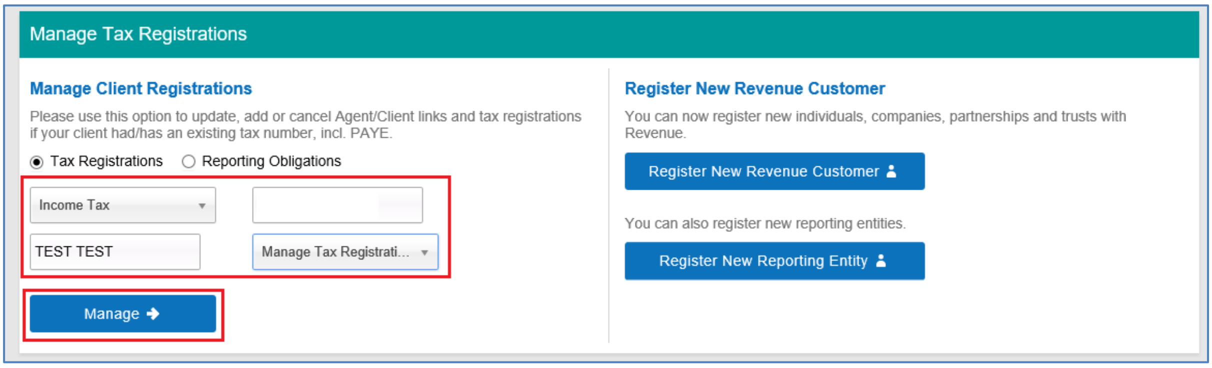
How to eRegister a client for CGT – Solicitor

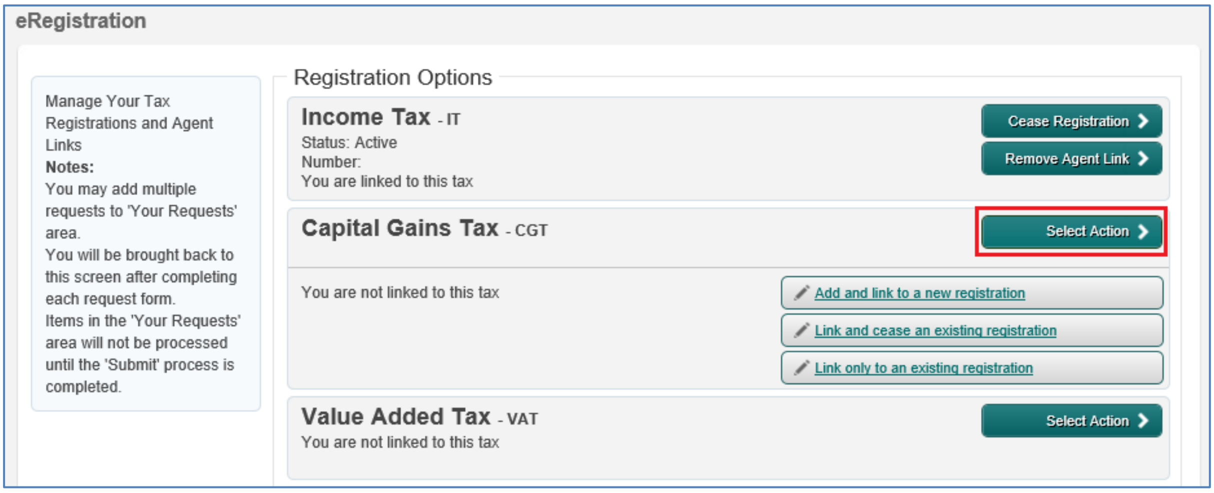
- Log into ROS on your TAIN digital certificate. Please note that you will not have access to client E-registration options if you log on to ROS using an individual or business certificate.

If you have not already registered for ROS as an TAIN, you can do so by selecting “A Tax Agent” and using your Solicitor TAIN on the ROS Registration page.

- On the Agent Services page, scroll down to the “Manage Tax Registrations” section.
- Under the “Manage Client Registrations” heading, enter a tax type your client is already registered for e.g. PAYE-Ind, Income Tax, etc. Enter their tax registration number and official name. Select “Manage Tax Registrations” from the drop down list and click on “**Manage**”.



- Under Capital Gains Tax (CGT), click on “**Select Action**” to view the options available to you.



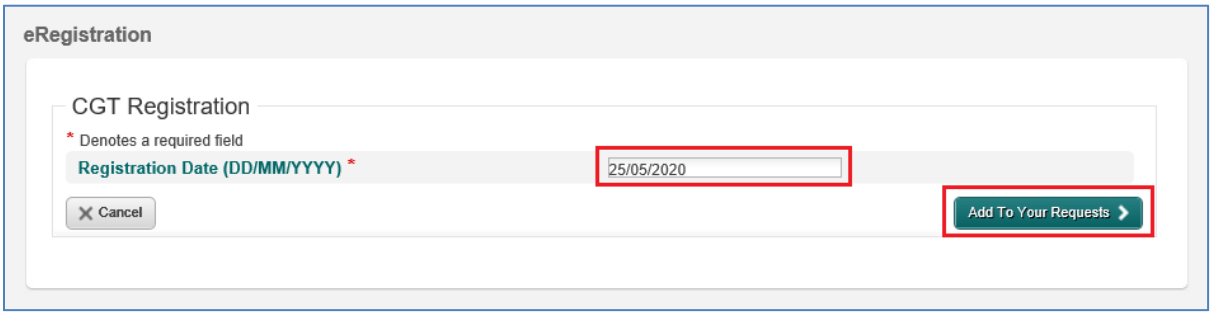
The three options are:

"**Add and link to a new registration**" - used to register a client for CGT and to link to them for that tax type.

"**Link and cease an existing registration**" - used to de-register a client for CGT.

"**Link only to an existing registration**" - used where the client is already registered for CGT but you are not linked as the agent.

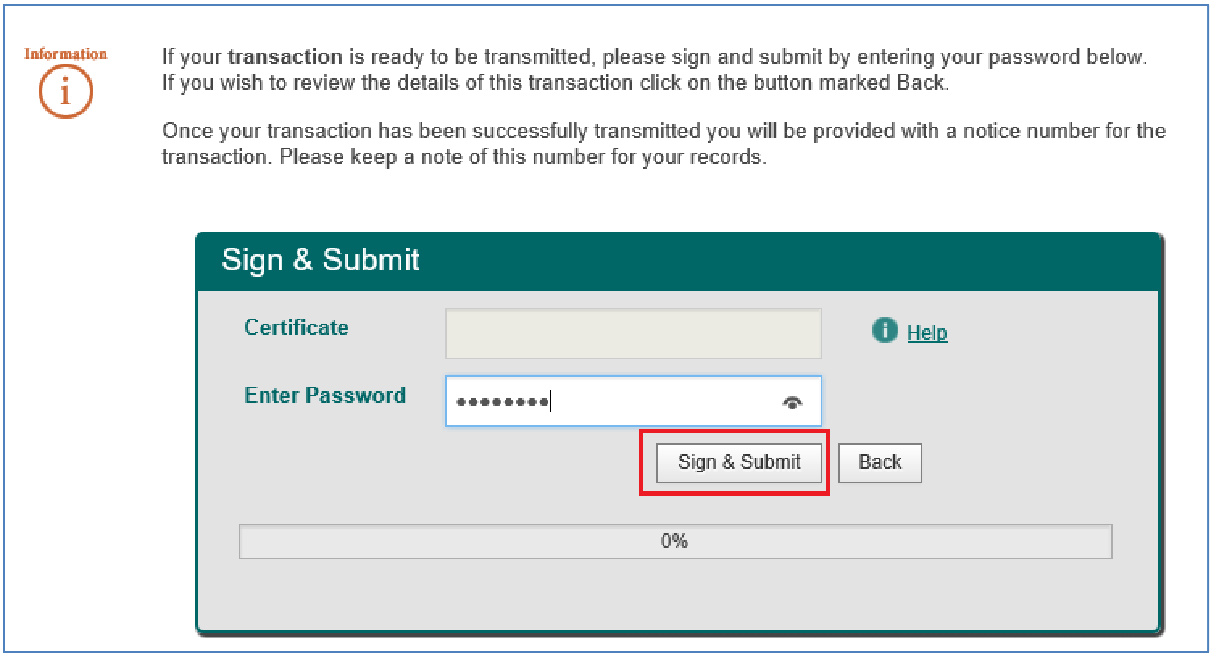
- In this example, to register a client for CGT and to link yourself as agent, click on "**Add and link to a new registration**" option.
- Click on "**Confirm**".
- Enter the date you want the CGT registration to be active from and click on "**Add to Your Requests**".



- You will now see the new CGT registration added to "Your Requests" on the right.
- Click on "**Submit**".

You are no longer required to generate a Client Consent letter if the client has an online registration in ROS or myAccount. Upon submission of the Agent Link Request by the agent/advisor, the ROS client will receive a notification in their ROS Inbox and the myAccount client will receive a notification in their MyEnquiries. The pending link will remain at "Pending" status until: It is Approved or Rejected by the client from the ROS Inbox notification/MyEnquiry sent to their ROS or myAccount, or by the client accessing the link request in the Agent Link Manager. You will receive a ROS notification when the client Approves or Rejects the request. If the pending link request is Approved, the information will be used to create the link in Revenue's systems. If the pending link request is neither Approved nor Rejected, it will expire after 30 days. Please note that it can take up to three working days for Agent link requests to update fully to ROS.

- Click on "**Sign & Submit**" on the bottom of the page.
- On the next page enter your password and click on "**Sign & Submit**".



You will also receive a registration confirmation to your ROS Inbox (on the Revenue Record tab in ROS).