# How to register for COVID Restrictions Support Scheme (CRSS) on ROS

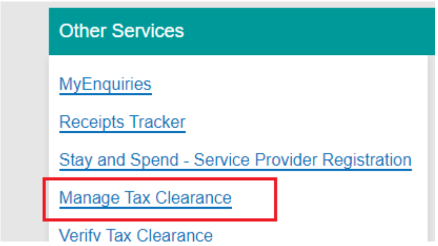
The steps to register for CRSS are described below.  There are separate instructions for

- Individuals/Companies/Partnerships/Unincorporated Bodies and
- Tax Agents.

**Please note the following in relation to the process:**

- For partnerships, the precedent partner should register for the partnership, using their partnership ROS login.

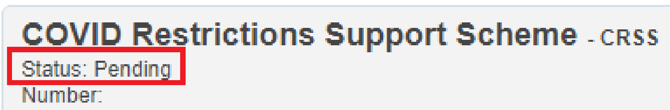
- You must have tax clearance in place to register.  You can apply for or view tax clearance in ROS by going to "**Manage Tax Clearance**" under "**Other Services**".




- Not all registrations will be automatically approved when submitted.  You can check the status of the registration in "**Manage Tax Registrations**" after submission.

  Status will be Active after approval:


  Or Pending approval:




  If the status is In Requests, you have not yet submitted it:


- An option to amend the registration details after submission will not be available initially.  It is important that you enter ALL premises and confirm that the details are correct, **BEFORE** you submit the registration.

- Please review the instructions in Step 4 carefully.  ROS may time out after 30 minutes.  If you have several premises to enter, to ensure that you do not lose your work, you may proceed to Step 5 and complete the declaration.  This will place the application in “Your Requests” and you may then Edit the item in Your Requests to add more premises.  You can repeat these steps until the application is complete.  **It is important that you do not submit an incomplete application.**

- It will take up to 3 working days for the new registration to fully update after it is approved.  You will be unable to submit a claim until the updates are complete.  The CRSS claim process will be available from mid-November.

- Bank details for CRSS refunds may be input as part of the claim process, which will be available from mid-November.

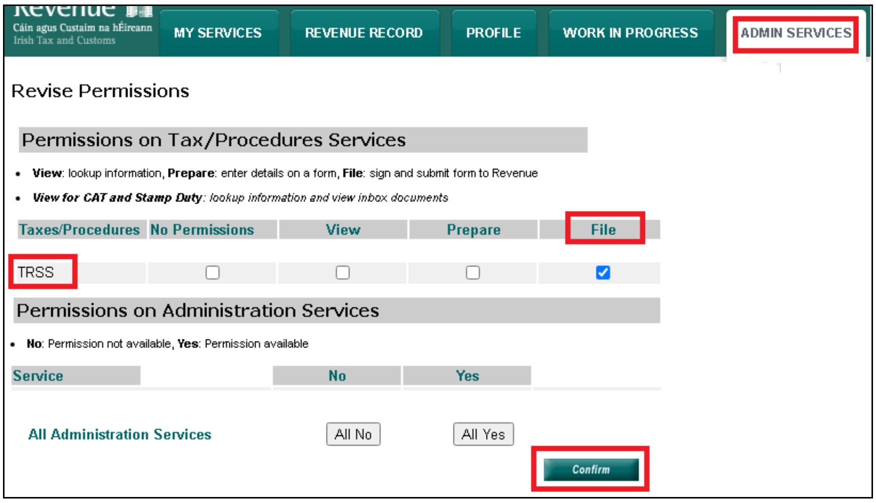
- Agents should note that in most cases, the option to “**Add and link to a new registration**” will be appropriate.  If the result of the registration is “Fail”:
    - If you selected “Link only” when the client is not registered for this tax, you will see this result:

| Status | Comments |
|---|---|
| **Fail** | Tax doesn't exist for this customer. |

    - If you selected “Add and link to a new registration” when the client is already registered for this tax, you will see this result:

| Status | Comments |
|---|---|
| **Fail** | Tax already registered. |

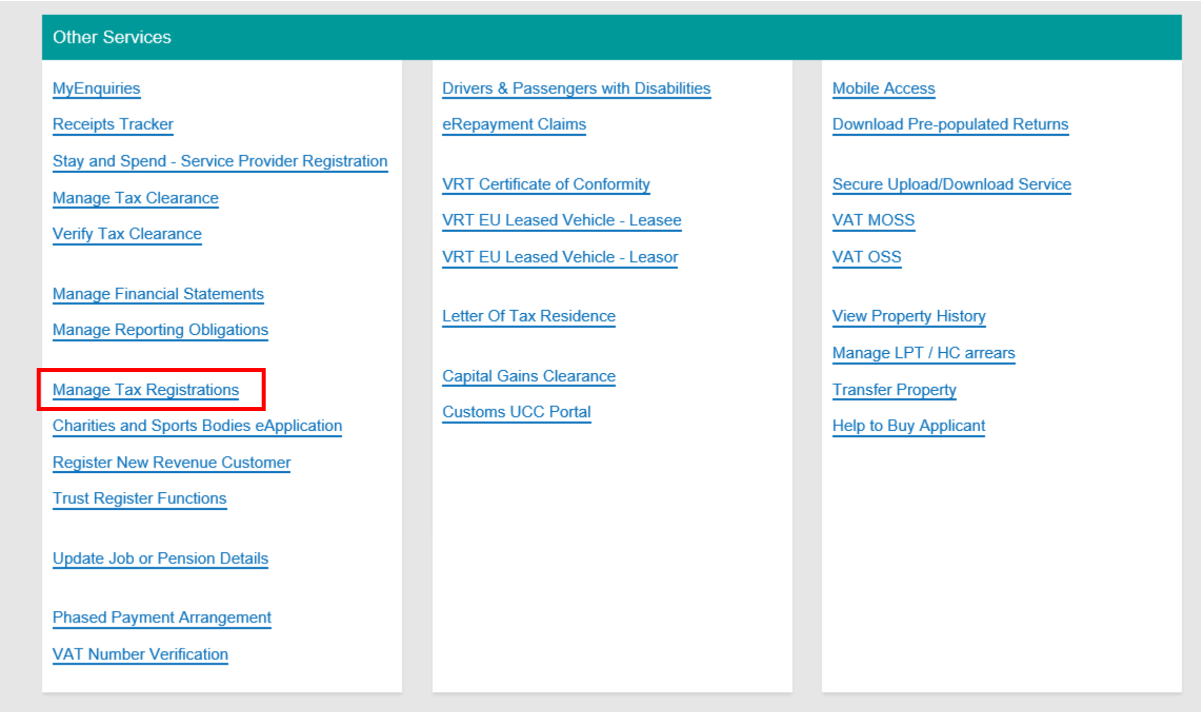
- Sub-users will not receive permissions to File for CRSS automatically, the ROS Administrator should grant this permission to any sub-users who need it.



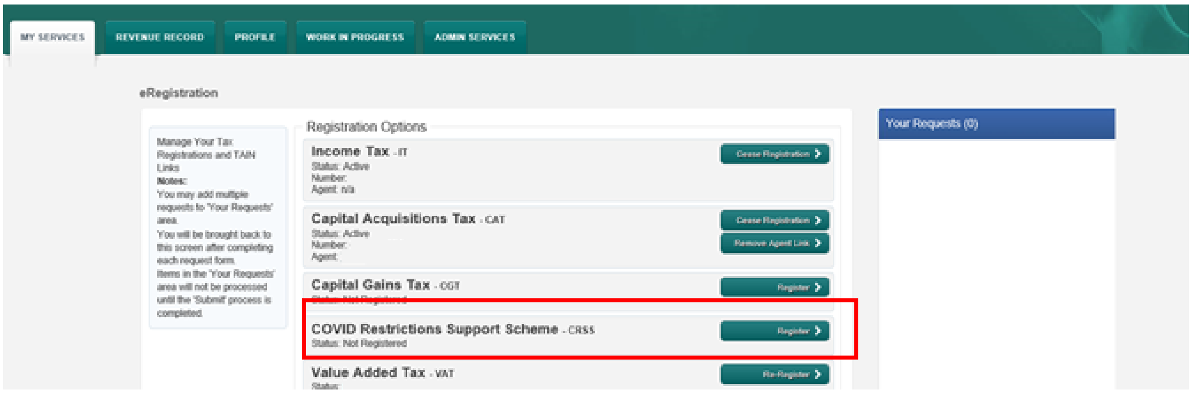

- Queries may be directed through My Enquiries using the following headings.  [How to set up My Enquiries in ROS]

## Registration Process for Individuals/Companies/Partnerships/Unincorporated Bodies

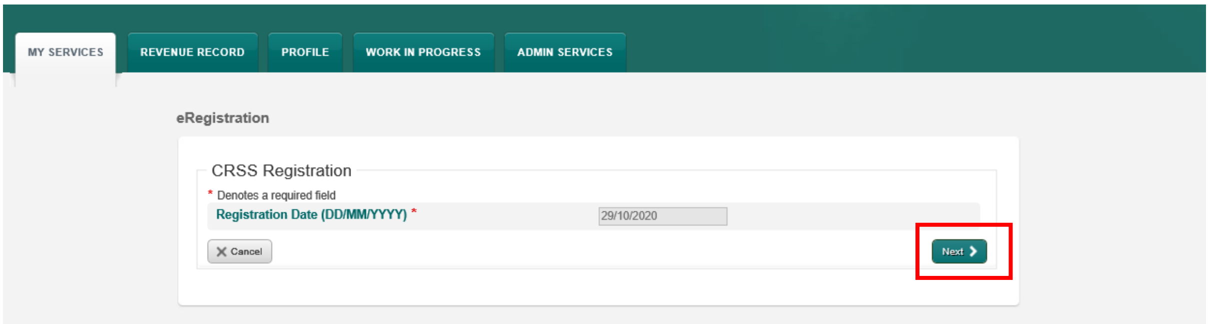
**Step 1:** Log into ROS and navigate to the "Other Services" Section and select "**Manage Tax Registrations**".




**Step 2:** Navigate to "COVID Restrictions Support Scheme" and select "**Register**".




**Step 3:** The registration date will be "todays date". This is the default date. Just select "**Next**".



**Step 4:**

**Add Premises:** Enter the details for the first premises and select the "**Add/Update**" box to save these details. If you have additional business premises to add, repeat this process until all the premises are included.

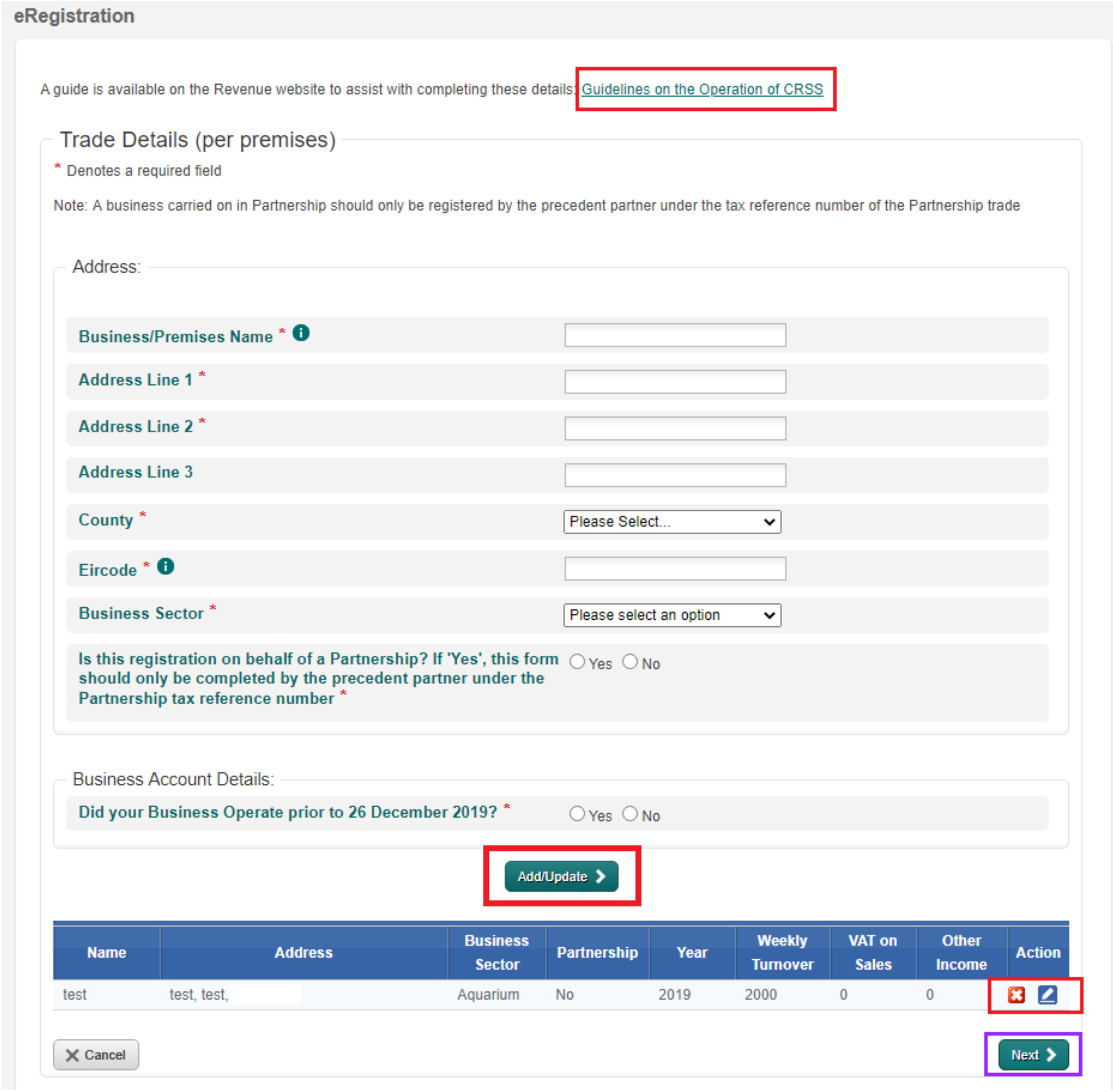
If you have a lot of premises to enter, to ensure that you do not lose your work, you may proceed to Step 5 and complete the declaration. This will create an item in Your Requests. You may then **Edit** the item in "**Your Requests"** to add more premises and repeat this process until the application is complete. **It is important that you do not submit a partially completed registration.**

**Edit Premises:** You can edit individual line items **before** submission by selecting this icon on that line, or you can delete a record by selecting . When you select , the details of that line will populate on the main part of the screen. Make the changes and be sure to click "**Add/Update**" to save the changes.

To proceed to Step 5, click "**Next**" at the bottom of the screen.

The following details are needed to complete this section. These details will be used for validation and calculation purposes. Please refer to the guidelines and examples on the Revenue website for full details:

- Business premises name and address, including Eircode is required for each business premises from which you trade, whether that trade is the subject of a claim or not. Eircode must be entered using capital letters. The Eircode website can help to identify the Eircode for the Business premises. (https://finder.eircode.ie).
  You must include all premises in your initial registration, as there is currently no option amend these details after submission.
- Business Sector – select from the drop-down list.
- Indicate whether the business is registered as a partnership.
- Average Weekly Turnover exclusive of VAT for 1 January to 31 December. This weekly amount should reflect the turnover for the calendar year (or part of year if the business was not trading on 1 January 2019). The period is not based on the account start/end periods that may be used for filing tax returns. Please refer to the examples
  You will be asked to confirm that this figure is correct.
- VAT on Sales (Sum of T1 Figure from the relevant VAT3 Returns for the period). If not registered for VAT, enter 0. Please refer to the examples
- Other Income – enter any Non-Trading Income in respect of which VAT was charged.


eRegistration

A guide is available on the Revenue website to assist with completing these details: Guidelines on the Operation of CRSS

Trade Details (per premises)

* Denotes a required field

Note: A business carried on in Partnership should only be registered by the precedent partner under the tax reference number of the Partnership trade

Address:

Business/Premises Name *

Address Line 1 *

Address Line 2 *

Address Line 3

County * Please Select...

Eircode *

Business Sector * Please select an option

Is this registration on behalf of a Partnership? If 'Yes', this form should only be completed by the precedent partner under the Partnership tax reference number * Yes No

Business Account Details:

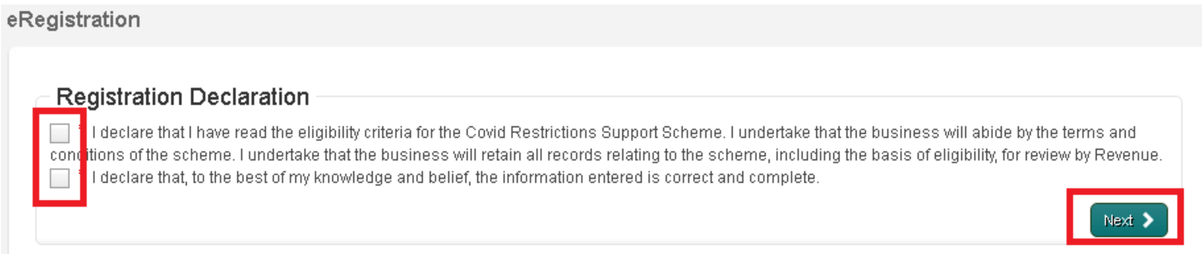
Did your Business Operate prior to 26 December 2019? * Yes No

Add/Update

| Name | Address | Business Sector | Partnership | Year | Weekly Turnover | VAT on Sales | Other Income | Action |
|---|---|---|---|---|---|---|---|---|
| test | test, test, | Aquarium | No | 2019 | 2000 | 0 | 0 | |

Cancel Next

**Step 5:** Review the declaration. Confirm by ticking the boxes and select "**Next**" to proceed.


eRegistration

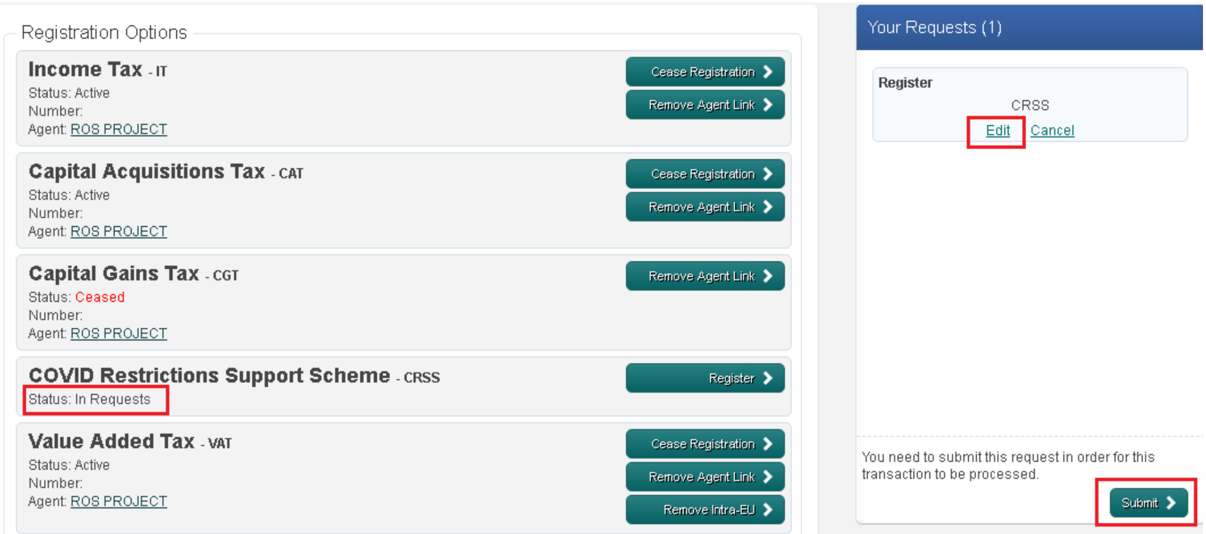
Registration Declaration

I declare that I have read the eligibility criteria for the Covid Restrictions Support Scheme. I undertake that the business will abide by the terms and conditions of the scheme. I undertake that the business will retain all records relating to the scheme, including the basis of eligibility, for review by Revenue.

I declare that, to the best of my knowledge and belief, the information entered is correct and complete.

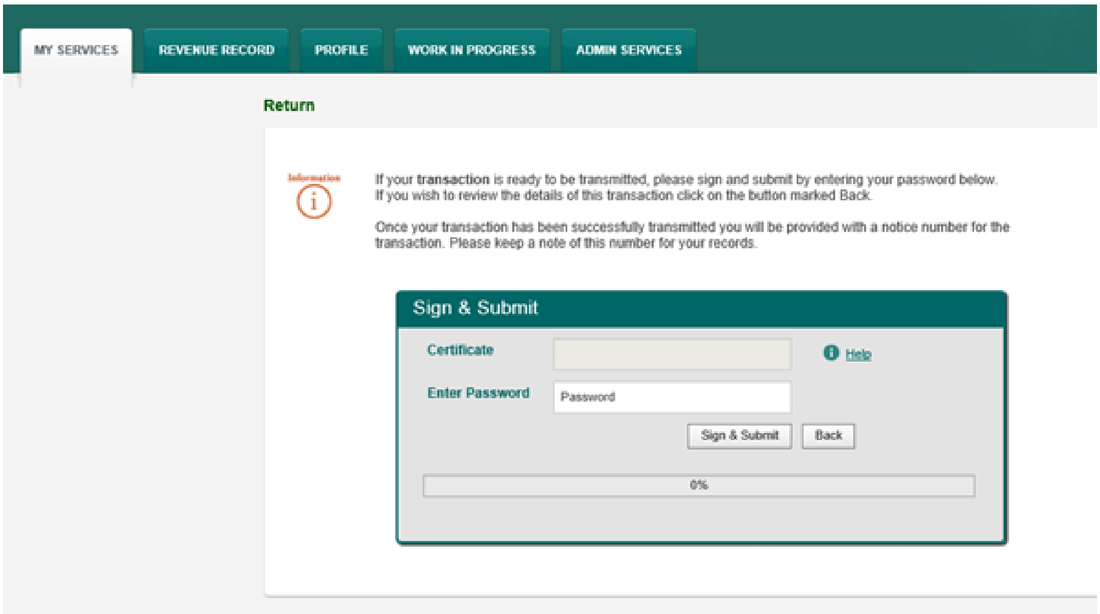
Next

**Step 6:** You will then return to the Registration page. Your registration is **NOT** yet complete. You will note from the screenshot below that the status of your registration is in "Your Requests". You may **Edit** the application in Your Requests, or if you are sure it is complete and correct, you must navigate to the "Your Requests" section and select "**Submit**" to complete registration.




**Step 7:** Next you will see a summary of your CRSS registration. If you are satisfied that your application is correct and complete, select "**Sign and Submit**" to proceed.

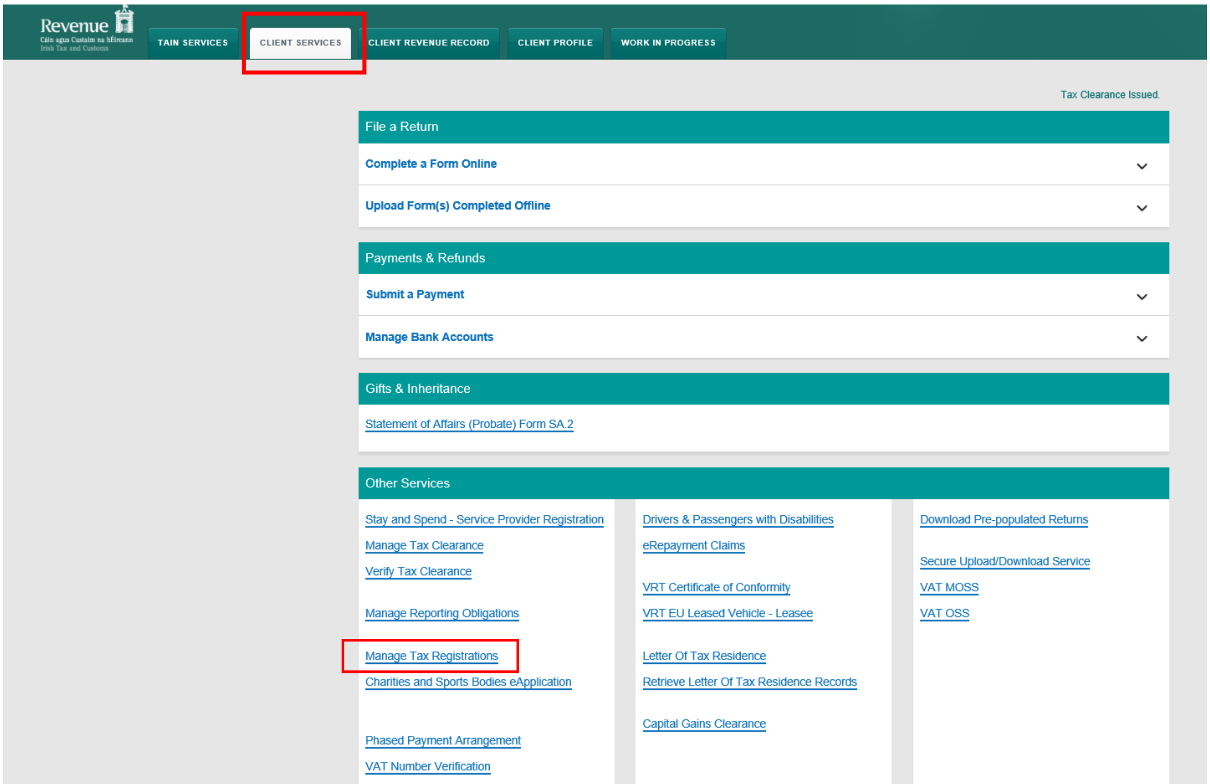

**Step 8:** Enter your ROS password and "**Sign and Submit**".



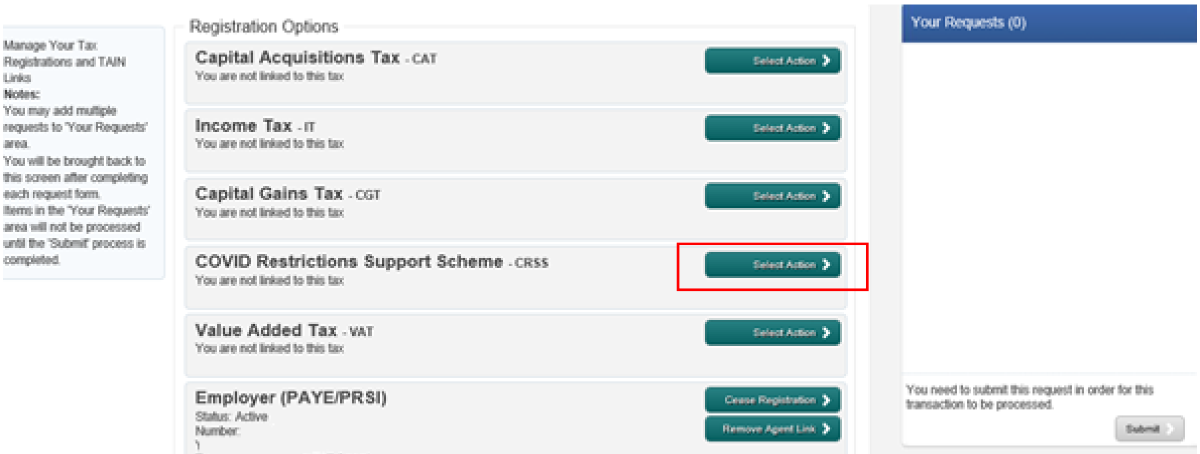

**Step 9:** Review the status of the registration by returning to "**Manage Tax Registrations**".

## Tax Agent Registration Process

**Step 1:** Log into ROS and select the client you wish to register and link to CRSS for. Then, in the "Client Services" tab, navigate to the "Other Services" section and select "**Manage Tax Registrations**".



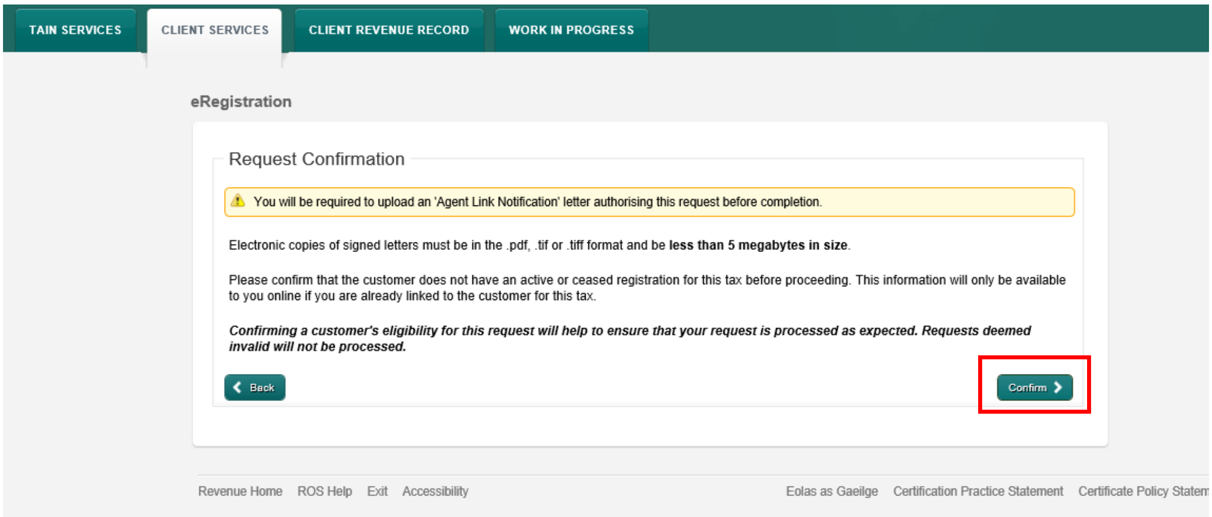

**Step 2:** Next navigate to "COVID Restrictions Support Scheme" from the registration options and choose "**Select Action**".



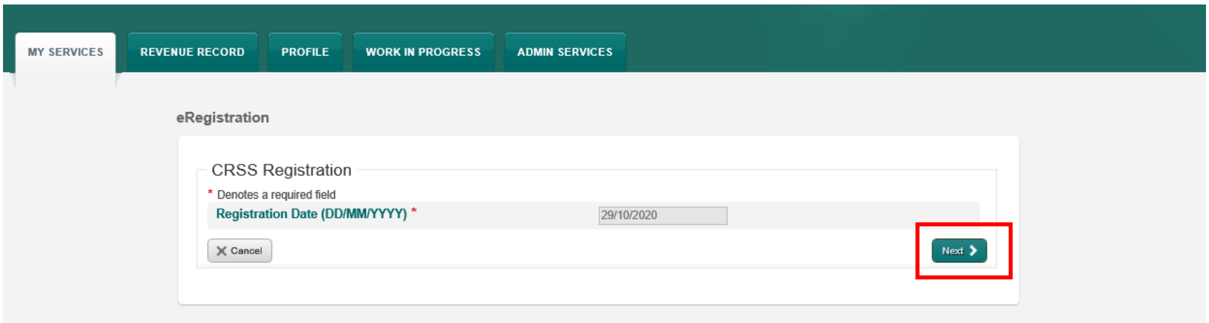

You then have 2 options:

1. Add and link to a new registration – you will choose this option if you need to create a registration on behalf of your client and link to this registration as their agent.
2. Link only to an existing registration – you will choose this option if your client has already registered for CRSS and you just need to link to them as their agent.


**Step 3:** You will be presented with an information screen advising you that you will need an agent link notification letter authorising this registration request. Select "**Confirm**" to proceed.




**Step 4:** The registration date will be "todays date". This is the default date. Just select "**Next**".




**Step 5:**

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- To proceed to Step 5, click "**Next**" at the bottom of the screen.
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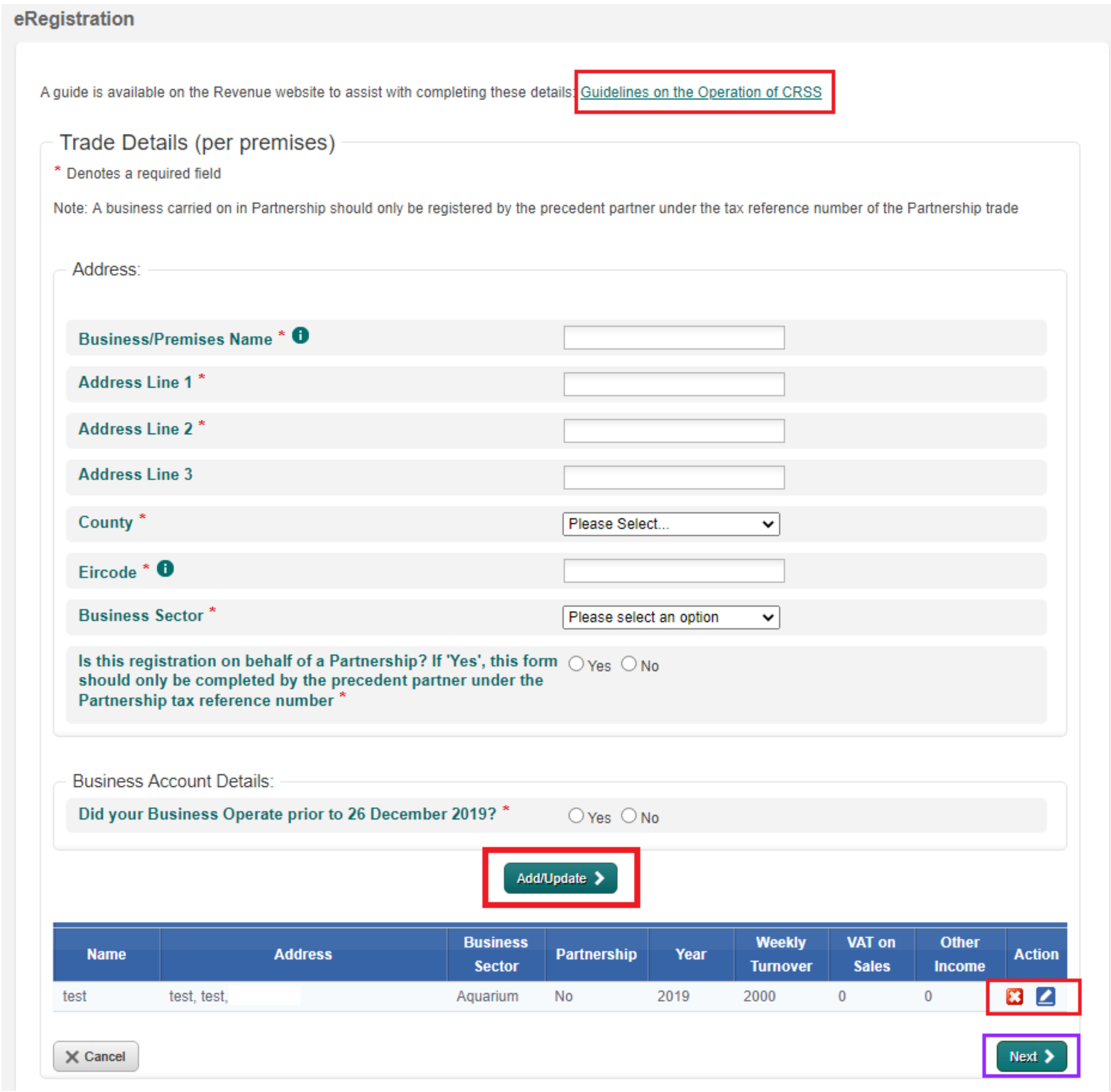

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Address:

Business/Premises Name *

Address Line 1 *

Address Line 2 *

Address Line 3

County * Please Select...

Eircode *

Business Sector * Please select an option

Is this registration on behalf of a Partnership? If 'Yes', this form should only be completed by the precedent partner under the Partnership tax reference number * Yes No

Business Account Details:

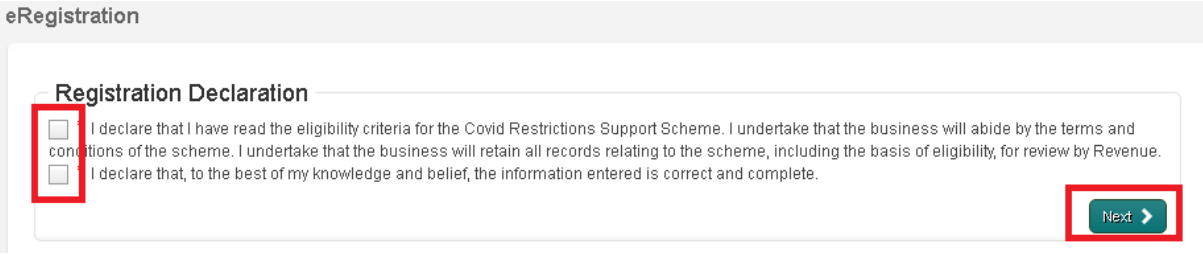
Did your Business Operate prior to 26 December 2019? * Yes No

Add/Update

| Name | Address | Business Sector | Partnership | Year | Weekly Turnover | VAT on Sales | Other Income | Action |
|---|---|---|---|---|---|---|---|---|
| test | test, test, | Aquarium | No | 2019 | 2000 | 0 | 0 | |

Cancel Next

**Step 6:** Review the declaration.  Confirm by ticking the boxes and select "**Next**" to proceed.

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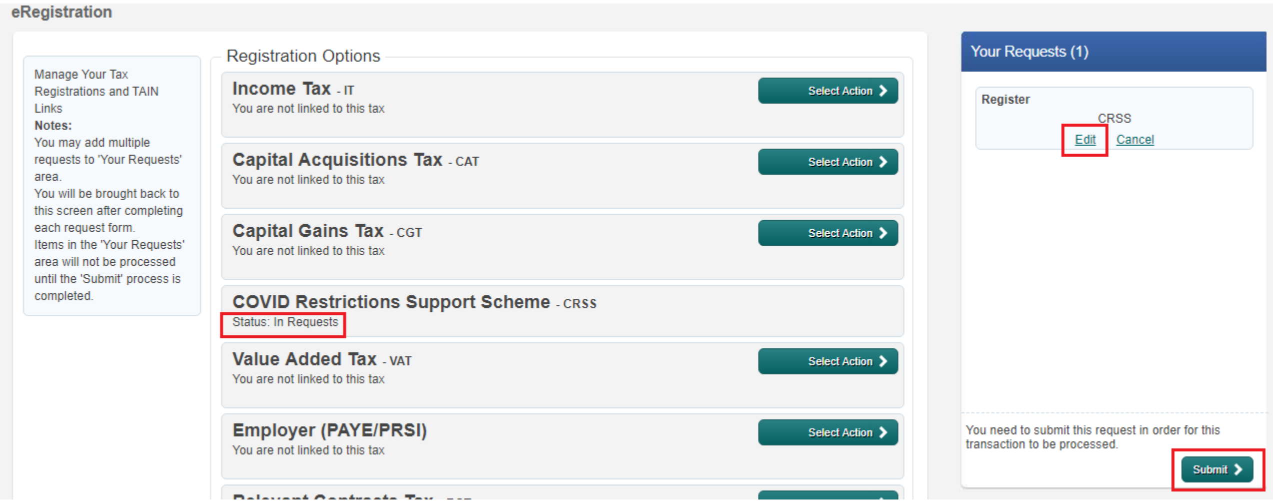
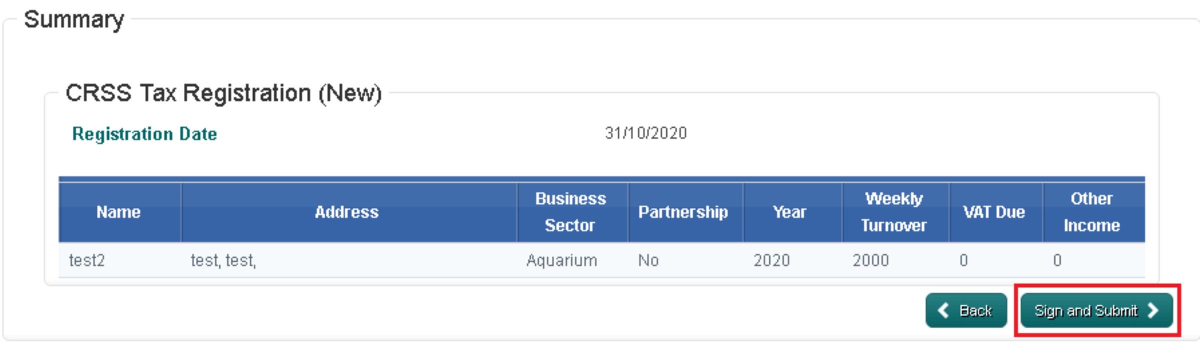
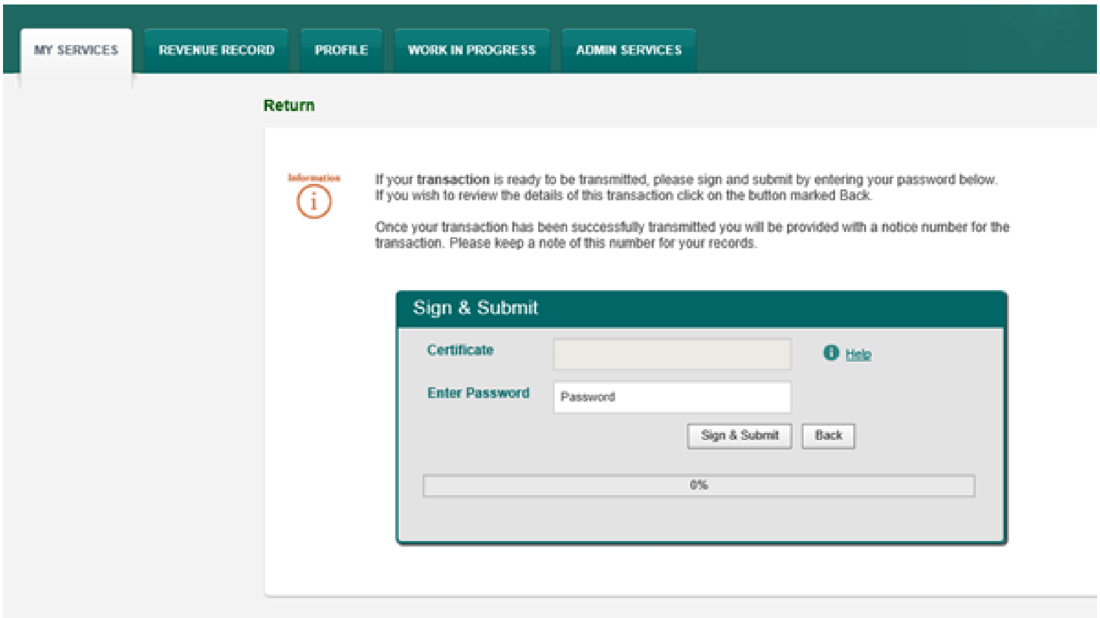



**Step 8:** Next you will see a summary of the CRSS registration. If you are satisfied that the application is correct and complete, select "**Sign and Submit**" to proceed.




| Name | Address | Business Sector | Partnership | Year | Weekly Turnover | VAT Due | Other Income |
|---|---|---|---|---|---|---|---|
| test2 | test, test, | Aquarium | No | 2020 | 2000 | 0 | 0 |

**Step 8:** Enter your ROS password and "**Sign and Submit**".




**Step 10:** Review the result of the registration request on screen or in Revenue Record.

**Step 11:** Review the status of the registration by returning to the client's "**Manage Tax Registrations**".