

Stamping a Counterpart Stamp Certificate on ROS

Document created May 2017

You can stamp a Counterpart (or Counterparts):

- (a) at the time of completing the Stamp Duty return on ROS (on the **Request Counterparts Screen**), or
- (b) after the Stamp Duty return has been filed.

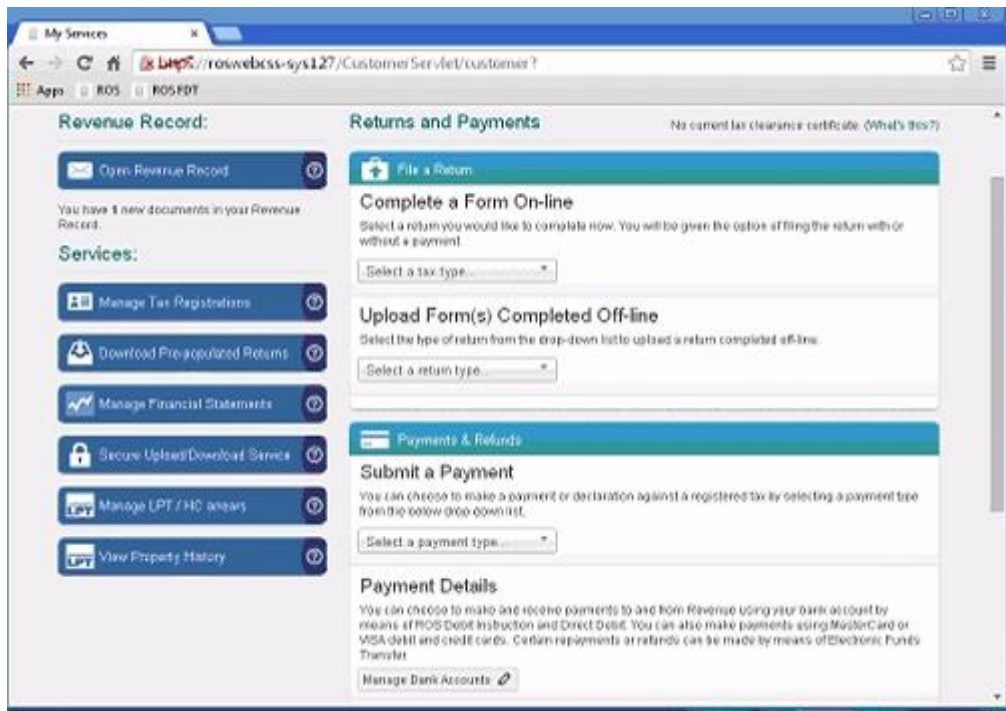
To request a Counterpart Stamp Certificate after the Stamp Duty return has been filed, follow the instructions set out below.

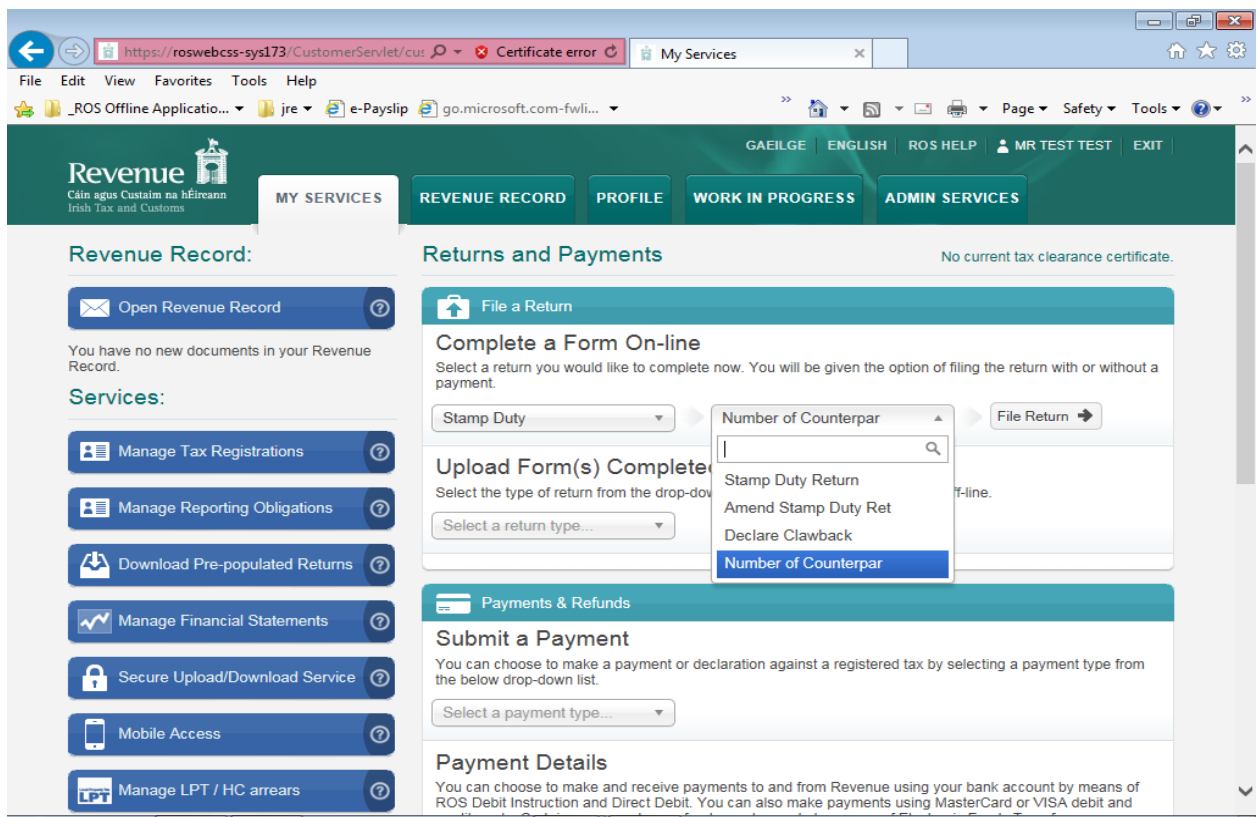
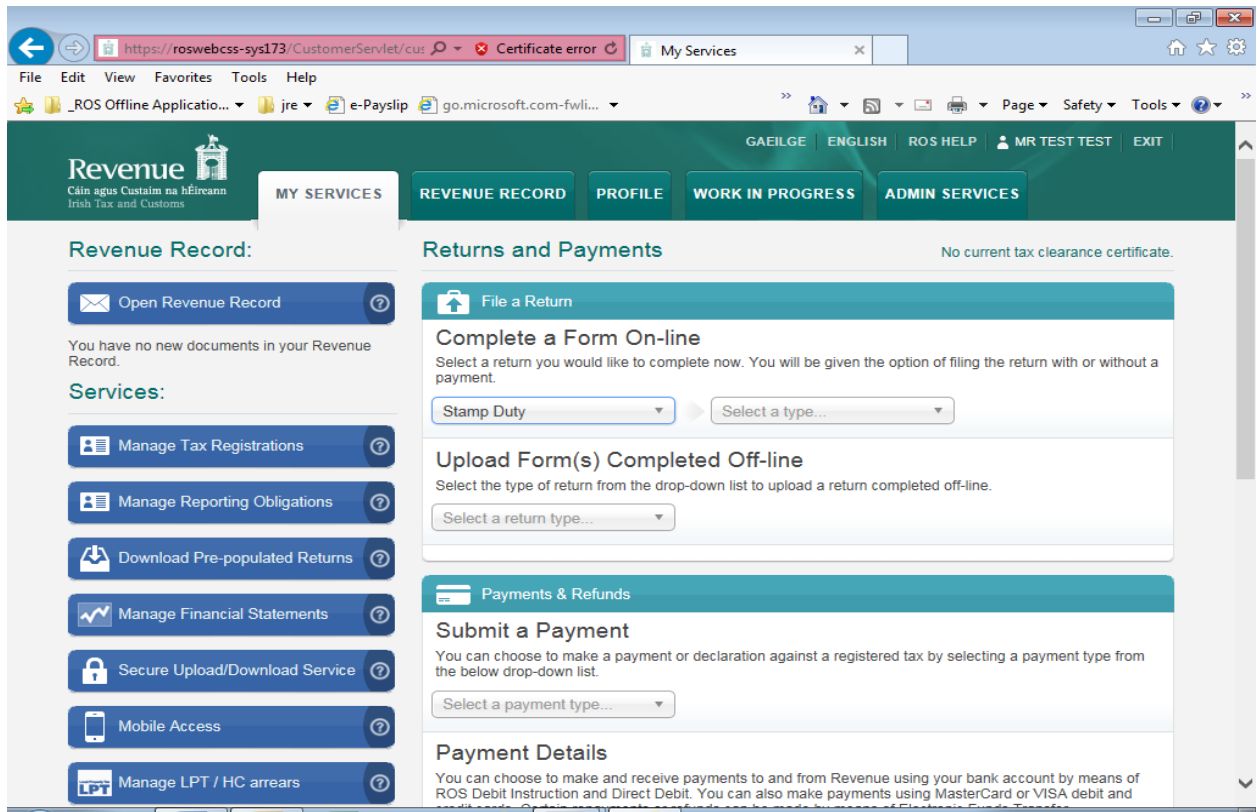
Step 1: Log into ROS

Step 2: From the **My Services** menu **File a Return** section:

- select Tax Type **Stamp Duty**,
- select Return Type **Number of Counterparts**, and
- click **File Return**.

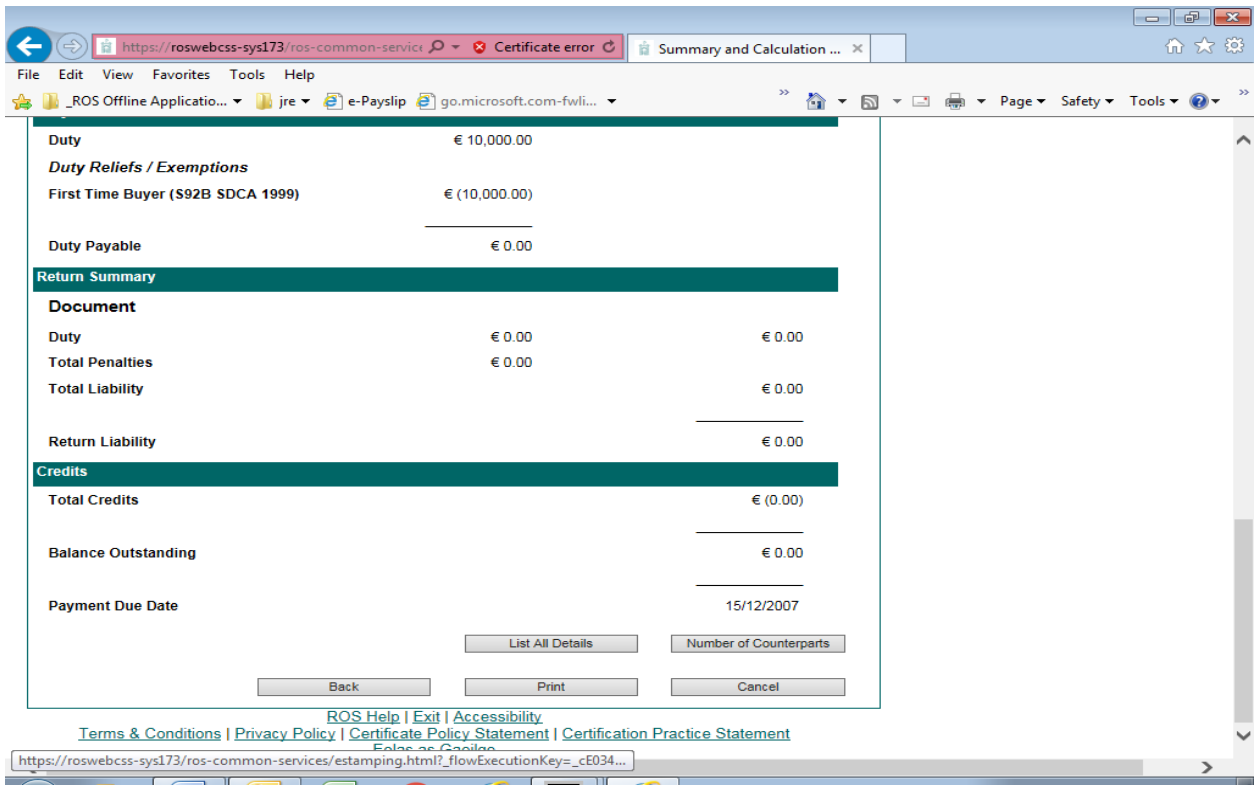
See the screen shots below.



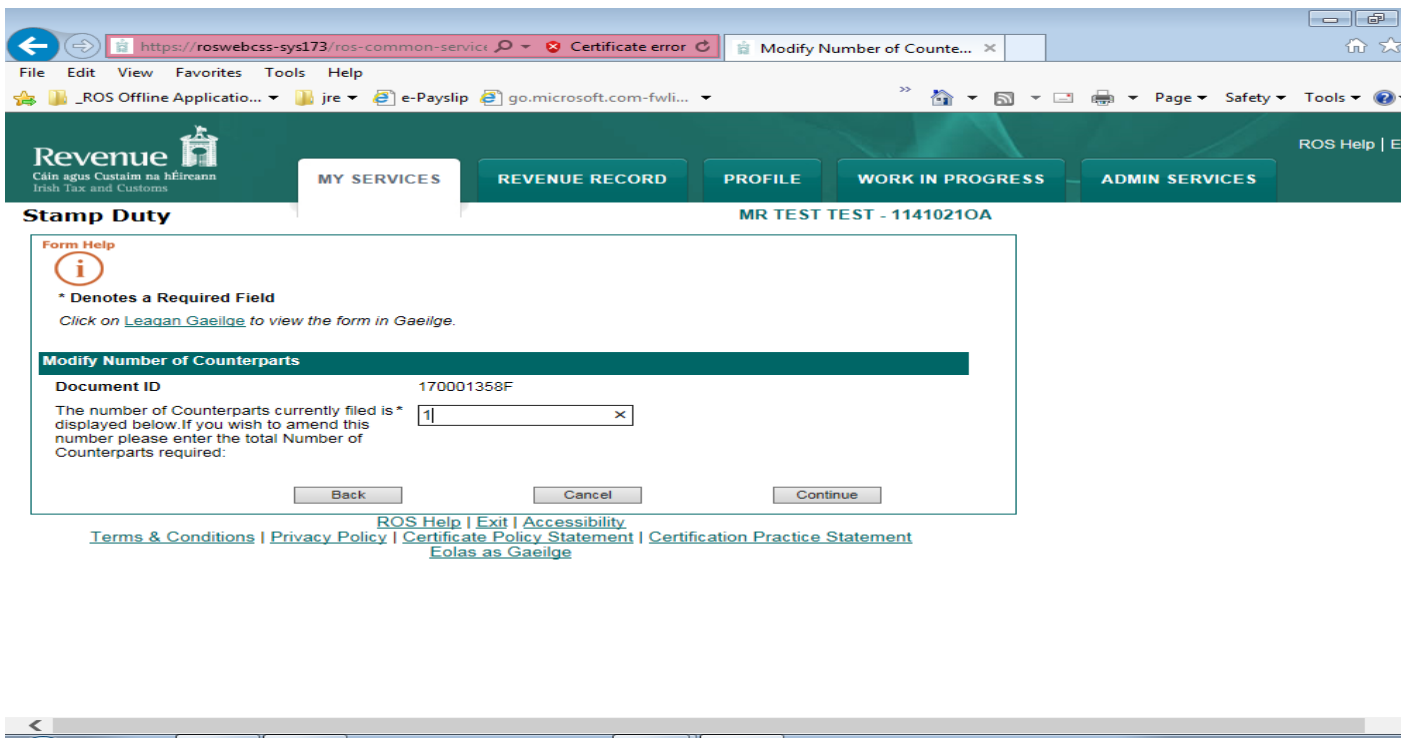


Step 3: Enter the Document ID number in the field provided and click **Search**.

Step 4: At the bottom of the **Summary & Calculation Screen** click **Number of Counterparts**.



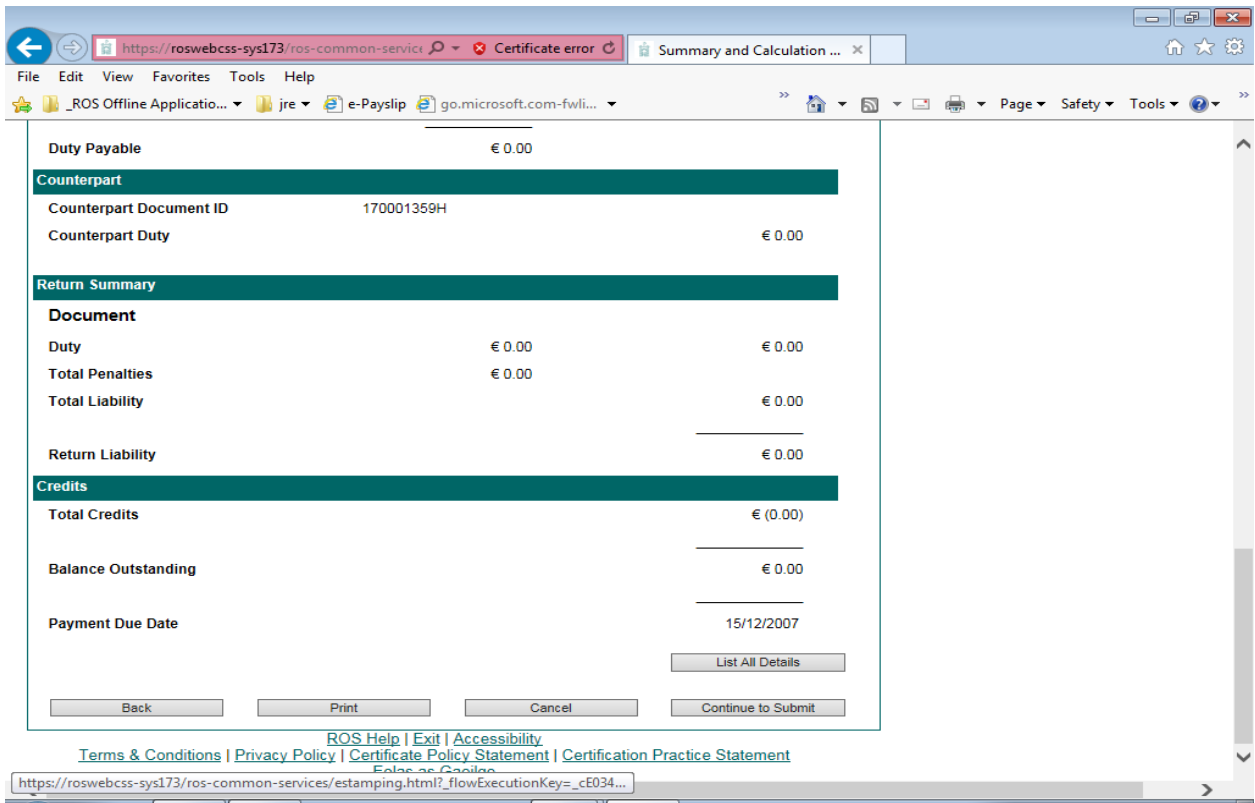
Step 5: Enter the number of Counterpart Stamp Certificates required and press **Continue**.



The **Summary & Calculation Screen** will display and show the Counterpart Document ID and the Counterpart Duty payable.

Chargeable Consideration	
Consideration	€ 250,000.00
Duty	
Duty	€ 10,000.00
Duty Reliefs / Exemptions	
First Time Buyer (S92B SDCA 1999)	€ (10,000.00)
Duty Payable	€ 0.00
Counterpart	
Counterpart Document ID	170001359H
Counterpart Duty	€ 0.00
Return Summary	
Document	
Duty	€ 0.00
Total Penalties	€ 0.00
Total Liability	€ 0.00
Return Liability	€ 0.00
Credits	
Total Credits	€ (0.00)

Step 6: If all is in order, click **Continue to Submit** at the end of the **Summary & Calculation Screen** and then continue to **Sign & Submit**.



Details of the request will display in your ROS inbox. You must contact the National Stamp Duty Office in order to release the Stamp Certificate. Once released the Counterpart Certificate will issue to your ROS inbox. You will receive a Stamp Certificate for each Counterpart.