

Submitting a Form 11 using the ROS Offline Application

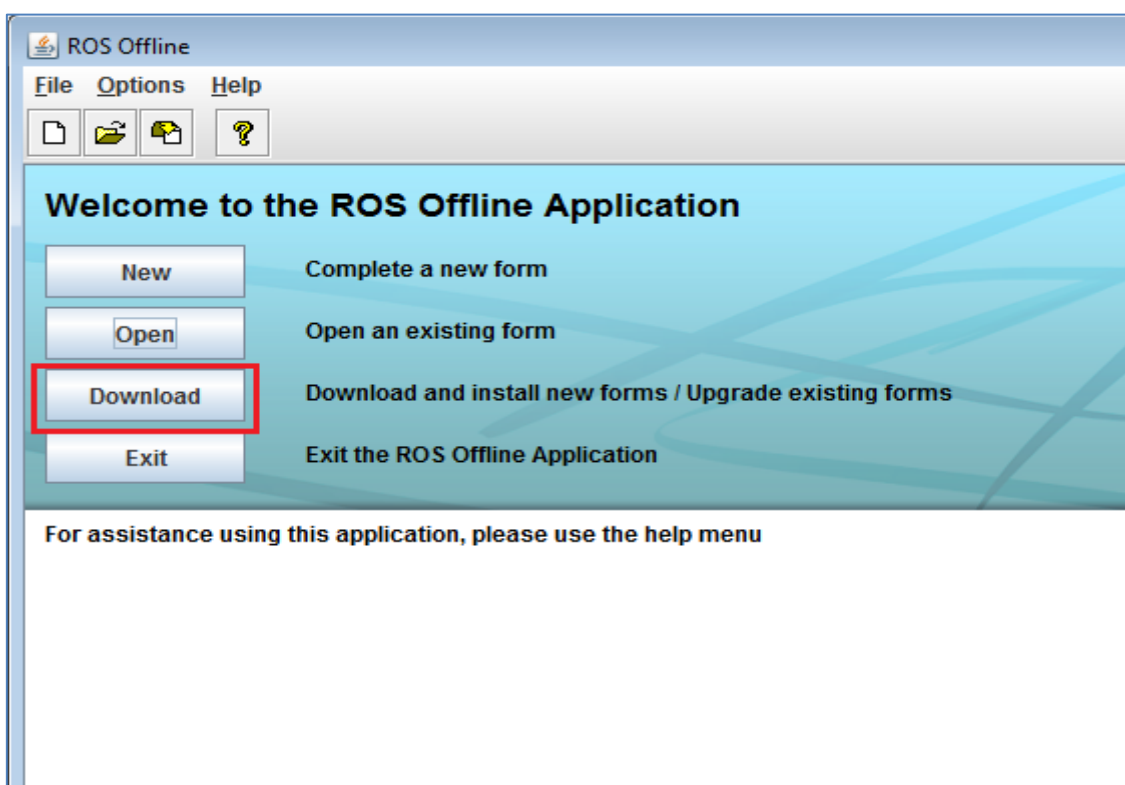
To work on your Form 11 offline you must use the ROS Offline Application.

Instructions on how to install the ROS Offline Application are available in ROS Help under the ROS Offline Application section.

Download the Form 11 template

Once installed, open the ROS Offline Application.

Click "**Download**" on the home screen, then click on the "**Refresh**" button and scroll up/down the screen to find the Form 11 template that corresponds to the year you wish to file for. Download or upgrade this template as necessary, then scroll to the bottom of the screen and click the "**Finished**" button.



Download a Pre-populated Return

If a pre-populated Form 11 is available, it can be downloaded from ROS for completion using the ROS Offline Application.

The pre-populated form includes details from the most recent information available on Revenue systems relevant to the period of the Form 11 being completed. Some details are carried over from the previous year's Form 11. Any updates to Revenue systems which take place after you start the pre-populated return will not be included.

You must enter your actual details for the Form 11 period into the relevant screens, as the pre-populated details are an informational aid only. You should have the actual details from your own records.

Employment details can be confirmed in the Employment Detail Summary - accessible through the "Review your tax" link in PAYE Services under "Other Services" in ROS.

To download a Pre-populated return, first login to [ROS](#).

On the "My Services" page, click on the "**Download Pre-populated Returns**" button under "Other Services" at the bottom of the page.

The screenshot displays the ROS 'My Services' page. It features several sections with teal headers and dropdown menus. The 'Other Services' section is expanded, showing a grid of links. The link 'Download Pre-populated Returns' is highlighted with a red rectangular box.

File a Return		
Complete a Form Online ▼		
Upload Form(s) Completed Offline ▼		
Payments & Refunds		
Submit a Payment ▼		
Manage Bank Accounts ▼		
Other Services		
MyEnquiries	Drivers & Passengers with Disabilities	Mobile Access
Manage Tax Clearance	eRepayment Claims	Receipts Tracker
Verify Tax Clearance	VRT Certificate of Conformity	Download Pre-populated Returns

Under "Tax Type" click on the dropdown arrow and select "**Income Tax**", "Return Type" should be "**Form 11**" and the "Tax Regn./Trader No." will be your Income Tax registration number.

Click "**Go**" to display a list of periods available for download. Select the period you wish to file for and click "**Download**".

Download Pre-populated Return

Where appropriate, you will be given the option of downloading a pre-populated return form that you can complete using the ROS offline application.

Denotes a required field.

<input checked="" type="checkbox"/> Tax Type	<input checked="" type="checkbox"/> Return Type	<input checked="" type="checkbox"/> Tax Regn. / Trader No.	<input type="button" value="GO"/>
<input checked="" type="checkbox"/> Income Tax	<input checked="" type="checkbox"/> Form 11	<input type="checkbox"/>	

Click on the **Back** button to return to the Services page

Information



When you click the download button below, you will be presented with a "File Download" or "Save" Dialog Box. Please click the "Save" Button to complete the download process.

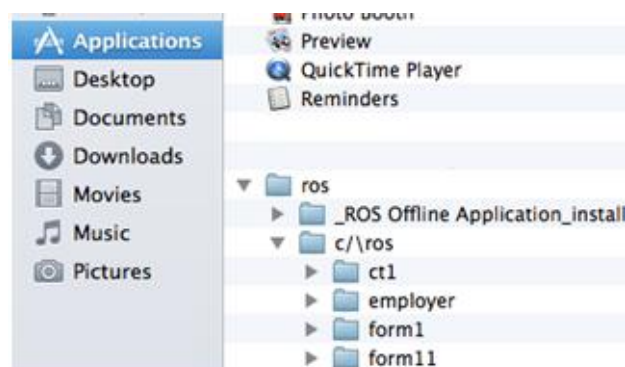
Period	Download
01/01/2010 - 31/12/2010	<input type="button" value="Download"/>
01/01/2011 - 31/12/2011	<input type="button" value="Download"/>
01/01/2012 - 31/12/2012	<input type="button" value="Download"/>
01/01/2013 - 31/12/2013	<input type="button" value="Download"/>
01/01/2014 - 31/12/2014	<input type="button" value="Download"/>
01/01/2017 - 31/12/2017	<input type="button" value="Download"/>
01/01/2018 - 31/12/2018	<input type="button" value="Download"/>
01/01/2019 - 31/12/2019	<input type="button" value="Download"/>
01/01/2020 - 31/12/2020	<input type="button" value="Download"/>

Move the Pre-populated Return from Downloads to the form11 folder

Depending on what internet browser you use and what settings you have chosen regarding downloads, at this point, the following may happen:

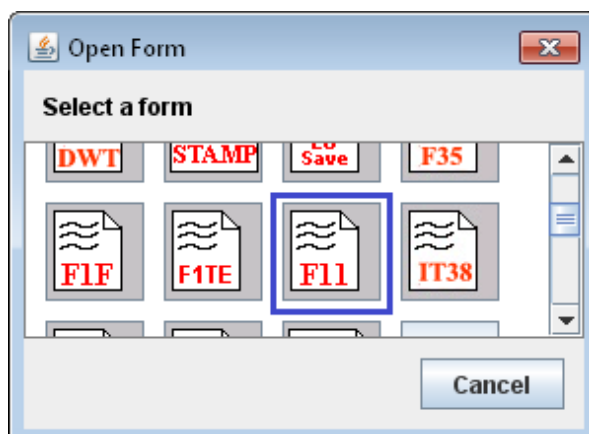
- The prepopulated form will save automatically to your Downloads folder, or
- You will be asked whether you want to Open or Save the file – choose SAVE to create the file in your Downloads folder, or
- you may be given the option of which folder to save the file to – choose a location where you can find the return later.

The downloaded file should be copied from Downloads to C:\ROS\form11, as this is where the ROS Offline Application expects to find it by default. You will have to create the form11 folder if it does not already exist. (On a MAC, this is Applications -> ros -> c:/ros -> form11).



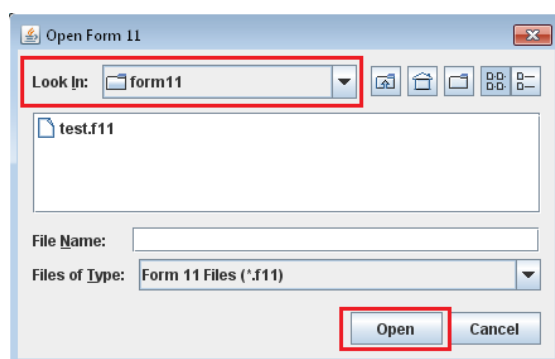
Open the pre-populated Form 11 offline

Open the ROS Offline Application and on the home screen click "**Open**" and select the "**F11**" icon.



Beside the field "Look In:" form11 will be displayed. You should be able to locate the pre-populated form that you have downloaded from ROS in this window.

You can look elsewhere on your computer by clicking the dropdown "Look In".



Highlight the relevant file and click "**Open**".

You will see a message "Please wait while your form is loaded...".
You can now start completing the form.

Saving your work

You should save your work regularly to ensure that you do not lose it, however, you cannot save the form until you have visited all sections marked with a tick and the IT Self Assessment panel.

To save the return, click on the word "**File**" in the top left hand corner of the ROS Offline Application, do NOT click on the icons, and then select "**Save**" from the dropdown list.

Entering Information and Navigating through the form

When the form opens, you must click **“Next”** on the bottom of the Personal Details screen to activate the rest of the form. Any mandatory fields must be completed to proceed to the next screen.

You can navigate the form by clicking **“Next”** at the bottom of each page or by clicking on the left-hand tabs for the pages you want to visit. Only complete pages that apply to you.

Entering a zero is not the same as leaving a box empty.

Each page which contains pre-populated data is identified with a yellow tick in the left-hand tab. The tick changes to white when you visit that tab. Ensure that you visit every employment in the PAYE/BIK/PENSIONS(1) & (2) pages.

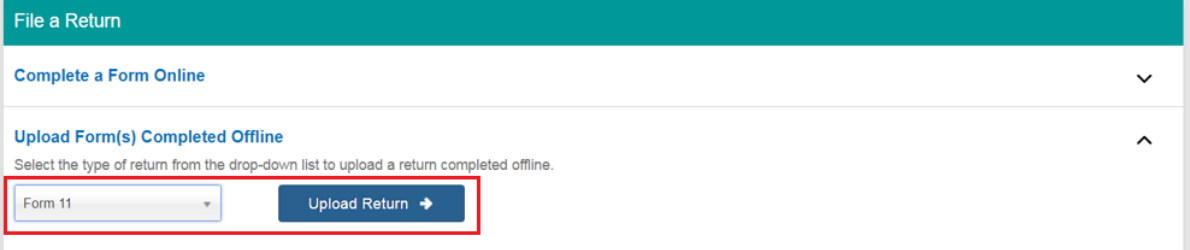
You must visit each tab with pre-populated data before you can save the return.

You must also complete the Self Assessment panel before Signing and Submitting the return.

Submitting your Completed Form

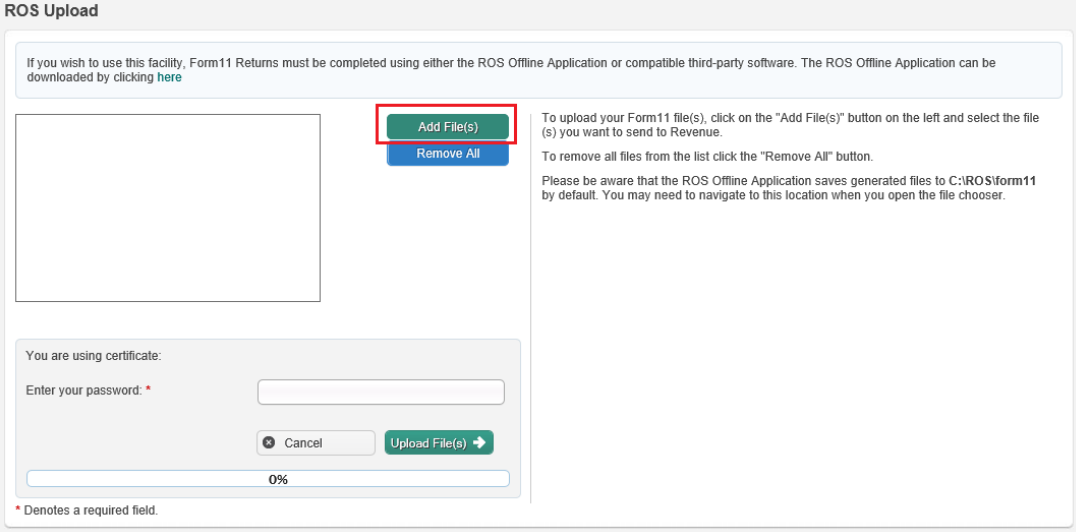
Once the Return has been completed and saved, you should login to ROS to upload the return.

On the My Services screen, under "Upload Form(s) Completed Off-line", Select **“Form 11”** and click **"Upload Return"**.



The screenshot shows the 'File a Return' interface. Under the 'Upload Form(s) Completed Offline' section, there is a dropdown menu currently set to 'Form 11' and a blue 'Upload Return' button with a right-pointing arrow. A red rectangular box highlights both the dropdown menu and the 'Upload Return' button.

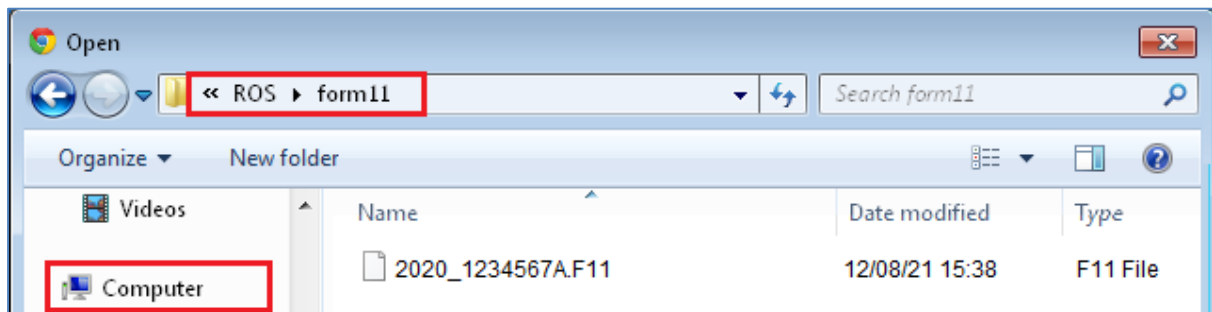
Click **"Add File(s)"**.



The screenshot shows the 'ROS Upload' screen. At the top, there is a text box with instructions: 'If you wish to use this facility, Form11 Returns must be completed using either the ROS Offline Application or compatible third-party software. The ROS Offline Application can be downloaded by clicking here'. Below this is a large empty box for file uploads. To the right of this box are two buttons: 'Add File(s)' (highlighted with a red box) and 'Remove All'. Further right, there are instructions: 'To upload your Form11 file(s), click on the "Add File(s)" button on the left and select the file (s) you want to send to Revenue. To remove all files from the list click the "Remove All" button. Please be aware that the ROS Offline Application saves generated files to C:\ROS\form11 by default. You may need to navigate to this location when you open the file chooser.' Below the file upload area is a section for certificate authentication: 'You are using certificate: Enter your password: *' with a password input field, 'Cancel' and 'Upload File(s)' buttons, and a progress bar showing '0%'. At the bottom left, there is a note: '* Denotes a required field.'

Windows

- In the File Chooser window, navigate to the folder where your form is saved.
- Click on "**Computer**" (this may be "This PC" or "My Computer" depending on your operating system) in the left-hand column.
- In the right-hand column, double click on your "**C: drive**" and then double click on the "**ROS**" folder.
- Double click on the "**form11**" folder. Double click on the "**.f11**" file that you wish to upload.



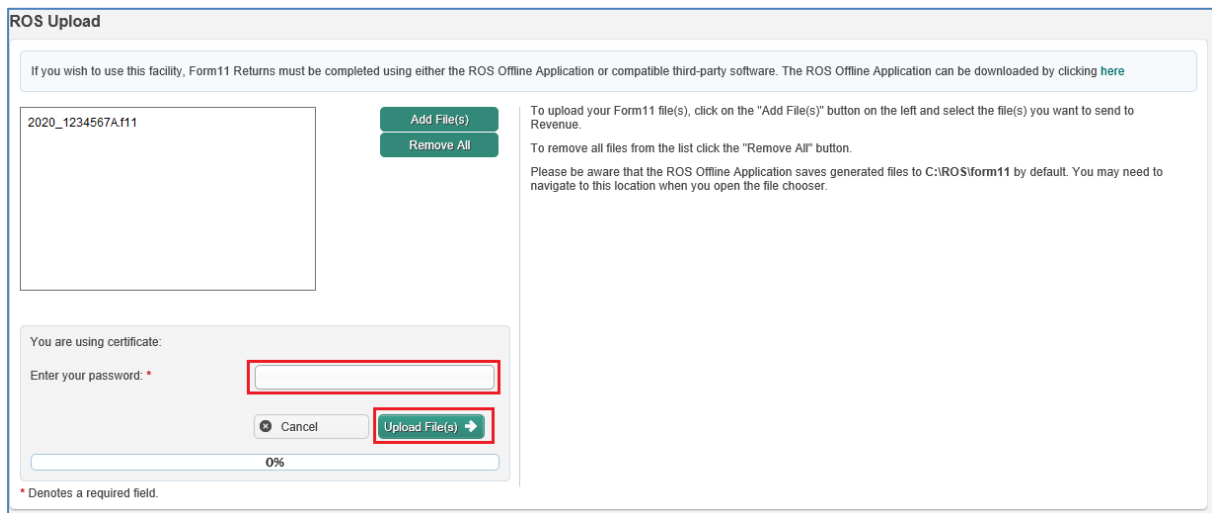
MAC

Navigate to Applications -> ros -> c/\ros -> form11.

If you saved the form in a different location, you will have to navigate to this location instead.

The selected file will now be displayed in the window.

Enter your ROS Login password and click the "**Upload File(s)**" button.



The file should upload successfully to 100%.

To proceed to the Statement of Net Liabilities and payment screens, select the "**Process this Return**" option and click the "**Next**" button.

List of Uploaded Form 11s

The following files(s) have uploaded successfully.

You must now indicate how you wish to proceed with each Form 11 Return that you have uploaded. Hereunder are the options available to you:

- If you wish to **file the return only** tick "File Return Only" and click on the "Next" button to proceed. This option allows you to select groups of files. Files selected for "File Return Only" will then be transmitted in a group and you will be returned to this screen to select any remaining files for individual processing.
- If you wish to **file your return and complete a statement of net liabilities (SNL) online and/or make a payment online** you should tick "Process this Return" and click on the "Next" button to proceed.
- If you wish to **file the Return and complete a statement of net liabilities (SNL) offline and/or make a payment offline** you should tick "File return only" and click on the "Next" button to proceed. When your return has been successfully uploaded you should then complete and upload the SNL or payment from the Offline Payments application.
- If you **do not wish to file the return** at this time you should tick "Process this Return" and click on the "Do not file this return" button.

Do not file this return

Next

Back

To return to the Services page, click on the **Back** button

Please select appropriate option

Note: You may **Select a Group of Files** that you wish to **'File Return Only'** (i.e. File Return Without Payment or Statement of Net Liabilities). Files selected for 'File Return Only' will then be transmitted in a group and you will be returned to this Screen to select any remaining files for individual processing.

File Return Only	Process this Return	Registration Number	Name	Total Liability	Taxation Period
<input type="checkbox"/>	<input checked="" type="radio"/>			€ 8,133.06	

You may then see the Statement of Net Liabilities screen (this can only be completed once):

Statement of Net Liabilities (Pay And File)

Step 2: Payment Details

To continue, review the details below and click the Next button.

Form Data **Payment Details** Sign & Submit Acknowledgement

Statement of Net Liabilities (Pay + File) - If completing, values must be entered in all fields.

Please enter whole liability amounts: (enter "0" if nil liability)

The Statement of Net Liabilities determines how payments are calculated and allocated. Please complete it carefully.

Payment made with this instruction will be allocated firstly against the balance amount due and secondly against preliminary income tax.

Refunds are paid by bank transfer. Please check your details at "Manage Bank Accounts - EFT"

Income Tax Balancing Amount 2020 € Refund

N.B. If you have calculated that there is a refund due to you for this year, enter the amount of the refund and tick the box to indicate that the value is a refund

Income Tax Preliminary Tax 2021

Total Net Amount €

Please indicate if you wish to file a Return with Statement of Net Liabilities only without making a payment

I wish to warehouse the outstanding tax liabilities set out in this Statement on the basis of a minimum 25% reduction in my Income when compared to 2019 due to COVID-19 related restrictions and on the understanding that I meet all other criteria. [i](#)

Although my income has not reduced by 25% when compared to 2019, I wish to warehouse my Schedule E (PAYE) liability in respect of the tax deducted from director emoluments as set out in this return on the basis that I am restricted by Section 997A TCA 1997 from claiming credit for tax deducted from those emoluments as a result of my employer company warehousing their PAYE (Employer) liabilities.

Click Omit if you do not wish to complete Statement of Net Liabilities at this time.

Please note that there may be a short delay in processing payments during the peak period, and these payments might not be reflected in the letter of Acknowledgement of Self assessment.

Click **Next** to go to the next page

Next

Click **Back** to go to the previous page

Back

- The Income Tax Balancing Amount may be brought forward from Line (i) of the Self Assessment panel on your Form 11. It is the liability as calculated on the Form 11 MINUS any preliminary tax or direct debits you have already paid for this period. If it is not brought forward, enter the value to the nearest Euro, do not enter cents. If the amount is a refund, tick the “Refund” box – negative amounts should not be entered.
You can check Preliminary Tax payments by clicking the Payments option on the left-hand side of your Revenue Record.
- Enter Preliminary tax due for the following period, do not enter cents (e.g. for 2021 Preliminary tax, 100% of 2020’s liability OR 90% of known liability for 2021). Further information on [Preliminary Tax](#) is available on the Revenue website.
- You can opt not to make the payment at this time by ticking the “Please indicate if you wish to file a Return with Statement of Net Liabilities only without making a payment” box.
- You may opt to warehouse your Income Tax liability if you meet the qualifying conditions. Please refer to the [Debt Warehousing information page](#).
- Information on debt warehousing is available from the Collector Generals Division
<https://www.revenue.ie/en/corporate/communications/documents/debt-warehousing-reduced-interest-measures.pdf> and
<https://www.revenue.ie/en/contact-us/customer-service-contact/collector-generals-division.aspx>

Click “**Next**” to proceed to the Payments Screen.

Choose the required payment method.

A ROS Debit Instruction can be used to avail of the ROS filing extension - enter the required payment date. Payment requests are processed on the selected date. It may take several days for the payment to clear through the banking system and appear on your bank statement

Card transactions are validated and processed immediately - payment date is the current date. There are no fees for card transactions.

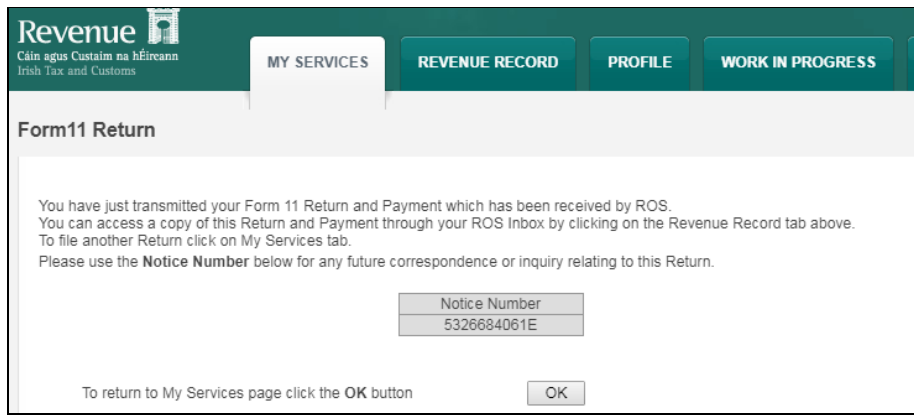
If no payment is being made at this time, select “File Return Only” – you cannot enter a zero-payment amount.

Queries relating to payments can be referred to ROS Payment Support Unit: 01 738 3663 (International +353 1 7383663), or through MyEnquiries: "Other than the above" -> "Revenue Online Service (ROS) Payments".

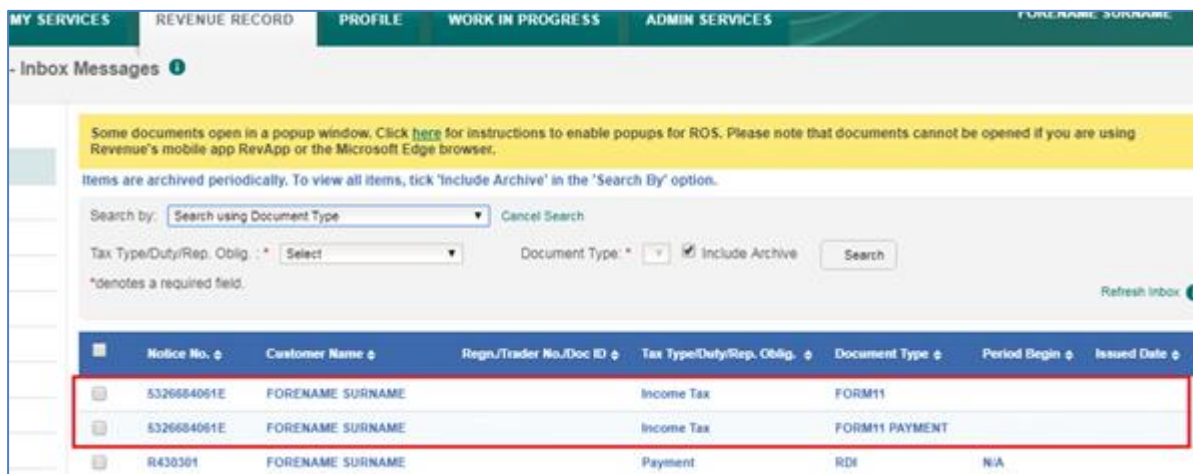
Confirm that you have entered the correct details and click “**OK**”.

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

You will get an acknowledgement that your transaction has been accepted.



You should check your Revenue Record to ensure that your Form 11 has been transmitted successfully.



You will see confirmation of your Form 11 (and payment instruction if you submitted one) in your Revenue Record Inbox. A letter of Self Assessment will usually issue within 2 working days.

To open these documents, click on the Notice Number. To view the Form 11 content, you must allow popups from <https://www.ros.ie>

Instructions are available in the yellow box on the Revenue Record screen.