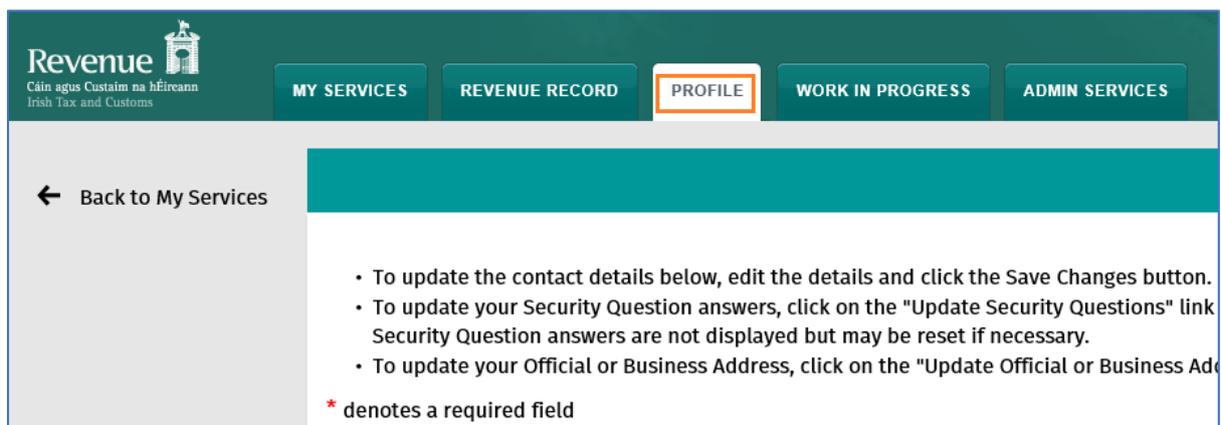


## How to update your address on ROS

- Login to ROS on the Administrator digital certificate and go to the “**Profile**” tab.



Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

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

← Back to My Services

- To update the contact details below, edit the details and click the Save Changes button.
- To update your Security Question answers, click on the "Update Security Questions" link. Security Question answers are not displayed but may be reset if necessary.
- To update your Official or Business Address, click on the "Update Official or Business Address" link.

\* denotes a required field

- Scroll down the page until you see “Official and Business Address” and click on “**Update Official or Business Address**”.

### Security Questions

Last Updated

Mon 19 Aug 2019

[Update Security Questions](#)

### Official and Business Address

[Update Official or Business Address](#)

- The page opens on the **Official address by default**.  
If it is the Official Address that you need to amend, enter your new address in the fields provided, then click on “**Save**” at the bottom of the screen.
- If you are not based in Ireland, click on “**My address is not in the Republic of Ireland**” and fill in the details there.

## Customer Contact Details

[My address is not in the Republic of Ireland](#)  
[I want to update my Business Address](#)

**Official Address** ⓘ Clear

Address Line 1 \*

Address Line 2 \*

Address Line 3 (optional)

City/County \*

Eircode (if known)

**Additional Details** Clear

Official Email Address \*

Mobile Number

Other Contact Number

You are registered for VAT and/or PREM according to our records.

Update my tax registration addresses with same details.

### Please note:

Checking this option will update all your addresses. If they are different, please contact Revenue via MyEnquiries.

Save

[Cancel](#)

- If you need to amend the Business Address, click on “**I want to update my Business Address**”.
- If you are not based in Ireland, click on “**My address is not in the Republic of Ireland**” and fill in the details there.
- You will only get the option to amend your Business Address if this is already set up. If there is no business address on your record, please contact your local Revenue Office or submit a myEnquiry (Enquiry relates to: select tax type e.g. Income Tax, More specifically: Change of Address).

## Customer Contact Details

[My address is not in the Republic of Ireland](#)

[I want to update my Business Address](#)

**Official Address** ⓘ [Clear](#)

Address Line 1 \*

**Additional Details** [Clear](#)

Official Email Address \*

- Enter your new address in the fields provided, then click on “**Save**” at the bottom of the screen.

**Business Address** ⓘ [Clear](#)

Address Line 1 \*

Address Line 2 \*

Address Line 3 (optional)

City/County \*

Eircode (if known)

**Additional Details** [Clear](#)

Business Email Address \*

Mobile Number \*

Other Contact Number

You are registered for VAT and/or PREM according to our records.

**Update my tax registration addresses with same details.**

**Please note:**

Checking this option will update all your addresses. If they are different, please contact Revenue via MyEnquiries.

**Save**

[Cancel](#)

- Enter your password and then click on “**Sign and Submit**”.

You will get an on-screen acknowledgment:

## Acknowledgement of Profile Update

Revenue On-Line Service has received the information submitted  
Please note the new address can take up to 5 minutes to be processed  
To return to Revenue Services click the OK button

**OK**

You will also get a notification to your ROS Inbox.

The screenshot shows the Revenue ROS interface. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD' (highlighted), 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below this, the 'TEST5 - Inbox Messages' section is visible. On the left, there is a sidebar with 'Inbox Messages' and 'Information Services' (Returns, Payments, Refunds & Repayments, Charges & Payments, Events List, Registration Details). The main content area displays a yellow notification: '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.' Below the notification is a search bar with 'Search by: Search using Document Type' and 'Cancel Search'. There are also filters for 'Tax Type/Duty/Rep. Oblig. : \* Select', 'Document Type : \*', and 'Include Archive'. A 'Refresh Inbox' button is present. At the bottom, a table shows a notification for 'User Profile Address' with columns for 'Notice No.', 'Customer Name', 'Regn./Trader No./Doc ID', 'Tax Type/Duty/Rep. Oblig.', 'Document Type', 'Period Begin', and 'Issued Date'. The notification is dated 19/03/2020.