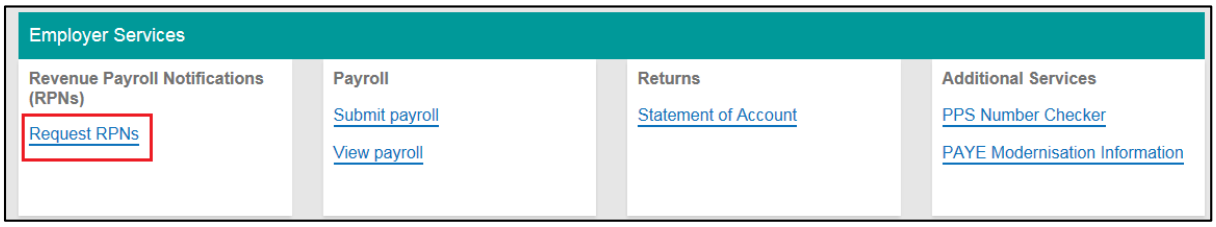
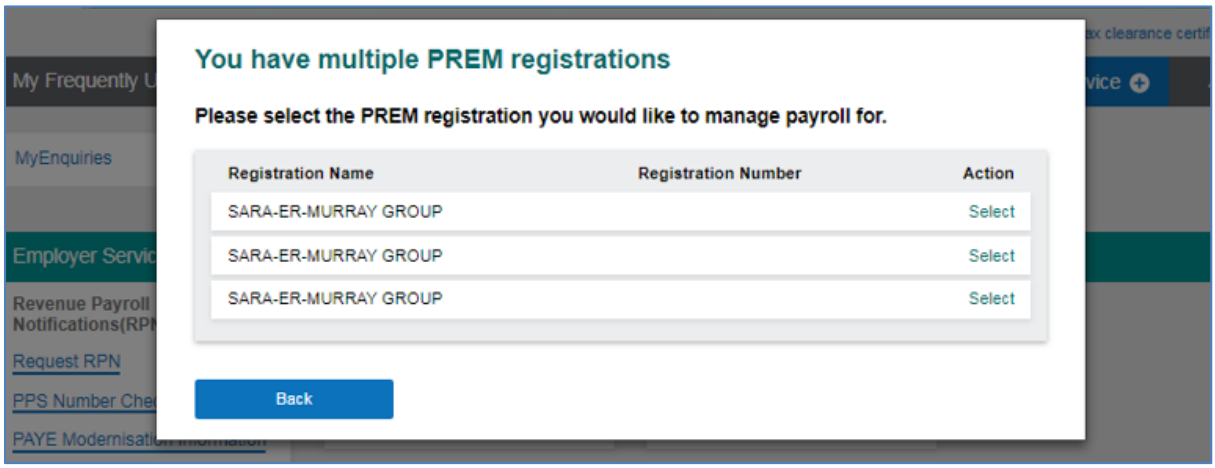
# Requesting RPNs Online from a Specific Date

To request updated or new Revenue Payroll Notifications (RPNs) issued since a specific date:

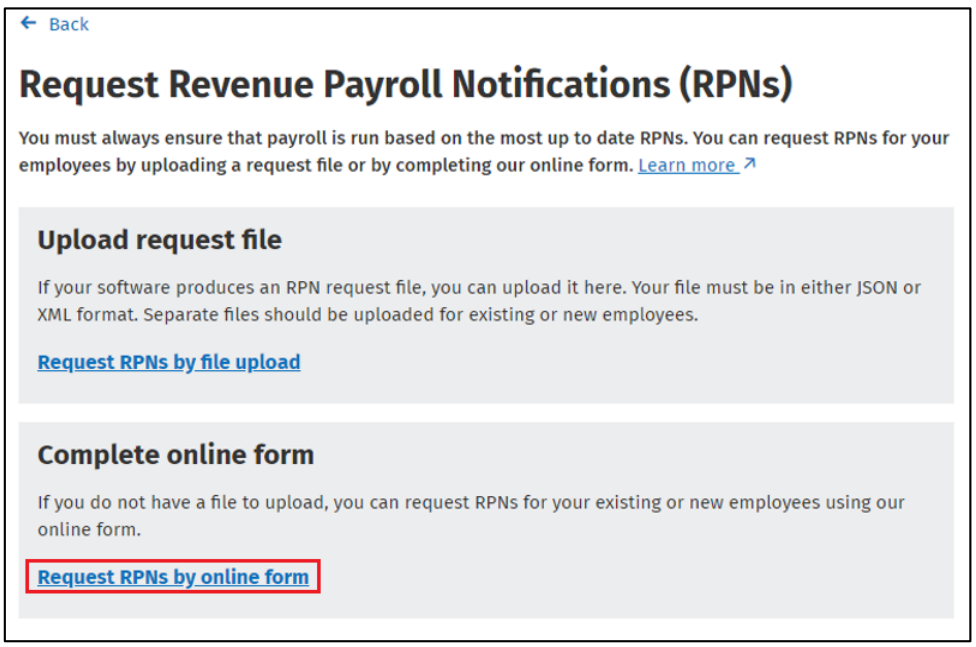
- Click on '**Request RPN'** on the 'Employer Services' panel on the 'My Services' page when you are logged into ROS.




If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.

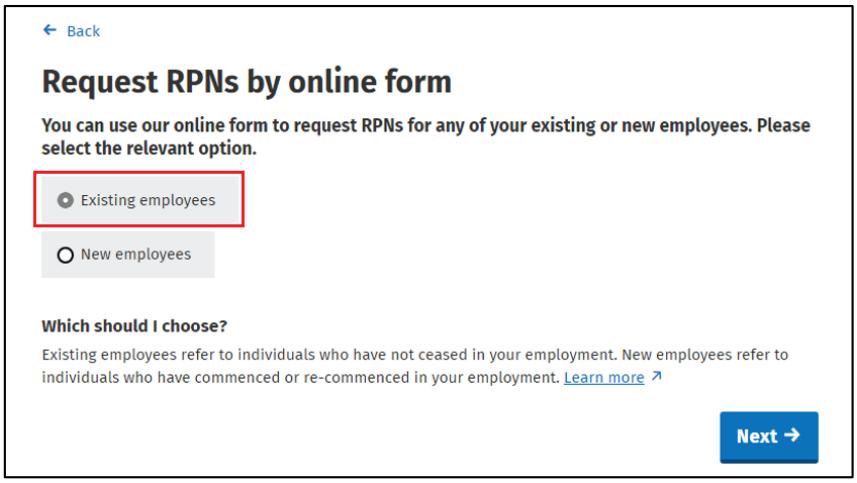



- Select '**Request RPNs by online form**'.

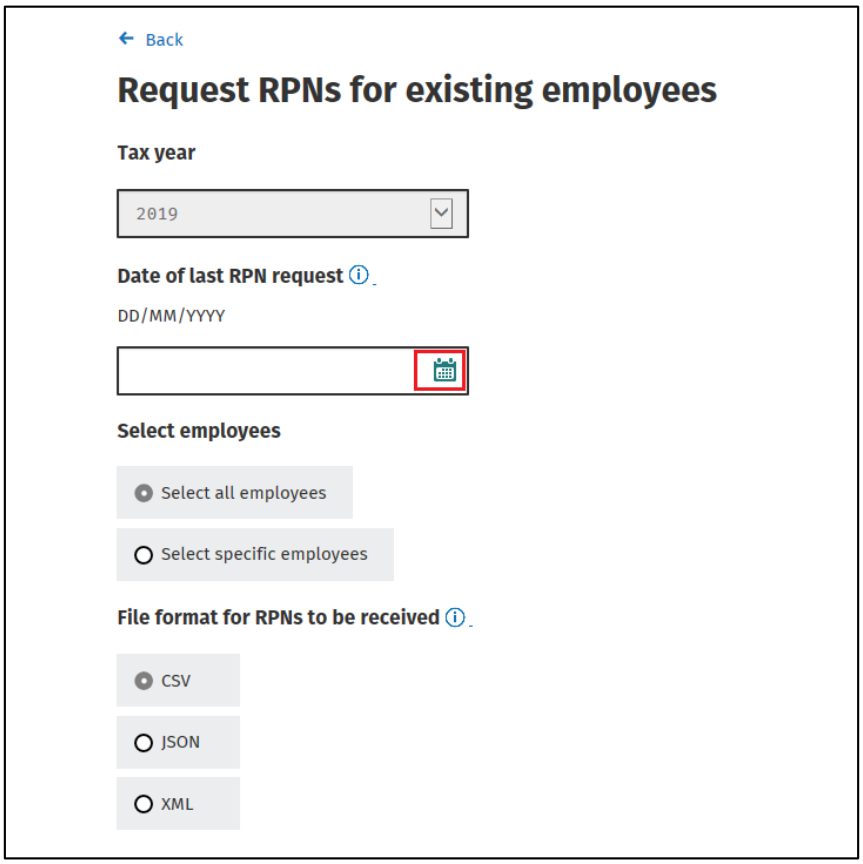



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

You have the option to request RPNs for new or existing employees - select '**Existing employees'** and click '**Next**'.

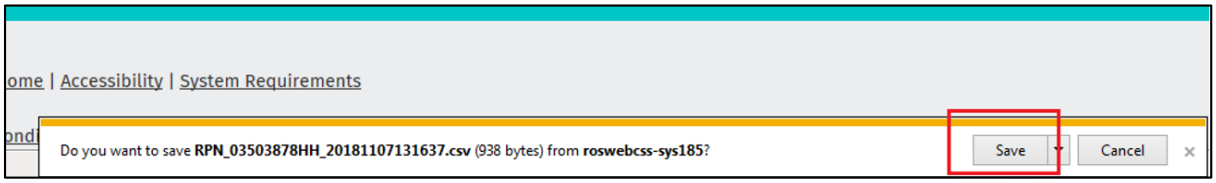


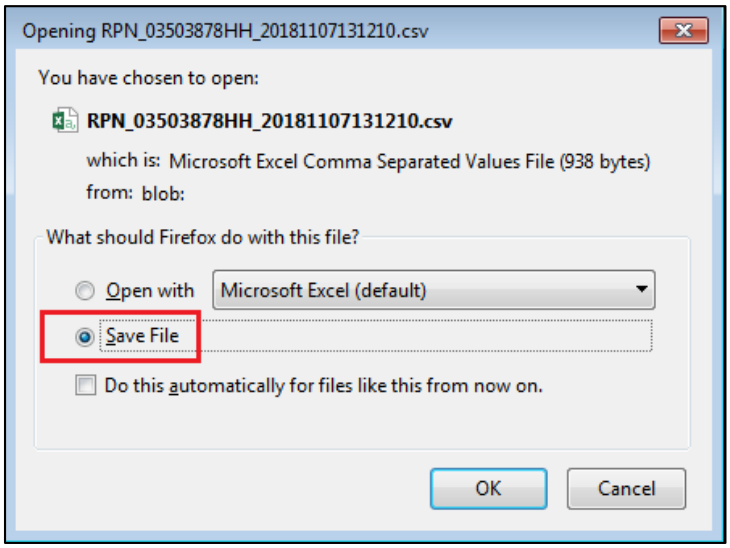

- **To request RPNs from a specific date:**
  - Click on the calendar icon and select the date you wish to search from.
  - Select the file format in which you want to receive the returned RPNs in i.e. CSV, JSON or XML.
  - If you have a payroll package, your payroll provider can advise you which format to select. If you are not using a payroll package, use CSV file format, which you can open in Excel.



- Click the '**Request RPNs**' button.
- Input your password.
- Click on '**Sign & Submit**'.

The results of your RPN request will be returned. Depending on your web browser, you may be asked to 'Open' or 'Save' the file. Always chose '**Save**' to create the RPN file in your Downloads folder.




This saved file can be imported into your payroll package.