

# Opening a previously saved form using the Return Preparation Facility

On the Return Preparation Facility screen, select the type of return you wish to file and the period, if applicable, then click on “[Click here to open a previously saved return](#)”.

## Return Preparation Facility

This facility may be used to prepare returns and save them as files on **your local computer**.

**The Completed returns must be uploaded through ROS** to transmit the return to Revenue and complete the filing process. You must login to ROS to upload the file.

It is often easier to complete and file returns while logged into our separate and online system [ROS](#)

[Guide to using this facility](#) ↗

[How do I file returns saved on my computer?](#) ↗

You must select a **Return Type** and also a **Period** if applicable to that form, before starting a new return or selecting a previously saved return.

**Timeout:** If the return is inactive for 30 minutes, it will time out and you will lose any unsaved work. Make sure to save regularly to avoid this.

Please select the Return Type:

Form 11 ▾

Please select the Period:

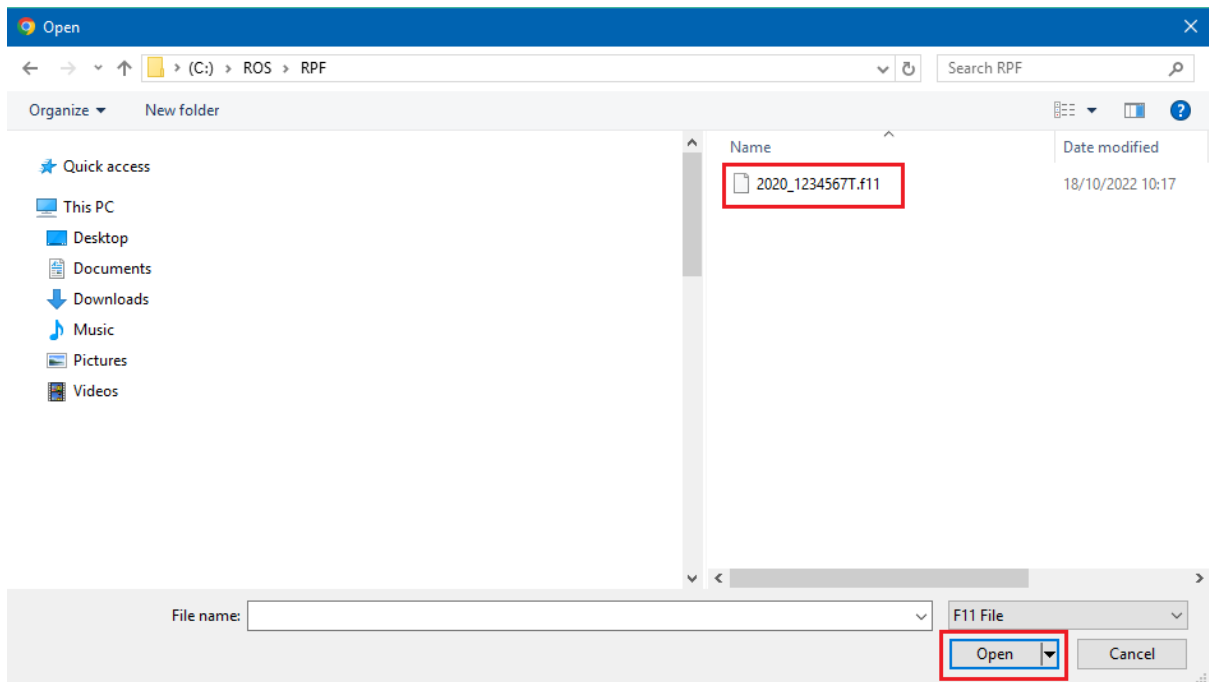
01/01/2020 - 31/12/2020 ▾

[Prepare Return](#)

[Click here to open a previously saved return](#)

Navigate to where you previously saved the form.

Select the required file and click "**Open**".



You should now see the return you wish to open in the “Existing file selected” window.

Click on “Prepare Return”.

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Please select the Return Type:

Please select the Period:

Existing file selected:

**Prepare Return**

[Click here to open a previously saved return](#)