

# **Electronic Tax Clearance Verification**

# **Bulk Upload Option (File Specification)**

Document Version	1.3
Document Last Updated	29/06/2021

## Table of Contents

0	Doc	ument Information	3
	Synops	sis	3
	Docum	ent Change History	3
	Abbrev	viations used in this document	3
1	Intro	oduction	4
	1.1	Verification of Tax Clearance Certificates	4
	1.2	Bulk Upload File Format	5
2	Bulk	Upload Process	6
	2.1	ROS Online Verify: File Upload	7
	2.1.1	File Definition	8
	2.2	ROS Online Verify: File Download1	0
3	Othe	er Considerations1	1
	3.1	Technical Support1	1

# 0 Document Information

#### Synopsis

This document contains information regarding the bulk upload option for third party verification of electronic Tax Clearance Certificates.

#### **Document Change History**

#### Table 0-1: Change History

Version Number	Sections Affected	Change Description	Date
1.0	ALL	Initial Version of Document	28/11/2015
1.1	2.2, 3.1	Updated screenshot to include double quotes. Updated email address for technical support.	14/06/2016
1.2	2.1.1	Updated to reflect the fact that old style VAT Numbers are valid. Also updated letters in Tax Reference Numbers.	12/10/2017
1.3	2.1.1	Updated to reflect that there are five valid taxRefnumber formats.	29/06/2021

#### Abbreviations used in this document

#### Table 0-2: Acronyms and Abbreviations List

Abbreviation	Description
CSV	Comma Separated Values
PPSN	Personal Public Service Number
TRN	Tax Reference Number
TCAN	Tax Clearance Access Number

# 1 Introduction

The electronic Tax Clearance project is designed to give effect to the legislative provisions of S95 of Finance Act 2014; which provided for electronic tax clearance and for review and rescission of tax clearance certificates.

It will provide a more up-to-date picture of a customer's Tax Clearance Certificate status on a given date and will reduce the opportunity for persons to trade on a printed Tax Clearance Certificate, which might have no bearing on the person's current Tax Clearance Certificate status.

This document describes the tax clearance verification process. This is the process used by a third party to validate the tax clearance of an individual or organisation they are doing business with.

If a customer applies for electronic Tax Clearance and are issued with an electronic Tax Clearance Certificate, it means their tax affairs are in order. They are given a Tax Clearance Access Number (TCAN) which they can give to third parties who need to check their tax clearance.

Revenue will enable third parties to verify the Tax Clearance Certificates of multiple customers electronically via ROS using a file upload feature.

## **1.1** Verification of Tax Clearance Certificates

The bulk upload will allow a user to verify whether or not multiple customers currently hold a valid Tax Clearance Certificate. This verification includes both electronic TCCs and paper TCCs. This means that if a customer does not currently have an electronic TCC but has a paper TCC, the system will verify that the customer has a valid TCC.

### 1.2 Bulk Upload File Format

Users should create a .csv file with details of all customers they wish to verify (maximum file size to be confirmed).

This file will be in a **CSV** format. **CSV** is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the **CSV** format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc. **CSV** stands for "comma-separated values".

Note: A simple method of creating a .csv file is to firstly create a spreadsheet then save as type, as in the example below:

ave As						2 ×
Save in:	🔰 Technical	Writing	• @	-12 0	× 🖬 🖬	•Tools •
1	Name	Date modified	Туре	Size		
My Recent Documents	9-4-11 9-8-11					
Desktop						
My Documents						
My Computer						
Mu Network	File game:	Book1				Save
Places	Save as type:	Microsoft Office Exc	el Workbook	/	-	Cancel
		Unicode Text Microsoft Excel 5.0/9 Microsoft Excel 97-8	95 Workbook Excel 200	0/95 Workbor	sk 🚺	
		Microsoft Excel 4.0 V Microsoft Excel 3.0 V	Norksheet Norksheet		+	

Figure 1: Screenshot showing file being saved in CSV format

# 2 Bulk Upload Process

The eTC verify function will be available to third party customers from the ROS 'MyServices' as highlighted in the screenshot below.

Irish Tax and Customs	
Revenue Record:	Returns and Payments Tax Clearance Certificate Issue
🖂 Open Revenue Record 🛛 🧿	File a Return
You have 3 new documents in your Revenue Record. Services:	Complete a Form On-line Select a return you would like to complete now. You will be given the option of filing the return with or without a payment. Select a tax type
💵 Manage Tax Registrations 🛛 🧿	Upload Form(s) Completed Off-line
Download Pre-populated Returns	Select a return type
Manage Financial Statements (2)	Payments & Refunds
Mobile Access	Submit a Payment You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.
Manage LPT / HC arrears	Select a payment type *
View Property History	Payment Details You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards.
💵 Manage Tax Clearance 🛛 🧿	Manage Bank Accounts 2
E Verify Tax Clearance	🔅 Other Services
	VAT MOSS
	Information:
	The last login with this certificate was on Tue 7 Apr 2015 at 16:42.

Figure 2: Screenshot showing eTC verify function on ROS

After signing into ROS and choosing the "Verify Tax Clearance", the file can be uploaded as follows;

erity Tax Clearance				
order to verify the tax cleara	nce of a customer you must add the customer's	Tax Reference Number and A	Access Number by selecting the	"Add" option.
ernatively if you wish to veri stomer. If choosing this optic e for upload click <u>here</u> .	fy the tax clearance status of more than one cus on you must also provide the Tax Reference Nu	stomer you can select the "Up mber and Access Number of	load" option to upload a file con each customer you wish to verif	ntaining the details of eac y. To download a template
ice you have selected your v	verification option click <b>"Verify"</b> to carry out the	verification process.		
	Tax Reference Number:	Access Number:		
	1234567A	123456	Edit	
	1234567B	654321	Edit	
	1234567C	123123	Edit	
	1234567D	111111	Edit	
	1234567E	654789	Edit	
		(		
		Upload 🚣	Add +	

Figure 3: Screenshot showing Verify Tax Clearance file uploaded

### 2.1 ROS Online Verify: File Upload

A third party will have an option to upload a list of customers to verify eTC for in CSV format. The field required on the file will be:

- Tax Reference Number
- Tax Clearance Access Number

### 2.1.1 File Definition Table 1.0 Field Types

Name	Туре	Description	Required
taxRefNumber	String	<ul> <li>Tax Reference Number (TRN) or PPSN of customer for which tax clearance is being verified. There are five valid formats:</li> <li>NNNNNNX (e.g. 1234567A)</li> <li>NNNNNNXX (e.g. 1234567AH)</li> <li>NXNNNNXX (e.g. 8A12345T)</li> <li>XNNNNNXX (e.g. T1234567A)</li> <li>XNNNNNXX (e.g. T1234567AH)</li> </ul>	Yes
taxClearanceAccessNumber	Numeric	Tax Clearance Access Number of the customer the third party is verifying:	Yes
		• NNNNNN (e,g, 123456)	

Electronic Tax Clearance Verification

**Bulk Upload Specification** 

An example of a template upload file is shown below.

📕 tax_clearance_verify-example.csv - Notepad				
File Edit	Format	View	Help	
Tax Ref 1234567 232343, 4fdf,24	erence T,2345 545545 4dfd	≥ Nun i67 i	iber, Access	Number

Figure 4: Tax Clearance verify example

Upon selecting the file (via file picker), and pressing the "Verify" button, the system will verify the status of each customer contained in the file.

s Results:		
Tax Reference Number:	Name:	Status:
1234567A	MR. JOHN SMITH	Tax Clearance cert Issued
1234567B		Customer Not Found
1234567C	COMPANY BBB	No Tax Clearance Cert Issued
1234567D	MR. JOE BLOGGS	Invalid Access Number
1234567E	MISS A. O'HARA	Tax Clearance Cert Issued
		Download 4

Figure 5: Screenshot showing Verify Tax Clearance screen

The four possible results are;

- 1. Tax Clearance Cert Issued.
- 2. No Tax Clearance Cert Issued.
- 3. Customer not found.
- 4. Invalid Access Number

Users can choose to print the details from the screen and/or download the results into a file using the buttons provided.

### 2.2 ROS Online Verify: File Download

A third party will have an option to download the results of eTC verification in CSV format. The fields stored in the file will be:

- Tax Reference Number
- Name
- Status

An example of the download file is shown below.

```
sample_verification_results.csv 🖸

"Tax Reference Number", "Name", "Status"

"1234567A", "MR JOE BLOGGS", "No Tax Clearance Cert Issued"

"2234567GH", "MRS A.N.OTHER", "No Tax Clearance Cert Issued"
```

Figure 6: Screenshot showing sample verification results

# 3 Other Considerations

### 3.1 Technical Support

Technical support queries should be directed to Revenue Tax Clearance support at: <u>CGsTaxClearanceGroup@revenue.ie</u>