

How to amend RDI account details

Login to ROS.

On the “My Services” screen, click “Manage Bank Accounts”.

Then click “Manage RDI’s”.

The screenshot shows the ROS interface. At the top, there is a teal header for 'File a Return' with two options: 'Complete a Form Online' and 'Upload Form(s) Completed Offline'. Below this is another teal header for 'Payments & Refunds' with three options: 'Submit a Payment', 'Manage Bank Accounts' (highlighted with a red box), and 'Refunds'. Under 'Manage Bank Accounts', there is a brief explanation and three sub-sections: 'ROS Debit Instruction', 'SEPA Direct Debit Instruction', and 'Refunds'. At the bottom, there are three buttons: 'Manage RDI's' (highlighted with a red box), 'Manage Direct Debits', and 'Manage EFT'.

Click on “Amend a ROS Debit Instruction”.

This RDI instruction comes within the scope of the Direct Debit Scheme Rules relating to refund and refusal rights for customers. A SEPA Direct Debit Guarantee has been drawn up to ensure that customer’s legal rights are in place.

You can view this SEPA Direct Debit Guarantee by clicking [here](#).

Unlike Direct Debit, RDI is not a fixed monthly amount. With RDI the amount of the payment and when the payment is made is determined solely by the customer. RDI does not confer on Revenue a right to take money from a customer’s bank account until each payment is initiated and authorised by that customer.

You have chosen to set up a ROS Debit Instruction (RDI) to authorise payments to Revenue from your Bank/Building Society account.

- The RDI may be completed on-line in cases where the account to be debited is held in **your sole name** or where **two signatures are required to authorise debits**.
- If the account specified requires two signatures to authorise debits on the account, you may set up Dual Signature Requirements from the Admin Services tab before proceeding.
- **Work In Progress - RDI Items:** To prevent registering a tax type with more than one ROS Debit Instruction, any outstanding partially completed RDIs - either setting up a new RDI, or adding a tax type to an existing RDI, will be deleted once an instance of either setting up a new RDI, or adding a tax type to an existing RDI has been digitally signed and submitted to ROS. Any RDIs affected will have to be started again.
- If the account specified requires more than two signatures to authorise debits on the account you must not proceed - instead you must download and print the ROS Debit Instruction below for manual completion and return same to the **ROS Payment Support Unit, Collector-General’s Office, 1st Floor, Sarsfield House, Francis St., Limerick**
- **This service is not applicable to VRT or C&E.**

To set up an RDI click on the **Set-up a ROS Debit Instruction** button

To amend an RDI click on the **Amend a ROS Debit Instruction** button

You can download the RDI form here by clicking on this button

Click on “Amend RDI Account Details”.

The screenshot shows the Revenue website interface. At the top, there is a navigation bar with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the logo, there are several menu items: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', and 'WORK IN PROGRESS'. The main content area is titled 'ROS Debit Instruction'. Below this title, there is a heading 'You have chosen to amend a ROS Debit Instruction (RDI)'. A paragraph explains that amended RDI details will be applied to future dated payments that have been submitted but not yet debited from your account. Below this, there are two buttons: 'Amend RDI Account Details' (highlighted with a red box) and 'Add a Tax to Existing RDI'. The text next to the first button says 'To amend the Account Name, IBAN and/or BIC click on the Amend RDI Account Details button'. The text next to the second button says 'To add a tax head to an existing RDI click on the Add Tax to Existing RDI button'.

Select the tax type you wish to amend, for example RCT or PAYE-Emp.

The screenshot shows the 'Amend RDI Selection' page on the Revenue website. At the top, there is a navigation bar with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the logo, there are several menu items: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', and 'WORK IN PROGRESS'. The main content area is titled 'Amend RDI Selection'. Below this title, there is a heading 'Step 1: Tax Registration Selection'. A paragraph explains that to continue with amending an RDI, the user should select the RDI to Amend from the list of available RDIs listed below. Below this, there is a progress bar with four steps: 'Registration Selection', 'Account Details', 'Sign And Submit', and 'Acknowledgement'. The first step, 'Registration Selection', is currently active. Below the progress bar, there is a 'Back' button. Below the 'Back' button, there is a list of active registrations. The list is a table with the following columns: 'Tax Type', 'Registration Number', 'Account Name', 'IBAN', and 'BIC'. The table contains two rows: 'PAYE-EMP' and 'RCT'. Both rows are highlighted with a red box. The 'Account Name' and 'IBAN' columns contain the value 'TEST' and 'IE41AI' respectively for both rows.

Tax Type	Registration Number	Account Name	IBAN	BIC
PAYE-EMP		TEST	IE41AI	
RCT		TEST	IE41AI	

You can now update the bank account details. When finished, click on “Next”.

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS

Amend RDI

Step 2: Account Details
Enter the Amended RDI details and click 'Next'.

Registration Selection **Account Details** Sign And Submit Acknowledgement

1 2 3 4

The details for the selected RDI are displayed below. The IBAN, BIC and Bank Account Name can be amended.
To save the updated RDI click 'Next'. [Back](#)

RDI Details

IBAN

BIC

Account Holder's Name: x

Taxes associated/linked to RDI:


Please note, all taxes associated with this RDI will be amended. To amend details for a single taxhead, please contact ROS Payment Support Unit, Collector-General's Office, 1st Floor, Sarsfield House, Limerick. Telephone: 01 738 36 63. MyEnquiries: Select the headings: Other than the above, Revenue Online Service (ROS) Payments

Click on **Next** to proceed

Click on **Back** to return to the Amend RDI Selection page

You will receive a notification – if you wish to proceed click “OK”.

Message from webpage

 All taxes associated with this RDI will be amended. Click OK to continue or click Cancel to return to the Amend RDI page.

On the next screen, re-enter the bank details to confirm them. Be careful to have all the details exactly the same as what you entered on the first screen, paying special attention to the “Account name”.

If the details differ at all, you will not be allowed proceed.

When completed, click “Next”.

You should then receive an RDI confirmation screen.

Check the details, if everything is correct, click “OK”.

Amend RDI Confirm

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Step 2: Account Details Confirmation
To confirm that the RDI is correct click 'OK'.

Registration Selection **Account Details** Sign And Submit Acknowledgement

1 2 3 4

The Amended RDI details are displayed below.
To confirm that these details are correct click 'OK'.

[Back](#)

Confirm RDI Details

IBAN

BIC:

Account Holder's Name: TEST

Taxes associated/linked to RDI:

Click on **OK** to proceed

Click on **Back** to return to the Amend RDI page

Enter your ROS password and click “Sign & Submit” or press Enter on the keyboard.

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS

Amend ROS Debit Instruction

Step 3
If the Amended Instruction is ready to be submitted, please follow the sign and submit instructions below.

Registration Selection Account Details **Sign And Submit** Acknowledgement

1 2 3 4

- On transmission an acknowledgement containing the amended details will be forwarded to your ROS Inbox.

If the Amended RDI is ready to be transmitted, please follow the sign and submit instructions below.

Information

Sign & Submit

Certificate: Is-1515847 [Help](#)

Enter Password: Password

0%

You will get an acknowledgement of success. Click “OK”.

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Amend ROS Debit Instruction Acknowledgement

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You have completed the 4 steps in amending a ROS Debit Instruction

Registration Selection Account Details Sign And Submit Acknowledgement

1 2 3 4

Your Updated ROS Debit Instruction has been received by ROS.

A copy of your updated RDI containing the amended details will be forwarded to your ROS Inbox.

To return to My Services click the OK button

OK

You can cancel a ROS Debit Instruction at any time by writing to your Bank or Building Society.
Please also send a copy of your letter to
ROS Payment Support Unit, Collector-General's Office, 1st Floor, Sarsfield House, Francis St., Limerick.
Telephone: 01 738 36 63. MyEnquiries: Select the headings: Other than the above, Revenue Online Service (ROS) Payments

A confirmation will also appear in your ROS Inbox.

To view this:

Go to the “Revenue Record” Tab.

Click on “Refresh Inbox” to refresh the screen and get latest items.

Click on underlined Notice No. to open the item – it can be printed once opened.

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

LANGUAGE: ENGLISH ROS HELP
MS ROS PROJECT EXIT

MS ROS PROJECT - Inbox Messages

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.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search

Tax Type/Duty/Rep. Oblig. : Select Document Type : Include Archive Search

*denotes a required field.

Refresh Inbox

	Notice No. ↓	Customer Name ↓	Regn./Trader No./Doc ID ↓	Tax Type/Duty/Rep. Oblig. ↓	Document Type ↓	Period Begin ↓	Issued Date ↓
<input type="checkbox"/>	<u>R996899</u>	MS ROS PROJECT		Payment	RDI	N/A	28/01/2020

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