

How to set-up and update an EFT for refunds

Login to ROS and on the “My Services” screen, click on “**Manage Bank Accounts**”. When the options appear, click on “**Manage EFT**”.

The screenshot shows the ROS 'My Services' interface. Under the 'Payments & Refunds' section, the 'Manage Bank Accounts' link is highlighted with a red box. Below this, there are three columns of information: 'ROS Debit Instruction', 'SEPA Direct Debit Instruction', and 'Refunds'. At the bottom of these columns are three buttons: 'Manage RDIs', 'Manage Direct Debits', and 'Manage EFT', with the 'Manage EFT' button highlighted by a red box.

Depending on what tax types you are registered for and what bank account details you have already input, you will see options either to input or update bank details. Click on “**Input**” or “**Update**” for the Tax Type you require.

The screenshot shows the 'EFT Refund/Repayment Bank Details' screen. It includes a 'View Bank Details' section with a link for further assistance: 'How to set-up and update an EFT for refunds'. Below this is a 'Bank Details' section with a table of bank accounts. The table has columns for Tax Type, Tax Registration Number, Name of Account Holder, IBAN, BIC, Cancelled, and Action. The 'Action' column contains '+ Input' buttons for PAYE-Emp and VAT. A 'Back' button is located at the bottom left.

Tax Type	Tax Registration Number	Name of Account Holder	IBAN	BIC	Cancelled	Action
PAYE-Emp		-				+ Input
VAT		-				+ Input

The IBAN (22 characters long) and BIC details can usually be found on your bank statement. Enter the details carefully to ensure they are correct.

Enter your details and click **“Next”**.

Input Bank Details

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* Denotes a required field

Bank Details

Please enter your bank account details below to receive your refund/repayment by EFT. Once complete, select the Next button to confirm your changes. If you wish to go back to the bank detail registration list, select the Cancel button.

IBAN *

BIC

Name of Account Holder *

Tax Registration Details

The bank details will be applied to the following tax registration:

Tax Type	Tax Registration Number
PAYE-Emp	

Cancel Next >

You will be brought to a **Confirmation Screen** and you will have to enter the details again to ensure that there are no errors.
Click **“Next”**.

Verify Bank Details

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* Denotes a required field

Bank Details

The bank details must be verified before submission. Please re-enter details below.

IBAN *

BIC

Name of Account Holder *

Cancel Back Next >

The data entered on the first screen is checked against the data entered in the Confirmation screen. These details must match exactly or you will be unable to proceed.

Review Bank Details

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Bank Details

Please review the bank details entered and confirm that they are correct. These bank details will be used for future refunds/repayments for the tax registration(s) below. Once complete, click the Confirm button to submit your changes. If you need to make any amendments, select the Back button.

IBAN

BIC

Name of Account Holder

Tax Registration Details

The bank details will be applied to the following tax registration:

Tax Type	Tax Registration Number
PAYE-Emp	

Cancel Back Confirm

You are presented with the bank details. Please check the details you have input and click on **“Confirm”** if you are happy to proceed.

This will take you to the Sign and Submit screen – enter your ROS login password and click **“Sign and Submit”**.

You will receive a Notice Number confirming your submission. Click **“OK”** to exit.

You have just transmitted a Electronic Funds Transfer 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	5526639854I
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To return to My Services page click the **OK** button

OK

Confirmation of the transaction will also appear in your Ros Inbox (on the Revenue Record tab). Single click on the **“Notice Number”** to open the item.

CT - Inbox Messages

Search by:

	Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty	Document Type	Period Begin	Iss
<input type="checkbox"/>	5526639854I	MS ROS PROJECT			EFT Confirmation	N/A	21/0

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