

How to Manage Reporting Obligations on ROS

In order to file for DAC2-CRS, DAC4-CbC, FATCA, DAC6, DAC7, Suspicious Transaction Reports (STR) and Share Schemes Reporting (SSR) you need to be registered.

To register for a Reporting Obligation:

- Login to ROS and click the “**Manage Reporting Obligations**” link at the bottom of the screen.

The screenshot shows a grid of service links under the heading 'Other Services'. The links are organized into three columns. The first column includes: MyEnquiries, Manage Tax Clearance, Verify Tax Clearance, Manage Financial Statements, **Manage Reporting Obligations** (highlighted with a red box), Manage Tax Registrations, Charities and Sports Bodies eApplication, and Phased Payment Arrangement. The second column includes: Manage Relevant Contracts Tax, Home Renovation Incentive (Contractor), Drivers & Passengers with Disabilities, eRepayment Claims, VRT Certificate of Conformity, VRT EU Leased Vehicle - Lessee, VRT EU Leased Vehicle - Lessor, and Letter Of Tax Residence. The third column includes: Mobile Access, Receipts Tracker, Download Pre-populated Returns, Secure Upload/Download Service, VAT MOSS, View Property History, Manage LPT / HC arrears, and Transfer Property.

You will be brought to the e-Registration page. If you are already registered for the tax type in question, you will only have the option to “Cease”. If you are not already registered:

- Click on “**Register**” beside the relevant option to start the process.

The screenshot shows the 'eRegistration' page. On the left, there is a note: 'Manage Your Reporting Obligations and TAIN 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.' The main area is titled 'Registration Options' and lists several reporting obligations with their status and registration options:

Reporting Obligation	Status	Registration Option
Share Schemes Reporting - SSR	Active	Cease Registration
DAC6 - DAC6	Not Registered	Register
DAC7 - DAC7	Active	Cease Registration
Suspicious Transaction Reports - STR	Active	Cease Registration
CESOP - CESOP	Active	Cease Registration
FATCA - FATCA	Not Registered	Register
DAC2-CRS - DAC2-CRS	Active	Cease Registration
DAC4-CbC - DAC4-CbC	Active	Cease Registration

On the right side, there is a section titled 'Your Requests (0)' with a 'Submit' button and a note: 'You need to submit this request in order for this transaction to be processed.'

- Enter the registration date and click **“Add To Your Requests”**. The registration will go to **“Your Requests”**.
- You must click on the **“Submit”** button under **“Your Requests”** in the panel on the right. (In this example we are registering for DAC6).

The screenshot displays the 'Registration Options' section on the left, listing various reporting obligations with their status and a 'Cease Registration' button. On the right, the 'Your Requests (1)' panel shows a 'Register' button for 'DAC6' with 'Edit' and 'Cancel' links. Below this, a message states 'You need to submit this request in order for this transaction to be processed.' with a 'Submit' button highlighted in red.

- On the eRegistration Summary page click on **“Sign & Submit”**.
- On the next page enter your password and click on **“Sign & Submit”**.

The screenshot shows the 'eRegistration Summary' page. It features a 'Summary' section with a table containing the following information:

DAC6 Reporting Obligation (New)	
Registration Date	08/04/2020

At the bottom right of the summary section, there are two buttons: 'Back' and 'Sign and Submit', with the 'Sign and Submit' button highlighted in red.

You will receive a ROS Acknowledgement of the Online Registration Return.

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 **5350351171F**

eRegistration summary:

Action	Status	Comments
Register DAC6	Success	

To return to My Services page click the OK button

OK

- Once completed, it may take up to 3 working days for the registration to reflect in ROS.
- You will receive a registration confirmation to your ROS Inbox (on the "Revenue Record" tab.)
- Once the first reporting obligation is added, the Reporting Obligation radio button will appear under "**Complete a Form Online**" on the "**My Services**" page.

Employer Services

Revenue Payroll Notifications (RPNs) Request RPNs	Payroll Submit payroll View payroll	Returns Statement of Account	Additional Services PPS Number Checker PAYE Modernisation Information
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File a Return

Complete a Form Online ^

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

Tax Registrations Reporting Obligations

Select a tax type... ▾

Upload Form(s) Completed Offline ▾