

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's a teal header 'File a Return' with two options: 'Complete a Form Online' and 'Upload Form(s) Completed Offline'. Below this is another teal header 'Payments & Refunds' with three options: 'Submit a Payment', 'Manage Bank Accounts' (highlighted with a red box), and 'Refunds'. Under 'Manage Bank Accounts', there's a description and three columns: '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".

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MY SERVICES REVENUE RECORD PROFILE WO

ROS Debit Instruction

You have chosen to amend a ROS Debit Instruction (RDI).

Amended RDI details will be applied to future dated payments that have been submitted but not yet debited from your account. (This does not include payments that have been returned unpaid from your bank - see FAQs).

To amend the Account Name, IBAN and/or BIC click on the **Amend RDI Account Details** button

To add a tax head to an existing RDI click on the **Add Tax to Existing RDI** button

Amend RDI Account Details

Add a Tax to Existing RDI

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

Add Tax to Existing RDI

Step 1: Tax Registration Selection
To continue with amending an RDI, select the RDI to Amend from the list of available RDIs listed below.

Registration Selection Account Details Sign And Submit Acknowledgement

1 2 3 4

Active Registrations

- Below are listed the registered taxes for which no RDIs have been set up
- To amend any existing ROS Debit Instruction (RDI), please click the associated checkbox(es) below and click Next.
- Note: you may not add tax types to more than one RDI in one transaction.

Tax Type	Registration Number	Account Name	IBAN	BIC
PAYE-EMP				<input type="checkbox"/>
VAT				<input type="checkbox"/>
Income Tax				<input type="checkbox"/>
DWT				<input type="checkbox"/>
Capital Gains Tax				<input type="checkbox"/>
VMSI				<input type="checkbox"/>
Excise Licence				<input type="checkbox"/>
Stamp Duty				<input type="checkbox"/>
Pension Schemes Levy				<input type="checkbox"/>
Bank Levy				<input type="checkbox"/>
CAT				<input type="checkbox"/>

Use this bank account for refunds on the selected Tax Types

You can now update the bank account details.

If you wish to use this bank account for refunds also, tick the **“Use this bank account for refunds on the selected Tax Types”** box.

When finished, click on **“Next”**.

The screenshot shows the Revenue website interface for amending an RDI. At the top, there is a navigation bar with 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', and 'WORK IN PROGRESS'. The main heading is 'Amend RDI'. Below this, a progress bar indicates four steps: 1. Registration Selection, 2. Account Details (highlighted in orange), 3. Sign And Submit, and 4. Acknowledgement. The current step is 'Step 2: Account Details', with the instruction 'Enter the Amended RDI details and click 'Next''. A 'Back' link is visible on the right. The main content area is titled 'RDI Details' and contains input fields for 'IBAN', 'BIC', and 'Account Holder's Name'. Below these fields, it says 'Taxes associated/linked to RDI:'. A note states: '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'. At the bottom, there are 'Next' and 'Back' buttons. The 'Next' button is highlighted with a red box.

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

The screenshot shows a 'Message from webpage' dialog box. It contains a blue question mark icon and the text: 'All taxes associated with this RDI will be amended. Click OK to continue or click Cancel to return to the Amend RDI page.' At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

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

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

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

- 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 [Help](#)

Enter 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**

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

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.

The screenshot displays the Revenue Record interface. At the top, there is a navigation bar with tabs: MY SERVICES, REVENUE RECORD (highlighted with a red box), PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. The user is logged in as 'MS ROS PROJECT'. The main content area is titled 'MS ROS PROJECT - Inbox Messages'. On the left, there is a sidebar with 'Inbox Messages' and 'Information Services' sections. The main area contains a search bar with a dropdown menu set to 'Search using Document Type', a 'Cancel Search' button, and a search button. Below the search bar, there are filters for 'Tax Type/Duty/Rep. Oblig.' (set to 'Select') and 'Document Type' (set to 'RDI'). A 'Refresh Inbox' button is highlighted with a red box. The main content area displays a table with the following data:

	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

Below the table, there are buttons for 'Archive', 'Export', and 'Print'. At the bottom right, there are navigation arrows.