

C&E Online Payments in ROS or myAccount

Document updated October 2020

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1 Customs & Excise online payments in ROS

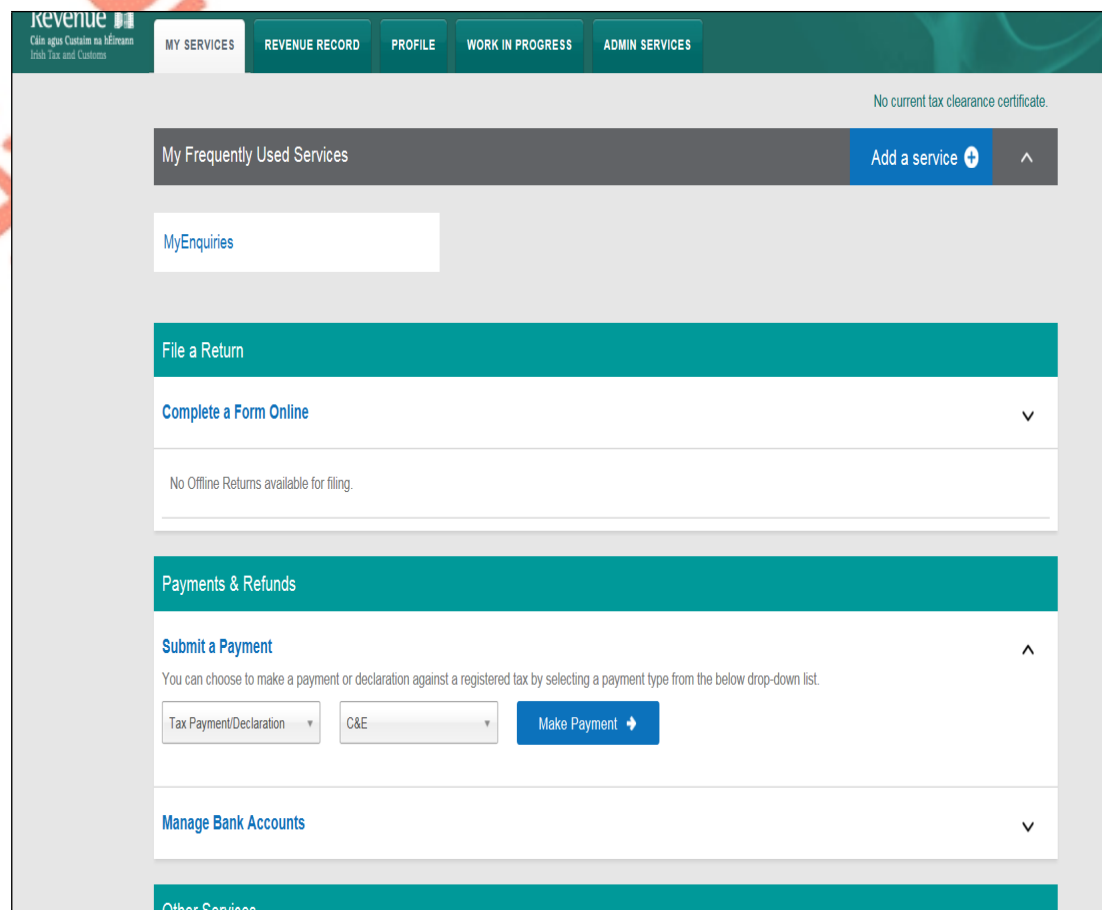
If registered for ROS, you must also be registered for Customs & Excise (C&E) / Economic Operator Registration Identification (EORI) to make payments for C&E.

Details of how to register for C&E / EORI can be accessed through the following link;
[Register for an Economic Operators' Registration and Identification \(EORI\) number](#)

(Follow the instructions in the PDF eReg EORI guide.)

Once C&E/EORI registered, Login to ROS. **Remember to enter all details in CAPITALS**

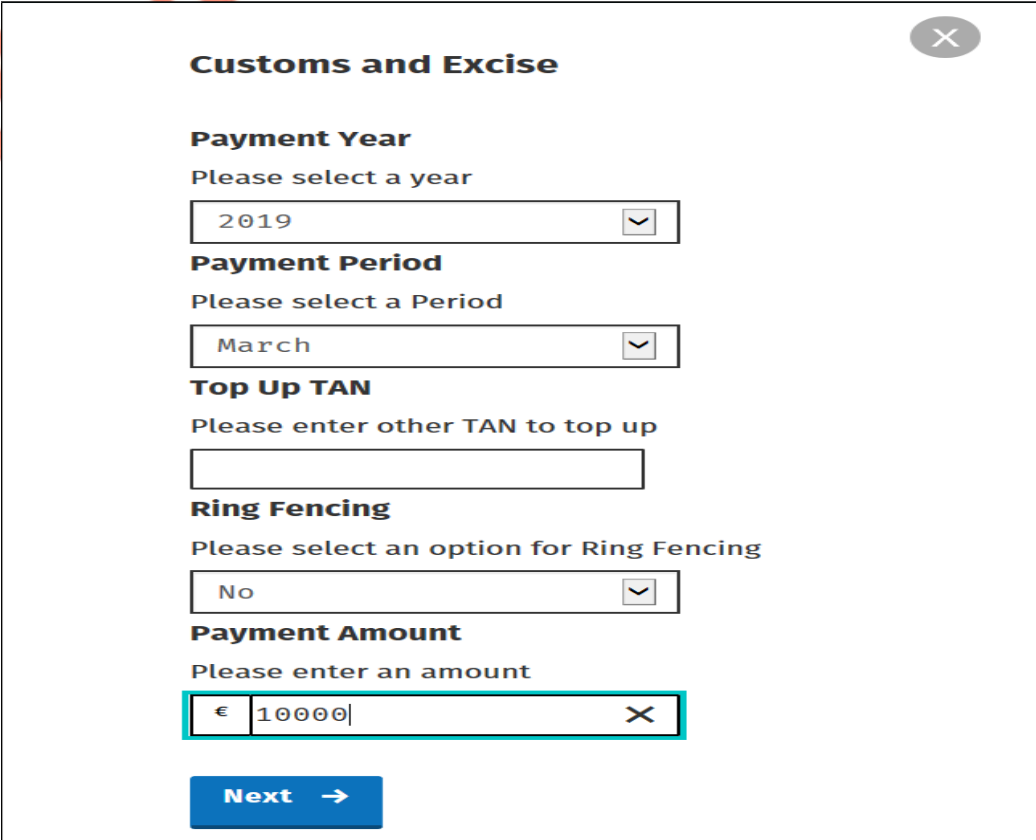
1. Select My Services, Payments & Refunds, submit a payment, choose, tax payment declaration and C&E and “make a payment”.



The screenshot shows the ROS 'My Services' page. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The main content area is titled 'My Frequently Used Services' and includes a search bar for 'MyEnquiries'. Below this, there are sections for 'File a Return' (with a 'Complete a Form Online' dropdown) and 'Payments & Refunds'. The 'Payments & Refunds' section is expanded, showing a 'Submit a Payment' dropdown. Below this, there is a form with two dropdown menus: 'Tax Payment/Declaration' (set to 'Tax Payment/Declaration') and 'C&E' (set to 'C&E'). A blue 'Make Payment' button is visible to the right of these dropdowns. The page also displays a message: 'No current tax clearance certificate.'

Figure 1: ROS, my services, submit a payment

2. Select Customs and Excise Taxhead and enter details – remember to use Capital letters where appropriate. The option to pay C&E will not be presented if you are not registered for C&E.
3. From the Customs and Excise Screen, enter the **correct** year and **correct** period in which you want to allocate the payment.
4. Top Up TAN - this field is **optional** and is only required if you are allocating payments to an Agents C&E Registration number or TAN account. Please ensure the Registration number entered where applicable is correct. Select “Next” to proceed with the payment.
5. Ring Fencing – this field is **optional** and is only required if you have an approved warehouse and want to ring fence the payment to a particular warehouse. You can only Ring Fence for the current period and cannot Ring Fence for a period that has passed.



Customs and Excise

Payment Year
Please select a year
2019

Payment Period
Please select a Period
March

Top Up TAN
Please enter other TAN to top up
[Empty field]

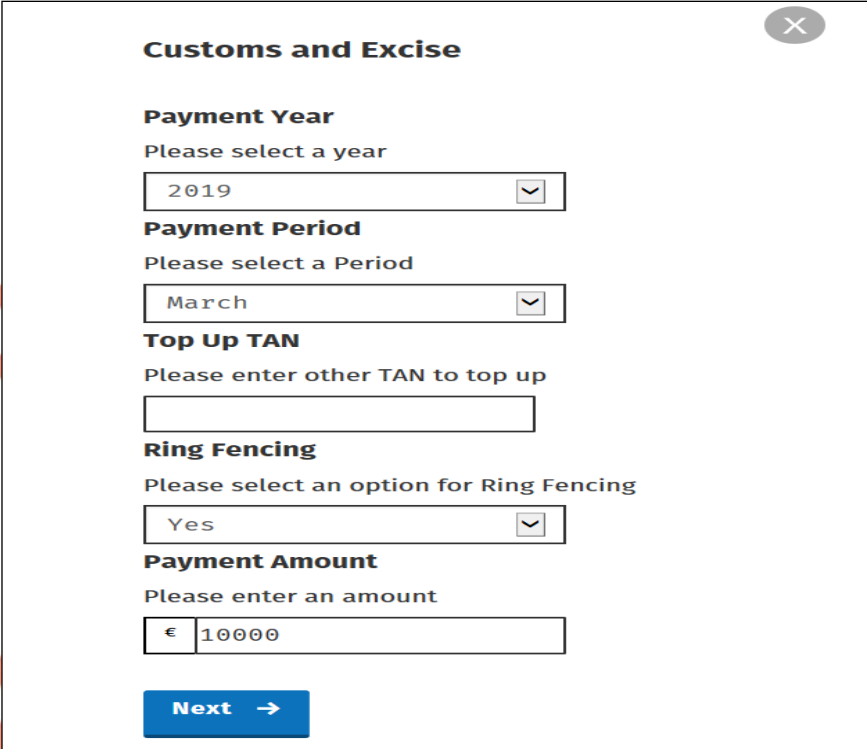
Ring Fencing
Please select an option for Ring Fencing
No

Payment Amount
Please enter an amount
€ 10000

Next →

Figure 2: ROS, Customs and Excise payment details

- If Ring Fencing is selected, you must use the dropdown to select the appropriate Ring Fence option; (If you are not Ring Fencing – you must deselect this option to proceed.)



The screenshot shows a web form titled "Customs and Excise" with a close button (X) in the top right corner. The form contains several sections:

- Payment Year**: "Please select a year" with a dropdown menu showing "2019".
- Payment Period**: "Please select a Period" with a dropdown menu showing "March".
- Top Up TAN**: "Please enter other TAN to top up" with an empty text input field.
- Ring Fencing**: "Please select an option for Ring Fencing" with a dropdown menu showing "Yes".
- Payment Amount**: "Please enter an amount" with a text input field containing "€ 10000".

At the bottom of the form is a blue button labeled "Next" with a right-pointing arrow.

Figure 3: ROS, Customs and Excise Ring Fencing details

- If Ring Fencing is selected, you must then select the appropriate warehouse from the drop down list.

Ring Fencing this Payment

Please select

- Daily Deposits For Oil Warrants
- Deposits For Stamped Tobacco Warrants
- Other Deposits
- Deposits For Excise Duty On Warrants

Warehouse

Please select a Warehouse

search for keyword...

- IETW0000
- IETW000
- IETW000

Next → ← Back

Figure 4: ROS, Customs and Excise Ring Fencing and Warehouse details

8. Select Next when you have input all the required details.
9. You have the option on this screen to “Remove” a payment if you entered the incorrect details by selecting “Remove”. If you are happy with the payment details and periods entered, proceed to the next stage by selecting “Next” at the bottom of the screen.

← Back to My Services

Select a Tax to pay

Customs and Excise [Add Payment →](#)

[▶ What is Customs and Excise](#)

2019 March €10,000.00 [Remove](#)

Encashment Tax [Add Payment →](#)

[▶ What is Encashment Tax](#)

Film Withholding Tax [Add Payment →](#)

[▶ What is Film Withholding Tax](#)

[↓ Show more taxes\(13\)](#)

Total I wish to pay:
€10,000.00

[Next →](#)

Figure 5: ROS, Customs and Excise, select a Tax to pay

10. You can select how you would like to pay with options to pay via Credit Card, Debit Card or by Single Debit Instruction using your Bank Details.

Revenue Payments

← Back to My Services

How would you like to pay?

Total Payment Amount €10,000.00

By Credit card

By Debit card

Using my bank account

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

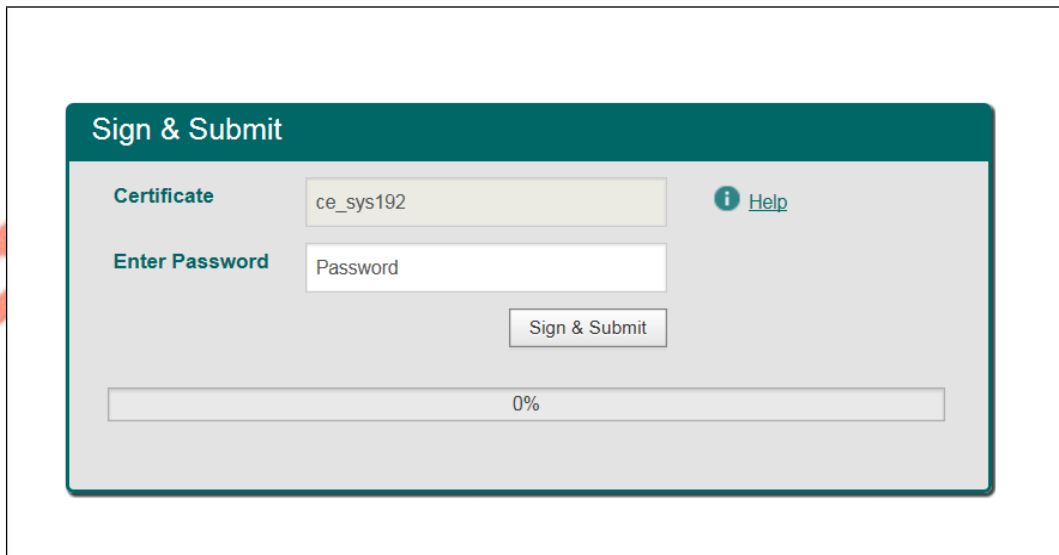
If you wish to receive a confirmation email please enter your email address below

[← Back](#) [Next →](#)

Figure 6: ROS, Customs and Excise, select how you would like to pay

11. Input all Personal details and select "Next".

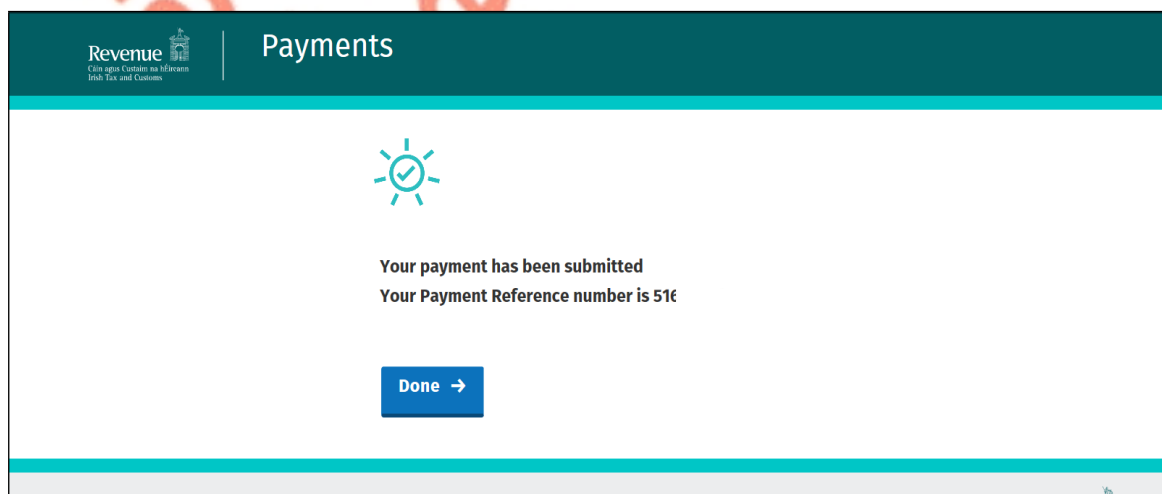
12. Sign and Submit.



The screenshot shows a web form titled "Sign & Submit". It contains two input fields: "Certificate" with the value "ce_sys192" and "Enter Password" with the value "Password". A "Sign & Submit" button is positioned below the password field. To the right of the certificate field is a "Help" link. At the bottom of the form is a progress bar showing "0%".

Figure 7: ROS, sign and submit

13. Confirmation of your payment together with the payment reference number is displayed.



The screenshot shows a confirmation page with the Revenue logo and the word "Payments" in the header. A sun icon with a checkmark is displayed. The main text reads: "Your payment has been submitted" and "Your Payment Reference number is 51€". A blue "Done →" button is located at the bottom.

Figure 8: ROS, payment confirmation

14. Details of the Payment are notified to your ROS Inbox. Select the payment to view further details.

ROS Inbox - Search Results Inbox ID: CUST

To view any of the documents listed below, click on the underlined document of your choice. [Back](#)

If the underlined Document is a Batch File - Click on the underlined Document Type to view a detailed list of its contents.

Tax Type	Registration Number / Document ID	Document Type	Date Issued	Period Begin Date
C&E		C&E Weekly Trans List	01 Jul 19	24 Jun 19
C&E		Payment	24 Jun 19	01 Mar 19
C&E		C&E Weekly Trans List	24 Jun 19	17 Jun 19
C&E		Payment	24 Jun 19	01 Apr 19
C&E		C&E Monthly Statement	20 Jun 19	01 May 19
C&E		C&E Weekly Trans List	22 May 19	13 May 19
C&E		C&E Monthly Statement	20 May 19	01 Apr 19
C&E		C&E Weekly Trans List	13 May 19	06 May 19
C&E		C&E Monthly Statement	08 May 19	01 Apr 19
C&E		C&E Weekly Trans List	29 Apr 19	22 Apr 19

Figure 9: ROS inbox screen

15. Payment details are displayed, select view to retrieve the allocation details.

Payments

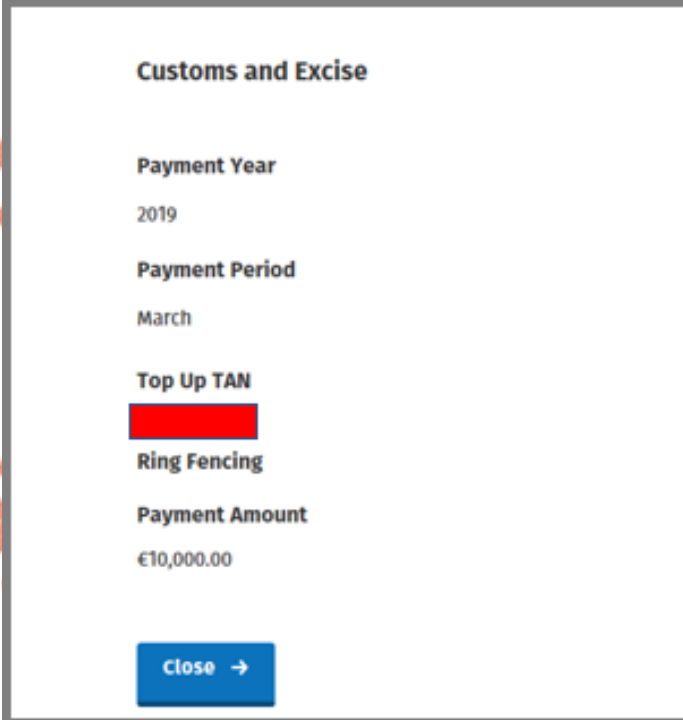
Tax Reference Number -----

Customs and Excise		
2019 March	€10,000.00	View

Total Paid:
€10,000.00

Figure 10: ROS payment details

16. If you allocated the payment to an Agent's C&E Registration or TAN number, the information will be displayed in this screen.



The screenshot shows a window titled "Customs and Excise" with the following details:

Payment Year	2019
Payment Period	March
Top Up TAN	[Redacted]
Ring Fencing	
Payment Amount	€10,000.00

At the bottom of the window is a blue button labeled "Close →".

Figure 11: ROS payment allocation details

2 Customs & Excise online payments in myAccount

If registered for myAccount, you must also be registered for Customs & Excise (C&E) / Economic Operator Registration Identification (EORI) to make payments for C&E.

If not Registered for C&E /EORI, complete the following to register;

Login to [myAccount](#);

From the “Manage my Record” Tab, select “My Enquiries” and you will be presented with the following screen; In the “Enquiry relates to” field, enter “Customs” and in the “More specifically” field, enter “Economic Operators Registration Identification” (EORI). When all fields required have been entered, select “Submit Enquiry”.

MyEnquiries

[← Back](#) **Add a new enquiry**

Tax reference number

Tax reference type

CUST

Enquiry relates to * [i](#)Customs More specifically * [i](#)Economic Operators Regis My reference (optional) [i](#)

You should not include a Tax Reference Number or other personal data as part of this reference (see Information tooltip).

For attention of (optional)

Enquiry details *

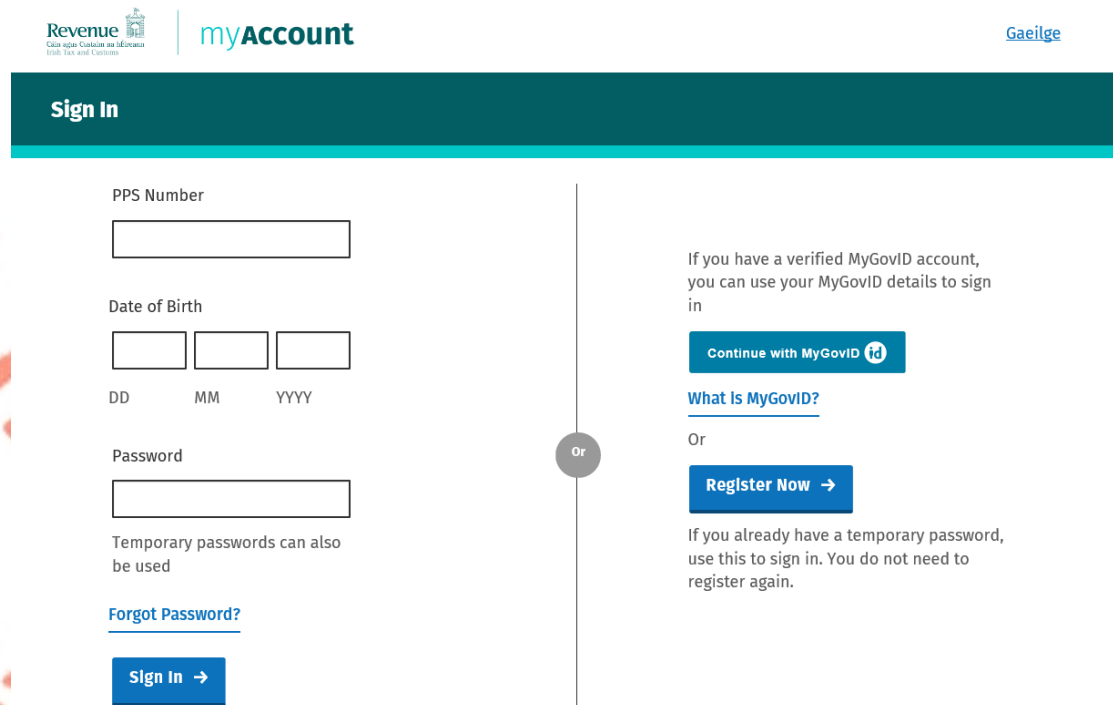
Please enter further detail about your enquiry (up to 2,000 characters)

Please provide an email address below. Note your address will only be used to notify you when there has been activity on your enquiry.

Figure 12: myAccount, my enquiries, add a new enquiry

On receipt of the enquiry, the eCustoms Helpdesk will register you for C&E and an EORI number and a reply will be sent via email. It will take 24 hours for the registration to be active in myAccount, however the C&E registration will be active on the day of the email reply received confirming registration.

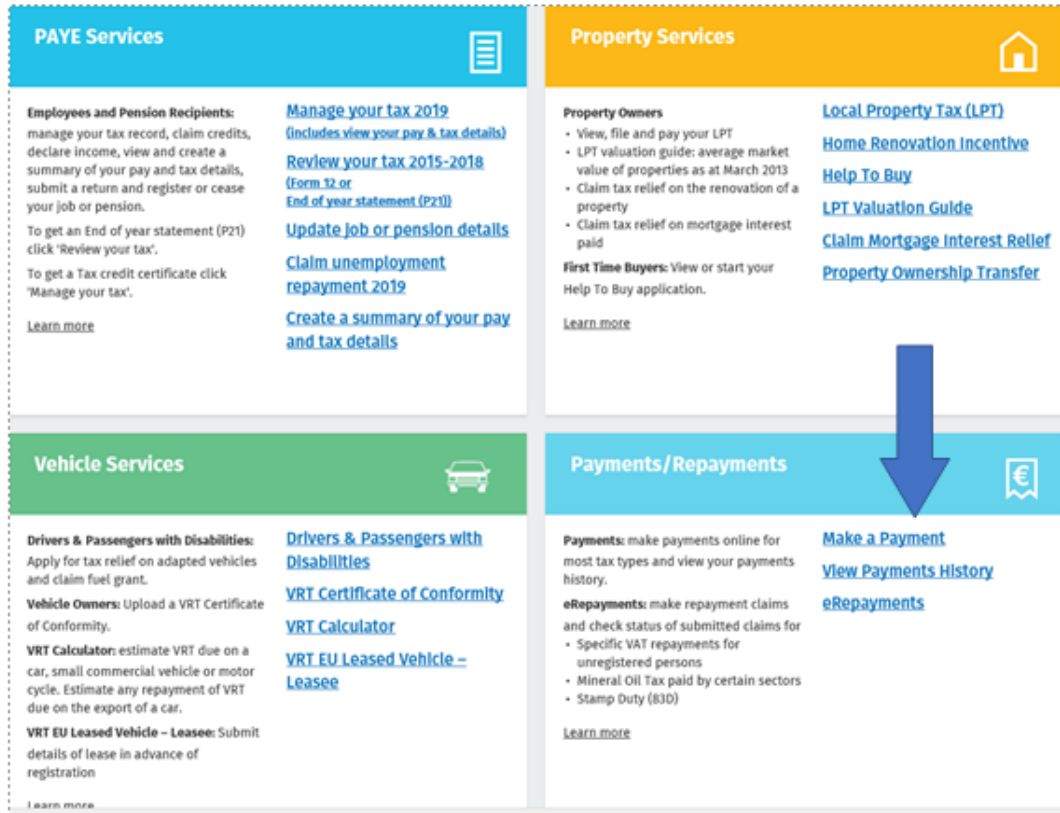
1. You can Sign In to my account once C&E/EORI registered. **Remember to enter all details in CAPITALS.**



The image shows the myAccount login screen. At the top left is the Revenue logo with the text 'Revenue' and 'Gníomhaireachtas na hÉireann' and '2008 Tax and Customs'. To its right is the 'myAccount' logo. On the top right is a link for 'Gaeilge'. Below the logos is a dark teal header with the text 'Sign In' in white. The main content area is split into two columns by a vertical line. The left column contains a form with three input fields: 'PPS Number' (a single wide box), 'Date of Birth' (three boxes for DD, MM, and YYYY), and 'Password' (a single wide box). Below the password field is the text 'Temporary passwords can also be used' and a link 'Forgot Password?'. At the bottom of the left column is a blue button with the text 'Sign In →'. The right column contains text: 'If you have a verified MyGovID account, you can use your MyGovID details to sign in', followed by a blue button 'Continue with MyGovID' with the MyGovID logo. Below that is a link 'What Is MyGovID?'. Then the text 'Or', followed by a blue button 'Register Now →'. At the bottom of the right column is the text 'If you already have a temporary password, use this to sign in. You do not need to register again.' A large, diagonal watermark in orange text reads 'A recent version of this manual is available.' across the entire page.

Figure 13: myAccount login screen

2. Select from the Payments/Repayments tab “Make a payment”.



The screenshot displays the myAccount interface with four main service categories: PAYE Services, Property Services, Vehicle Services, and Payments/Repayments. The Payments/Repayments tab is highlighted in blue and contains a large blue arrow pointing to the 'Make a Payment' link. The interface also includes a 'Learn more' link in each section and a '€' icon in the Payments/Repayments tab header.

PAYE Services	Property Services
<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>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>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 – Lessee: Submit details of lease in advance of registration</p> <p>Learn more</p>	<p>Local Property Tax (LPT)</p> <ul style="list-style-type: none"> Home Renovation Incentive Help To Buy LPT Valuation Guide Claim Mortgage Interest Relief Property Ownership Transfer
<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>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 (80D) <p>Learn more</p>

Figure 14: myAccount payment/repayment, make a payment

3. Select “Make a payment”.

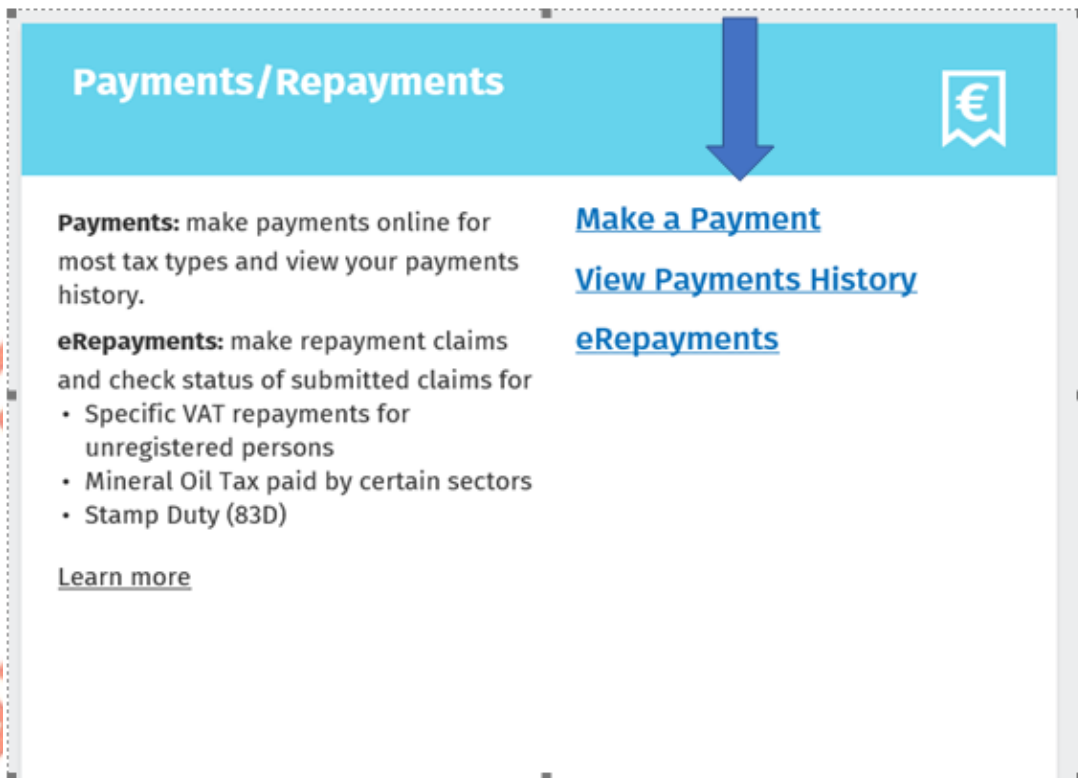
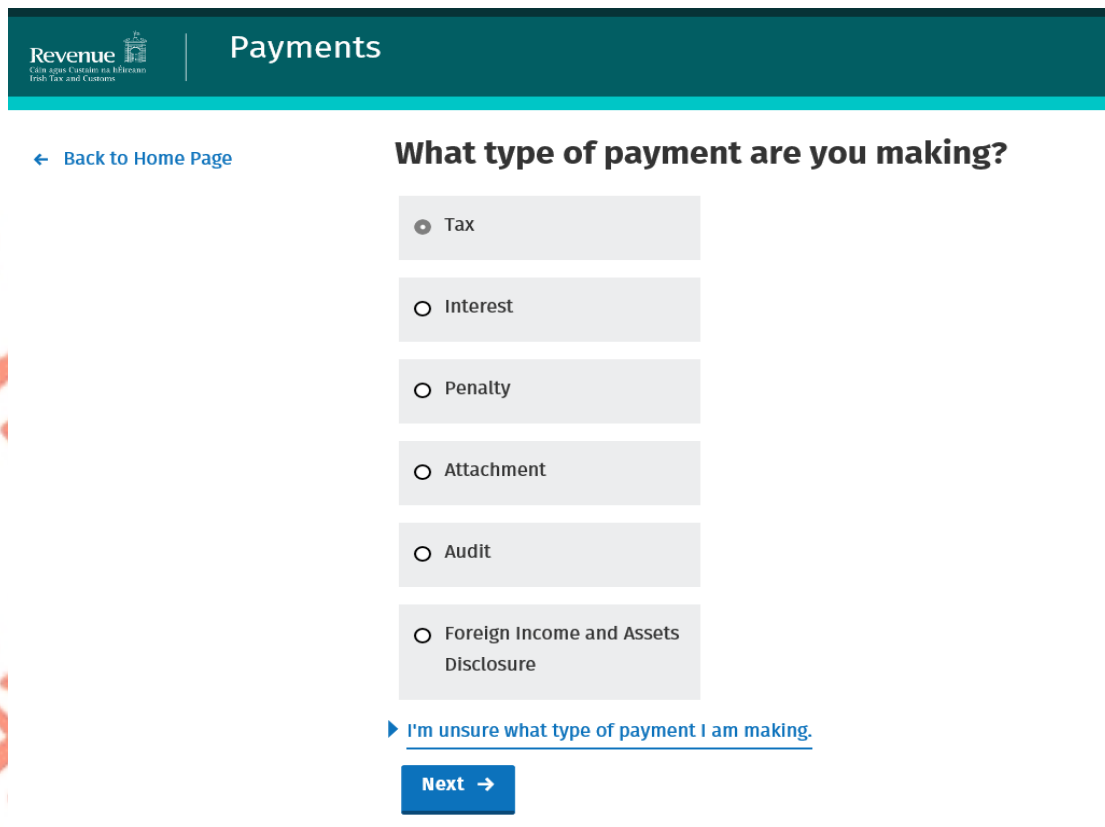


Figure 15: myAccount make a payment

4. Select "Tax" from what type of payment are you making and then select "Next".



Revenue
Can give you the best of both worlds
Fish, Tax and Customs

Payments

[← Back to Home Page](#)

What type of payment are you making?

Tax

Interest

Penalty

Attachment

Audit

Foreign Income and Assets Disclosure

[▶ I'm unsure what type of payment I am making.](#)

Next →

Figure 16: myAccount select the type of payment

5. From the select a tax to pay screen, you should select Customs & Excise, “Add Payment”. The option to pay C&E will not be presented if you are not registered for C&E.

Select a Tax to pay

Customs and Excise [Add Payment →](#)
[▶ What is Customs and Excise](#)

Mineral Oil Tax [Add Payment →](#)
[▶ What is Mineral Oil Tax](#)

PAYE Employee [Add Payment →](#)
[▶ What is PAYE Employee](#)

[↓ Show more taxes\(17\)](#)

Total I wish to pay:
€0.00

[Next →](#)

Figure 17: myAccount select the Tax type you want to pay

6. From the Customs and Excise Screen, enter the **correct** year and **correct** period in which you want to allocate the payment.
7. Top Up TAN - this field is **optional** and is only required if you are allocating payments to an Agents C&E Registration number or TAN account. Please ensure the Registration number entered where applicable is correct. Select "Next" to proceed with the payment.

Customs and Excise ✕

Payment Year
Please select a year
 ▼

Payment Period
Please select a Period
 ▼

Top Up TAN
Please enter other TAN to top up

Payment Amount
Please enter an amount
€


Next →


Figure 18: myAccount Customs and Excise payment details

- You have the option on this screen to “Remove” a payment if you entered the incorrect details by selecting “Remove”. If you are happy with the payment details and periods entered, proceed to the next stage by selecting “Next” at the bottom of the screen.

[← Back to My Services](#)

Select a Tax to pay

Customs and Excise	Add Payment →
▶ What is Customs and Excise	
2019 March	€10,000.00
	Remove 



Encashment Tax	Add Payment →
▶ What is Encashment Tax	
Film Withholding Tax	Add Payment →
▶ What is Film Withholding Tax	

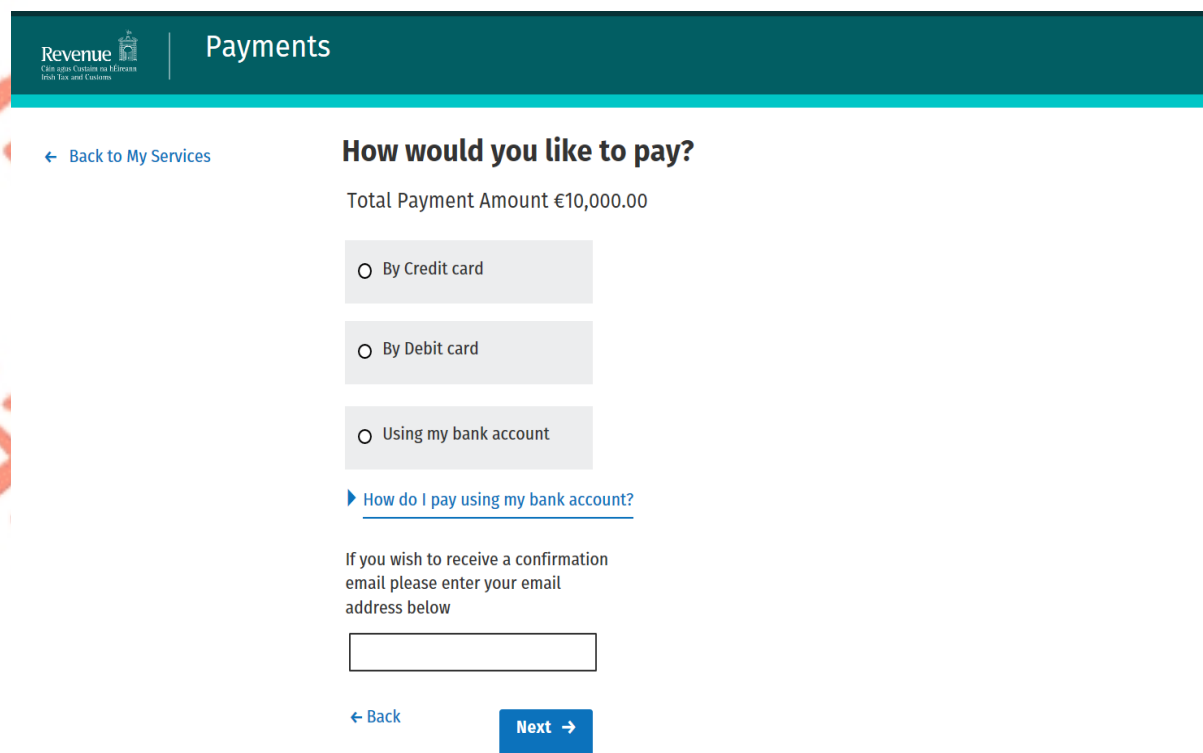
[↓ Show more taxes\(13\)](#)

Total I wish to pay:
€10,000.00

[Next →](#)

Figure 19: myAccount add payment

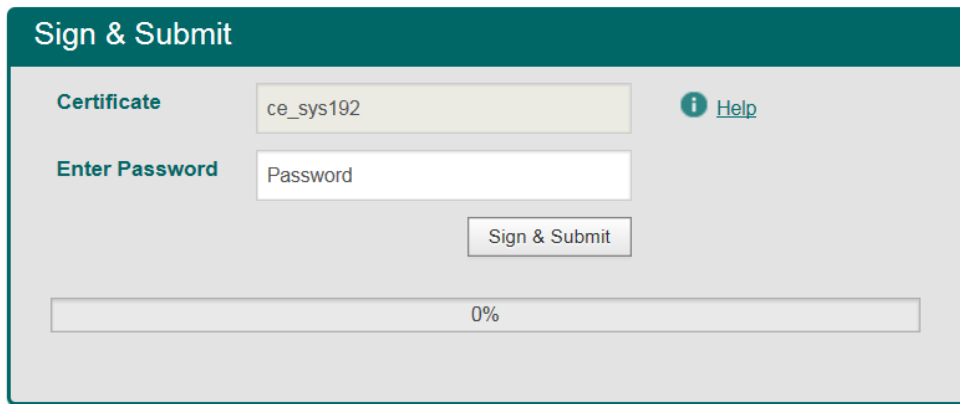
9. On the next screen you must select how you would like to pay. You can also enter your email address to receive an email confirming the payment details. Select “Next” when you have selected your payment method and entered your email address.



The screenshot shows the 'Payments' section of the myAccount interface. At the top, there is a dark teal header with the Revenue logo and the word 'Payments'. Below the header, a navigation link '← Back to My Services' is visible. The main heading is 'How would you like to pay?'. Underneath, the total payment amount is displayed as 'Total Payment Amount €10,000.00'. There are three radio button options: 'By Credit card', 'By Debit card', and 'Using my bank account'. A blue link with a right-pointing arrow is labeled 'How do I pay using my bank account?'. Below this, a text prompt says 'If you wish to receive a confirmation email please enter your email address below', followed by an empty text input field. At the bottom, there are two buttons: '← Back' and a blue 'Next →' button.

Figure 20:myAccount select how you would like to pay

10. Input all Personal details and select “Next”.
11. You must then sign and submit.



Sign & Submit

Certificate [Help](#)

Enter Password

0%

Figure 21: myAccount, sign and submit

12. You will be presented with a confirmation of payment together with the payment reference.

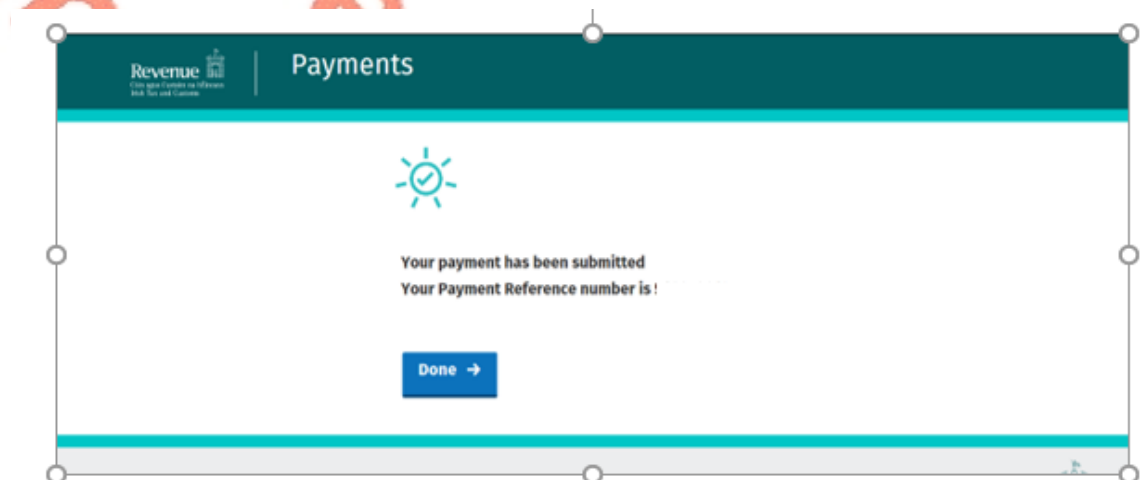


Figure 22: myAccount payment confirmation

13. You can retrieve the payment details from the “Payments/Repayments” screen by selecting “View payments History”. This screen shows the date and time of payment.

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](#)

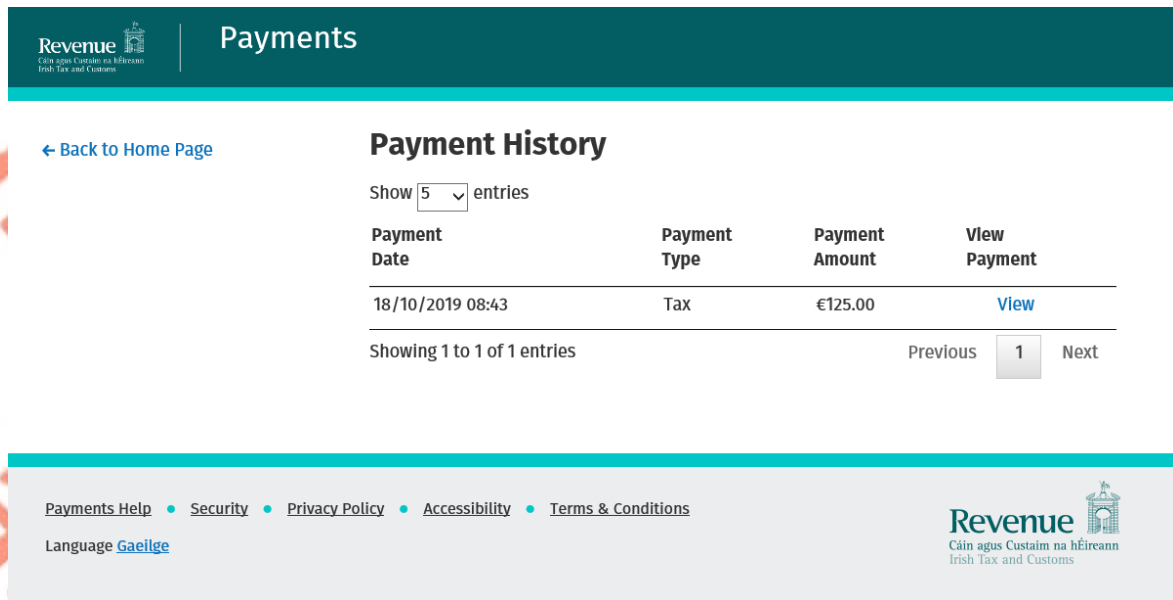
[Make a Payment](#)

[View Payments History](#)

[eRepayments](#)

Figure 23: myAccount view payments history

14. If you select “View Payments History” from the above screen, the following details are displayed;



The screenshot shows the Revenue myAccount interface. At the top, there is a teal header with the Revenue logo and the word "Payments". Below the header, there is a navigation link "← Back to Home Page" and a section titled "Payment History". A dropdown menu indicates "Show 5 entries". A table displays one payment entry with the following details:

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

Below the table, it says "Showing 1 to 1 of 1 entries" and includes navigation buttons for "Previous", "1", and "Next". At the bottom of the page, there are links for "Payments Help", "Security", "Privacy Policy", "Accessibility", and "Terms & Conditions", along with a "Language Gaeilge" link and the Revenue logo.

Figure 24: myAccount payment details

15. If you select “View” from the above page, further details can be viewed in relation to the allocation details.

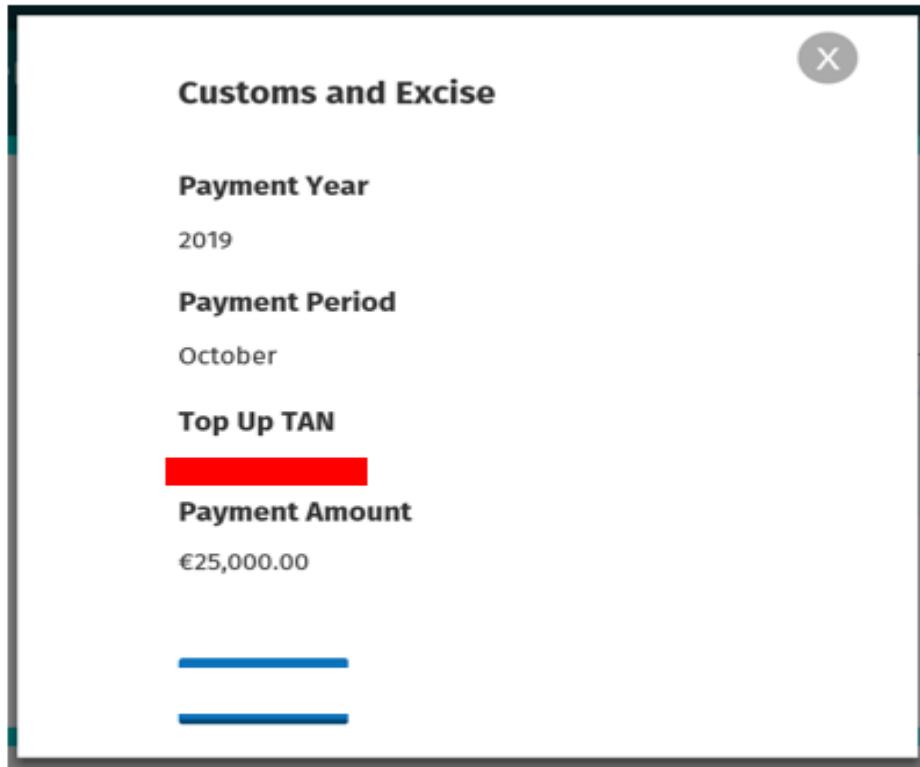


Figure 25: myAccount payment allocation details.