

VRT Online Payments in ROS and MyAccount

This document was created in September 2020

A more recent version of this manual is available

Table of Contents

1	Introduction	3
2	Online Enhancement for VRT	3
3	Benefits of the Enhancement.....	3
4	Making a VRT online payment - ROS customers	4
5	Making a VRT online payment – MyAccount Customers	10
6	Contact Details	18
6.1	ROS Payment Support	18
6.2	ROS Technical Helpdesk	18

A more recent version of this manual is available.

1 Introduction

Revenue provides on-line payment facilities via myAccount and ROS for a wide range of taxes (including interest and penalties). Online payment channels provide a quicker, more secure and cheaper facility for taxpayers to pay their taxes and access their payments history and tax details at any stage. The majority of taxpayers use Revenue's electronic channels.

2 Online Enhancement for VRT

From Monday 7th September 2020, a new online payment facility for VRT has been available on ROS and My Account. This allows customers with an existing VRT registration to make VRT payments via ROS or MyAccount. Where a customer is not registered for VRT and wishes to make a VRT payment, the customer is automatically registered for VRT. An agent who is linked to a customer will also be able to make VRT payments on their behalf via ROS.

Online payments can be made via Debit card, Credit card, or Single Debit Instruction (customer instruction to Revenue to deduct the payment from a nominated bank account).

It is intended that online payments will replace the current payment method of Electronic Funds Transfer (EFT) for VRT payments. Pending the transition of customers to the online facility, EFT payments will continue to be accepted.

3 Benefits of the Enhancement

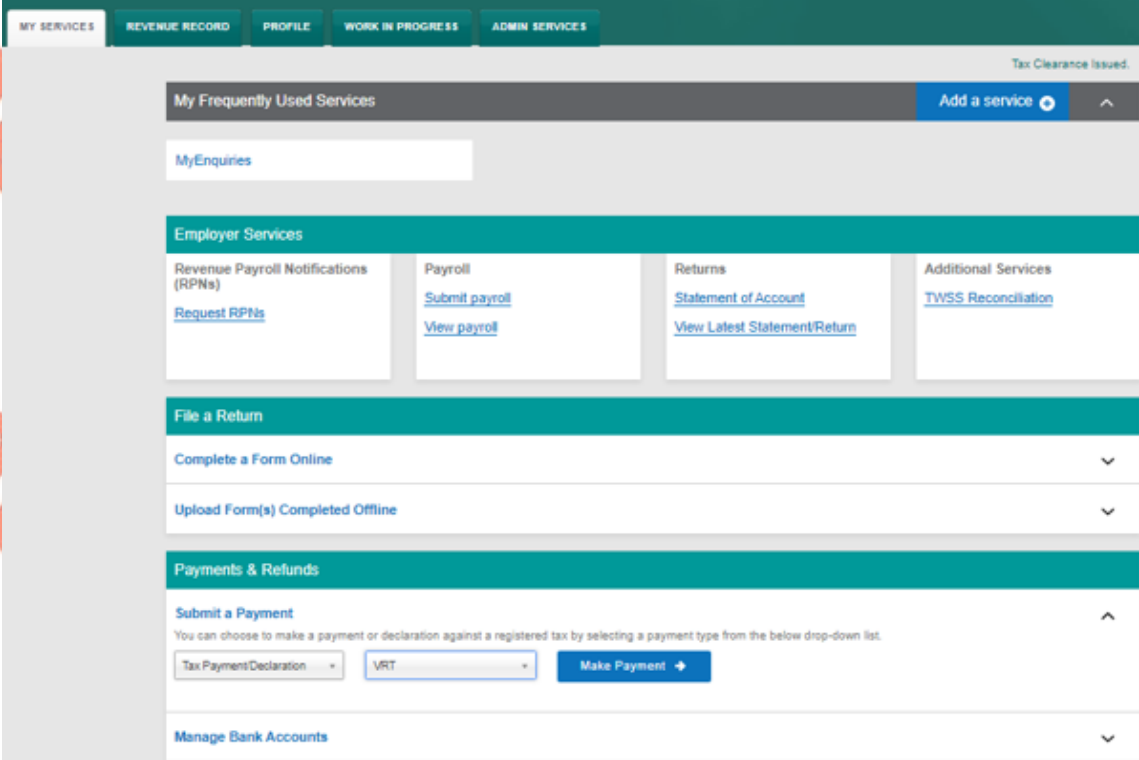
In addition to providing a quicker, more secure and cheaper payment facility, the key benefits of using online payments for VRT customers are as follows:

- Instant credit applied to the customer account, eliminating the need for follow up contact to the relevant local office to apply credit.
- Auto registration for customers who wish to use the online payments facility and who have no previous VRT registration.
- Customers can view their payments history at any stage listing all payments made by date, payment type and amount.

4 Making a VRT online payment - ROS customers

Login into [ROS](#) to make an online payment as follows:

1. Go to the **My Services** page on the ROS home page
2. Go to the **Payments & Refunds** section for Submit a Payment
3. Select payment type **Tax Payment/Declaration**
4. Select **VRT** from the drop-down menu of Tax Types
5. Click **Make Payment**.



The screenshot shows the 'MY SERVICES' page in ROS. The navigation bar includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. A 'Tax Clearance Issued' notification is visible in the top right. The main content area is titled 'My Frequently Used Services' and includes a search bar for 'MyEnquiries'. Below this, there are sections for 'Employer Services' (with links for Request RPNs, Submit payroll, View payroll, Statement of Account, and View Latest Statement/Return), 'File a Return' (with links for Complete a Form Online and Upload Form(s) Completed Offline), and 'Payments & Refunds'. The 'Payments & Refunds' section is expanded to show the 'Submit a Payment' form. This form includes a dropdown menu for 'Tax Payment/Declaration', a dropdown menu for 'VRT', and a 'Make Payment' button. Below the form is a link for 'Manage Bank Accounts'.

Figure 1: ROS, my services, make a payment

6. Insert the relevant details for the VRT payment
 - Payment Year
 - Payment Period
 - Payment Amount (if making a top up payment, you should use the current year and current payment period)

Vehicle Registration Tax

Payment Year
Please select a year

Payment Period
Please select a Period

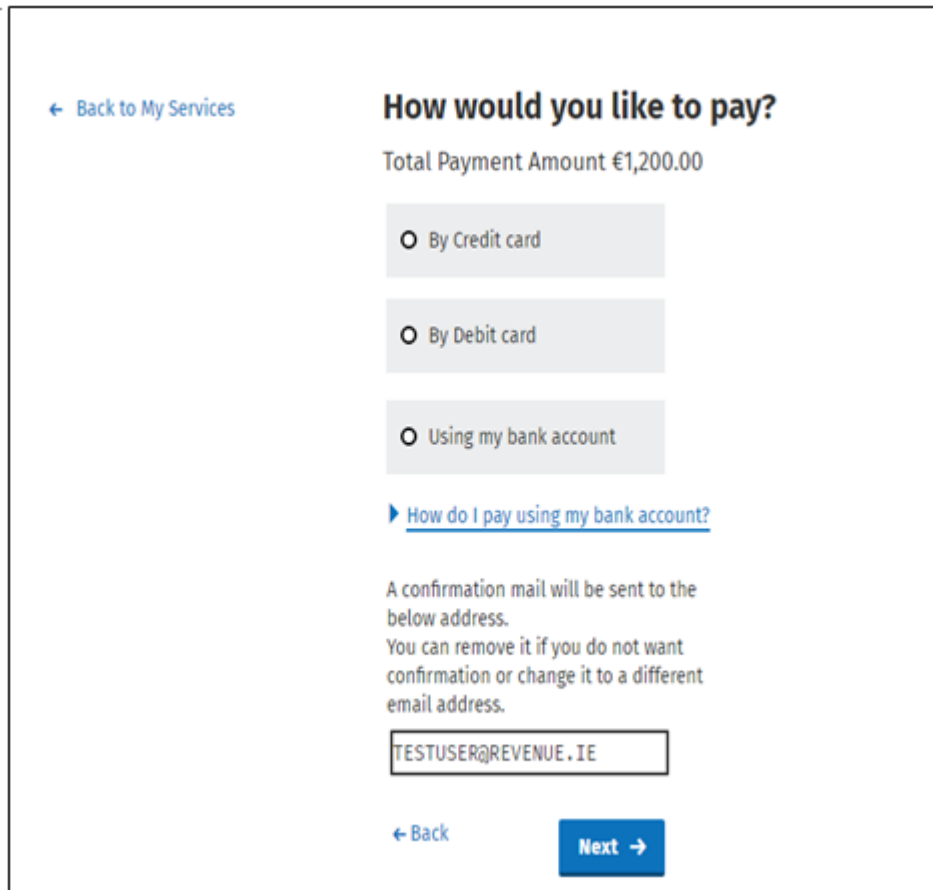
Payment Amount
Please enter an amount

Add Payment →

You will have a chance to review your payment before it is paid

Figure 2: VRT details

7. Click **Add Payment**
8. Select from one of the following payment options:
 - Credit card
 - Debit card
 - Using a Bank Account i.e. a 'Single Debit Instruction (SDI) using a bank account (normally a current account) capable of accepting a direct debit.



[← Back to My Services](#)

How would you like to pay?

Total Payment Amount €1,200.00

By Credit card

By Debit card

Using my bank account

[▶ How do I pay using my bank account?](#)

A confirmation mail will be sent to the below address.
You can remove it if you do not want confirmation or change it to a different email address.

TESTUSER@REVENUE.IE

[← Back](#) [Next →](#)

Figure 3: Payment Details

[← Back to Home Page](#)

How would you like to pay?

Total Payment Amount €1.00
Payment date will default to today's date for card payments and payments made using your bank account.

By Credit card

By Debit card

Using my bank account

BIC

IBAN

Please debit my account with the single amount specified.

By signing this mandate form, you authorise (A) the Revenue Commissioners to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from The Revenue Commissioners
As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

[▶ How do I pay using my bank account?](#)

A confirmation mail will be sent to the below address.
You can remove it if you do not want confirmation or change it to a different email address.

[← Back](#)

Figure 4: Payment details using a bank account

9. Insert the relevant payment details for either card payment or bank account
10. A payment summary will be presented before the payment is completed.
11. Click **Next** to complete the payment or *Back* to review or amend details.

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Payments

Summary of Payments

Payment date will default to today's date for card payments and payments made using your bank account.

Tax Type	Period	Amount
Vehicle Registration Tax	01/08/2020 - 31/08/2020	€1,200.00

Please click Next in order to complete your payment.

[← Back](#) [Next →](#)

Figure 5: Payment Summary

Sign & Submit

Certificate [Help](#)

Enter Password

0%

Figure 6: Sign & Submit

12. A payment notification will issue to your ROS inbox.

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Payments

Your payment has been submitted
Your Payment Reference number is 5352464396
Revenue will send a Confirmation to your ROS inbox confirming your payment details.

[Done →](#)

Figure 7: Payment Notification

13. Customers can view their VRT payments from their Revenue Record by selecting the tax type as VRT and the document type as Payment

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by:

Tax Type/Duty/Rep. Oblig : * Document Type : Include Archive

*denotes a required field.

<input type="checkbox"/>	Notice No. ↓	Customer Name ↓	Regs./Trader No./Doc ID ↓	Tax Type/Duty/Rep. Oblig. ↓	Document Type ↓	Period Begin ↓	Issued Date ↓
<input type="checkbox"/>	5282496283N	MR XZUHVTB UYZZW		VRT	Payment	01/07/2020	22/07/2020
<input type="checkbox"/>	4641248141N	MR XZUHVTB UYZZW		VRT	Payment	01/08/2020	22/07/2020
<input type="checkbox"/>	4016230418G	MR XZUHVTB UYZZW		VRT	Payment	01/07/2020	22/07/2020
<input type="checkbox"/>	4712084788J	MR XZUHVTB UYZZW		VRT	Payment	01/01/2020	08/07/2020
<input type="checkbox"/>	438032384L	MR XZUHVTB UYZZW		VRT	Payment	01/01/2020	08/07/2020
<input type="checkbox"/>	505342614A	MR XZUHVTB UYZZW		VRT	Payment	01/01/2020	19/09/2020

Figure 8 ROS Payment Summary Page

A more recent version of this manual is available.

5 Making a VRT online payment – MyAccount Customers

To make a payment, a customer must first register for myAccount via the '[Register for myAccount](#)' link on www.revenue.ie. Once registered, a customer will receive a password and this is used with their PPSN to access the online payment facility.

Once registered, login into [myAccount](#) to make an online payment as follows:

1. Go to the **Payment/Repayments** section on the MyAccount home page
2. Click **Make a Payment**





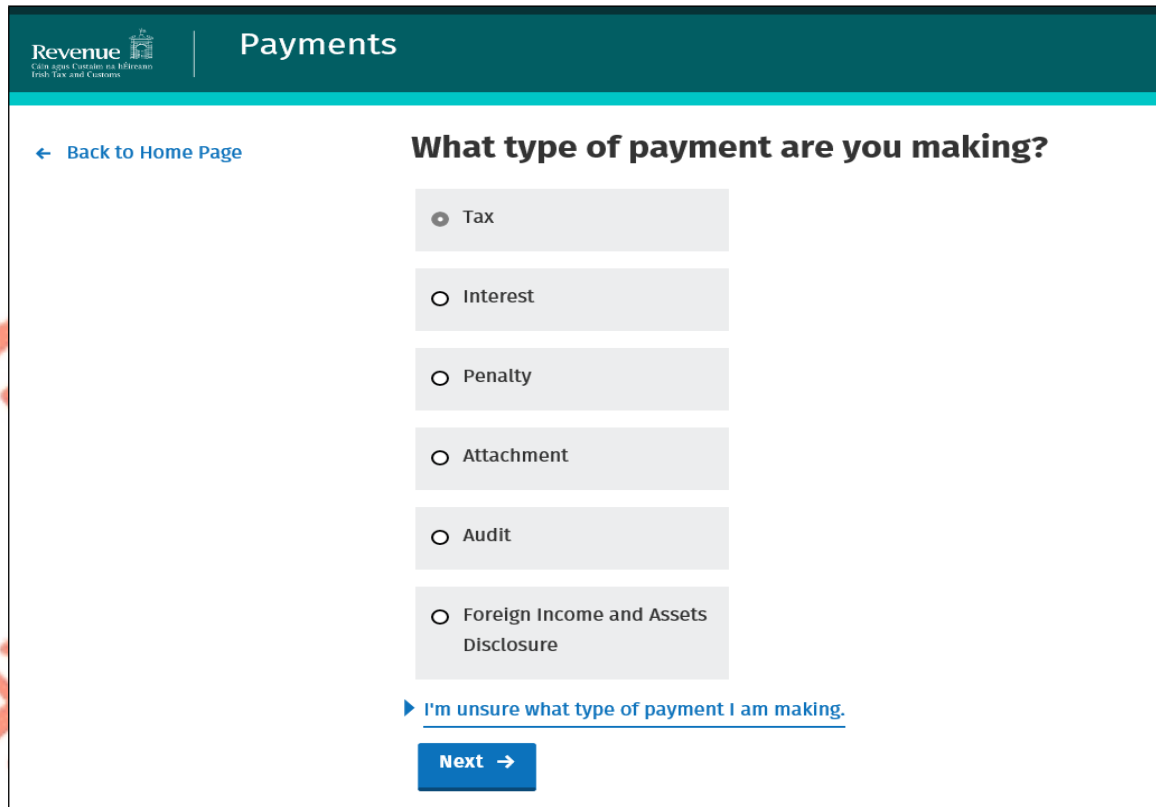
<p>PAYE Services </p> <p>Employees and Pension Recipients: manage your tax record, claim credits, declare income, view and create a summary of your pay and tax details, submit a return and register or cease your job or pension.</p> <p>To get an End of year statement (P21) click 'Review your tax'.</p> <p>To get a Tax credit certificate click 'Manage your tax'.</p> <p>Learn more</p> <p>Manage your tax 2019 (includes view your pay & tax details)</p> <p>Review your tax 2015-2018 (Form 12 or End of year statement (P21))</p> <p>Update Job or pension details</p> <p>Claim unemployment repayment 2019</p> <p>Create a summary of your pay and tax details</p>	<p>Property Services </p> <p>Property Owners</p> <ul style="list-style-type: none"> View, file and pay your LPT LPT valuation guide: average market value of properties as at March 2013 Claim tax relief on the renovation of a property Claim tax relief on mortgage interest paid <p>First Time Buyers: View or start your Help To Buy application.</p> <p>Learn more</p> <p>Local Property Tax (LPT)</p> <p>Home Renovation Incentive</p> <p>Help To Buy</p> <p>LPT Valuation Guide</p> <p>Claim Mortgage Interest Relief</p> <p>Property Ownership Transfer</p>
<p>Vehicle Services </p> <p>Drivers & Passengers with Disabilities: Apply for tax relief on adapted vehicles and claim fuel grant.</p> <p>Vehicle Owners: Upload a VRT Certificate of Conformity.</p> <p>VRT Calculator: estimate VRT due on a car, small commercial vehicle or motor cycle. Estimate any repayment of VRT due on the export of a car.</p> <p>VRT EU Leased Vehicle – Leasee: Submit details of lease in advance of registration</p> <p>Learn more</p> <p>Drivers & Passengers with Disabilities</p> <p>VRT Certificate of Conformity</p> <p>VRT Calculator</p> <p>VRT EU Leased Vehicle – Leasee</p>	<p>Payments/Repayments </p> <p>Payments: make payments online for most tax types and view your payments history.</p> <p>eRepayments: make repayment claims and check status of submitted claims for</p> <ul style="list-style-type: none"> Specific VAT repayments for unregistered persons Mineral Oil Tax paid by certain sectors Stamp Duty (83D) <p>Learn more</p> <p>Make a Payment</p> <p>View Payments History</p> <p>eRepayments</p>

Figure 9 MyAccount home page, Payment/Repayments, Make a Payment

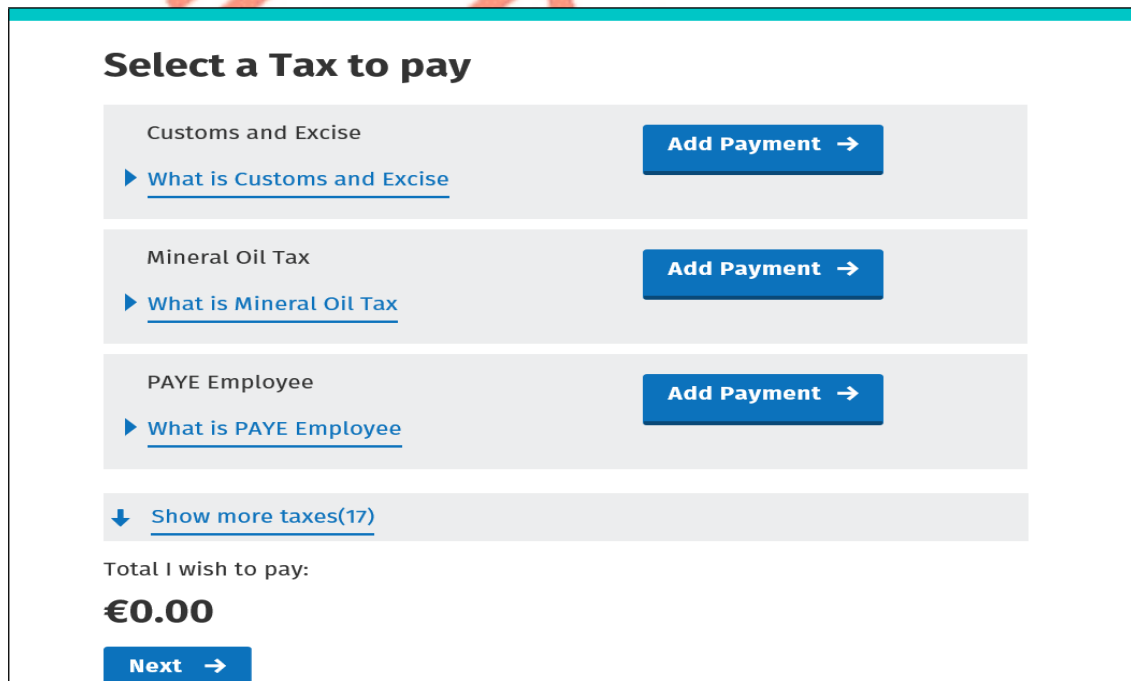
3. Select **Tax** from the list of payments types



The screenshot shows the Revenue Payments interface. At the top left is the Revenue logo with the text 'Clárú agus Cúntaíocht do hÉireann Irish Tax and Customs'. The main heading is 'Payments'. Below this is a navigation link '← Back to Home Page'. The central question is 'What type of payment are you making?'. There are six radio button options: 'Tax' (selected), 'Interest', 'Penalty', 'Attachment', 'Audit', and 'Foreign Income and Assets Disclosure'. Below these is a link '▶ I'm unsure what type of payment I am making.' and a blue 'Next →' button.

Figure 10 Select Payment type Tax

4. Click on **Show more taxes**



The screenshot shows the 'Select a Tax to pay' page. It features a list of tax categories, each with a description and an 'Add Payment →' button: 'Customs and Excise' (with a link '▶ What is Customs and Excise'), 'Mineral Oil Tax' (with a link '▶ What is Mineral Oil Tax'), and 'PAYE Employee' (with a link '▶ What is PAYE Employee'). Below the list is a link '↓ Show more taxes(17)'. At the bottom, it states 'Total I wish to pay: €0.00' and includes a blue 'Next →' button.

Figure 11 Select tax to pay

5. Select **VRT** from the list of taxes to pay, Click **Add Payment** and **Next**

TRS Overpayments **Add Payment →**
[▶ What is TRS Overpayments](#)

Vehicle Registration Tax **Add Payment →**
[▶ What is Vehicle Registration Tax](#)

Capital Acquisitions Tax **Add Payment →**
[▶ What is Capital Acquisitions Tax](#)

[↑ Show less taxes](#)

Total I wish to pay:
€0.00

Next →

Figure 12 Select VRT as tax to pay

6. Insert the relevant details for the VRT payment

- Payment Year
- Payment Period
- Payment Amount

Vehicle Registration Tax

Payment Year
Please select a year
Please select

Payment Period
Please select a Period
Please select

Payment Amount
Please enter an amount
€

Add Payment →

You will have a chance to review your payment before it is paid

Figure 13 VRT details

7. Click **Add Payment**
8. Select from one of the following payment options:
 - Credit card
 - Debit card
 - Using a Bank Account i.e. a 'Single Debit Instruction (SDI) using a bank account (normally a current account) capable of accepting a direct debit

[← Back to My Services](#)

How would you like to pay?

Total Payment Amount €1,200.00

By Credit card

By Debit card

Using my bank account

[▶ How do I pay using my bank account?](#)

A confirmation mail will be sent to the below address.
You can remove it if you do not want confirmation or change it to a different email address.

TESTUSER@REVENUE.IE

[← Back](#) [Next →](#)

Figure 14 Payment details

[← Back to Home Page](#)

How would you like to pay?

Total Payment Amount €1.00
Payment date will default to today's date for card payments and payments made using your bank account.

By Credit card

By Debit card

Using my bank account

BIC

IBAN

Please debit my account with the single amount specified.

By signing this mandate form, you authorise (A) the Revenue Commissioners to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from The Revenue Commissioners
As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

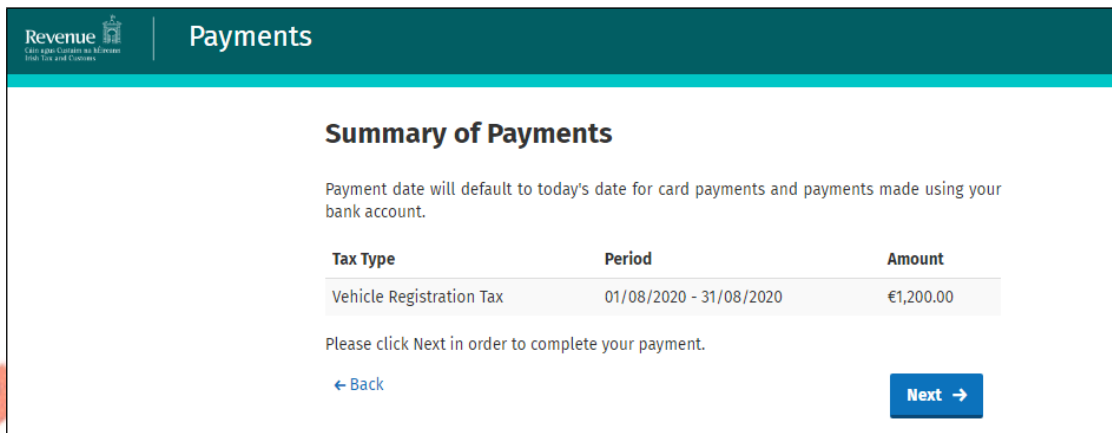
[▶ How do I pay using my bank account?](#)

A confirmation mail will be sent to the below address.
You can remove it if you do not want confirmation or change it to a different email address.

[← Back](#)

Figure 15 Payment details using a bank account

9. Insert the relevant payment details for either card payment or bank account
10. Click **Next** to complete the payment or **Back** to review or amend details
11. A payment summary will be presented before the payment is completed



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Payments

Summary of Payments

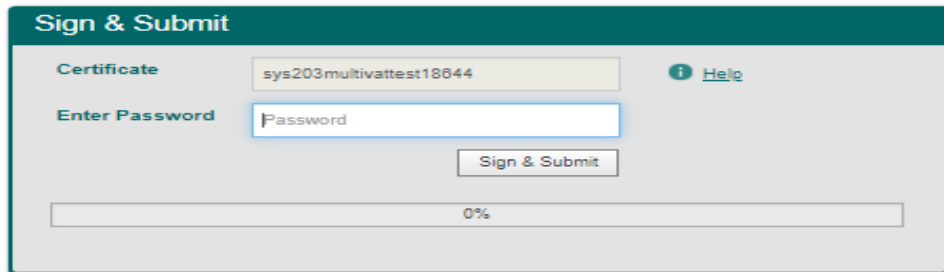
Payment date will default to today's date for card payments and payments made using your bank account.

Tax Type	Period	Amount
Vehicle Registration Tax	01/08/2020 - 31/08/2020	€1,200.00

Please click Next in order to complete your payment.

[← Back](#) [Next →](#)

Figure 16 Payment Summary



Sign & Submit

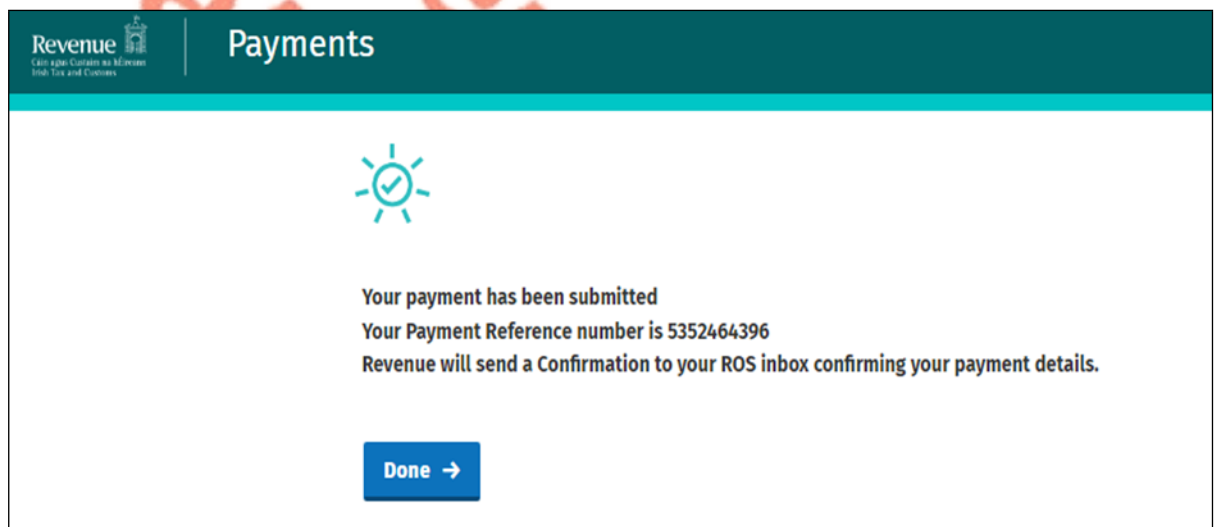
Certificate: sys203multivattest18844 [Help](#)

Enter Password: Password

[Sign & Submit](#)


0%

Figure 17 Sign & Submit



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100, Tax and Customs

Payments



Your payment has been submitted
Your Payment Reference number is 5352464396
Revenue will send a Confirmation to your ROS inbox confirming your payment details.

[Done →](#)

Figure 18 Payment Confirmation

12. You can view your payments history by selecting **View Payments History** on the **Payments/Repayments** section

Payments/Repayments

Payments: make payments online for most tax types and view your payments history.

eRepayments: make repayment claims and check status of submitted claims for

- Specific VAT repayments for unregistered persons
- Mineral Oil Tax paid by certain sectors
- Stamp Duty (83D)


[Learn more](#)

[Make a Payment](#)

[View Payments History](#)

[eRepayments](#)

Figure 19 View Payments History


Payments

[← Back to Home Page](#)

Payment History


Show entries

Payment Date	Payment Type	Payment Amount	View Payment
18/10/2019 08:43	Tax	€125.00	View

Showing 1 to 1 of 1 entries Previous Next

[Payments Help](#) •
 [Security](#) •
 [Privacy Policy](#) •
 [Accessibility](#) •
 [Terms & Conditions](#)

Language [Gaeilge](#)



Cáin agus Custaim na hÉireann
Irish Tax and Customs

Figure 20 Payment History Details

6 Contact Details

6.1 ROS Payment Support

For assistance with making payments on ROS or MyAccount, please forward your query through [MyEnquiries](#), following these steps:

- Click Add a new Enquiry
- From 'My Enquiry relates to' menu, choose 'Other Than the Above'
- From 'And More Specifically' menu, choose 'ROS Online Services/ROS Payments'
- Enquiry Details: Enter details of your enquiry

Alternatively, you can contact the Collector General's Division on 01 738 3663 with your payment query.

6.2 ROS Technical Helpdesk

For assistance with logging into ROS or MyAccount, or any issues of a technical nature, please forward your query through [MyEnquiries](#), following these steps:

- Click Add a new Enquiry
- From 'My Enquiry relates to' menu, choose 'Other Than the Above'
- Select Revenue Online Service (ROS) Technical Support" from the dropdown options available.

Alternatively, you can contact the ROS Technical Helpdesk on 01 73 83 699 with your technical query.