

Vehicle Registration Tax (VRT) Online Payments in ROS and myAccount

This document was reviewed November 2024



Table of Contents

1	Introduction	3
2	Online Enhancement for VRT	3
3	Benefits of the Enhancement.....	3
4	Making a VRT online payment - ROS customers	4
5	Making a VRT online payment – myAccount Customers	11
6	Contact Details	20
6.1	ROS Payment Support	20
6.2	ROS Technical Helpdesk	20
Appendix 1 - European Economic Area (EEA) and Non-EEA Single European Payments Area (SEPA) List of Countries.....		21

1 Introduction

Revenue provides online payment facilities via myAccount and ROS for a wide range of taxes (including interest and penalties). Online payment channels provide a quicker, more secure, and cheaper facility for taxpayers to pay their taxes and access their payments history and tax details at any stage. The majority of taxpayers use Revenue's electronic channels.

2 Online Enhancement for VRT

Since September 2020, an online payment facility for VRT has been available on ROS and My Account. This allows customers with an existing VRT registration to make VRT payments via ROS or MyAccount. Where a customer is not registered for VRT and wishes to make a VRT payment, the customer is automatically registered for VRT. An agent who is linked to a customer will also be able to make VRT payments on their behalf via ROS.

Online payments can be made via Debit card, Credit card, or Single Debit Instruction (customer instruction to Revenue to deduct the payment from a nominated bank account). The card payment facility is only available to customers whose tax affairs are managed by Revenue's Personal and Business Divisions.

From 1 October 2023, Revenue will no longer accept payments through Commercial Credit Cards. A warning message will be displayed if a Commercial Credit Card number is entered. Customers should contact their credit card provider if they are unsure of their card type.

3 Benefits of the Enhancement

In addition to providing a quicker, more secure, and cheaper payment facility, the key benefits of using online payments for VRT customers are as follows:

- Instant credit applied to the customer account, eliminating the need for follow up contact to the relevant local office to apply credit.
- Auto registration for customers who wish to use the online payments facility and who have no previous VRT registration.
- Customers can view their payments history at any stage listing all payments made by date, payment type and amount.
- Traders who have a registration for VRT under a Trader Account Number (TAN) in addition to a customer registration number, now have the option to use the TAN or the customer registration number (including a ceased registration number) on the payment screen. This ensures the payment is allocated to the correct registration number.

4 Making a VRT online payment - ROS customers

Login into [ROS](#) to make an online payment as follows:

1. Go to the **My Services** page on the ROS home page
2. Go to the **Payments & Refunds** section for Submit a Payment
3. Select payment type **Tax Payment/Declaration**
4. Select **VRT** from the drop-down menu of Tax Types
5. Click **Make Payment**.

The screenshot shows the 'MY SERVICES' page in the ROS system. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below this, there's a 'My Frequently Used Services' section with an 'Add a service' button. The main content area is divided into several sections: 'MyEnquiries', 'Employer Services' (with links for Request RPNs, Submit payroll, View payroll, Returns, Statement of Account, View Latest Statement/Return, and Additional Services like TWSS Reconciliation), 'File a Return' (with links for Complete a Form Online and Upload Form(s) Completed Offline), and 'Payments & Refunds'. The 'Payments & Refunds' section is expanded, showing 'Submit a Payment' with a note: 'You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.' Below this, there are two dropdown menus: the first is set to 'Tax Payment/Declaration' and the second is set to 'VRT'. A blue 'Make Payment' button is next to the second dropdown. At the bottom, there's a link for 'Manage Bank Accounts'.

Figure 1: ROS, my services, make a payment

6. Enter the relevant details for the VRT payment
 - A Tax Registration Number or a Trader Account Number (TAN)
 - Payment Year
 - Payment Period
 - Vehicle Registration Number (only applicable for VRT payments on vehicle conversions)
 - Vehicle Conversion check box (only applicable for VRT payments on vehicle conversions)
 - Payment Amount (if making a top up payment, you should use the current year and current payment period)



Vehicle Registration Tax

Select a Tax Registration Number

Payment Year

Please select a year

Payment Period

Please select a Period

Vehicle Registration Number

Vehicle Conversion ☐

Payment Amount

Please enter an amount

€	<input type="text"/>
---	----------------------

Add Payment →

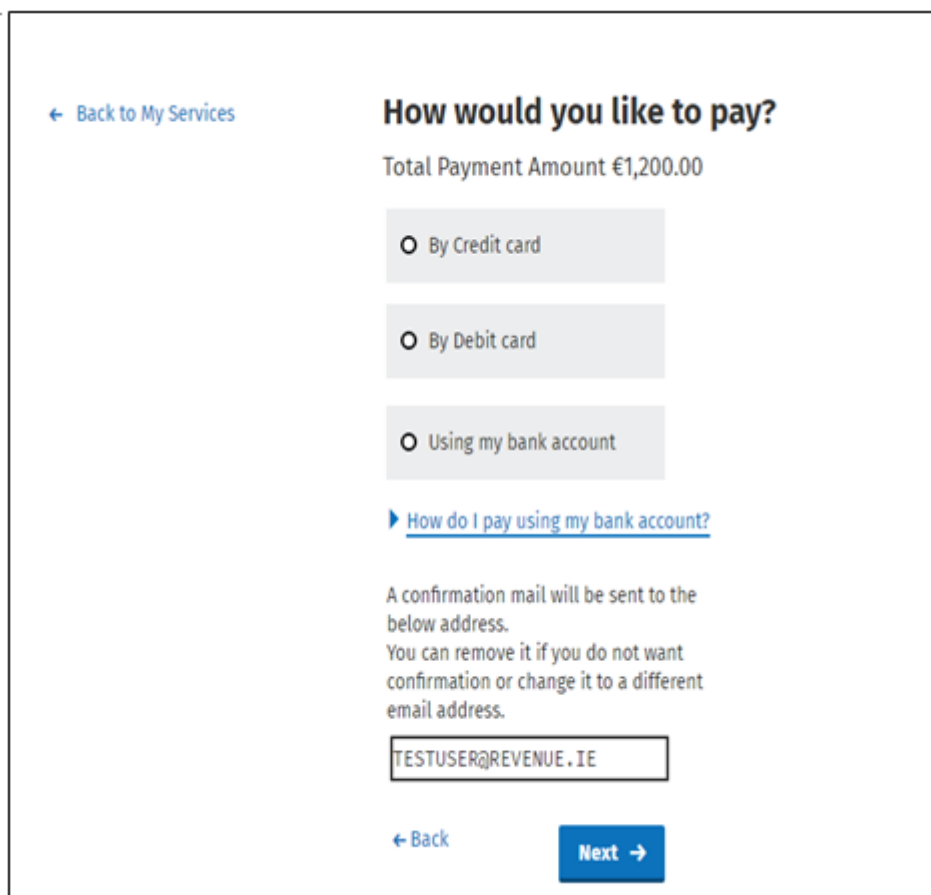
You will have a chance to review your payment before it is paid

Figure 2: VRT details

7. Click **Add Payment**

8. Select from one of the following payment options:

- Credit card
- Debit card
- Using a Bank Account i.e. a 'Single Debit Instruction (SDI) using a bank account (normally a current account) capable of accepting a direct debit.



The screenshot shows a web interface for selecting a payment method. At the top left is a link '← Back to My Services'. The main heading is 'How would you like to pay?'. Below this, the 'Total Payment Amount' is displayed as '€1,200.00'. There are three radio button options: 'By Credit card', 'By Debit card', and 'Using my bank account'. Below these options is a link '▶ How do I pay using my bank account?'. A paragraph of text states: 'A confirmation mail will be sent to the below address. You can remove it if you do not want confirmation or change it to a different email address.' Below this text is a text input field containing the email address 'TESTUSER@REVENUE.IE'. At the bottom left is a '← Back' link, and at the bottom right is a blue 'Next →' button.

Figure 3: Payment Details

[← Back to Home Page](#)

How would you like to pay?

Total Payment Amount €1.00

Payment date will default to today's date for card payments and payments made using your bank account.

08/09/2020

☐ By Credit card

☐ By Debit card

☒ Using my bank account

BIC

IBAN

Please debit my account with the single amount specified.

By signing this mandate form, you authorise (A) the Revenue Commissioners to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from The Revenue Commissioners

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

[▶ How do I pay using my bank account?](#)

A confirmation mail will be sent to the below address.
You can remove it if you do not want confirmation or change it to a different email address.

[← Back](#) **Next →**

Figure 4: Payment details using a bank account

9. Insert the relevant payment details for either card payment or bank account. Please note that International Bank Account Numbers (IBANs) located outside of the European Economic Area (see [Appendix 1](#) for list of EEA and non-EEA Single European Payments Area (SEPA) countries) will require additional details on account holder address to be input – see Figure 5.
10. A payment summary will be presented before the payment is completed.
11. Click **Next** to complete the payment or **Back** to review or amend details.

Account Holder Address Details

Account holder address is required for banks outside the European Economic Area.

Account Holder Address

Account Holder Address 1

Account Holder Address 2

Account Holder Address 3


Country

ZIP/Postal Code

[← Back](#)

[Next →](#)

Figure 5: Account Holder Address Field Screen

**Revenue**
Can also Connect to MyAccount
with Tax and Customs

Payments

Summary of Payments

Payment date will default to today's date for card payments and payments made using your bank account.

Tax Type	Period	Amount
Vehicle Registration Tax	01/08/2020 - 31/08/2020	€1,200.00

Please click Next in order to complete your payment.


[← Back](#)[Next →](#)

Figure 6: Payment Summary

Sign & Submit

Certificate

sys203multivattest18644

 [Help](#)

Enter Password

Password

Sign & Submit

0%

Figure 7: Sign & Submit

12. A payment notification will issue to your ROS inbox.

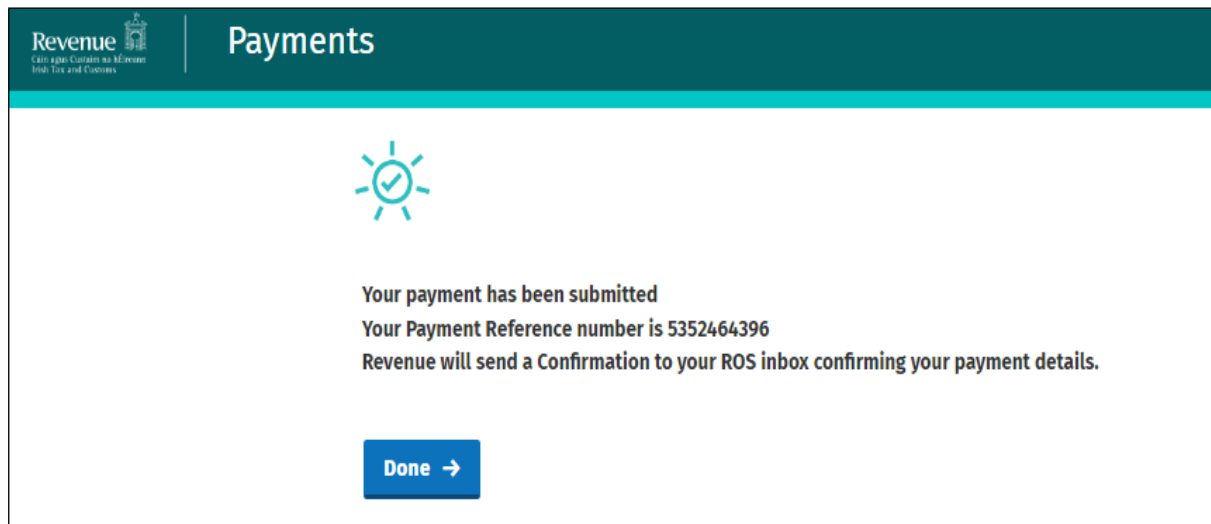


Figure 8: Payment Notification

13. Customers can view their VRT payments from their Revenue Record by selecting the tax type as VRT and the document type as Payment

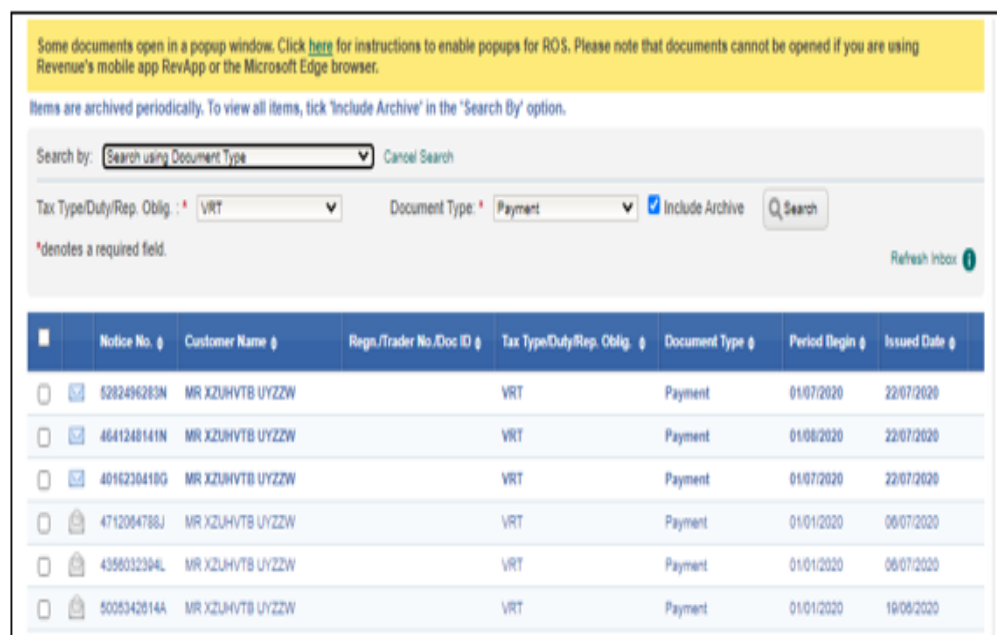


Figure 9: ROS Payment Summary



Vehicle Registration Tax

Payment Year

2021

Payment Period

January

Vehicle Registration Number

201D12345

Vehicle Conversion

True

Payment Amount

€111.00

Close →

Figure 10: VRT Payment Notice

5 Making a VRT online payment – myAccount Customers

To make a payment, a customer must first register for myAccount via the '[Register for myAccount](#)' link on www.revenue.ie. Once registered, a customer will receive a password and this is used with their PPSN to access the online payment facility.

Once registered, login into [myAccount](#) to make an online payment as follows:

1. Go to the **Payment/Repayments** section on the MyAccount home page
2. Click **Make a Payment**





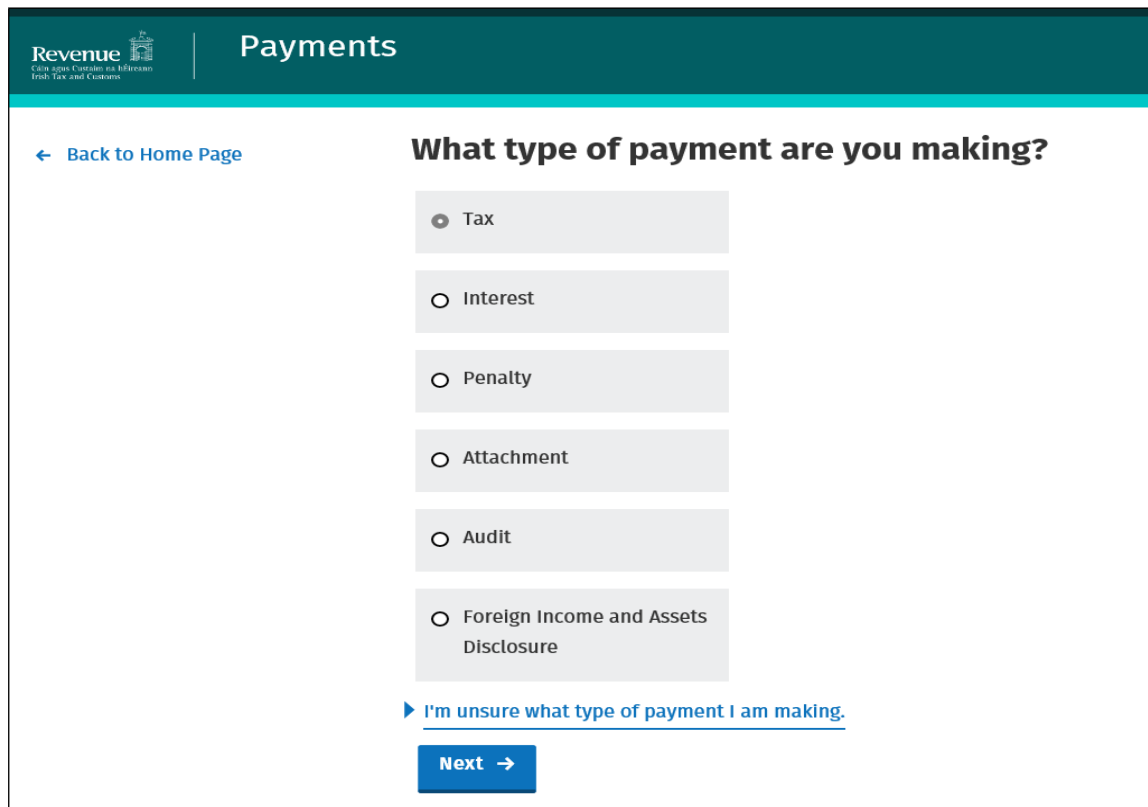

<p>PAYE Services </p> <p>Employees and Pension Recipients: manage your tax record, claim credits, declare income, view and create a summary of your pay and tax details, submit a return and register or cease your job or pension.</p> <p>To get an End of year statement (P21) click 'Review your tax'.</p> <p>To get a Tax credit certificate click 'Manage your tax'.</p> <p>Learn more</p> <p>Manage your tax 2019 (includes view your pay & tax details)</p> <p>Review your tax 2015-2018 (Form 12 or End of year statement (P21))</p> <p>Update job or pension details</p> <p>Claim unemployment repayment 2019</p> <p>Create a summary of your pay and tax details</p>	<p>Property Services </p> <p>Property Owners</p> <ul style="list-style-type: none"> • View, file and pay your LPT • LPT valuation guide: average market value of properties as at March 2013 • Claim tax relief on the renovation of a property • Claim tax relief on mortgage interest paid <p>First Time Buyers: View or start your Help To Buy application.</p> <p>Learn more</p> <p>Local Property Tax (LPT)</p> <p>Home Renovation Incentive</p> <p>Help To Buy</p> <p>LPT Valuation Guide</p> <p>Claim Mortgage Interest Relief</p> <p>Property Ownership Transfer</p>
<p>Vehicle Services </p> <p>Drivers & Passengers with Disabilities: Apply for tax relief on adapted vehicles and claim fuel grant.</p> <p>Vehicle Owners: Upload a VRT Certificate of Conformity.</p> <p>VRT Calculator: estimate VRT due on a car, small commercial vehicle or motor cycle. Estimate any repayment of VRT due on the export of a car.</p> <p>VRT EU Leased Vehicle – Lessee: Submit details of lease in advance of registration</p> <p>Learn more</p> <p>Drivers & Passengers with Disabilities</p> <p>VRT Certificate of Conformity</p> <p>VRT Calculator</p> <p>VRT EU Leased Vehicle – Lessee</p>	<p>Payments/Repayments </p> <p>Payments: make payments online for most tax types and view your payments history.</p> <p>eRepayments: make repayment claims and check status of submitted claims for</p> <ul style="list-style-type: none"> • Specific VAT repayments for unregistered persons • Mineral Oil Tax paid by certain sectors • Stamp Duty (83D) <p>Learn more</p> <p>Make a Payment</p> <p>View Payments History</p> <p>eRepayments</p>

Figure 11: MyAccount home page, Payment/Repayments, Make a Payment

3. Select **Tax** from the list of payment types



Revenue  Clárú agus Cúirtéis na hÉireann
Irish Tax and Customs

Payments

[← Back to Home Page](#)

What type of payment are you making?

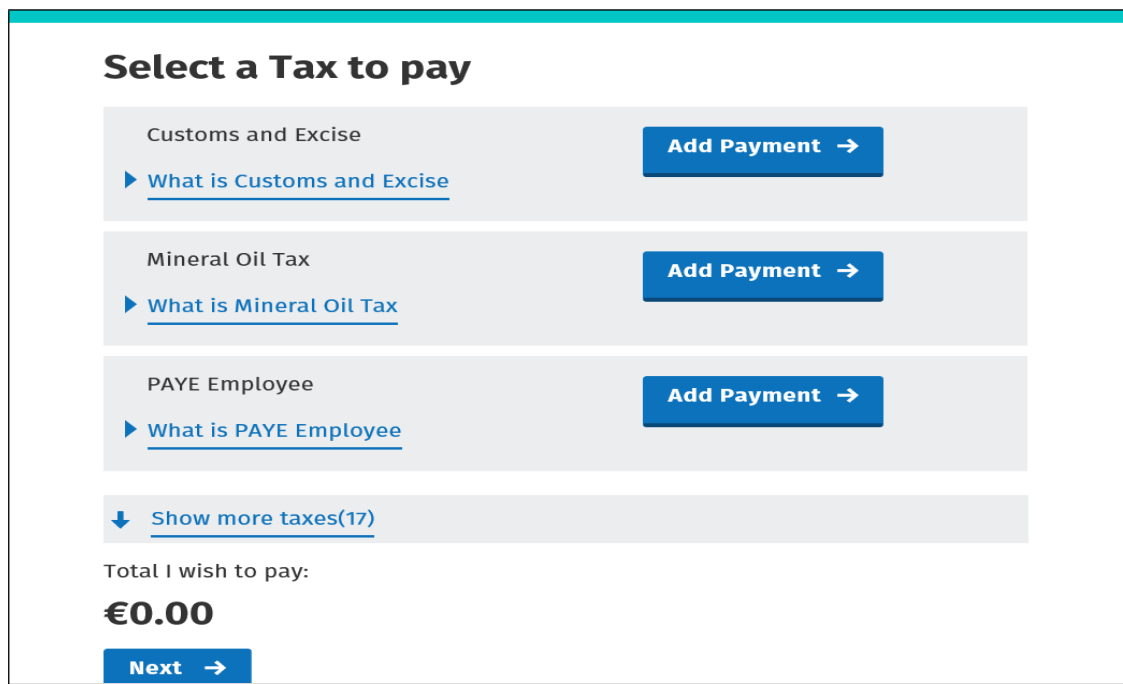
- ☒ Tax
- ☐ Interest
- ☐ Penalty
- ☐ Attachment
- ☐ Audit
- ☐ Foreign Income and Assets Disclosure

[▶ I'm unsure what type of payment I am making.](#)

Next →

Figure 12: Select Payment type Tax

4. Click on **Show more taxes**



Select a Tax to pay

Customs and Excise

[▶ What is Customs and Excise](#)

Add Payment →

Mineral Oil Tax

[▶ What is Mineral Oil Tax](#)

Add Payment →

PAYE Employee

[▶ What is PAYE Employee](#)

Add Payment →

[↓ Show more taxes\(17\)](#)

Total I wish to pay:

€0.00

Next →

Figure 13: Select tax to pay

5. Select **VRT** from the list of taxes to pay, Click **Add Payment** and **Next**

TRS Overpayments **Add Payment →**
▶ [What is TRS Overpayments](#)

Vehicle Registration Tax **Add Payment →**
▶ [What is Vehicle Registration Tax](#)

Capital Acquisitions Tax **Add Payment →**
▶ [What is Capital Acquisitions Tax](#)

↑ [Show less taxes](#)

Total I wish to pay:
€0.00
Next →

Figure 14: Select VRT as tax to pay

6. Enter the relevant details for the VRT payment

- A Tax Registration Number or a Trader Account Number (TAN)
- Payment Year
- Payment Period
- Vehicle Registration Number (only applicable for VRT payments on vehicle conversions)
- Vehicle Conversion check box (only applicable for VRT payments on vehicle conversions)
- Payment Amount (if making a top up payment, you should use the current year and current payment period)



Vehicle Registration Tax

Select a Tax Registration Number

Payment Year

Please select a year

Payment Period

Please select a Period

Vehicle Registration Number

Vehicle Conversion ☐

Payment Amount

Please enter an amount

€	<input type="text"/>
---	----------------------

Add Payment →

You will have a chance to review your payment before it is paid

Figure 15: VRT details

7. Click **Add Payment**

8. Select from one of the following payment options:

- Credit card
- Debit card
- Using a Bank Account i.e. a 'Single Debit Instruction (SDI) using a bank account (normally a current account) capable of accepting a direct debit

The screenshot shows a web interface for selecting a payment method. At the top left is a link '← Back to My Services'. The main heading is 'How would you like to pay?'. Below this, the 'Total Payment Amount €1,200.00' is displayed. There are three radio button options: 'By Credit card', 'By Debit card', and 'Using my bank account'. The 'Using my bank account' option is selected. Below the options is a link '▶ How do I pay using my bank account?'. A message states: 'A confirmation mail will be sent to the below address. You can remove it if you do not want confirmation or change it to a different email address.' Below this message is a text input field containing 'TESTUSER@REVENUE.IE'. At the bottom left is a '← Back' link, and at the bottom right is a blue 'Next →' button.

Figure 16: Payment Details

[← Back to Home Page](#)

How would you like to pay?

Total Payment Amount €1.00

Payment date will default to today's date for card payments and payments made using your bank account.

08/09/2020

☐ By Credit card

☐ By Debit card

☒ Using my bank account

BIC

IBAN

Please debit my account with the single amount specified.

By signing this mandate form, you authorise (A) the Revenue Commissioners to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from The Revenue Commissioners.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

[▶ How do I pay using my bank account?](#)

A confirmation mail will be sent to the below address.

You can remove it if you do not want confirmation or change it to a different email address.

[← Back](#)

Next →

Figure 17: Payment details using a bank account

9. Insert the relevant payment details for either card payment or bank account. Please note that International Bank Account Numbers (IBANs) located outside of the European Economic Area (see [Appendix 1](#) for list of EEA and non-EEA Single European Payments Area (SEPA) countries) will require additional details on account holder address to be input – see Figure 18.
10. Click **Next** to complete the payment or **Back** to review or amend details
11. A payment summary will be presented before the payment is completed

Account Holder Address Details

Account holder address is required for banks outside the European Economic Area.

Account Holder Address

Account Holder Address 1

Account Holder Address 2

Account Holder Address 3


Country

ZIP/Postal Code

[← Back](#)

[Next →](#)

Figure 18: Account Holder Address Field Screen

**Revenue**
Ceann Árainn - Collectors des Impôts
Irish Tax and Customs

Payments

Summary of Payments

Payment date will default to today's date for card payments and payments made using your bank account.

Tax Type	Period	Amount
Vehicle Registration Tax	01/08/2020 - 31/08/2020	€1,200.00

Please click Next in order to complete your payment.

[← Back](#)[Next →](#)

Figure 19: Payment Summary

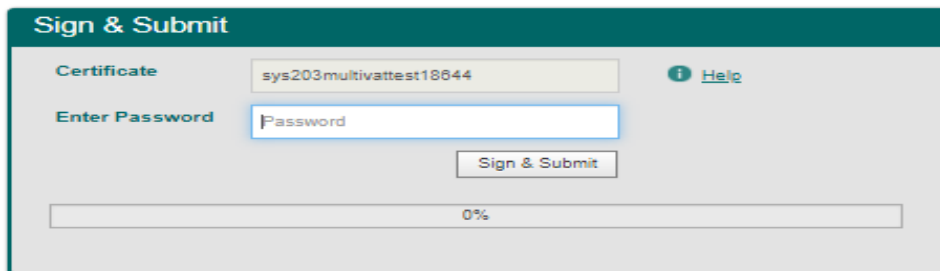
A screenshot of a web form titled "Sign & Submit". It has a teal header bar. Below the header, there are two input fields: "Certificate" with the value "sys203multivattest18644" and "Enter Password" with the placeholder "Password". To the right of the "Certificate" field is a small teal icon with an "i" and the word "Help". Below the input fields is a "Sign & Submit" button. At the bottom of the form is a progress bar showing "0%".

Figure 20: Sign & Submit

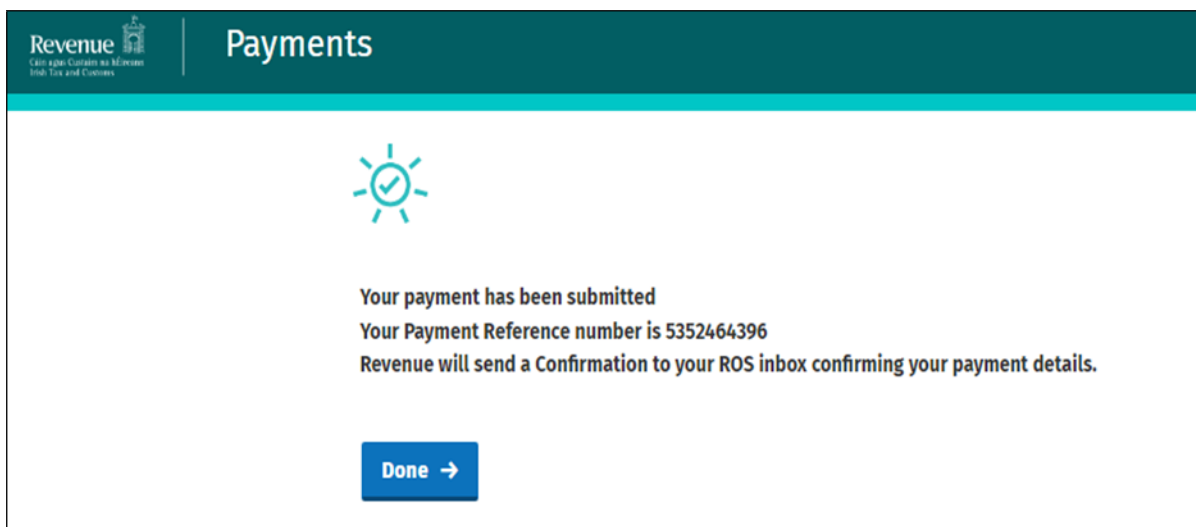
A screenshot of a "Payments" confirmation screen. It has a teal header bar with the "Revenue" logo on the left and the word "Payments" in the center. Below the header is a large teal icon of a sun with a checkmark inside. The main content area is white and contains the following text: "Your payment has been submitted", "Your Payment Reference number is 5352464396", and "Revenue will send a Confirmation to your ROS inbox confirming your payment details." At the bottom is a blue button with the text "Done →".

Figure 21: Payment Confirmation

12. You can view your payments history by selecting **View Payments History** on the **Payments/Repayments** section

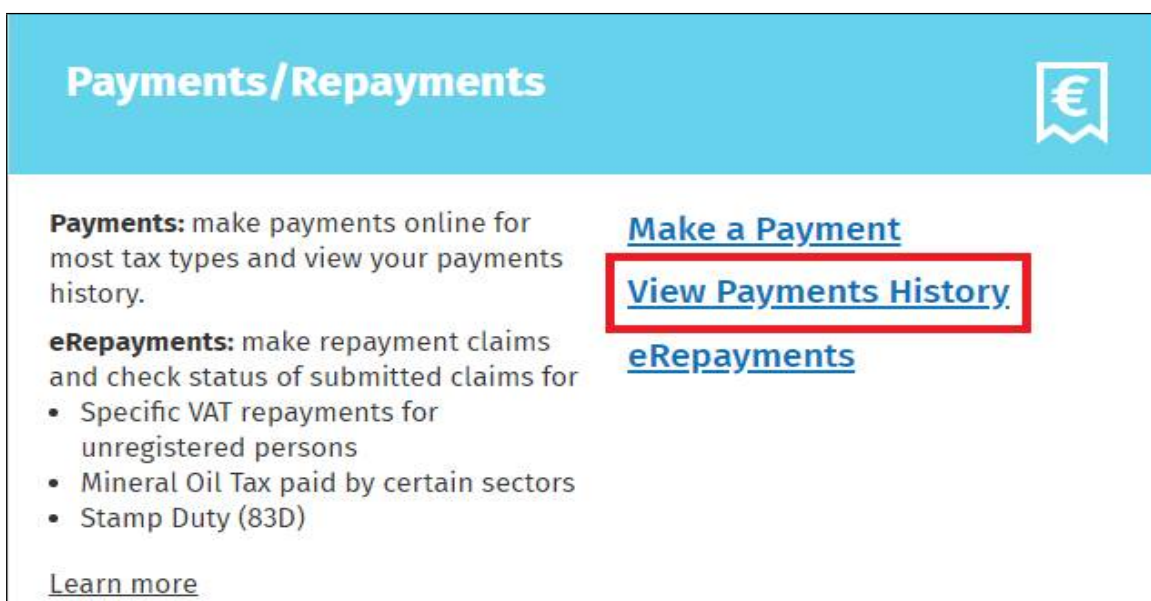

A screenshot of the "Payments/Repayments" section. It has a light blue header bar with the text "Payments/Repayments" and a teal icon of a Euro symbol inside a shield. Below the header, there is a white content area. On the left, there is text describing "Payments" and "eRepayments". On the right, there are three links: "Make a Payment", "View Payments History" (which is highlighted with a red rectangle), and "eRepayments". At the bottom left, there is a link "Learn more".

Figure 22: View Payments History

**Payments**

[← Back to Home Page](#)

Payment History

Show entries

Payment Date	Payment Type	Payment Amount	View Payment
18/10/2019 08:43	Tax	€125.00	View

Showing 1 to 1 of 1 entries

Previous 1 Next

[Payments Help](#) • [Security](#) • [Privacy Policy](#) • [Accessibility](#) • [Terms & Conditions](#)

Language [Gaeilge](#)


**Revenue**
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Figure 23: Payment History Details

6 Contact Details

6.1 ROS Payment Support

For assistance with making payments on ROS or myAccount, please forward your query through [MyEnquiries](#), following these steps:

- Click Add a new Enquiry
- From 'My Enquiry relates to' menu, choose 'Other Than the Above'
- From 'And More Specifically' menu, choose 'ROS Online Services/ROS Payments'
- Enquiry Details: Enter details of your enquiry

Alternatively, you can contact the Collector General's Division on 01 738 3663 with your payment query.

6.2 ROS Technical Helpdesk

For assistance with logging into ROS or myAccount, or any issues of a technical nature, please forward your query through [MyEnquiries](#), following these steps:

- Click Add a new Enquiry
- From 'My Enquiry relates to' menu, choose 'Other Than the Above'
- Select Revenue Online Service (ROS) Technical Support" from the dropdown options available.

Alternatively, you can contact the ROS Technical Helpdesk on 01 73 83 699 with your technical query.

Appendix 1 - European Economic Area (EEA) and Non-EEA Single European Payments Area (SEPA) List of Countries

EEA SEPA Countries
Austria
Belgium
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden

Non-EEA SEPA Countries
Andorra
Monaco
San Marino
Switzerland
United Kingdom
Vatican City