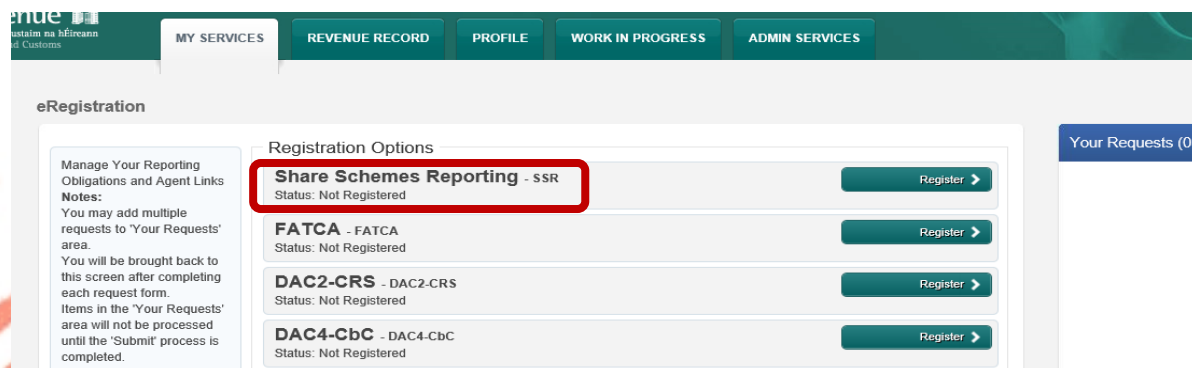


Figure 2 ROS Screenshot of My Services tab

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

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

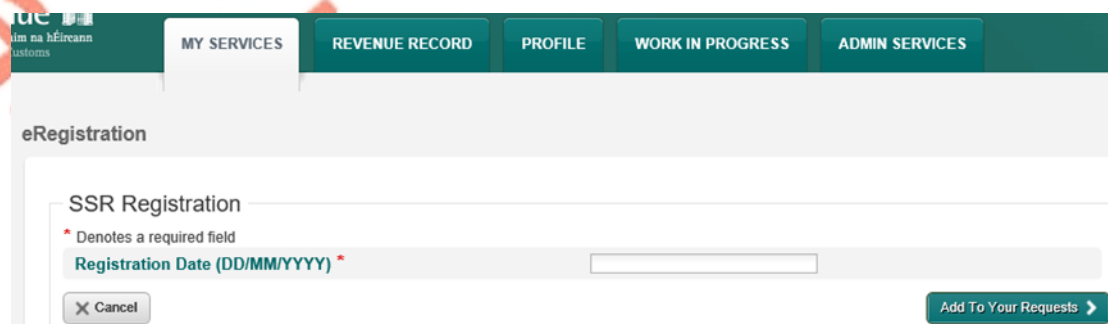


Figure 3 ROS Screenshot of SSR Registration Date

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

eRegistration

Registration Options

Share Schemes Reporting - SSR
Status: In Requests

FATCA - FATCA Status: Not Registered	Register >
DAC2-CRS - DAC2-CRS Status: Not Registered	Register >
DAC4-CbC - DAC4-CbC Status: Not Registered	Register >

Your Requests (1)

Register	SSR	Edit	Cancel
----------	-----	----------------------	------------------------

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

[Submit >](#)

Figure 4 ROS Screenshot of SSR Registration “Add to Requests”

- 1.1.6 Click “Sign and Submit”.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

MY SERVICES **REVENUE RECORD** **PROFILE** **WORK IN PROGRESS** **ADMIN SERVICES**

eRegistration

Summary

Share Schemes Reporting Registration (New)


Registration Date 01/01/2019

[Back](#) [Sign and Submit >](#)

Figure 5 ROS Screenshot of SSR Registration Sign and Submit

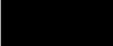
- 1.1.7 You will be redirected to the “Sign & Submit” screen. Enter the ROS Password and click “Sign & Submit”.

Return

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

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

Sign & Submit

Certificate  [Help](#)

Enter Password

0%

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”.

ROS Acknowledgement

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

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

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

Notice Number **4491360386B**

eRegistration summary:

Action	Status	Comments
Register SSR	Success	

To return to My Services page click the OK button **OK**

Figure 7 ROS Screenshot of Acknowledgement of Receipt

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

REVENUE RECORD

Inbox Messages

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type


Tax Type/Duty/Rep. Oblig. : * Select ☒ Include Archive

*denotes a required field.

	Notice No. ↓	Customer Name ↓	Regn./Trader No./Doc ID ↓	Tax Type/Duty/Rep. Oblig. ↓	Document Type ↓	Period Begin ↓	Issued Date ↓
<input type="checkbox"/>	4491360386B				Reporting Entity Registr	N/A	21/05/2019

Figure 8 ROS Screenshot of inbox messages

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



Notice Number: 4491360386B This is a notice of the Registration Submitted to Revenue Commissioners on 21/05/2019 Date Submitted: 21/05/2019

eRegistration

Share Schemes Reporting Registration (New)

Registration Date	01/01/2019
Status	Success

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

[Print](#)

Figure 9 ROS Screenshot of SSR registration confirmation

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

2. Agents Registering Clients For SSR

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

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

2.1 Registering existing Client - SSR Reporting Obligation

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

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

2.1.1 Log into ROS.

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

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

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:

☒ Tax Registrations ☐ Reporting Obligations

Select a tax type... ▾

Enter registration no. Search ➔

Search by name:

Enter surname Search ➔

Your Client List

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

View Client List Export Client List

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

Enter date Display ↻

Figure 10 ROS Screenshot of Agent Services view client list

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

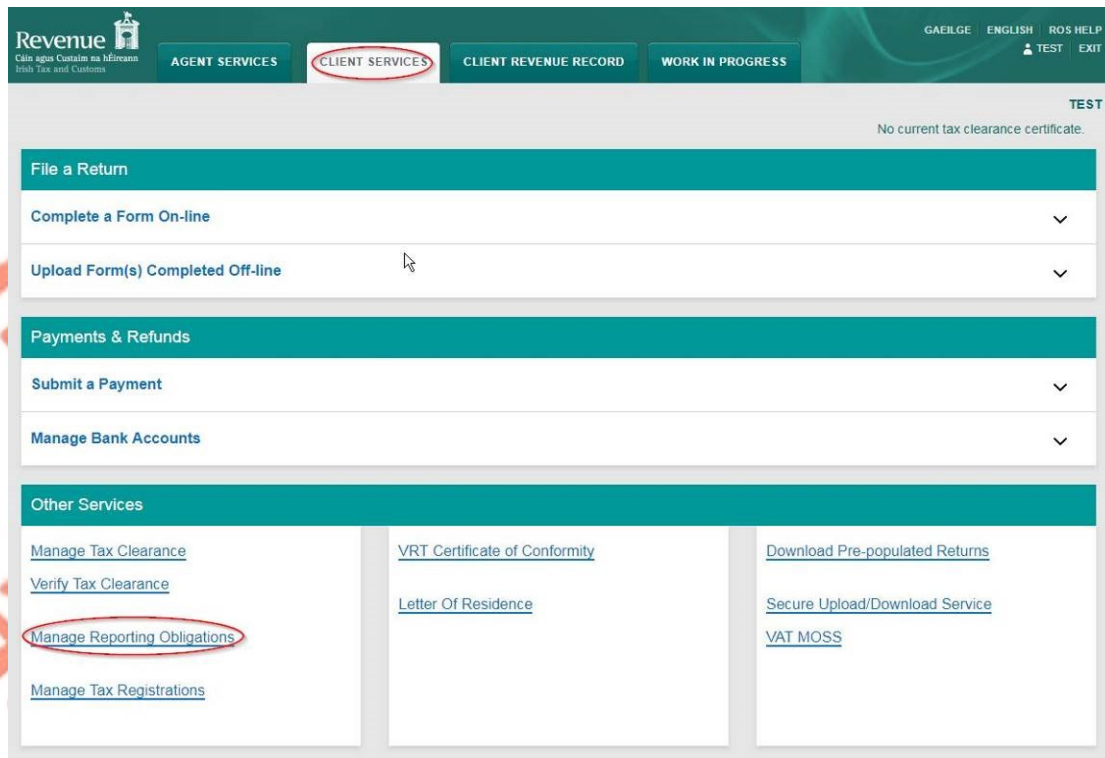


Figure 11 ROS screenshot of “Manage Reporting Obligations” under Other Services section

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



Figure 12 ROS Screenshot of SSR -Select Action

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

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

AGENT SERVICES

eRegistration

Manage Your Reporting Obligations and Agent Links
Notes:
 You may add multiple requests to 'Your Requests' area.
 You will be brought back to this screen after completing each request form.
 Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Registration Options

Share Schemes Reporting - SSR Select Action >

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](#)

FATCA - FATCA Select Action >

You are not linked to this reporting obligation

DAC2-CRS - DAC2-CRS Select Action >

You are not linked to this reporting obligation

DAC4-CbC - DAC4-CbC Select Action >

You are not linked to this reporting obligation

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

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

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

eRegistration

Request Confirmation

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

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

Please confirm that the customer does not have an active or ceased registration for this tax before proceeding. This information will only be available to you online if you are already linked to the customer for this tax.

Confirming a customer's eligibility for this request will help to ensure that your request is processed as expected. Requests deemed invalid will not be processed.

[Back](#) [Confirm >](#)

Figure 14 ROS screenshot of client services request confirmation

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

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

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

Figure 15 ROS Screenshot of Client Services Registration Date section

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

Figure 16 ROS Screenshot of "Your Requests" Section

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

The screenshot shows the Revenue eRegistration interface. At the top, there is a navigation bar with the Revenue logo and four tabs: AGENT SERVICES, CLIENT SERVICES (selected), CLIENT REVENUE RECORD, and WORK IN PROGRESS. Below the navigation bar, the page title is 'eRegistration'. The main content area is titled 'Summary' and contains a section for 'Share Schemes Reporting Registration (New)'. Within this section, there is a 'Registration Date' field with the value '01/01/2019'. Below this, there is a blue information box with a question mark icon and text explaining the 'Generate Client Consent Letter' option. At the bottom of the information box, there is a red button labeled 'Generate Client Consent Letter'. To the right of the button are 'Back' and 'Next' buttons.

Figure 17 ROS Screenshot of “Generate Client Consent Letter”

2.1.10 Sample “Consent Letter Generated”

The screenshot shows a sample Agent Consent Letter generated by the Revenue system. At the top, there is the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the logo, the text reads: 'TEST confirms that TEST [redacted] is to act as the agent in respect of the following taxes.' Below this, there is a section titled 'Share Schemes Reporting Registration (New)' with a horizontal line. Below the section title, the text reads: 'TEST understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.' At the bottom, there are two lines for signatures and dates: 'Signed _____ (Agent) Date _____' and 'Signed _____ (Client) Date _____'.

Figure 18 ROS Screenshot of sample Agent Consent Letter

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

2.1.11 Once completed, click “Next”.

Figure 19 ROS Screenshot of Generate Consent Letter

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

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

Figure 20 ROS Screenshot of Agent Link Attachment

2.1.13 Click “Sign and Submit”.

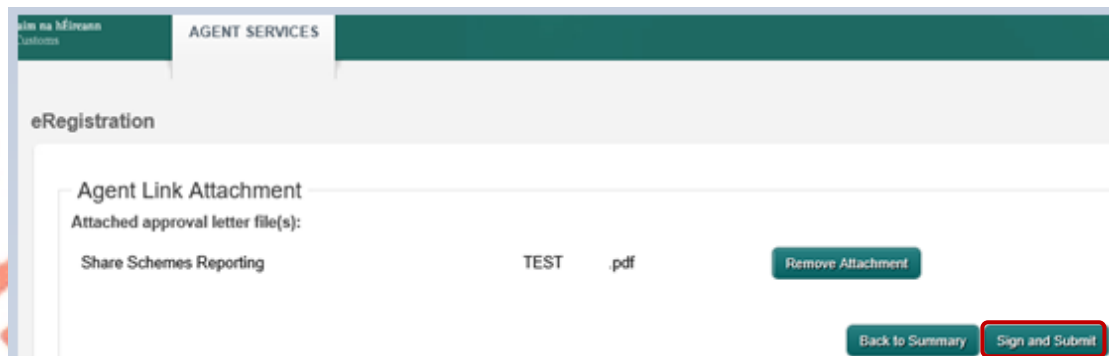


Figure 21 ROS screenshot of Agent Link Attachment upload

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

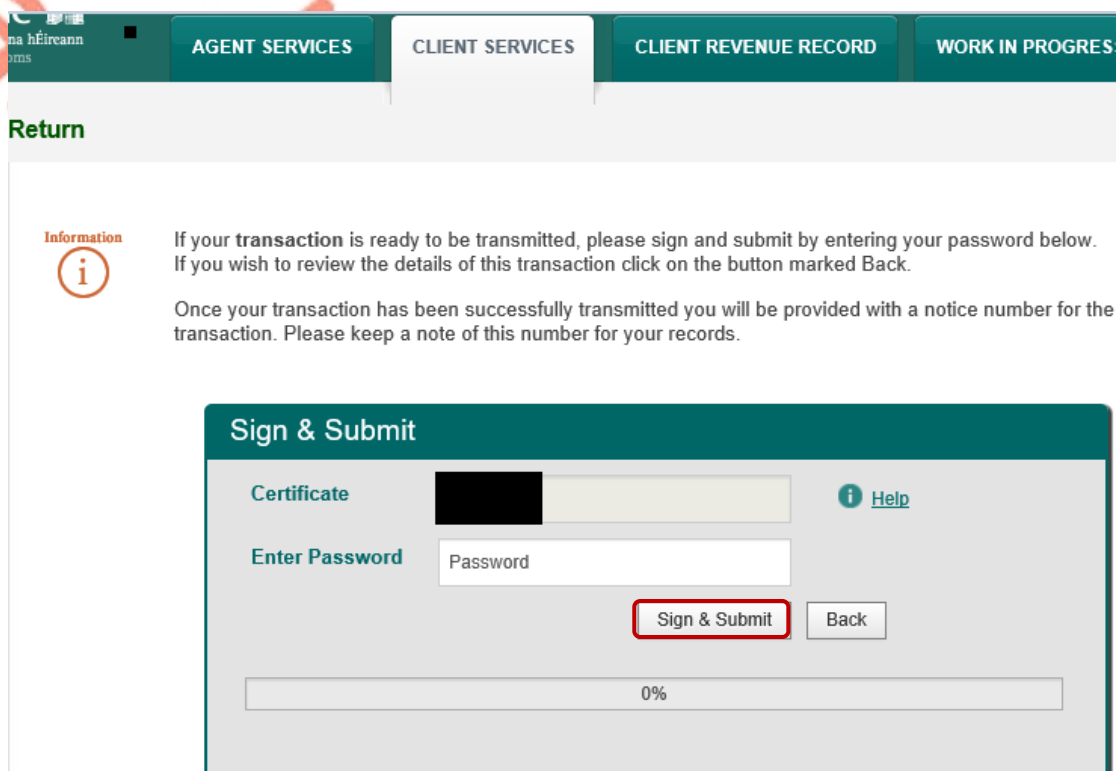


Figure 22 ROS Screenshot of Sign and Submit password request

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

ROS Acknowledgement

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

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

To file another Return click on Client Services tab.

To return to 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	5160017190G
---------------	--------------------

eRegistration summary:

Action	Status	Comments
Register and Link SSR	Success	

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

Figure 23 ROS Screenshot of ROS Acknowledgement

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

ROS Agent confirmation of registration for SSR

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Cancel Search

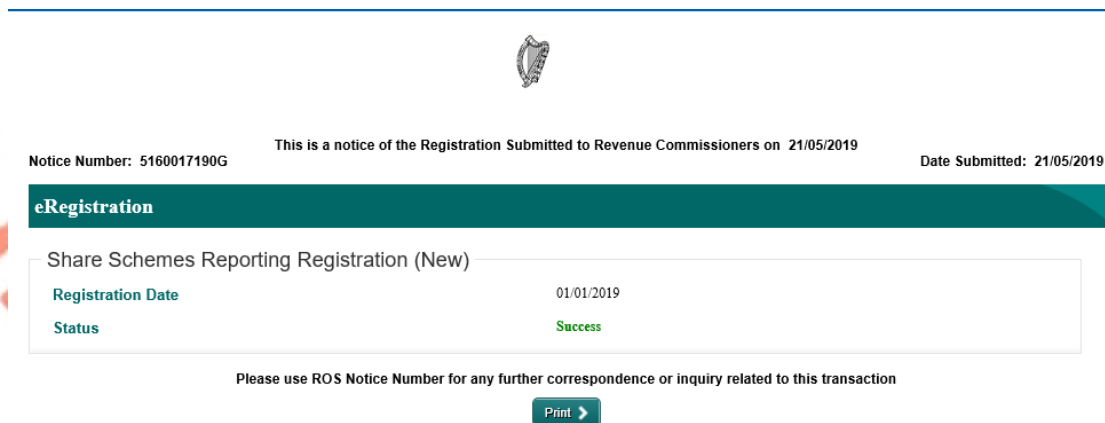
Tax Type/Duty/Rep. Oblig.: Document Type: ☐ ☒ Include Archive

*denotes a required field.

	Notice No.	Customer Name	Regn./Trader No./Doc ID	Mandatory ROS filer	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
<input checked="" type="checkbox"/>	5160017190G	TEST	[redacted]	Yes	Reporting Entity Registr	N/A	21/05/2019	

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

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



The screenshot shows a notice from the Revenue Commissioners. At the top center is the harp logo. Below it, the text reads: "This is a notice of the Registration Submitted to Revenue Commissioners on 21/05/2019". To the left of this text is "Notice Number: 5160017190G" and to the right is "Date Submitted: 21/05/2019". Below this is a green header bar with the text "eRegistration". Underneath the header is a white box titled "Share Schemes Reporting Registration (New)". Inside this box, there are two rows: "Registration Date" with the value "01/01/2019" and "Status" with the value "Success". Below the white box, the text reads: "Please use ROS Notice Number for any further correspondence or inquiry related to this transaction". At the bottom of the notice is a green button with the text "Print >".

Figure 25 ROS Screenshot of Notice confirming SSR Registration

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

2.2 Agent linking to new Customers/Clients for Reporting Obligations

This section is to be used by Agents who wish to link to a new Customer/Client to whom they are **not** already linked on ROS and to register the Customer/Client for SSR Reporting Obligations.

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

2.2.1 Log onto ROS and access “Agent Services”.

2.2.2 Go to section “Manage Tax Registrations”.

The screenshot displays the Revenue ROS interface. At the top, there is a navigation bar with the following tabs: AGENT SERVICES, REVENUE RECORD, PROFILE, and ADMIN SERVICES. Below the navigation bar, the 'Find Clients' section is visible, which includes a search form for 'Client Search' and a 'Your Client List' section. The 'Client Search' section has two radio buttons: 'Tax Registrations' (selected) and 'Reporting Obligations'. Below these are fields for 'Select a tax type...', 'Enter registration no.', and 'Search'. There is also a 'Search by name' section with a field for 'Enter surname' and a 'Search' button. The 'Your Client List' section has buttons for 'View Client List' and 'Export Client List', and a 'Display' button. Below the 'Find Clients' section, the 'Manage Tax Registrations' section is highlighted with a red box. This section contains a 'Manage Client Registrations' form with the following fields: 'Select a tax type...', 'Enter registration no.', 'Enter name', and 'Manage Reporting Obl...'. There is a 'Manage' button at the bottom of this form. To the right of the highlighted section, there is a 'Register New Revenue Customer' section with a 'Register New Revenue Customer' button and a 'Register New Reporting Entity' button.

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 Tax Registrations

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

☒ Tax Registrations ☐ Reporting Obligations

Select a tax type...
Enter registration no.
Enter name
Manage Reporting Obl...
Manage

Register New Revenue Customer
You can now register new individuals, companies, partnerships trusts and Reporting Entities with Revenue.
Register New Revenue Customer
You can also register new reporting entities.
Register New Reporting Entity

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

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

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

eRegistration

Registration Options

Share Schemes Reporting - SSR Select Action >
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](#)

FATCA - FATCA Select Action >
You are not linked to this reporting obligation

DAC2-CRS - DAC2-CRS Select Action >
You are not linked to this reporting obligation

DAC4-CbC - DAC4-CbC Select Action >
You are not linked to this reporting obligation

Manage Your Reporting Obligations and Agent Links
Notes:
You may add multiple requests to 'Your Requests' area.
You will be brought back to this screen after completing each request form.
Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

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

2.2.5 Click "Confirm".

AGENT SERVICES

eRegistration

Request Confirmation

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

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

Please confirm that the customer does not have an active or ceased registration for this tax before proceeding. This information will only be available to you online if you are already linked to the customer for this tax.

Confirming a customer's eligibility for this request will help to ensure that your request is processed as expected. Requests deemed invalid will not be processed.

[< Back](#) [Confirm >](#)

Figure 29 ROS Screenshot of Request Confirmation for Agent Link uploaded

2.2.6 Click "Submit".

Revenue

AGENT SERVICES

eRegistration

0292851

Registration Options

Share Schemes Reporting - SSR
Status: In Requests

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 >

Your Requests (1)

Create Agent Link
SSR
[Cancel](#)

[Submit >](#)

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

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

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

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

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

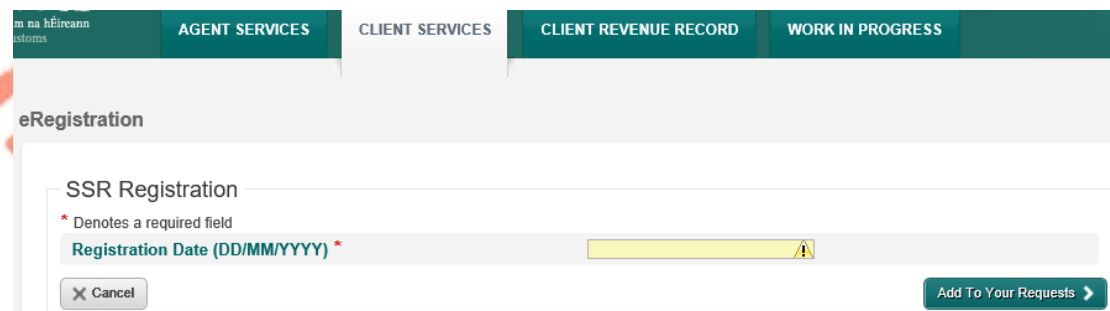


Figure 31 ROS Screenshot showing Registration date entry for SSR

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

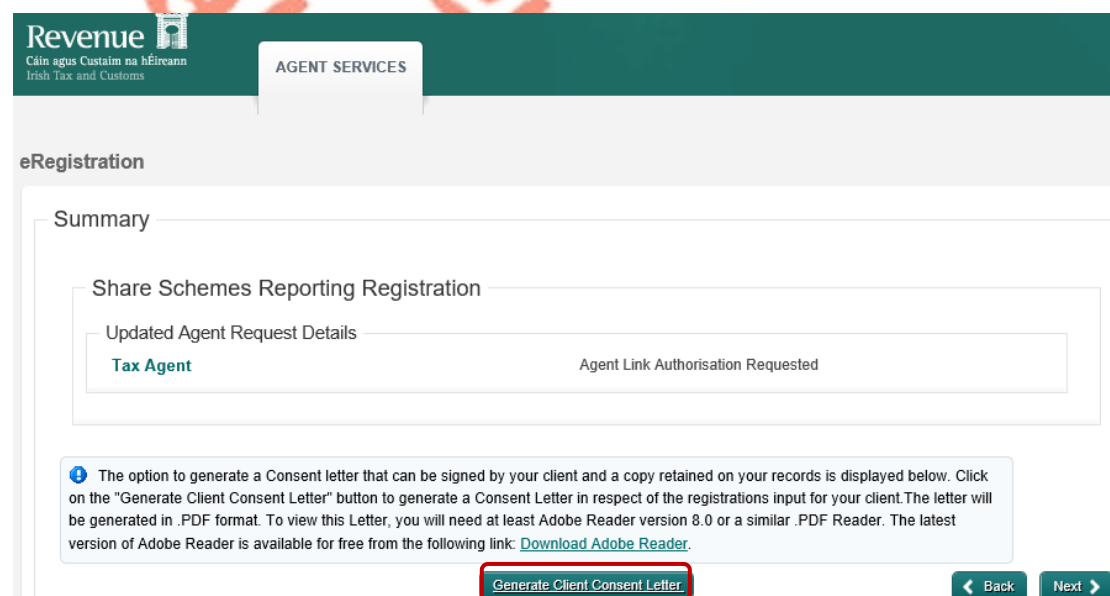


Figure 32 ROS Screenshot how to “Generate Client Consent Letter”

2.2.9 Sample “Consent Letter Generated”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

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

Share Schemes Reporting Registration (New)

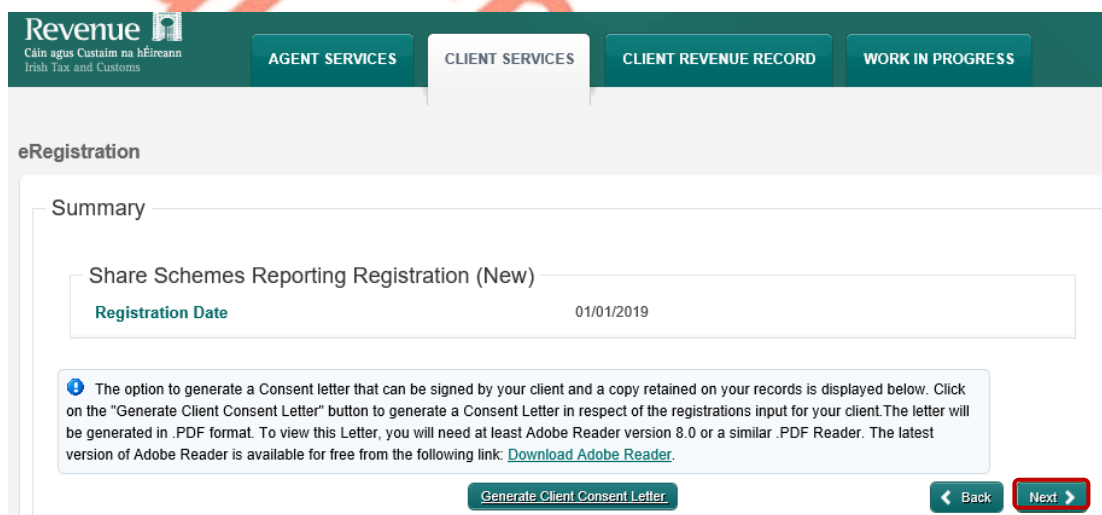
TEST understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed _____ (Agent) Date _____

Signed _____ (Client) Date _____

Figure 33 ROS Screenshot of sample consent letter generated

2.2.10 Once completed, click “Next”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

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

eRegistration

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](#).

Generate Client Consent Letter **Back** **Next**

Figure 34 ROS Screenshot of “Generate Consent Letter”

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

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

Revenue
Alais agus Custaim na hÉireann
Irish Tax 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 [here](#).

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

File* Browse...

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

☒ Share Schemes Reporting

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

Back to Summary Next

Figure 35 ROS Screenshot of upload Agent Link Notification letter

2.2.12 Click “Sign and Submit”.

Revenue
Alais agus Custaim na hÉireann
Irish Tax and Customs

AGENT SERVICES

eRegistration

Agent Link Attachment

Attached approval letter file(s):

Share Schemes Reporting	TEST RSS1.pdf	Remove Attachment
-------------------------	---------------	--------------------------------

Back to Summary Sign and Submit

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

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

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

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

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

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

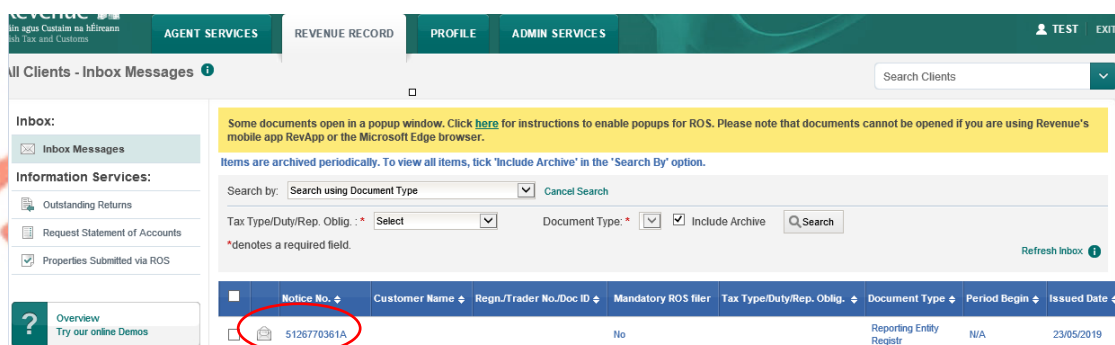


Figure 39 ROS Screenshot of confirmation of agent link in inbox messages

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

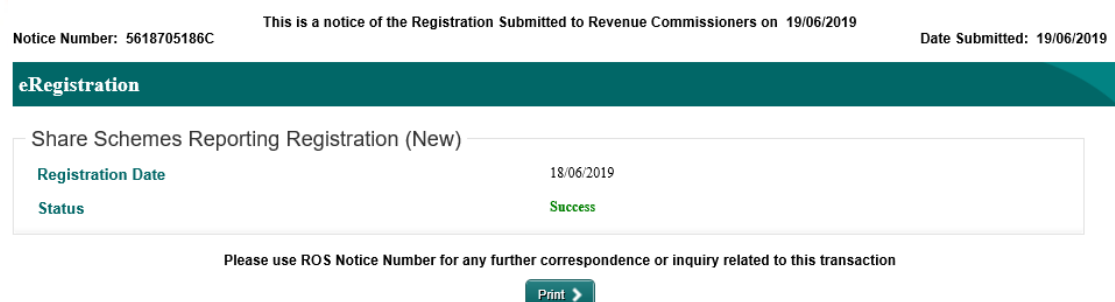


Figure 40 ROS Screenshot of Notice of SSR Registration

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

3. Customer Submitting SSR Returns

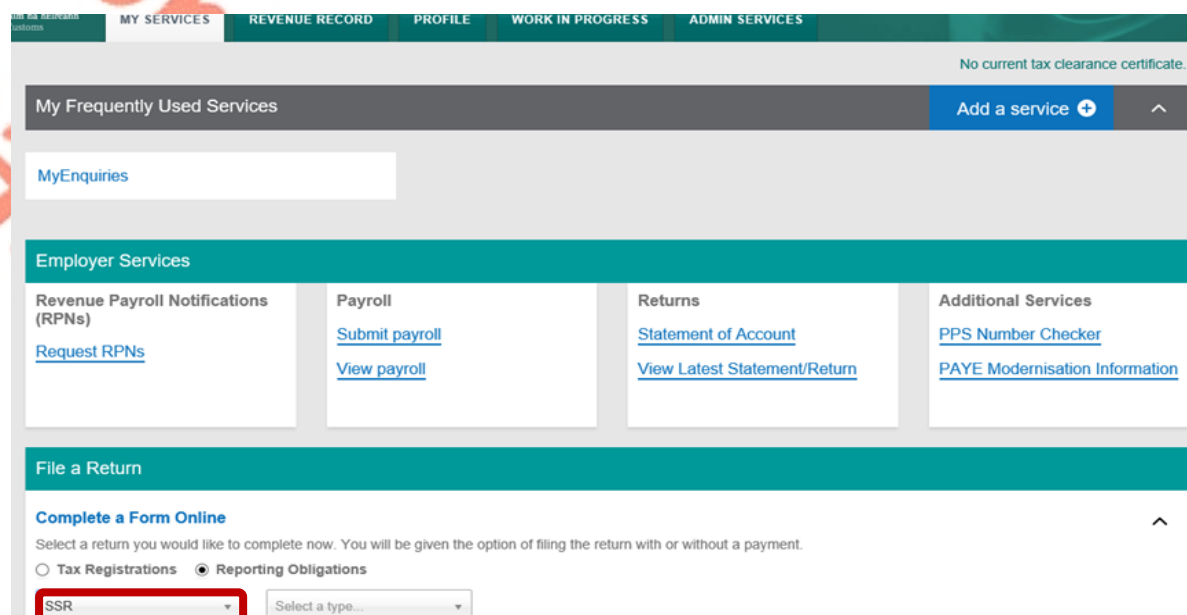
The following section details how customers upload SSR returns on ROS.

Section 3.1 details the process for uploading RSS1 Returns. Section 3.2 details the process for uploading KEEP1 Returns.

3.1 Customer Submitting RSS1 Return

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

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



The screenshot displays the ROS user interface. At the top, there are navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below these, a banner indicates 'No current tax clearance certificate.' The main content area is divided into sections. The 'Employer Services' section includes links for Revenue Payroll Notifications (RPNs), Payroll, Returns, and Additional Services. The 'File a Return' section is highlighted, and the 'Complete a Form Online' option is selected. Under 'Reporting Obligations', the 'SSR' option is selected in a dropdown menu, which is highlighted with a red box. The 'Select a type...' dropdown is also visible.

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

3.1.2 Select Return Type as RSS1 and “Submit”.

Employer Services

Revenue Payroll Notifications (RPNs)
[Request RPNs](#)

Payroll
[Submit payroll](#)
[View payroll](#)

Returns
[Statement of Account](#)
[View Latest Statement/Return](#)

Additional Services
[PPS Number Checker](#)
[PAYE Modernisation Information](#)

File a Return

Complete a Form Online

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

☐ Tax Registrations ☒ Reporting Obligations

SSR RSS1

[Upload Form\(s\) Completed Online](#)

[Submit](#)

Figure 42 ROS Screenshot of select RSS1 return

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

Revenue
 Cáin agus Custaim na hÉireann
 Irish Tax and Customs

WELCOME, T-CHRIS

Share Schemes Reporting RSS1 Tax Period Select

Please select the period you wish to file

[← Back](#)

New Submission Period(s)

- 01/01/2018 - 31/12/2018
- 01/01/2017 - 31/12/2017
- 01/01/2016 - 31/12/2016
- 01/01/2015 - 31/12/2015
- 01/01/2014 - 31/12/2014

Figure 43 ROS Screenshot RSS1 Tax Period dropdown menu

3.1.3 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

01/01/2018 - 31/12/2018

[← Back](#) [Submit →](#)

Figure 44 ROS Screenshot select appropriate Tax Period then click submit

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

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

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

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 be presented below for download.
If you need to amend your RSS1 return for this period, please download the latest version of spreadsheet from the Revenue website, complete details and upload zip file generated once completed.

Please upload the zip file generated from your completed RSS1 spreadsheet

Attachment

No attachments added yet. [Add](#)

I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

Please tick this box if the declaration is correct ☐

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

Figure 45 ROS Screenshot Upload ZIP file for RSS1

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

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 be presented below for download.
If you need to amend your RSS1 return for this period, please download the latest version of spreadsheet from the Revenue website, complete details and upload zip file generated once completed.

Please upload the zip file generated from your completed RSS1 spreadsheet

Attachment

form-rss1.xlsm

Number of line-items in spreadsheet uploaded: 1

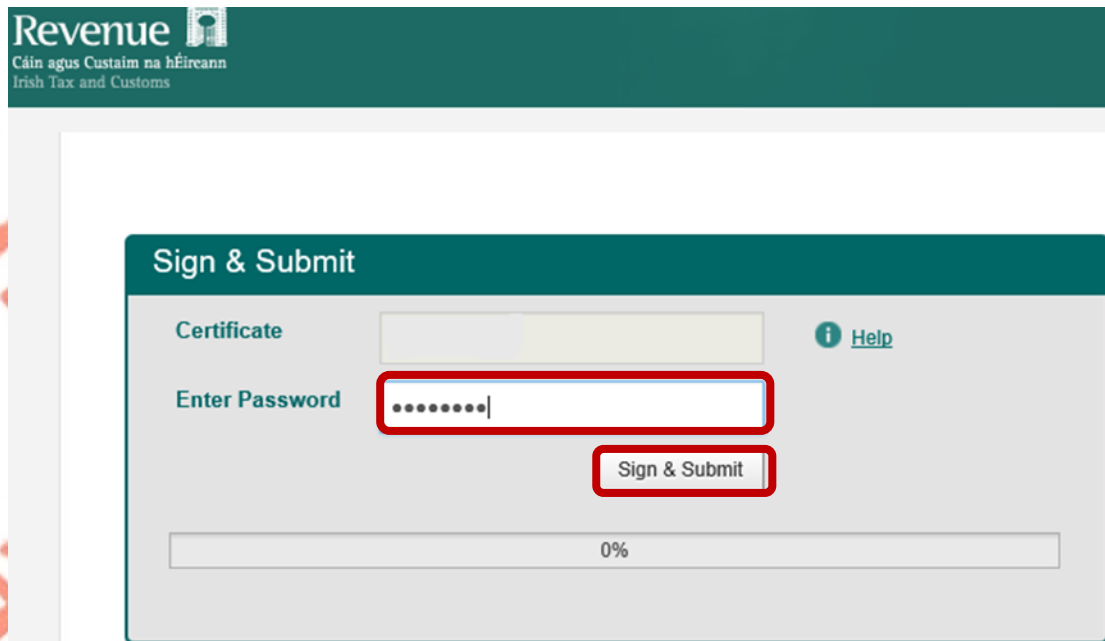
I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

Please tick this box if the declaration is correct ☒

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

Figure 46 ROS Screenshot of Declaration Box and Submit

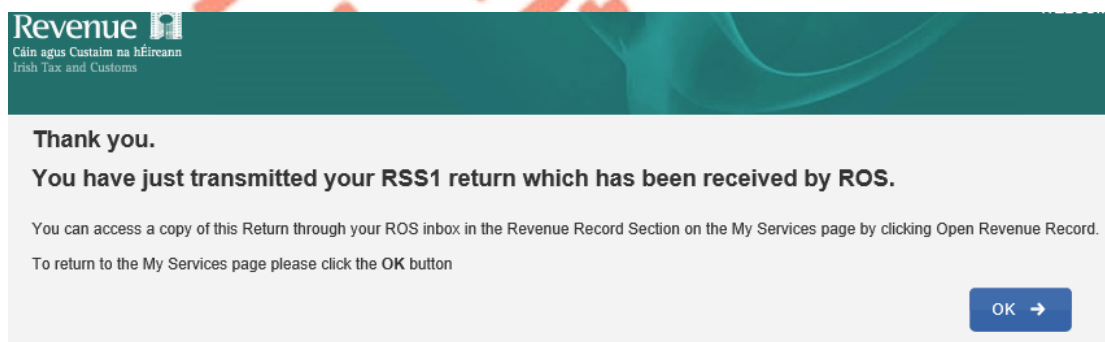
3.1.6 Enter Password and click “Sign & Submit”.



The screenshot shows the Revenue ROS 'Sign & Submit' interface. At the top, the Revenue logo and 'Cáin agus Custaim na hÉireann Irish Tax and Customs' are displayed. The main area is titled 'Sign & Submit'. It contains a 'Certificate' field, an 'Enter Password' field with masked characters, and a 'Sign & Submit' button. A progress bar at the bottom indicates 0% completion.

Figure 47 ROS Screenshot password request and “Sign and Submit”

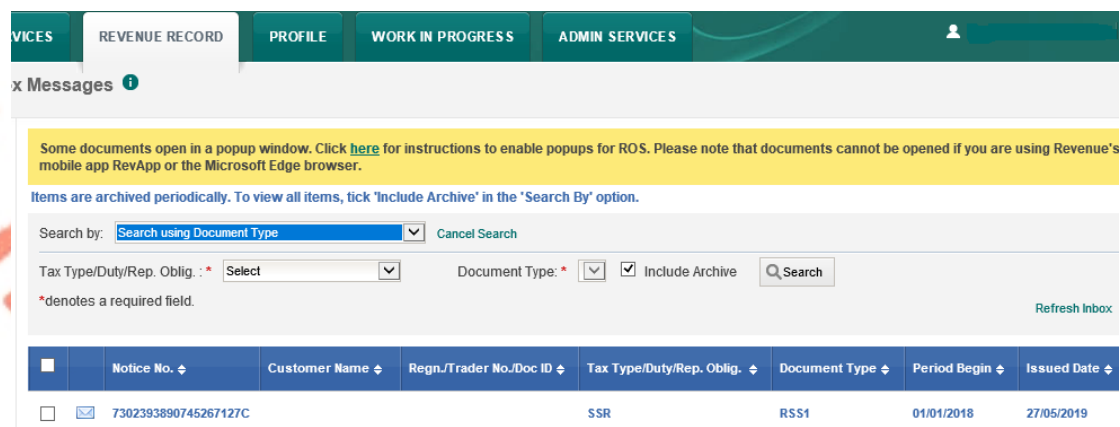
3.1.7 The following confirmation screen is shown. Click “OK” to return to Revenue Record.



The screenshot shows the Revenue ROS confirmation screen. It displays a 'Thank you.' message, stating 'You have just transmitted your RSS1 return which has been received by ROS.' It also provides instructions on how to access the return and a button to click 'OK' to return to the My Services page.

Figure 48 ROS Screenshot Confirmation of RSS1 received

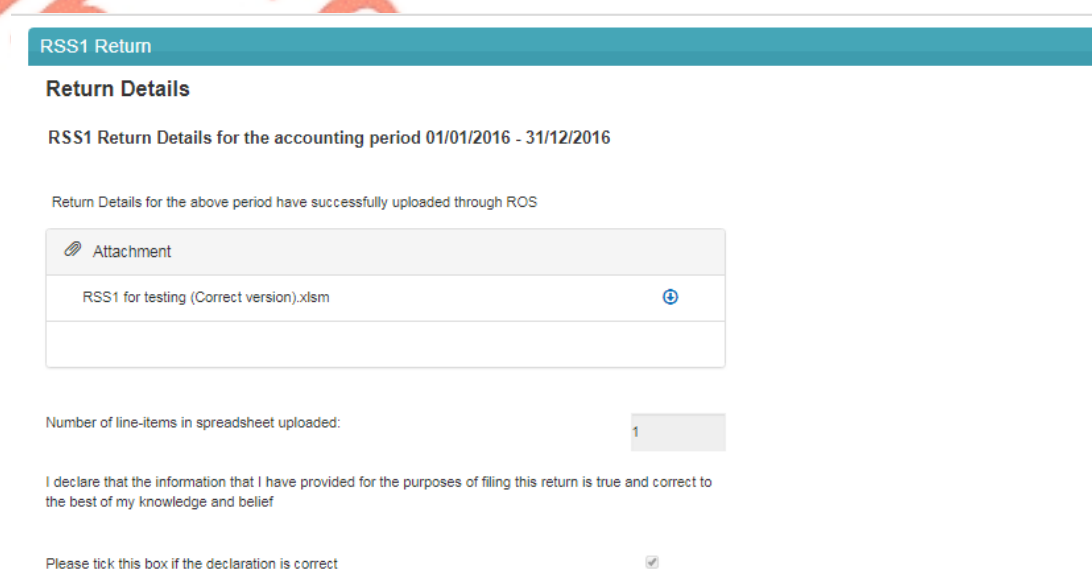
3.1.8 You will receive a new notification in the Revenue Record to confirm that you have submitted the RSS1 Return.



The screenshot shows the ROS interface with a navigation bar at the top containing 'VICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below the navigation bar, there is a 'Messages' section with a notification stating: 'Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser. Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.' Below the notification, there is a search bar with a dropdown menu set to 'Search using Document Type' and a 'Cancel Search' button. Below the search bar, there are two dropdown menus for 'Tax Type/Duty/Rep. Oblig.' and 'Document Type', followed by a checkbox for 'Include Archive' and a 'Search' button. Below the search bar, there is a table with columns: 'Notice No.', 'Customer Name', 'Regn./Trader No./Doc ID', 'Tax Type/Duty/Rep. Oblig.', 'Document Type', 'Period Begin', and 'Issued Date'. The table contains one row with the following data: '7302393890745267127C', 'SSR', 'RSS1', '01/01/2018', and '27/05/2019'. There is a 'Refresh Inbox' button on the right side of the table.

Figure 49 ROS Screenshot of notification confirming submission of return

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



The screenshot shows the 'RSS1 Return' page with a 'Return Details' section. The details state: 'RSS1 Return Details for the accounting period 01/01/2016 - 31/12/2016'. Below this, it says: 'Return Details for the above period have successfully uploaded through ROS'. There is an 'Attachment' section with a table containing one row: 'RSS1 for testing (Correct version).xism'. Below the attachment section, there is a field for 'Number of line-items in spreadsheet uploaded:' with a value of '1'. Below this, there is a declaration statement: 'I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief'. At the bottom, there is a checkbox for 'Please tick this box if the declaration is correct' which is checked.

Figure 50 ROS Screenshot notice confirming successful upload through ROS

3.2 Customer Submitting KEEP1 Return

The KEEP1 Return can be downloaded from the following location [Form KEEP1](#).

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

The screenshot displays the ROS user interface. At the top, there is a navigation bar with tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below this, a status bar indicates 'No current tax clearance certificate.' The main content area is titled 'My Frequently Used Services' and includes a search bar labeled 'MyEnquiries'. A section titled 'Employer Services' contains four columns of links: 'Revenue Payroll Notifications (RPNs)' with a link to 'Request RPNs'; 'Payroll' with links to 'Submit payroll' and 'View payroll'; 'Returns' with links to 'Statement of Account' and 'View Latest Statement/Return'; and 'Additional Services' with links to 'PPS Number Checker' and 'PAYE Modernisation Information'. Below the 'Employer Services' section, there is a teal bar with the text 'File a Return'. Underneath this bar, the text 'Complete a Form Online' is highlighted with a red box. Below this, there is a message: 'Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.' This is followed by two radio buttons: 'Tax Registrations' and 'Reporting Obligations', with the latter being selected. Below the radio buttons, there are two dropdown menus: the first is labeled 'SSR' and the second is labeled 'Select a type...'.

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

3.2.2 Select Return Type as KEEP1 and “Submit”.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

GAEILGE ENGLISH ROS HELP

No current tax clearance certificate.

My Frequently Used Services Add a service

MyEnquiries

Employer Services

Revenue Payroll Notifications (RPNs)
[Request RPNs](#)

Payroll
[Submit payroll](#)
[View payroll](#)

Returns
[Statement of Account](#)
[View Latest Statement/Return](#)

Additional Services
[PPS Number Checker](#)
[PAYE Modernisation Information](#)

File a Return

Complete a Form Online

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

☐ Tax Registrations ☒ Reporting Obligations

SSR KEEP1

Submit

Upload Form(s) Completed

RSS1
KEEP1

Figure 52 ROS Screenshot of select KEEP1 from dropdown menu

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

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Share Schemes Reporting KEEP1 Tax Period Select

Please select the period you wish to file

New Submission Period(s)
01/01/2018 - 31/12/2018

Back Submit

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

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

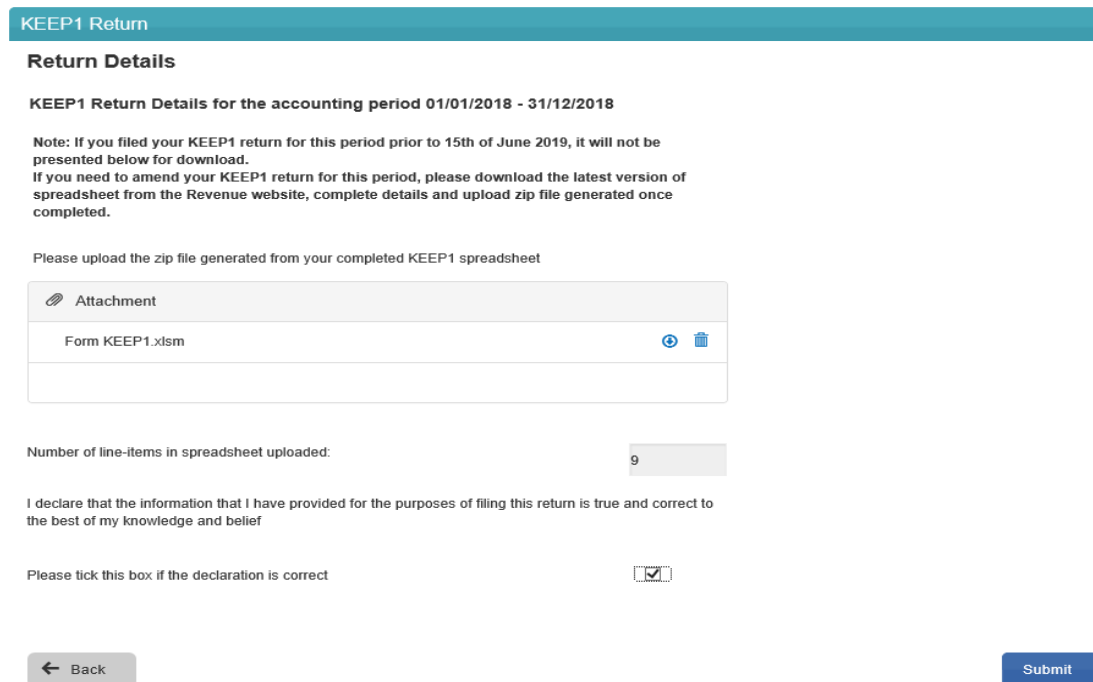
Figure 54 ROS Screenshot select appropriate year from dropdown and submit

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

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

Figure 55 ROS Screenshot of Zip file upload function

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



KEEP1 Return

Return Details

KEEP1 Return Details for the accounting period 01/01/2018 - 31/12/2018

Note: If you filed your KEEP1 return for this period prior to 15th of June 2019, it will not be presented below for download.
If you need to amend your KEEP1 return for this period, please download the latest version of spreadsheet from the Revenue website, complete details and upload zip file generated once completed.

Please upload the zip file generated from your completed KEEP1 spreadsheet

Attachment

Form KEEP1.xlsm

Number of line-items in spreadsheet uploaded: 9

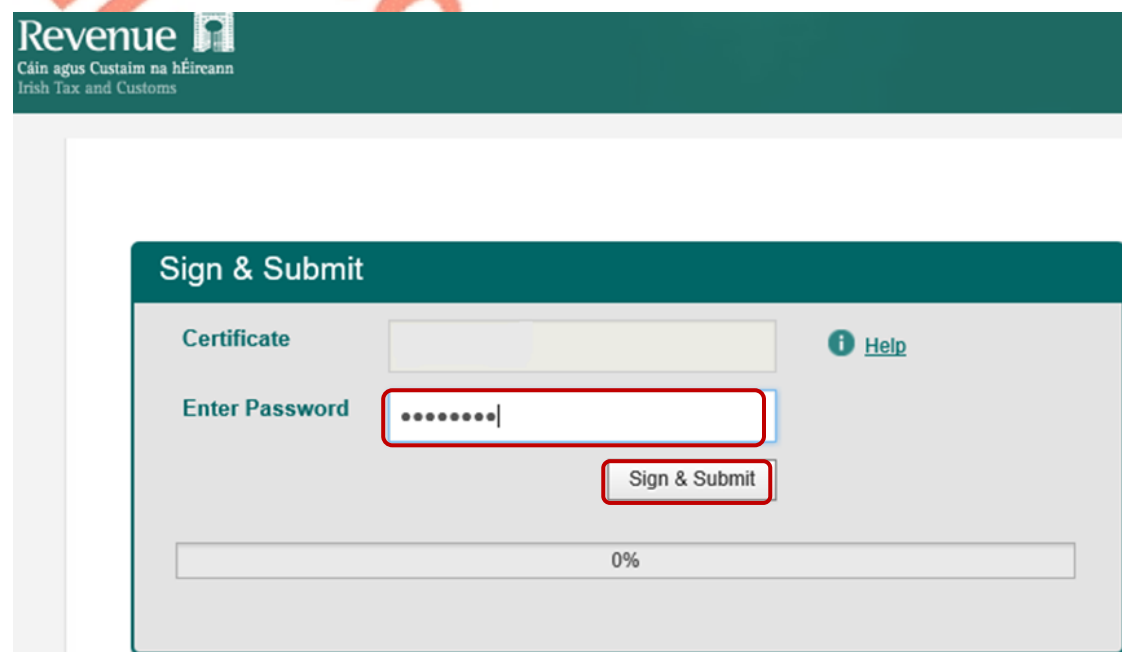
I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

Please tick this box if the declaration is correct ☒

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

Figure 56 ROS Screenshot of declaration box and submit

3.2.6 Enter Password and click “Sign & Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Sign & Submit

Certificate

Enter Password

Sign & Submit

0%

Figure 57 ROS Screenshot password request and sign and submit

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

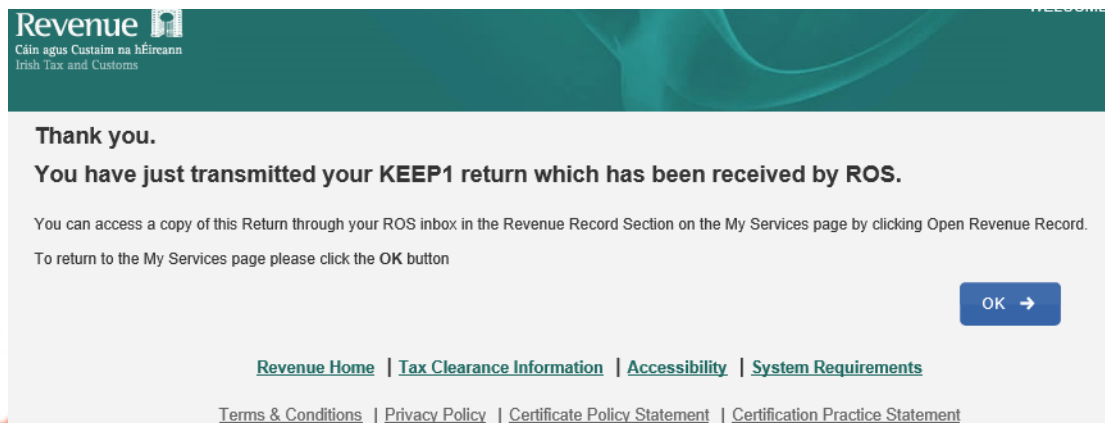


Figure 58 ROS Screenshot confirmation of KEEP1 received

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

The screenshot shows the 'Inbox Messages' section of the ROS system. At the top, there is a navigation bar with tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below the navigation bar, the 'Inbox Messages' section is displayed. A yellow banner at the top of the inbox contains a message about opening documents in a popup window. Below the banner, there is a search bar with a dropdown menu for 'Search by' and a 'Cancel Search' button. The search results table has columns: Notice No., Customer Name, Regn./Trader No./Doc ID, Tax Type/Duty/Rep. Oblig., Document Type, Period Begin, and Issued Date. A single message is listed with the Notice No. 7275849731671599192N, Document Type SSR, and Issued Date 27/05/2019. A 'Refresh Inbox' button is located at the bottom right of the search area.

Figure 59 ROS Screenshot notification confirming submission of return

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

The screenshot shows the 'KEEP1 Return' details page. The page has a header 'KEEP1 Return' and a sub-header 'Return Details'. Below the sub-header, it states 'KEEP1 Return Details for the accounting period 01/01/2018 - 31/12/2018'. A message indicates that the return details have been successfully uploaded through ROS. Below this, there is a table with one row showing the attachment 'Form KEEP1.xlsm'. A text box indicates that the number of line-items in the spreadsheet uploaded is 2. At the bottom, there is a declaration statement: 'I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief'. A checkbox is provided for the user to confirm the declaration, and it is currently checked.

Figure 60 ROS Screenshot confirming upload through ROS

4. Agent Submitting SSR Returns

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

Section 4.1 details the process for uploading RSS1 Returns.

Section 4.2 details the process for uploading KEEP1 Returns.

4.1 Agent Submitting RSS1 Return

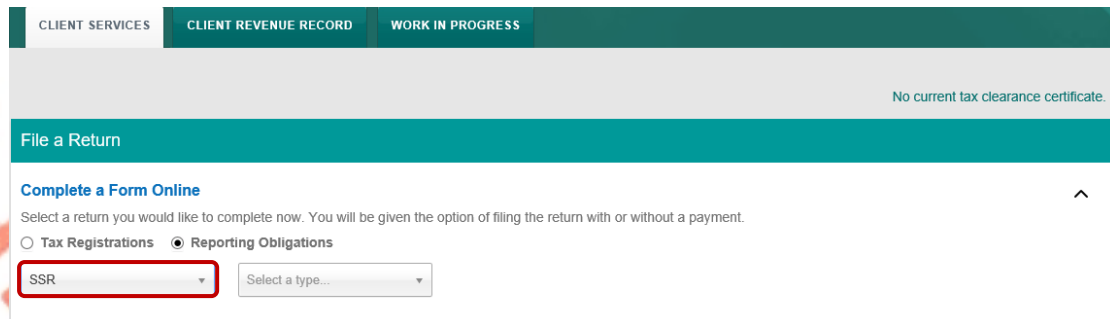
The RSS1 Return can be downloaded from the following location [Form RSS1](#).

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

The screenshot shows the ROS 'Find Clients' interface. At the top, there's a navigation bar with 'AGENT SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. Below this, the 'Find Clients' section has a teal header. A message states: 'You can file returns, make payments and manage bank details for clients through Client Services. Select a client below to'. The 'Client Search' tab is selected and highlighted with a red box. Under 'Search by registration number:', there are two radio buttons: 'Tax Registrations' and 'Reporting Obligations' (which is selected). Below these is a dropdown menu showing 'SSR' (highlighted with a red box). There are two input fields: 'Enter registration no.' and 'Enter date', each with a 'Search' button. The 'View Client List' button is also highlighted with a red box. The 'Your Client List' section on the right says 'You can access and export your full list of clients here.' and has 'View Client List' and 'Export Client List' buttons. Below that, it says 'Or you can display all new clients from a certain date.' and has a 'Display' button with a refresh icon.

Figure 61 ROS Screenshot Agent navigating to Client Services

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



CLIENT SERVICES | CLIENT REVENUE RECORD | WORK IN PROGRESS

No current tax clearance certificate.

File a Return

Complete a Form Online

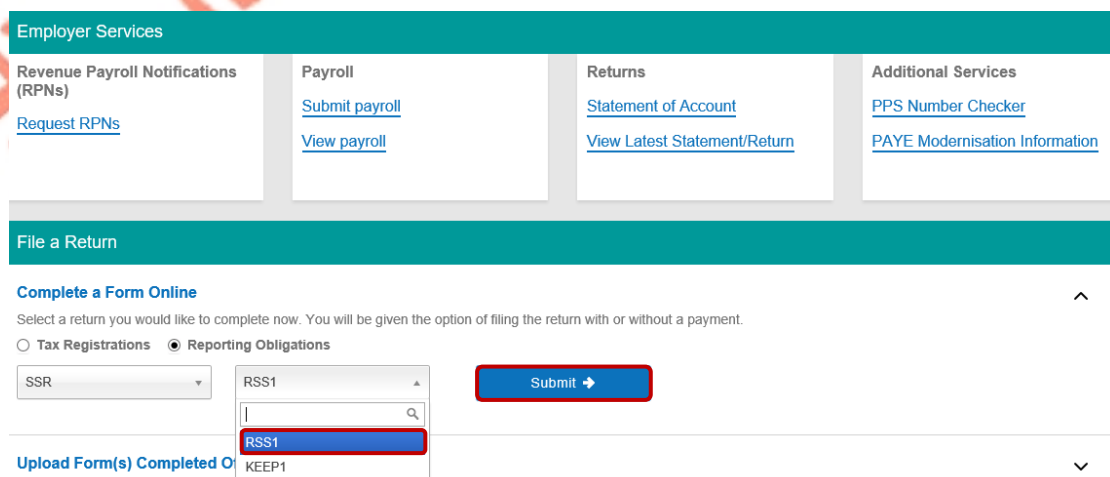
Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

☐ Tax Registrations ☒ Reporting Obligations

SSR Select a type...

Figure 62 ROS Screenshot Agent navigating to SSR Dropdown Menu

4.1.3 Select Return Type as RSS1 and Submit.



Employer Services

Revenue Payroll Notifications (RPNs)
[Request RPNs](#)

Payroll
[Submit payroll](#)
[View payroll](#)

Returns
[Statement of Account](#)
[View Latest Statement/Return](#)

Additional Services
[PPS Number Checker](#)
[PAYE Modernisation Information](#)

File a Return

Complete a Form Online

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

☐ Tax Registrations ☒ Reporting Obligations

SSR RSS1

[Submit](#)

Upload Form(s) Completed O

Figure 63 ROS Screenshot select RSS1 from dropdown menu

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

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

WELCOME, T-CHRIS

Share Schemes Reporting RSS1 Tax Period Select

Please select the period you wish to file

← Back

New Submission Period(s)

- 01/01/2018 - 31/12/2018
- 01/01/2017 - 31/12/2017
- 01/01/2016 - 31/12/2016
- 01/01/2015 - 31/12/2015
- 01/01/2014 - 31/12/2014

Figure 64 ROS Screenshot select Tax Period to file

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)

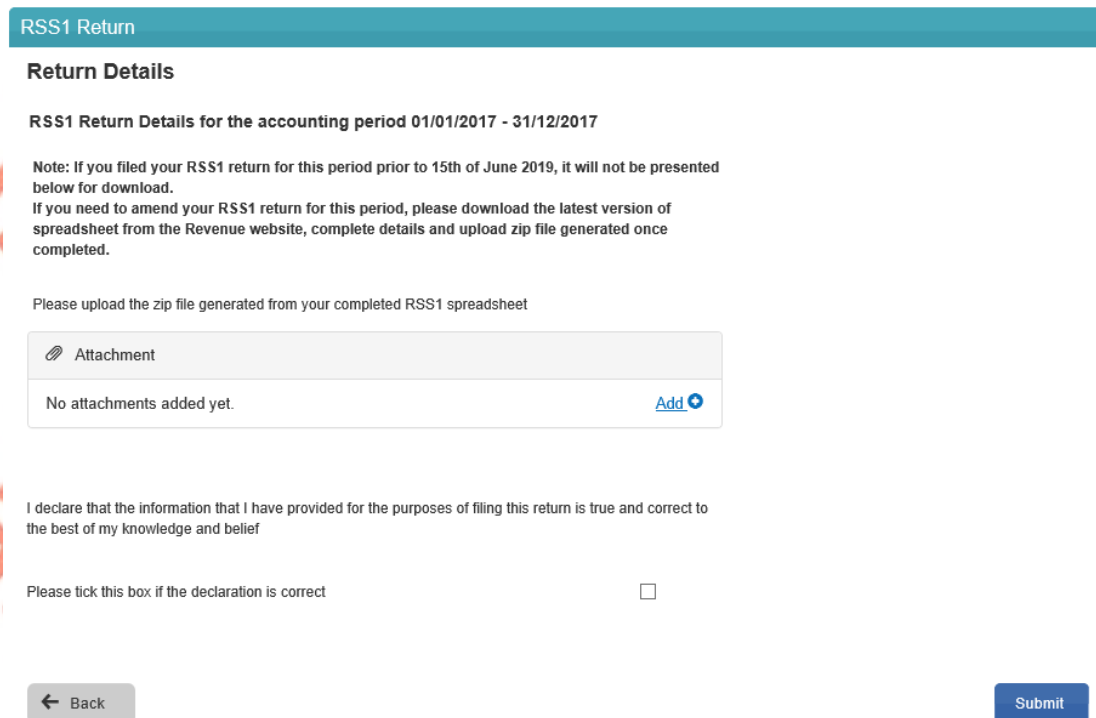
← Back

Submit →

Figure 65 ROS Screenshot Tax Period submit

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

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




RSS1 Return


Return Details

RSS1 Return Details for the accounting period 01/01/2017 - 31/12/2017

Note: If you filed your RSS1 return for this period prior to 15th of June 2019, it will not be presented below for download.
If you need to amend your RSS1 return for this period, please download the latest version of spreadsheet from the Revenue website, complete details and upload zip file generated once completed.

Please upload the zip file generated from your completed RSS1 spreadsheet

 Attachment

No attachments added yet. [Add](#) 

I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

Please tick this box if the declaration is correct ☐

[← Back](#) [Submit](#)

Figure 66 ROS Screenshot Upload zip file return for RSS1

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

RSS1 Return

Return Details

RSS1 Return Details for the accounting period 01/01/2017 - 31/12/2017

Note: If you filed your RSS1 return for this period prior to 15th of June 2019, it will not be presented below for download.
If you need to amend your RSS1 return for this period, please download the latest version of spreadsheet from the Revenue website, complete details and upload zip file generated once completed.

Please upload the zip file generated from your completed RSS1 spreadsheet

Attachment
form-rss1.xlsm

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 correct to the best of my knowledge and belief

Please tick this box if the declaration is correct ☒

[← Back](#) [Submit](#)

Figure 67 ROS Screenshot declaration box and submit

4.1.8 Enter Password and click “Sign & Submit”.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Sign & Submit

Certificate [Help](#)

Enter Password

[Sign & Submit](#)

0%

Figure 68 ROS Screenshot password request and sign and submit

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

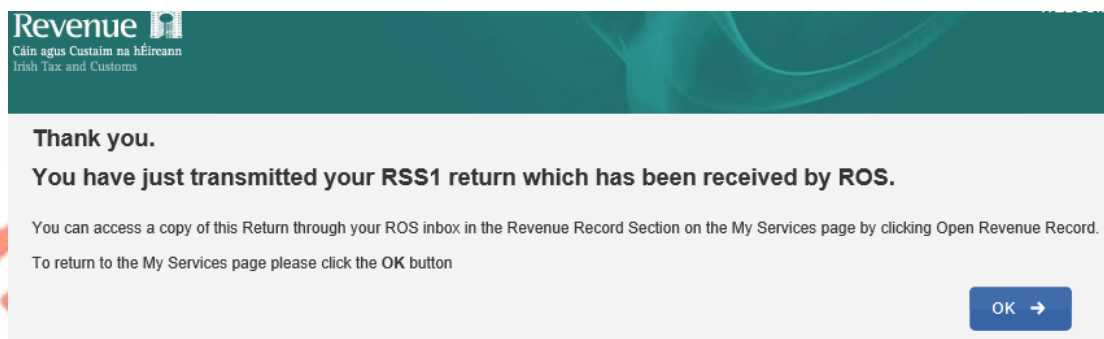


Figure 69 ROS Screenshot confirmation of return received in ROS

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

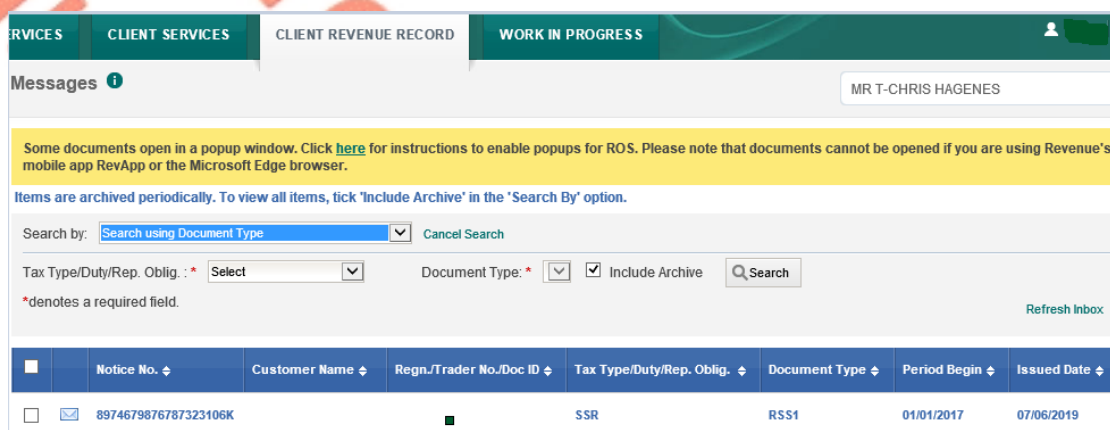
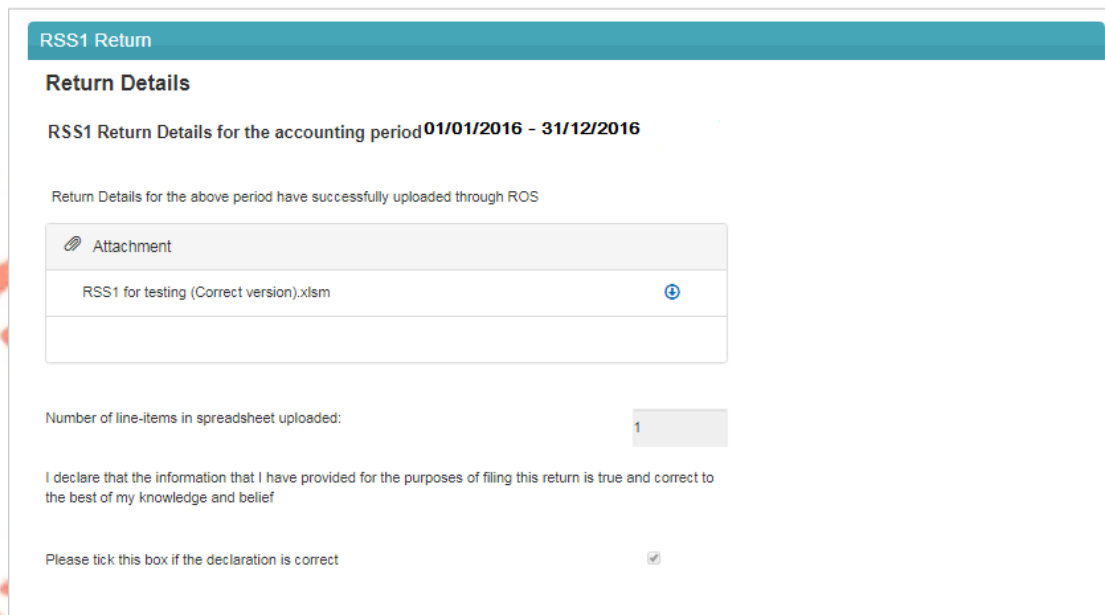


Figure 70 ROS Screenshot notification confirming submission of return

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




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).xls 

Number of line-items in spreadsheet uploaded:

I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

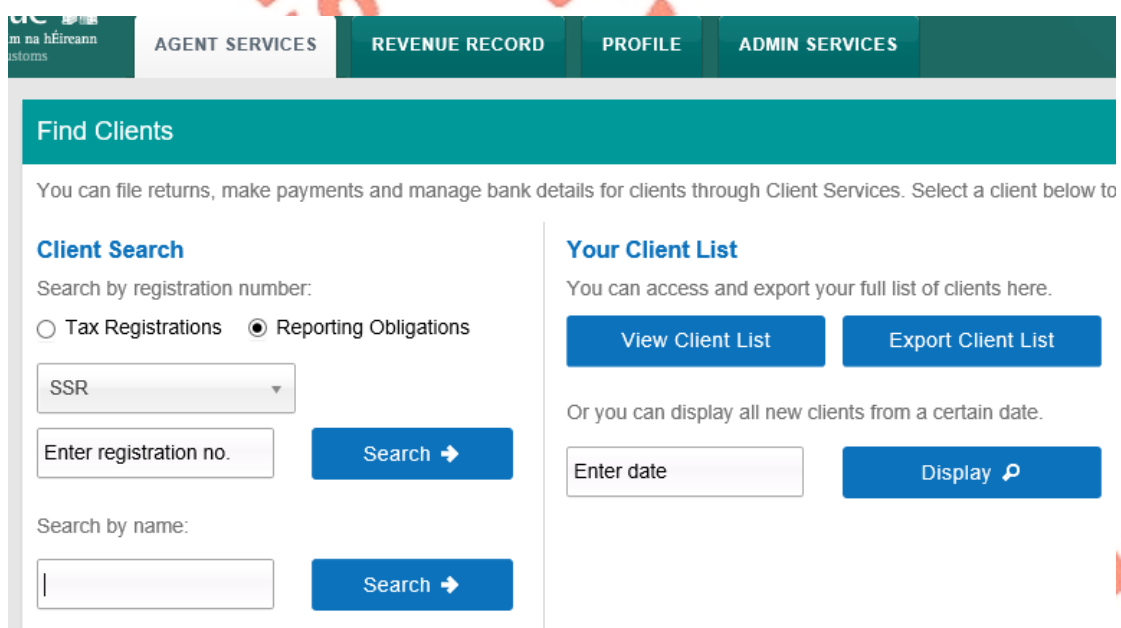
Please tick this box if the declaration is correct ☒

Figure 71 ROS Screenshot confirming upload through ROS

4.2 Agent Submitting KEEP1 Return

The KEEP1 Return can be downloaded from the following location [Form KEEP1](#).

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



AGENT SERVICES **REVENUE RECORD** **PROFILE** **ADMIN SERVICES**

Find Clients

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

Client Search

Search by registration number:

☐ Tax Registrations ☒ Reporting Obligations

SSR

Enter registration no.

Search by name:

Your Client List

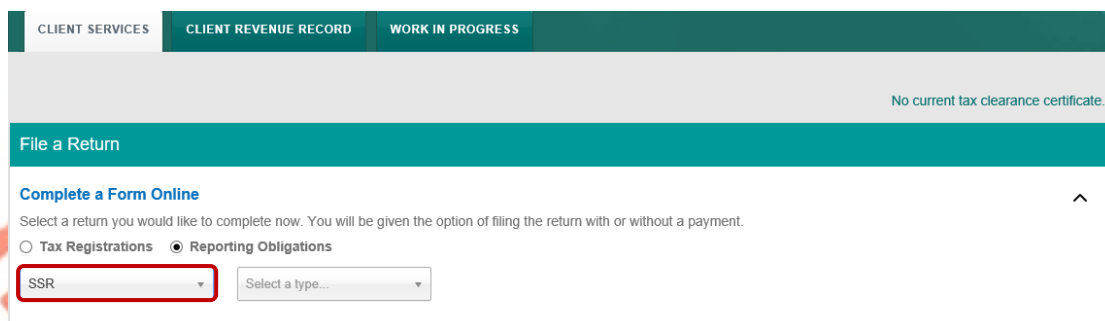
You can access and export your full list of clients here.

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

Enter date

Figure 72 ROS Screenshot Agent navigating to Client Services

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



CLIENT SERVICES | CLIENT REVENUE RECORD | WORK IN PROGRESS

No current tax clearance certificate.

File a Return

Complete a Form Online

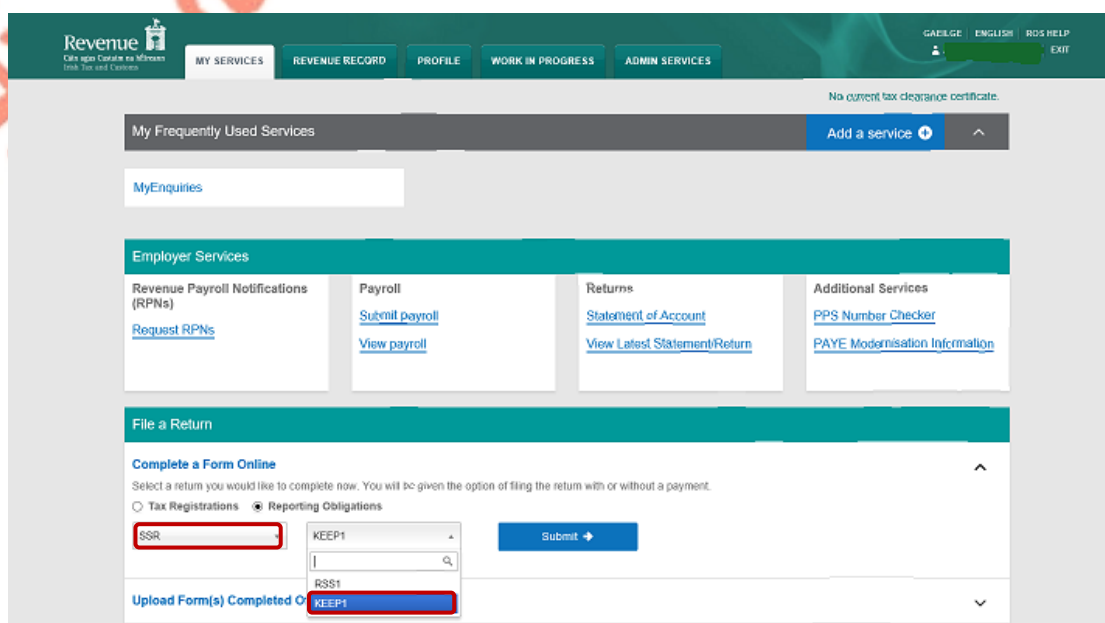
Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

☐ Tax Registrations ☒ Reporting Obligations

SSR Select a type...

Figure 73 ROS Screenshot Agent navigating to SSR Dropdown Menu

- 4.2.3 Select Return Type as KEEP1 and "Submit".



Revenue
Cuide agair Canatair na hÍomann
Teach, Tair and Customs

MY SERVICES | REVENUE RECORD | PROFILE | WORK IN PROGRESS | ADMIN SERVICES

GAEILGE | ENGLISH | ROS HELP | EXIT

No current tax clearance certificate.

My Frequently Used Services Add a service

MyEnquiries

Employer Services

Revenue Payroll Notifications (RPNs)
[Request RPNs](#)

Payroll
[Submit payroll](#)
[View payroll](#)

Returns
[Statement of Account](#)
[View Latest Statement/Return](#)

Additional Services
[PPS Number Checker](#)
[PAYE Modernisation Information](#)

File a Return

Complete a Form Online

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

☐ Tax Registrations ☒ Reporting Obligations

SSR KEEP1 Submit

Upload Form(s) Completed

KEEP1

Figure 74 ROS Screenshot select KEEP1 from dropdown menu

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

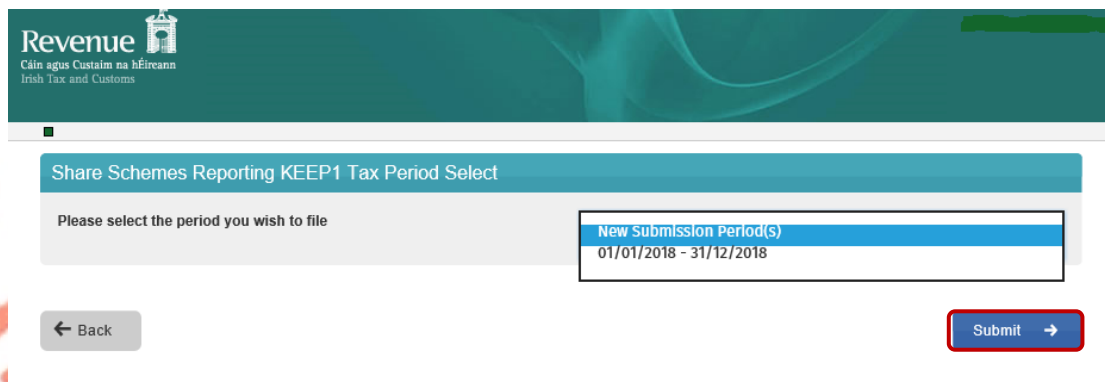


Figure 75 ROS Screenshot of Tax Periods available to file

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

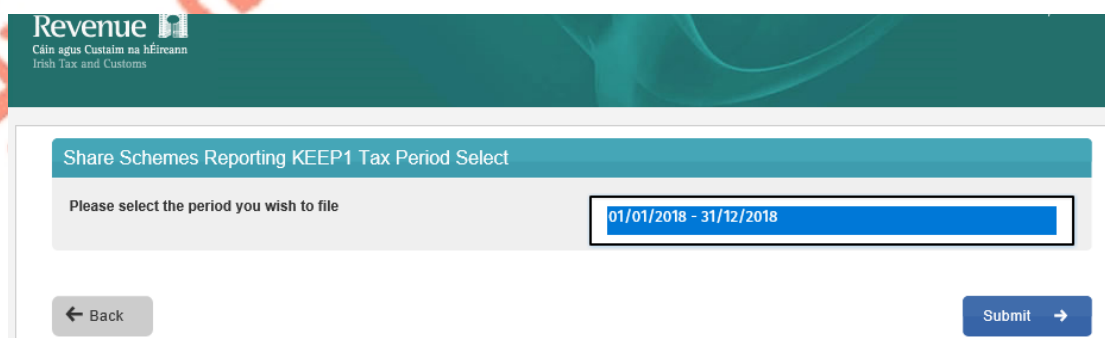

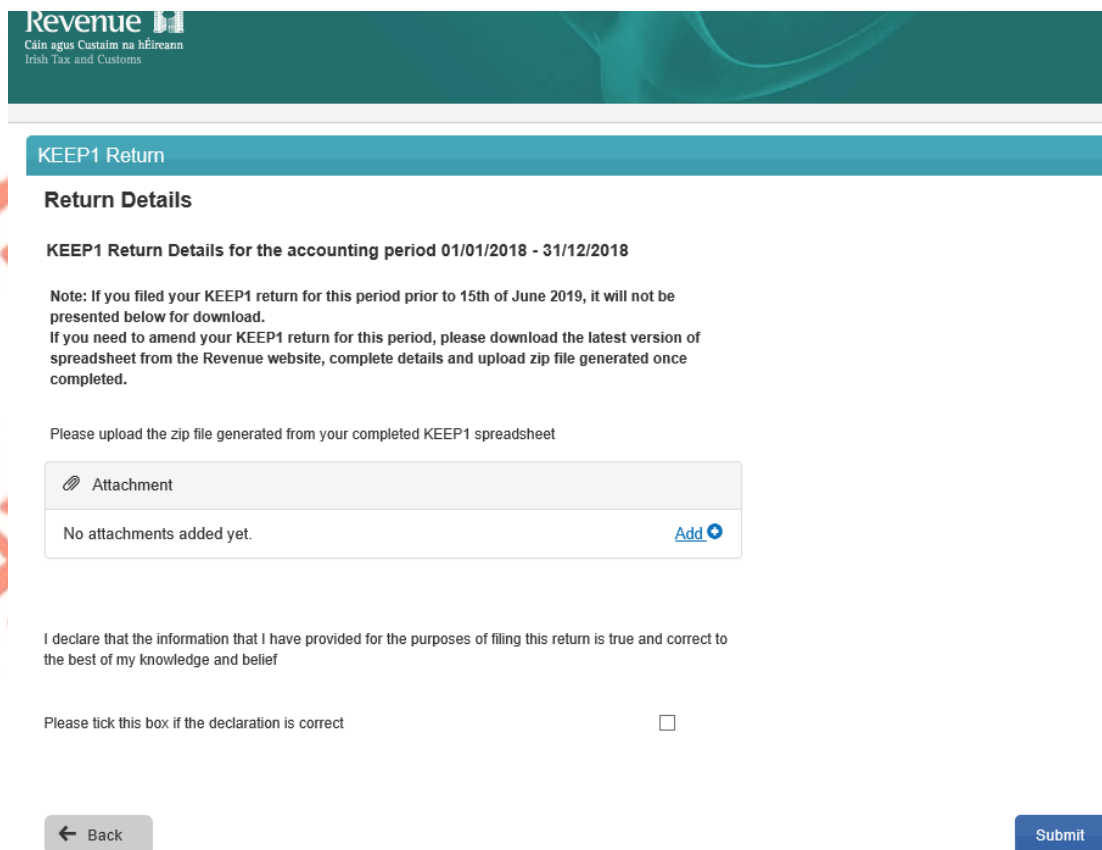



Figure 76 ROS Screenshot select year to file and submit

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

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



Revenue 
Cáin agus Custaim na hÉireann
Irish Tax and Customs


KEEP1 Return


Return Details

KEEP1 Return Details for the accounting period 01/01/2018 - 31/12/2018

Note: If you filed your KEEP1 return for this period prior to 15th of June 2019, it will not be presented below for download.
If you need to amend your KEEP1 return for this period, please download the latest version of spreadsheet from the Revenue website, complete details and upload zip file generated once completed.

Please upload the zip file generated from your completed KEEP1 spreadsheet

 Attachment

No attachments added yet. [Add](#) 

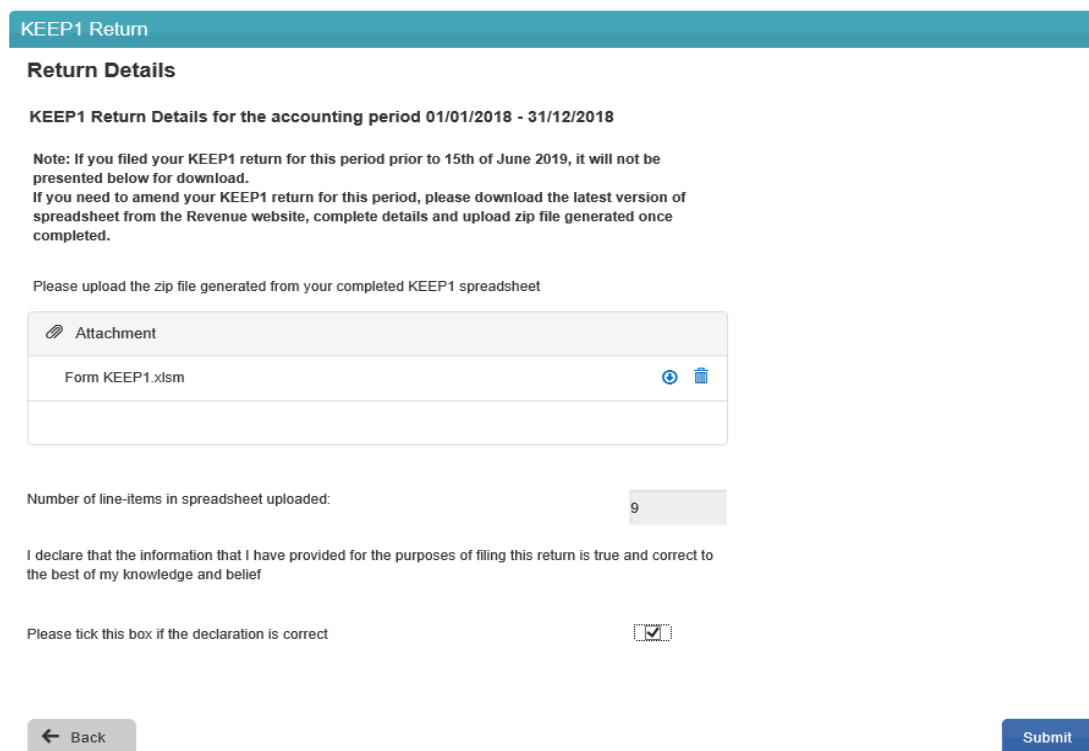
I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

Please tick this box if the declaration is correct ☐

[← Back](#) [Submit](#)

Figure 77 ROS Screenshot Upload zip file return for KEEP1

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



KEEP1 Return

Return Details

KEEP1 Return Details for the accounting period 01/01/2018 - 31/12/2018

Note: If you filed your KEEP1 return for this period prior to 15th of June 2019, it will not be presented below for download.
If you need to amend your KEEP1 return for this period, please download the latest version of spreadsheet from the Revenue website, complete details and upload zip file generated once completed.

Please upload the zip file generated from your completed KEEP1 spreadsheet

Attachment
Form KEEP1.xlsm

Number of line-items in spreadsheet uploaded: 9

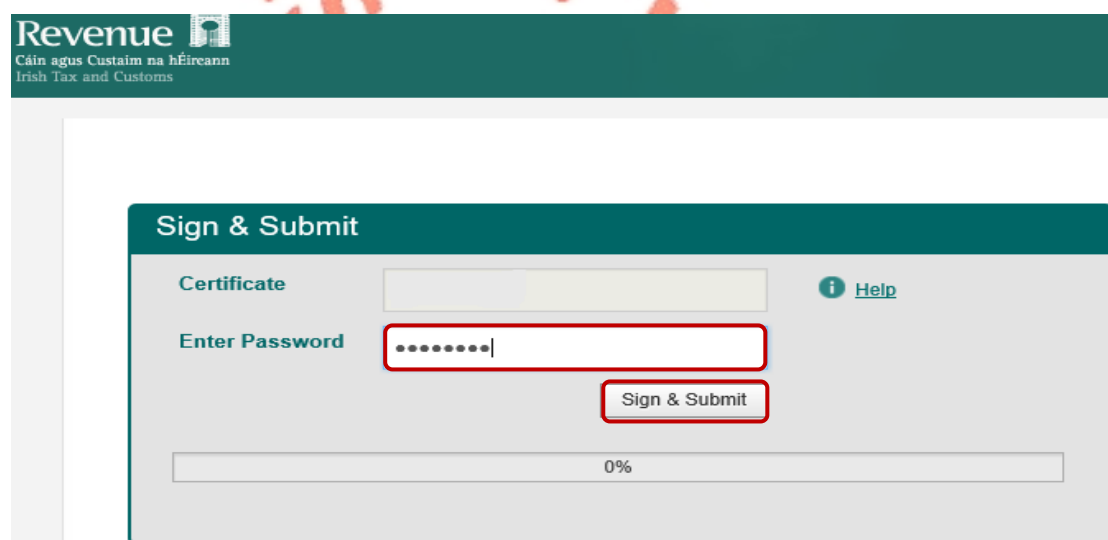
I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

Please tick this box if the declaration is correct ☒

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

Figure 78 ROS Screenshot declaration box and submit

4.2.7 Enter Password and click “Sign & Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Sign & Submit

Certificate [Help](#)

Enter Password

Sign & Submit

0%

Figure 79 ROS Screenshot password request and sign and submit

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

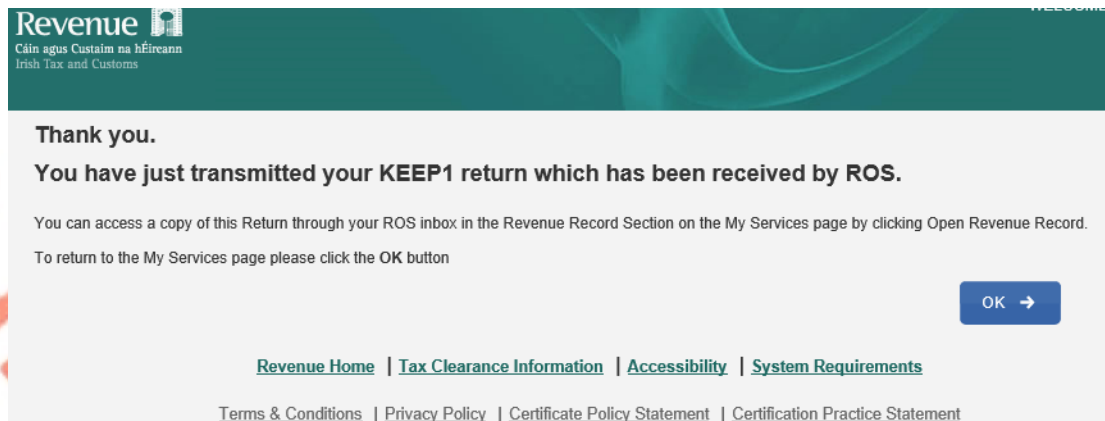


Figure 80 ROS Screenshot confirmation of KEEP1 received by ROS

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

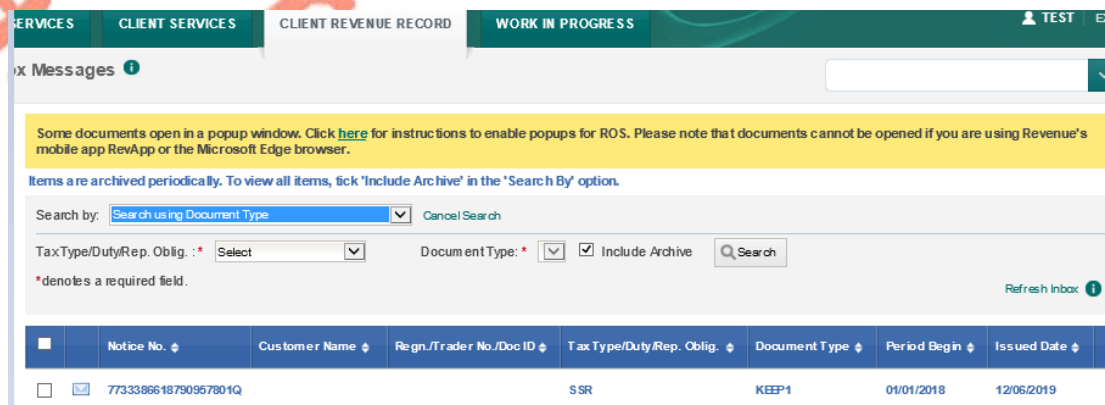


Figure 81 ROS Screenshot notification confirming submission of return


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

KEEP1 Return

Return Details

KEEP1 Return Details for the accounting period 01/01/2018 - 31/12/2018

Return Details for the above period have successfully uploaded through ROS

Attachment
Form KEEP1.xlsm 

Number of line-items in spreadsheet uploaded:

I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

Please tick this box if the declaration is correct ☒

Figure 82 ROS Screenshot confirming upload through ROS

5. Appendix I – ROS Registration & Reporting Entity Registration

5.1 Register for ROS

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

The Customer must register for ROS using the Tax Registration Number provided by Revenue.

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



Figure 83 Select Online Services

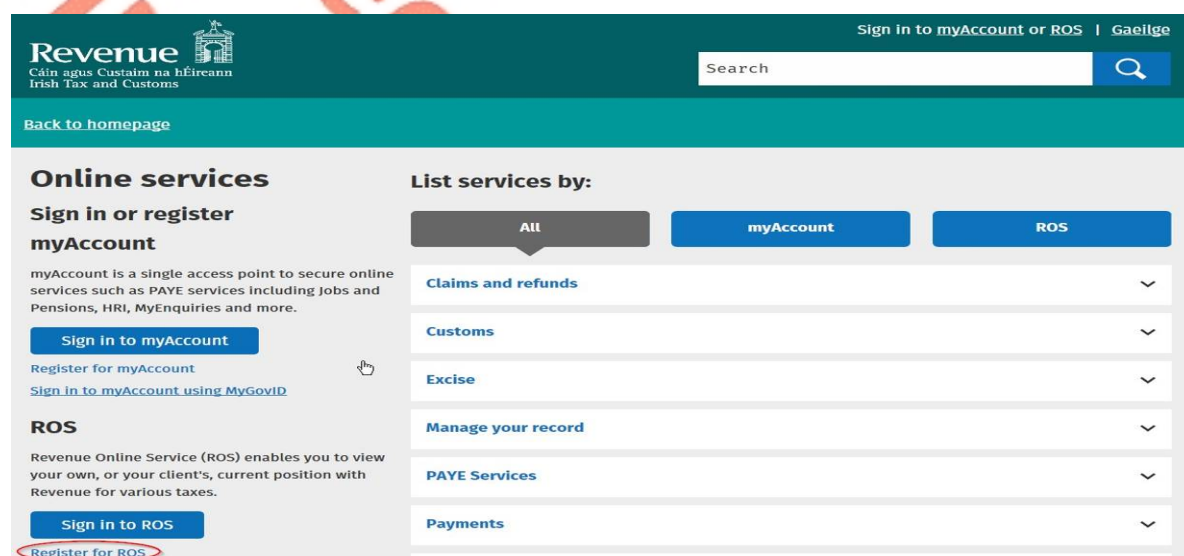


Figure 84 Register for ROS

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

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

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

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

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

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

- **MyEnquiries:** If you have access to MyEnquiries click **Add a new Enquiry** and select 'Other than the above' and 'Revenue Online Service (ROS) Technical Support' from the dropdown options available.
- **Email:** ros-help@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”.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS **ADMIN SERVICES**

Administration Services

RÓ L. L. LTD

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 Password	Certificate Password	Status
<input type="radio"/>	TEST SURNAME	TEST FIRSTNAME	13122018	🔒	🔒	ACTIVE

Add New
View
Revise
MyEnquiries Permissions
Amend ROS Email Addresses
Revoke
Promote
Suspend
Restore

Figure 85 ROS Screenshot Admin Services

6.1.2 Select the individual's Name and click “Revise”.

The screenshot shows the Revenue Administration Services interface. At the top, there is a navigation bar with tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below this, the 'Administration Services' section is active. It contains instructions on how to select an individual, apply for a certificate, and view or revise permissions. A table lists individuals, with the first row highlighted. To the right of the table, a vertical list of buttons includes 'Add New', 'View', 'Revise', 'MyEnquiries Permissions', 'Amend ROS Email Addresses', 'Revoke', 'Promote', 'Suspend', and 'Restore'. The 'Revise' button is highlighted with a red box.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Administration Services

R LTD

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 Password	Certificate Password	Status
<input checked="" type="radio"/>	TEST SURNAME	TEST FIRSTNAME	13122018	🔒	🔒	ACTIVE

Add New
View
Revise
MyEnquiries Permissions
Amend ROS Email Addresses
Revoke
Promote
Suspend
Restore

Figure 86 ROS Screenshot how to revise permissions

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

Revenue
Cais agair Caisim na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Revise Permissions

You have selected : ID Ref: ◀ Back

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

SEED Number

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

EORI Identifier

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

Permissions on Tax/Procedures Services

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

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

Restrict PAYE-Emp Forms

All Taxes/Procedures Remove All View All Prepare All File All

Figure 87 ROS Screenshot add SSR to reporting obligations

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

Permissions on Administration Services

* No: Permission not available, Yes: Permission available

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

All Administration Services

Figure 88 ROS Screenshot permissions on Administration Services

6.1.5 The following screen confirms permissions.

Revenue
Cáin agus Cústaim na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

The permissions changes that you have specified for **ADMIN SERVICES** are now in place.

To return to Administration Services page now click the **OK** button

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.**