



Electronic Tax Clearance Verification
Bulk Upload Option (File Specification)

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0 DOCUMENT INFORMATION

1.1 Synopsis

This document contains information regarding the bulk upload option for third party verification of electronic Tax Clearance Certificates.

1.2 Document Change History

Table 0-1: Change History

Version Number	Sections Affected	Change Description	Date
1.0	ALL	Initial Version of Document	28/11/2015
1.1	2.2, 3.1	Updated screenshot to include double quotes. Updated email address for technical support.	14/06/2016
1.2	2.1.1	Updated to reflect the fact that old style VAT Numbers are valid. Also updated letters in Tax Reference Numbers.	12/10/2017

1.3 Abbreviations used in this Document

Table 0-2: Acronyms and Abbreviations List

Abbreviation	Description
CSV	Comma Separated Values
PPSN	Personal Public Service Number
TRN	Tax Reference Number
TCAN	Tax Clearance Access Number

1 INTRODUCTION

The electronic Tax Clearance project is designed to give effect to the legislative provisions of S95 of Finance Act 2014; which provided for electronic tax clearance and for review and rescission of tax clearance certificates.

It will provide a more up-to-date picture of a customer's Tax Clearance Certificate status on a given date and will reduce the opportunity for persons to trade on a printed Tax Clearance Certificate, which might have no bearing on the person's current Tax Clearance Certificate status.

This document describes the tax clearance verification process. This is the process used by a third party to validate the tax clearance of an individual or organisation they are doing business with.

If a customer applies for electronic Tax Clearance and are issued with an electronic Tax Clearance Certificate, it means their tax affairs are in order. They are given a Tax Clearance Access Number (TCAN) which they can give to third parties who need to check their tax clearance.

Revenue will enable third parties to verify the Tax Clearance Certificates of multiple customers electronically via ROS using a file upload feature.

1.1 Verification of Tax Clearance Certificates

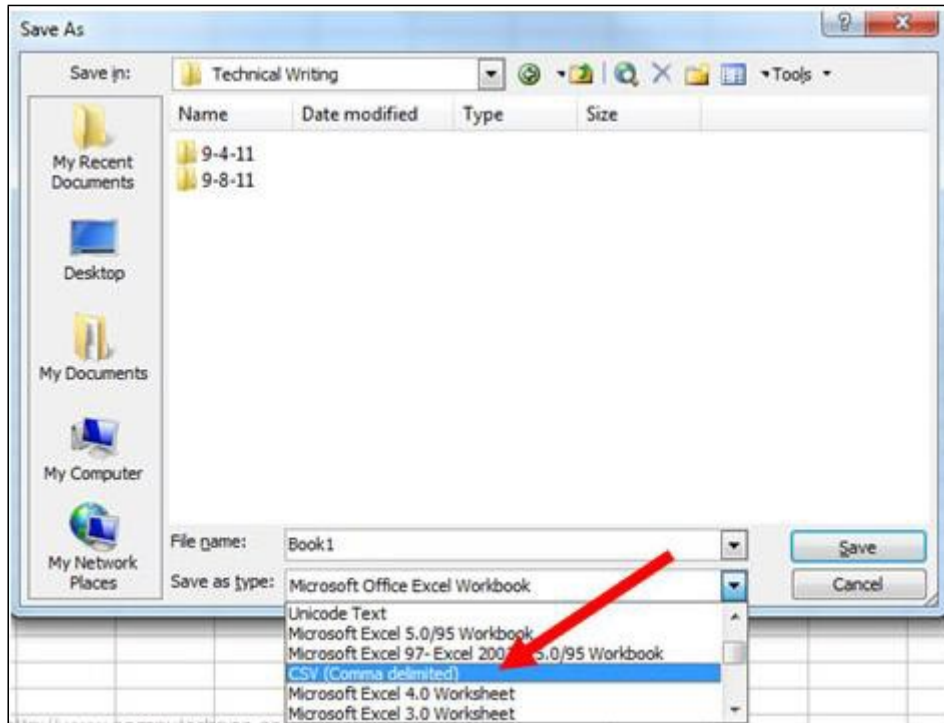
The bulk upload will allow a user to verify whether or not multiple customers currently hold a valid Tax Clearance Certificate. This verification includes both electronic TCCs and paper TCCs. This means that if a customer does not currently have an electronic TCC but has a paper TCC, the system will verify that the customer has a valid TCC.

1.2 Bulk Upload File Format

Users should create a .csv file with details of all customers they wish to verify (maximum file size to be confirmed).

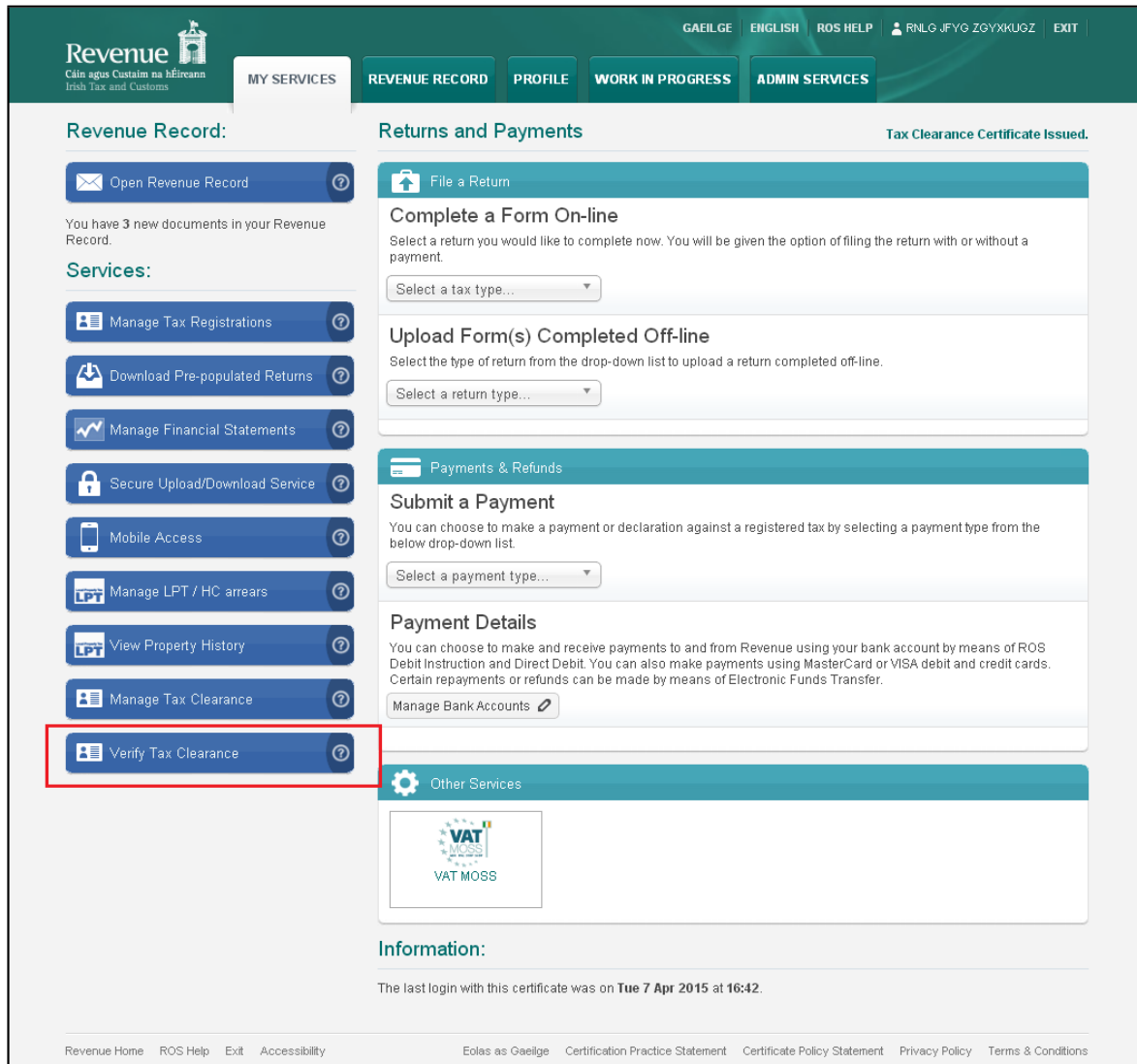
This file will be in a **CSV** format. **CSV** is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the **CSV** format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc. **CSV** stands for "comma-separated values".

Note: A simple method of creating a .csv file is to firstly create a spreadsheet then save as type, as in the example below:



2 BULK UPLOAD PROCESS

The eTC verify function will be available to third party customers from the ROS 'MyServices' as highlighted in the screenshot below.



ROS MyServices Screen

After signing into ROS and choosing the “Verify Tax Clearance”, the file can be uploaded as follows;

✓

Verify Tax Clearance

Verify Tax Clearance

In order to verify the tax clearance of a customer you must add the customer's Tax Reference Number and Access Number by selecting the "Add" option.

Alternatively if you wish to verify the tax clearance status of more than one customer you can select the "Upload" option to upload a file containing the details of each customer. If choosing this option you must also provide the Tax Reference Number and Access Number of each customer you wish to verify. To download a template file for upload click [here](#).

Once you have selected your verification option click "Verify" to carry out the verification process.

Tax Reference Number:	Access Number:	
1234567A	123456	Edit
1234567B	654321	Edit
1234567C	123123	Edit
1234567D	111111	Edit
1234567E	654789	Edit

Upload
Add

← Back
Verify →

2.1 ROS Online Verify: File Upload

A third party will have an option to upload a list of customers to verify eTC for in CSV format. The fields required on the file will be:

- Tax Reference Number
- Tax Clearance Access Number

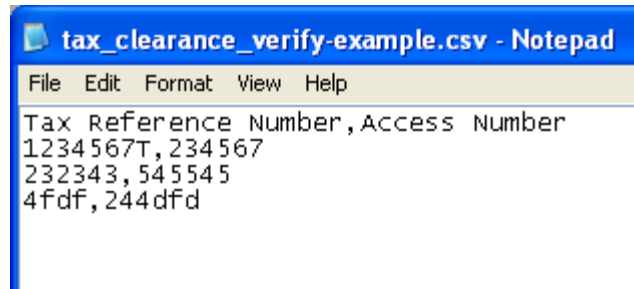
2.1.1 File Definition

Table 1.0 Field Types

Name	Type	Description	Required
taxRefNumber	String	Tax Reference Number (TRN) or PPSN of customer for which tax clearance is being verified. There are three valid formats: <ul style="list-style-type: none"> • NNNNNNNX (e.g. 1234567T) • NNNNNNNXX (e.g. 1234567TH) • NXNNNNNX (e.g. 8A12345T) 	Yes
taxClearanceAccessNumber	Numeric	Tax Clearance Access Number of the customer the third party is verifying: <ul style="list-style-type: none"> • NNNNNN (e.g, 123456) 	Yes

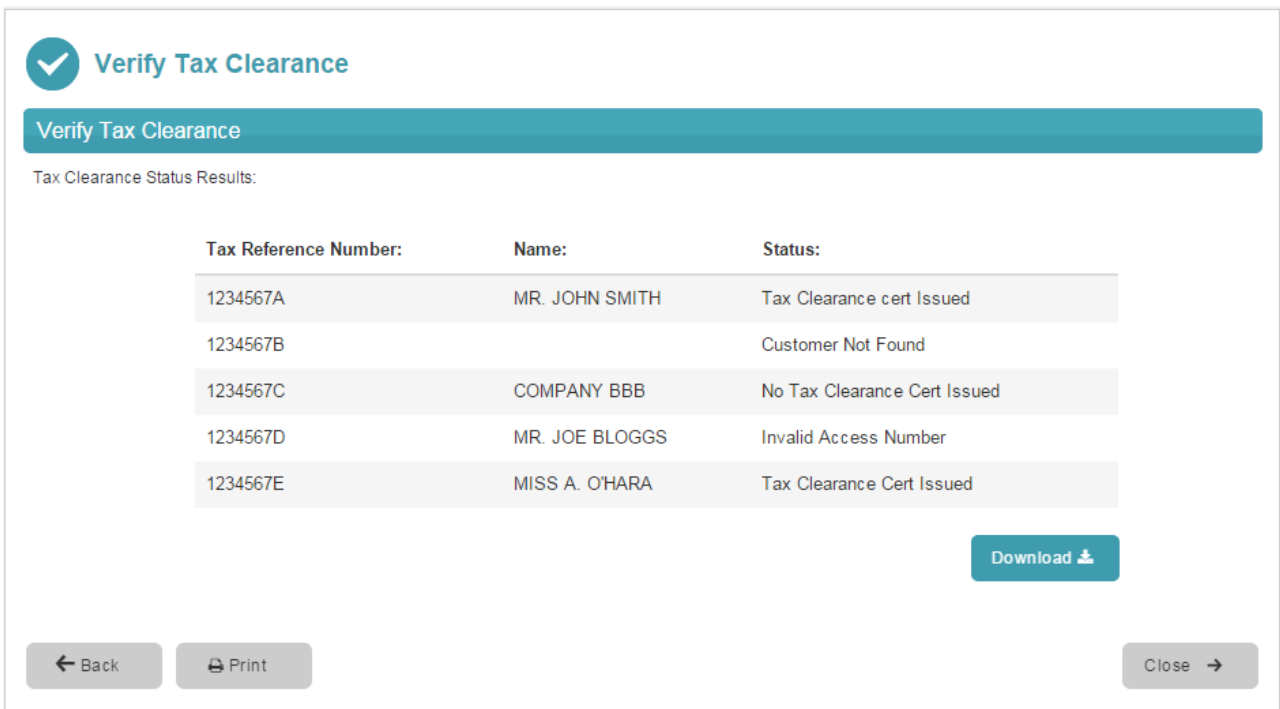
An example of a template upload file is shown below.

Revenue Online Services



```
tax_clearance_verify-example.csv - Notepad
File Edit Format View Help
Tax Reference Number, Access Number
1234567T, 234567
232343, 545545
4fdf, 244dfd
```

Upon selecting the file (via file picker), and pressing the “Verify” button, the system will verify the status of each customer contained in the file.



Verify Tax Clearance

Verify Tax Clearance

Tax Clearance Status Results:

Tax Reference Number:	Name:	Status:
1234567A	MR. JOHN SMITH	Tax Clearance cert Issued
1234567B		Customer Not Found
1234567C	COMPANY BBB	No Tax Clearance Cert Issued
1234567D	MR. JOE BLOGGS	Invalid Access Number
1234567E	MISS A. O'HARA	Tax Clearance Cert Issued

Download

Back Print Close

The four possible results are;

1. Tax Clearance Cert Issued.
2. No Tax Clearance Cert Issued.
3. Customer not found.
4. Invalid Access Number

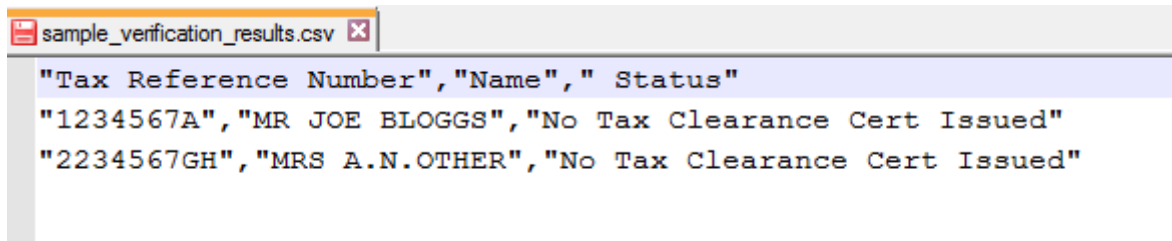
Users can choose to print the details from the screen and/or download the results into a file using the buttons provided.

2.2 ROS Online Verify: File Download

A third party will have an option to download the results of eTC verification in CSV format. The fields stored in the file will be:

- Tax Reference Number
- Name
- Status

An example of the download file is shown below.



```
sample_verification_results.csv
"Tax Reference Number","Name"," Status"
"1234567A","MR JOE BLOGGS","No Tax Clearance Cert Issued"
"2234567GH","MRS A.N.OTHER","No Tax Clearance Cert Issued"
```

3 OTHER CONSIDERATIONS

3.1 Technical Support

Technical support queries should be directed to Revenue Tax Clearance support at:
CGTechServQueries@revenue.ie