

How to Manage Tax Registrations on ROS - Customer

To access ROS eRegistration: login to ROS, then on the My Services page, go down to “Manage Tax Registrations”.

The screenshot shows the ROS My Services page with the following navigation options:

- Complete a Form Online
- Upload Form(s) Completed Offline
- Payments & Refunds
 - Submit a Payment
- Manage Bank Accounts
- Other Services
 - MyEnquiries
 - Manage Tax Clearance
 - Verify Tax Clearance
 - Manage Financial Statements
 - Manage Reporting Obligations
 - Manage Tax Registrations** (highlighted)
 - Register New Revenue Customer
 - Jobs and Pensions
 - Phased Payment Arrangement
 - Manage Relevant Contracts Tax
 - Home Renovation Incentive (Contractor)
 - Drivers & Passengers with Disabilities
 - eRepayment Claims
 - VRT Certificate of Conformity
 - Letter Of Residence
 - Receipts Tracker
 - Download Pre-populated Returns
 - Secure Upload/Download Service
 - VAT MOSS
 - View Property History
 - Home Renovation Incentive (HomeOwner)
 - Help to Buy Applicant

This will display a list of tax types.

Manage Your Tax Registrations and Agent Links

Notes:
You may add multiple requests to 'Your Requests' area.
You will be brought back to this screen after completing each request form.
Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Help:
Click [here](#) to view eRegistration tutorial videos (opens in a new window).

Registration Options

IT - Income Tax Status: Active Number: Agent: ROS PROJECT	Cease Registration > Remove Agent Link >
VAT - Value Added Tax Status: Active Number: Agent: ROS PROJECT	Cease Registration > Remove Agent Link >
PREM - Employer (PAYE/PRSI) Status: Active Number: Agent: ROS PROJECT	Cease Registration > Remove Agent Link >
PREM - Employer (PAYE/PRSI) Status: Not Registered	Register Additional >
RCT - Relevant Contracts Tax Status: Active Number: Agent: ROS PROJECT	Cease Registration > Remove Agent Link >
ELEV - Environmental Levy Status: Active Number: Agent: n/a	Cease Registration >
PAYE - Pay As You Earn Status: Active Number: Agent: n/a	
DRS - Diesel Rebate Scheme Status: Not Registered	Register >
CDS - Charitable Donations Scheme Status: Not Registered	

Your Requests (0)

Once you add a registration to your requests you be able to submit.

[Submit](#)

If you are already registered for a particular tax type, you will have the option to “Cease Registration”.

If you are not registered for a particular tax type and registration is available via ROS, you will have the option to “Register” or to “Re-register” (if you were registered for this tax type before and are now ceased).

You can also remove any existing tax agents here if you wish by selecting “Remove Agent Link”.

Exceptions:

Some individuals and organisations may not have eRegistration options:

- Non-assessable spouses
- Unincorporated Bodies/Non-Profit Organisations e.g Schools, Boards of Management, Charities
- Liquidators
- Receivers
- Executors
- Collection Agents
- Where a non-resident director exists

Applicants in these categories should continue to submit paper applications to their local Revenue District Office.

To Cease an active Tax Type Registration:

To de-register from a currently active tax type, click “**Cease Registration**” for that tax type.

Enter the required details. Click “**Add To Your Requests**”.

The screenshot shows the 'eRegistration' interface for 'Cease Registration - Income Tax'. At the top, it states '* Denotes a required field' and 'Please supply at least one of phone number or mobile number.' The form contains several sections: 'Effective Ceased Date' with a text input field; 'Reason For Cessation' with a dropdown menu; 'Phone (STD Code and Number)' with two text input fields; 'Mobile Number' with a text input field; 'Assets and Equipment' with the question 'Did the business have assets or equipment?' and radio buttons for 'Yes' and 'No'; 'Business Premises' with the question 'Are there premises associated with the business?' and radio buttons for 'Yes' and 'No'; and 'Cessation of Business' with the question 'Has the associated business ceased?' and radio buttons for 'Yes' and 'No'. At the bottom left is a 'Cancel' button, and at the bottom right is an 'Add To Your Requests' button with a right-pointing arrow. A red rectangular box highlights the 'Effective Ceased Date', 'Reason For Cessation', 'Phone', and 'Mobile Number' fields. Another red rectangular box highlights the 'Add To Your Requests' button.

The request will appear in the list of Your Requests on the right hand side of the screen.

The request must be submitted to Revenue to take effect.

Click on the Submit button to proceed.

eRegistration

Manage Your Tax Registrations and Agent Links

Notes:

You may add multiple requests to 'Your Requests' area. You will be brought back to this screen after completing each request form.

Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Help:

Click [here](#) to view eRegistration tutorial videos (opens in a new window).

Registration Options

IT - Income Tax

Status: In Requests

[Remove Agent Link >](#)

VAT - Value Added Tax

Status: Active

Number:

Agent: [ROS PROJECT](#)

[Cease Registration >](#)

[Remove Agent Link >](#)

PREM - Employer (PAYE/PRSI)

Status: Active

Number:

Agent: [ROS PROJECT](#)

[Cease Registration >](#)

[Remove Agent Link >](#)

PREM - Employer (PAYE/PRSI)

Status: Not Registered

[Register Additional >](#)

RCT - Relevant Contracts Tax

Status: Active

Number:

Agent: [ROS PROJECT](#)

[Cease Registration >](#)

[Remove Agent Link >](#)

ELEV - Environmental Levy

Status: Active

Number:

Agent: n/a

[Cease Registration >](#)

Your Requests (1)

Cease Registration

Income Tax

[Edit](#) [Cancel](#)

Once you add a registration to your requests you will be able to submit.

[Submit >](#)

You will be brought to the eRegistration summary screen - Click **“Sign and Submit”** to proceed.

eRegistration

Summary

Income Tax Registration

Date Business/Activity Commenced

01/01/2003

Cessation Request Details

Effective Date

01/05/2013

[Back <](#)

[Sign and Submit >](#)

Enter your ROS password and click **“Sign and Submit”**.

Return

Information



If your **transaction** is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Sign & Submit

Certificate [Help](#)

Enter Password

You should get a ROS Acknowledgement screen:

ROS Acknowledgement

You have just transmitted an Online Registration Return which has been received by ROS.

You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number

eRegistration summary:

Action	Status
Cease Income Tax	Success

To return to My Services page click the **OK** button

Confirmation will also appear in your ROS Inbox – on the Revenue Record screen.

MS ROS PROJECT - Inbox Messages

OPTIONS

Inbox Messages

- Document Search
- PAYE and USC P2C Details
- Search Stamp Duty returns
- Stamp Duty Third Party Search
- Returns
- Payments

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

Tax Type/Duty/Rep. Oblig.: * Document Type: * Include Archive

*denotes a required field.

	Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty	Document Type	Period Begin	Issued Date	Archived By
<input type="checkbox"/>	5969440509P	MS ROS PROJECT	9980980M		Online Registration	N/A	04/05/2013	N/A

Click anywhere on the Online Registration item line to open the item.



This is a notice of the Registration Submitted to Revenue Commissioners on 04/05/2013
 Notice Number: 5969440509P Date Submitted: 04/05/2013

eRegistration

Income Tax Registration (IT09980980M)

Cessation Request Details

Effective Date 01/05/2013

Status Success

Please use ROS Notice Number for any further correspondence or inquiry related to this transaction