

## Automated Entry Processing (AEP) System Payment Methods

1.	Introduction .....	2
1.1.	Deferred Payment: .....	2
1.2.	Cash Payment: .....	2
2.	Changes to Customs Deferred Payment from 1st May 2016 under the Union	
	Customs Code (UCC) .....	2
2.1.	Custom Traders .....	3
2.2.	Excise Traders .....	3
2.3.	VRT Traders .....	4
3.	Deferred Payment .....	4
3.1.	Application .....	4
4.	Cancellation of Guarantee: .....	4
4.1.	Existing Customs Traders / new and existing VRT and Excise Traders .....	4
4.2.	Comprehensive Guarantees .....	5
5.	Insufficient Guarantee .....	5
5.1.	Existing Customs Traders / new and existing VRT and Excise Traders .....	5
5.2.	New Customs Traders under Comprehensive Guarantee .....	6
5.3.	Direct Debit Days .....	6
6.	Excise Duty (Tax Stamps) On Tobacco Products .....	7
7.	Trader Statements .....	8

## 1. Introduction

This guide outlines the options available to traders for the payment of Customs Duty, VAT, Excise and VRT on imports through Revenue's AEP system.

### 1.1. Deferred Payment:

A Deferred Payment authorisation allows traders to defer payment of duties and taxes. In all instances lodgement of a guarantee and compliance with the conditions of the authorisation are required. The authorisation allows the approved trader to pay the duties/taxes due by direct debit on a date in the month following the transactions.

Excise Traders operating from a warehouse must operate on a deferred basis only.

### 1.2. Cash Payment:

In addition to the Deferred Payment Scheme, a trader can operate on a cash basis. Such payments can be made by EFT (Electronic Fund Transfer). Credit must be available on the account before a transaction is submitted. After a transaction is made to an account the credit remaining rolls over from day to day and month to month. No prior authorisation is required to operate on a cash basis.

## 2. Changes to Customs Deferred Payment from 1st May 2016 under the Union Customs Code (UCC)

Existing holders of Deferred Payment accounts that import goods from outside of the European Union will be obliged to apply for a formal Deferred Payment authorisation, following approval for comprehensive guarantee, before 1<sup>st</sup> May 2019. Revenue will initiate this process with all existing holders prior to 1<sup>st</sup> Dec 2018.

Existing holders that only import or move goods within the EU and are subject to Excise or VRT are not required to make any changes to their Deferred Payment account.

Existing or new applicants that wish to use their Deferred Payment Facility for import of goods from outside of the EU and also to import or move goods within the EU will be required to have two separate Bank Guarantees. Revenue advises any traders intending to set up a Deferred Payment account as described in this paragraph to contact the eCustoms Helpdesk - Phone:1890 204 304– Email: [aep@revenue.ie](mailto:aep@revenue.ie) in advance of submitting an application.

## 2.1. Custom Traders

New applications for a Deferred Payment Authorisation to cover goods imported from outside the EU, submitted after the 1st May 2016 must apply for a Comprehensive Guarantee at the same time. The Comprehensive Guarantee must be approved before the Deferred Payment Authorisation can be issued. Application forms for a Deferred Payment Authorisation and a Comprehensive Guarantee are in the links below.

- [Comprehensive Guarantee](#)
- [Deferred Payment Authorisation Forms](#)

Following approval, a trader will be issued with a paper authorisation. The entire application and authorisation process for customs authorisations will be transferred to a fully electronic system from October 2017.

## 2.2. Excise Traders

All duty payments on excisable alcoholic products withdrawn from warehouse by newly authorised traders must be secured by way of a Deferred Payment Guarantee (Bank Direct Debit Scheme).

Approved traders must also indicate in writing, the portion of the deferred guarantee they wish to allocate to particular warehouses and naming their Revenue Control Officer.

All excise duty payments on EDE may be paid by deferred payment arrangement or by Cash.

Application for Deferred Payment Approval are available in the link below:

[Excise Deferred Payment Forms](#)

### 2.3. VRT Traders

New or existing authorised traders may operate on a deferred payment basis by completing VRT deferred payment forms. In addition to the Deferred Payment Scheme, a trader can operate on a Cash basis. Such payments can be made by EFT (Electronic Fund Transfer). Credit must be available on the account before a transaction is submitted.

[VRT Deferred Payment Forms](#)

## 3. Deferred Payment

### 3.1. Application

The application forms must be signed by a Company Secretary or Director in the case of a limited or other incorporated company. In the case of a partnership, by one of the partners, or in the case of a sole proprietorship, by the proprietor. The only exception to the above is where there is a non resident Secretary/Director of the company in Ireland. In this instance an individual, who has power of attorney, may sign the forms. However a copy of the power of attorney must be forwarded with the application.

The guarantee must be provided by a bank/credit institution authorised to carry on banking business in the State under Irish legislation. The guarantee must be branded with the bank/credit institution official stamp respectively. The Irish Central Bank website may be consulted for a list of those bank/credit institutions authorised to carry on business in the State.

[Central Bank Register of Credit Institutions](#)

## 4. Cancellation of Guarantee:

### 4.1. Existing Customs Traders / new and existing VRT and Excise Traders

The guarantee is ongoing and stays in place until cancelled in writing by the Guarantor giving 7 days notice. **Please note that a guarantee can only be cancelled by the Guarantor.**

## 4.2. Comprehensive Guarantees

Commission Implementing Regulation (EU) 2015/2447 Title III, Chapter 1, Section 1, Article 151 and Commission Delegated Regulation (EU) 2015/2446 Title III, Chapter 2, Section 1, Article 82 apply.

The customs office of guarantee may revoke the approval of the undertaking by a guarantor at any time. The customs office of guarantee shall notify the revocation to the guarantor and the person required to provide the guarantee.

The revocation of the approval of the guarantor or of the undertaking of the guarantor shall take effect on the 16th day following the date on which the decision on the revocation is received or is deemed to have been received by the guarantor.


A guarantor may cancel his undertaking at any time. The guarantor shall notify the cancellation to the customs office of guarantee.

The cancellation of the undertaking by the guarantor shall take effect on the 16th day following the date on which the cancellation is notified by the guarantor to the customs office where the guarantee was provided.

## 5. Insufficient Guarantee

### 5.1. Existing Customs Traders / new and existing VRT and Excise Traders

If a trader is nearing the limit of the guarantee, credit may be extended in two separate ways:

1. A new guarantee form –  [AEP 2 \(Rev. 11\) - Application for Approval Deferred Payment \(Bank Direct Debit Scheme\) Facility](#) (PDF, 608KB) can be completed by the Guarantor for the new amount, and/or
2. A cash top-up may be lodged to the traders approved account by means of EFT (Electronic Fund Transfer). Traders may top-up as many times as they wish each month. Once a payment has been made, the relevant Cash Office should be notified through [My Enquiries](#) to have the payment allocated to their account. Bank details are available on request from [ecustoms@revenue.ie](mailto:ecustoms@revenue.ie) or Phone: 1890 204 304

## 5.2. New Customs Traders under Comprehensive Guarantee

If a trader is nearing the limit of the guarantee, credit may be extended in two separate ways:

1. Apply for an amendment to the [Comprehensive Guarantee](#).
2. A cash top-up may be lodged to the traders approved account by means of EFT (Electronic Fund Transfer). Traders may top-up as many times as they wish each month. Once a payment has been made, the relevant Cash Office should be notified through [My Enquiries](#) to have the payment allocated to their account. Bank details are available on request from [ecustoms@revenue.ie](mailto:ecustoms@revenue.ie) or Phone: 1890 204 304

## 5.3. Direct Debit Days

Direct Debit Days		
Type of Duty/Tax	Payment Day*	Notes Ref.
Value Added Tax on imports (except VAT on excisable alcoholic products) and EU levies & duties at import/export	15th of month	1
Motor Vehicle Registration Tax (VRT)	15th of month	2
Excise Duty & VAT on: Wine, Made Wine, Beer, Spirits, Cider & Perry	Month Jan – Nov 2nd last working day  <b>Dec – 4 working days in advance of Dec 25th</b>	2 & 3
Tobacco (except Tax Stamps)	Month Jan – Nov 2nd last working day  <b>Dec – 4 working days in advance of Dec 25th</b>	2 & 4


**N.B.** The payment/direct debit day shown is the day in the month following the month in which the liability arose.

### Notes:

1. For VAT on imports (except VAT on excisable alcoholic products), EU imports and exports duties and levies payable at import/export, where the payment day falls on a non-working day, the payment day is the next working day.

2. For Excise Duty, VRT (and VAT on excisable alcoholic products only); where the payment day falls on a non-working day, the payment day is the previous working day.
3. From January to November payment of Excise Duty and VAT on wine, made wine, beer and spirits may be deferred to the second last working day of the month succeeding the month in which the duty is chargeable. December payment is due four working days in advance of December 25th
4. Excise Duty on Tobacco Products (Non Stamped): Half of the December liability is payable four working days in advance of December 25th. The balance can be deferred for payment on the second last working day of January.

## 6. Excise Duty (Tax Stamps) On Tobacco Products

The excise duty on cigarettes and roll-your-own tobacco is payable by the purchase of tax stamps from the Revenue Commissioners. Traders wishing to defer payment in respect of tax stamp purchases must have an  [AEP 2 \(Rev. 3 Tax Stamps\) - Guarantee for Payment of Excise Duty \(Tax Stamps\) on Tobacco Products](#) (PDF, 239KB) completed by the bank and also submit the relevant AEP forms.

This guarantee covers stamped products only and not cigars or other smoking tobacco.

The accounting periods for tax stamps and the debit days are different from the ordinary Deferred Payment Scheme and are listed below:

Accounting Periods	Payment Days [1],[2]
28th December - 27th January	30th March
28th January - 24th February*	29th April
**25th February - 27th March	30th May
28th March - 26th April	29th June
27th April - 27th May	30th July
28th May - 26th June	30th August
27th June - 27th July	29th September
28th July - 27th August	30th October
28th August - 26th September	29th November
27th September - 27th October	19th/21st December ***
28th October - 30th November	19th/21st December ***
1st December - 27th December	19th/21st Dec. & 27th February ****

\* 25th February in leap years

\*\* 26th February in leap years

\*\*\* Payment/debit day is four working days in advance of the 25th December

\*\*\*\* 28th February in leap years

**Notes:**

1. Where the payment day falls on a non-working day, the payment day is the previous working day.
2. End of month payment days will be the second last working day of the month. December payment is four working days in advance of December 25th.
3. Payment of October, November and Half of December liability is due four working days in advance of December 25th.

**7. Trader Statements**

During each month a trader may receive two monthly statements outlining the balance of their C&E accounts. These statements are issued after each bank run. VRT account traders can only receive one monthly statement. If traders have multiple C&E and/or VRT accounts they will receive a statement for each account. Statements are only produced in respect of the "Payer", i.e. they are not produced for declarants etc.

All traders will receive a statement with the exception of those who have only one transaction and one payment balancing this transaction on their account. These statements should reach the payer no less than five days before the money is debited from the trader's bank.

The Monthly Statement will contain lists of all transactions and will be available to view on [ROS](#).

**Further Information**

AEP Accounts  
Government Offices  
Nenagh  
Co. Tipperary

**Phone:** LoCall 1890 204 304  
**Outside Ireland:** +353 67 63139  
**Fax:** 067 63397

**Contact the AEP Accounts via [MyEnquiries](#)** and select the following options:  
"My Query relates to" – "Customs" –  
"and more specifically" – "Customs and Excise AEP Accounts".