How to Manage Tax Registrations on ROS - Customer

To access ROS eRegistration: login to ROS, then on the My Services page, go down to "**Manage Tax Registrations".**

Complete a Form Online	⌄
Upload Form(s) Completed Offline	⌄

Payments & Refunds

Submit a Payment	⌄
Manage Bank Accounts	⌄

Other Services

MyEnquiries	Manage Relevant Contracts Tax	Receipts Tracker
Manage Tax Clearance	Home Renovation Incentive (Contractor)	Download Pre-populated Returns
Verify Tax Clearance		
	Drivers & Passengers with Disabilities	Secure Upload/Download Service
Manage Financial Statements	eRepayment Claims	VAT MOSS
Manage Reporting Obligations		
	VRT Certificate of Conformity	View Property History
Manage Tax Registrations		Home Renovation Incentive (HomeOwner)
Register New Revenue Customer	Letter Of Residence	Help to Buy Applicant
Jobs and Pensions		
Phased Payment Arrangement		

This will display a list of tax types.

Manage Your Tax Registrations 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.
Help:
Click here to view eRegistration tutorial videos (opens in a new window).

Registration Options

IT - Income Tax
Status: Active
Number:
Agent: ROS PROJECT
- Cease Registration ❯
- Remove Agent Link ❯

VAT - Value Added Tax
Status: Active
Number:
Agent: ROS PROJECT
- Cease Registration ❯
- Remove Agent Link ❯

PREM - Employer (PAYE/PRSI)
Status: Active
Number:
Agent: ROS PROJECT
- Cease Registration ❯
- Remove Agent Link ❯

PREM - Employer (PAYE/PRSI)
Status: Not Registered
- Register Additional ❯

RCT - Relevant Contracts Tax
Status: Active
Number:
Agent: ROS PROJECT
- Cease Registration ❯
- Remove Agent Link ❯

ELEV - Environmental Levy
Status: Active
Number:
Agent: n/a
- Cease Registration ❯

PAYE - Pay As You Earn
Status: Active
Number:
Agent: n/a

DRS - Diesel Rebate Scheme
Status: Not Registered
- Register ❯

CDS - Charitable Donations Scheme
Status: Not Registered

Your Requests (0)

Once you add a registration to your requests you be able to submit.

Submit

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

If you are already registered for a particular tax type, you will have the option to "Cease Registration".

If you are not registered for a particular tax type and registration is available via ROS, you will have the option to "Register" or to "Re-register" (if you were registered for this tax type before and are now ceased).

You can also remove any existing tax agents here if you wish by selecting "Remove Agent Link".

Exceptions:

Some individuals and organisations may not have eRegistration options:

- Non-assessable spouses
- Unincorporated Bodies/Non-Profit Organisations e.g Schools, Boards of Management, Charities
- Liquidators
- Receivers
- Executors
- Collection Agents
- Where a non-resident director exists

Applicants in these categories should continue to submit paper applications to their local Revenue District Office.

To Cease an active Tax Type Registration:

To de-register from a currently active tax type, click "**Cease Registration**" for that tax type.

Enter the required details. Click "**Add To Your Requests**".

The request will appear in the list of Your Requests on the right hand side of the screen.

The request must be submitted to Revenue to take effect.

Click on the Submit button to proceed.

You will be brought to the eRegistration summary screen - Click "**Sign and Submit"** to proceed.

Enter your ROS password and click "**Sign and 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   Lvind-LiveSupport   • Help

Enter Password

[Sign & Submit] [Back]

0%

You should get a ROS Acknowledgement screen:

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	5969440509P

eRegistration summary:

Action	Status	
Cease Income Tax	Success	

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

Confirmation will also appear in your ROS Inbox – on the Revenue Record screen.

Click anywhere on the Online Registration item line to open the item.