

C&E Online Payments in ROS or myAccount

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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;

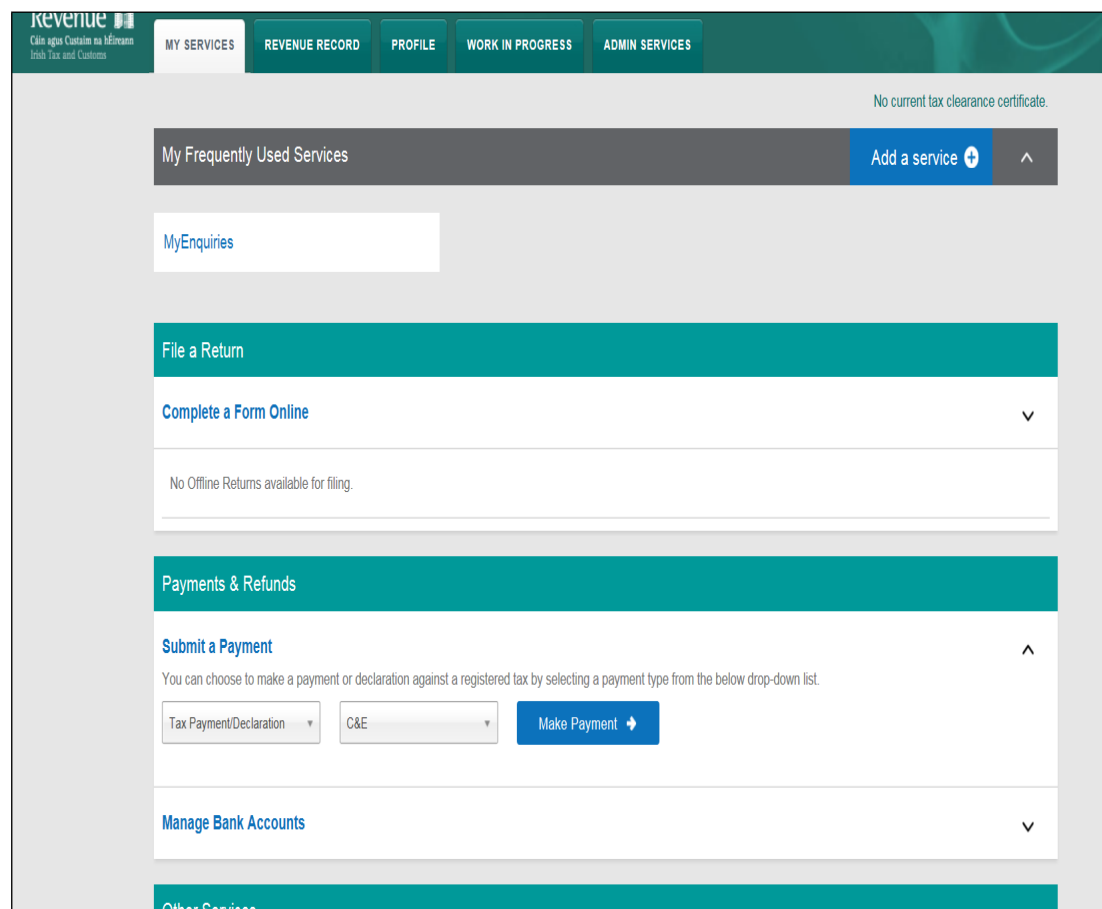
[Register for an Economic Operators' Registration and Identification \(EORI\) number](#)

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

Once registered for C&E/EORI, you automatically have a TAN Account which is the same as the C&E registration number. Credit must be available on the TAN account before an import declaration is submitted where duty and/or vat is due on that declaration.

To Top Up your C&E TAN Account - login to ROS. **Remember to enter all details in BLOCK CAPITALS**

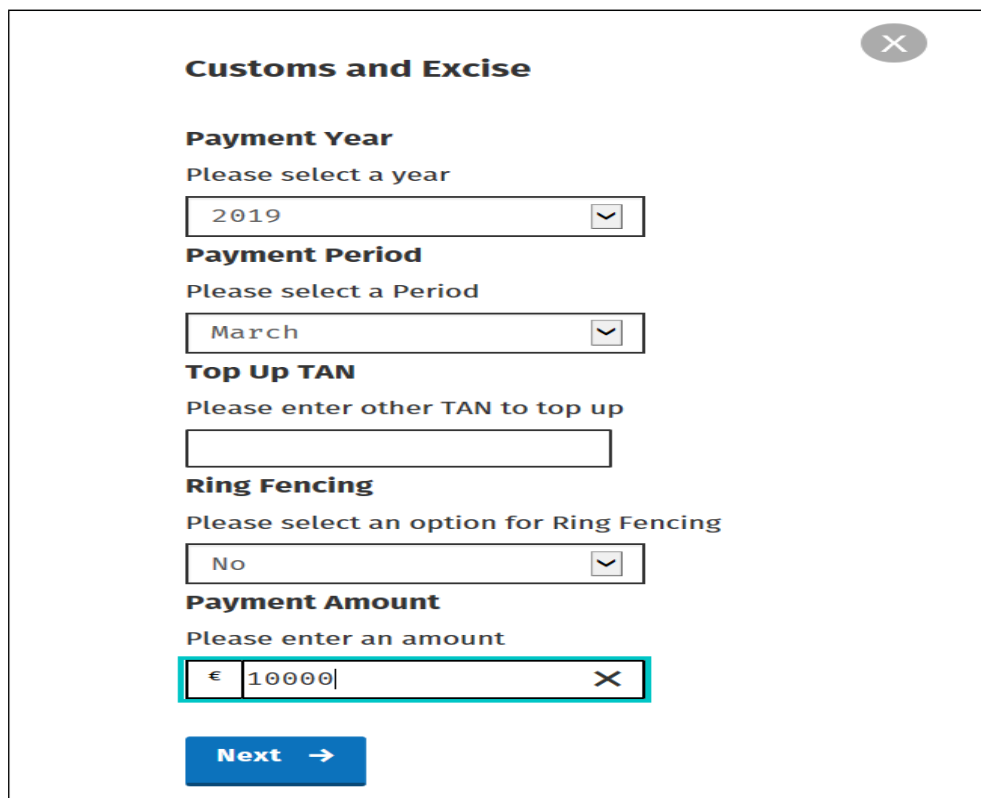
1. Select My Services; then select the Payments & Refunds tab from the options presented. In the “submit a payment” select “tax payment declaration” from the drop down and “C&E” as the tax type and then click on “make a payment”.



The screenshot shows the Revenue ROS 'My Services' interface. At the top, there is a navigation bar with tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below this, a message states 'No current tax clearance certificate.' The main content area is divided into sections: 'My Frequently Used Services' with an 'Add a service' button; 'MyEnquiries'; 'File a Return' with a 'Complete a Form Online' dropdown and a note 'No Offline Returns available for filing.'; 'Payments & Refunds' with a 'Submit a Payment' dropdown and a 'Make Payment' button; 'Manage Bank Accounts' with a dropdown; and 'Other Services' at the bottom.

Figure 1: ROS, my services, submit a payment

2. The option to Top Up/ 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.



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

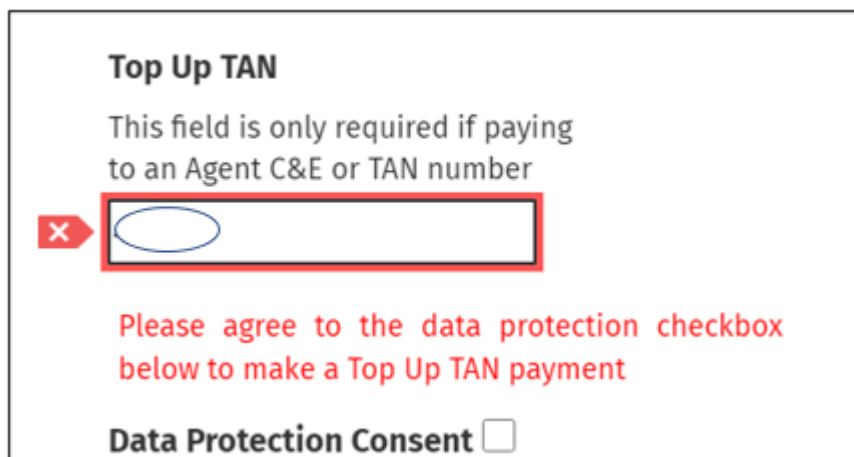
Ring Fencing
Please select an option for Ring Fencing
No

Payment Amount
Please enter an amount
€ 100000

Next →

Figure 2: ROS, Customs and Excise payment details

- 4.1 Top Up TAN - this field is only required if you are allocating payments to an Agents C&E registration number or TAN account. If left blank the payment will automatically allocate to your own C&E registration number or TAN account. Please ensure the Registration number entered for an Agent is correct and use capital letters where appropriate.



Top Up TAN

This field is only required if paying to an Agent C&E or TAN number

✖

Please agree to the data protection checkbox below to make a Top Up TAN payment

Data Protection Consent

Figure 3: ROS, Top up TAN screen & consent field

4.2 If you have entered an Agents TAN number in this field, you must also agree to the data protection consent. If you do not tick the data protection consent box the following error message will be presented;

DATA PROTECTION CONSENT.

I consent to the Revenue Commissioners providing - My Name (company or individual), My Tax Number, amount of payment and date of payment and tax period to which payment has been made via a ROS notification to the Account holder of the TAN (Payee) to which the payment is made.

The sole purpose of this is to enable notification of the payment to issue to the Payee. To consent please tick the Data Protection Consent checkbox above, or leave the checkbox unchecked if you do not consent.

4.3 If left unchecked, the payment will not be processed, and you must deal directly with the Payee in this instance or you may also proceed to make a payment to your own C&E account by leaving the Top up Tan field blank.

4.4 When a top-up TAN payment is made in ROS, an inbox notice will issue to the payee's ROS inbox. The inbox notice will include details of the payment made such as the payment amount, Payer TAN, Payer Name, Date, Tax Type and Tax Period begin.

	Notice No. ↕	Customer Name ↕	Regn./Trader No./Doc ID ↕	Tax Type/Duty/Rep. Oblig. ↕	Document Type ↕	Period Begin ↕	Issued Date ↕
	5738414707M	TEST NAME	<input type="text"/>	C&E	Payment	01/02/2022	08/02/2022

Figure 4: Inbox item issued to the payee's ROS inbox

4.5 Opening the inbox item will display a screen informing the user that a payment has been made to their TAN account. The page will contain details including the payment period end, payer Name and total paid. There will be an option to view more information.

Payments

A payment has been made to your TAN account

Customs and Excise			
Period End	Payer Name	€14,036.00	View
31/12/2021	TEST NAME TEST NAME		

Total Paid:

€14,036.00

Figure 5: Payee payment notification details screen

4.6 Selecting the 'View' button will display the payment details including the payment period end, Payer TAN, Payer Name, Payment Date and the Payment Amount.

Customs and Excise

Period End
31/12/2021

Payer

Payer Name
TEST NAME TEST NAME

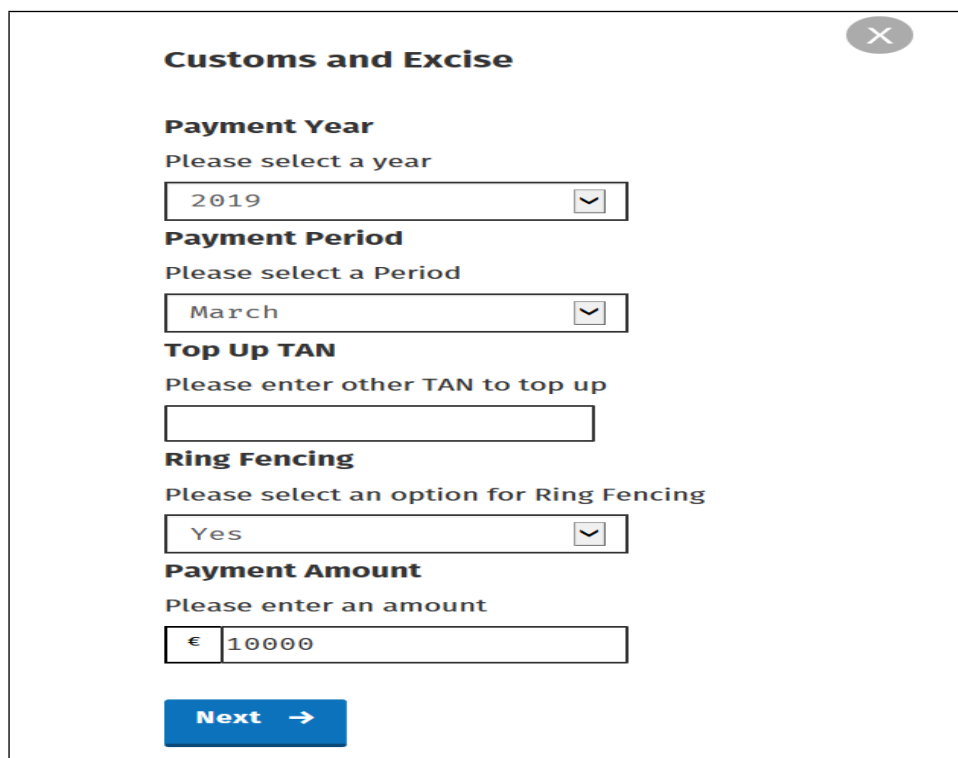
Payment Date
22/12/2021

Payment Amount
€14,036.00

Close →

Figure 6: Payee payment notification detailed screen

- 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.
- 6 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 the following 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 →".

Figure 7: ROS, Customs and Excise Ring Fencing details

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

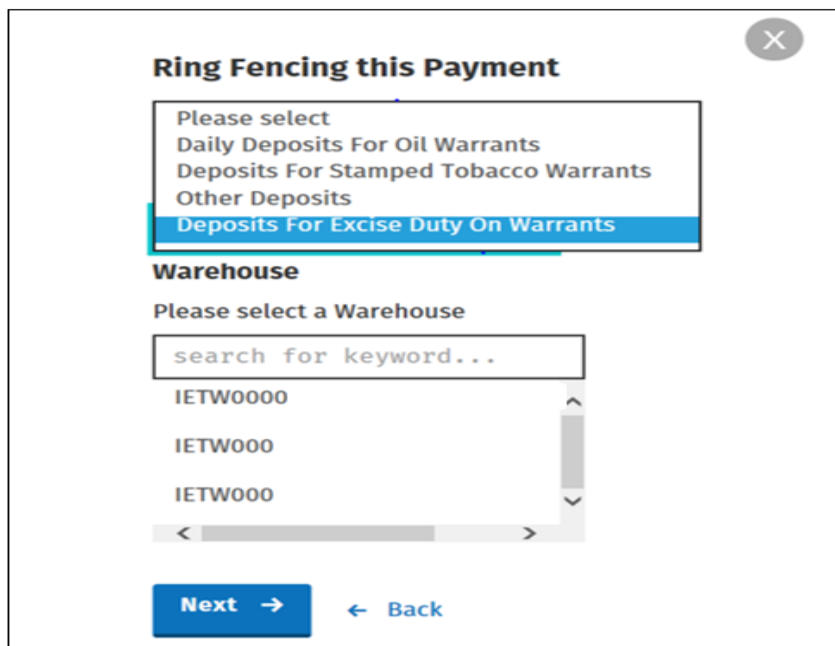


Figure 8: ROS, Customs and Excise Ring Fencing and Warehouse details

- 8 Select Next when you have input all the required details including the amount you want to pay.
- 9 You have the option on the next 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.

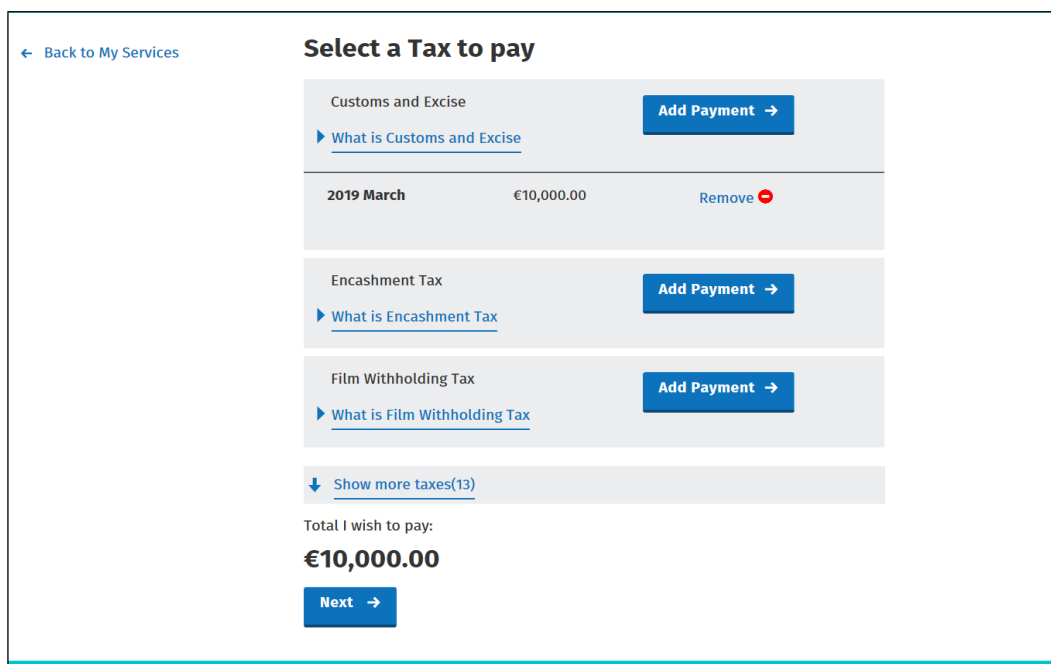
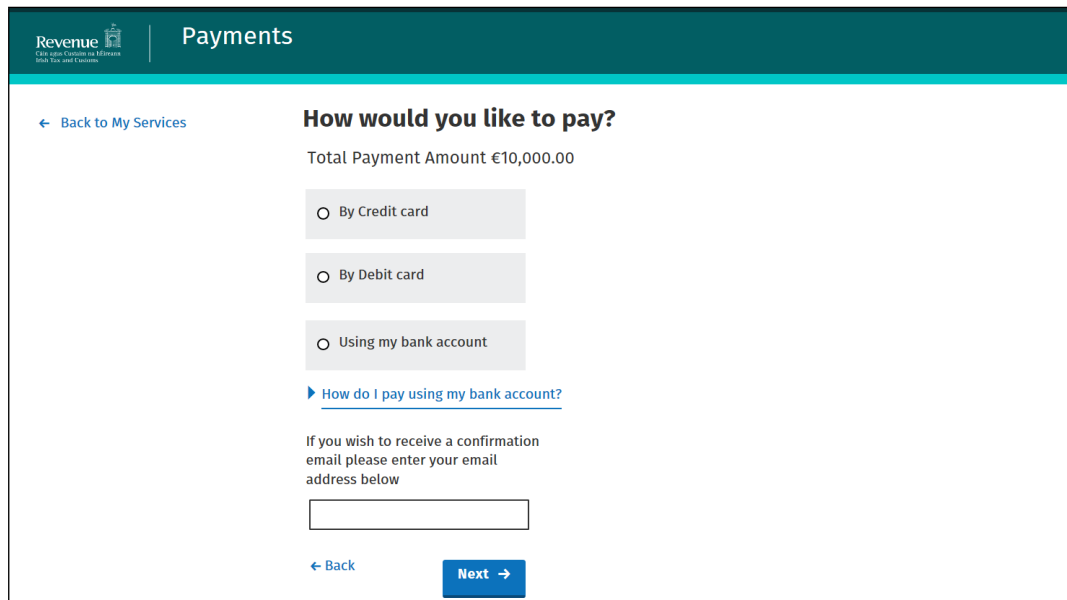


Figure 9: ROS, Customs and Excise, select a Tax to pay

- 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. The option to pay by Credit/Debit card is only available to Business Division customers and Personal Division. It is not available to customers of Large Corporates Division, Large Cases - High Wealth Individuals Division or Medium Enterprises Division.

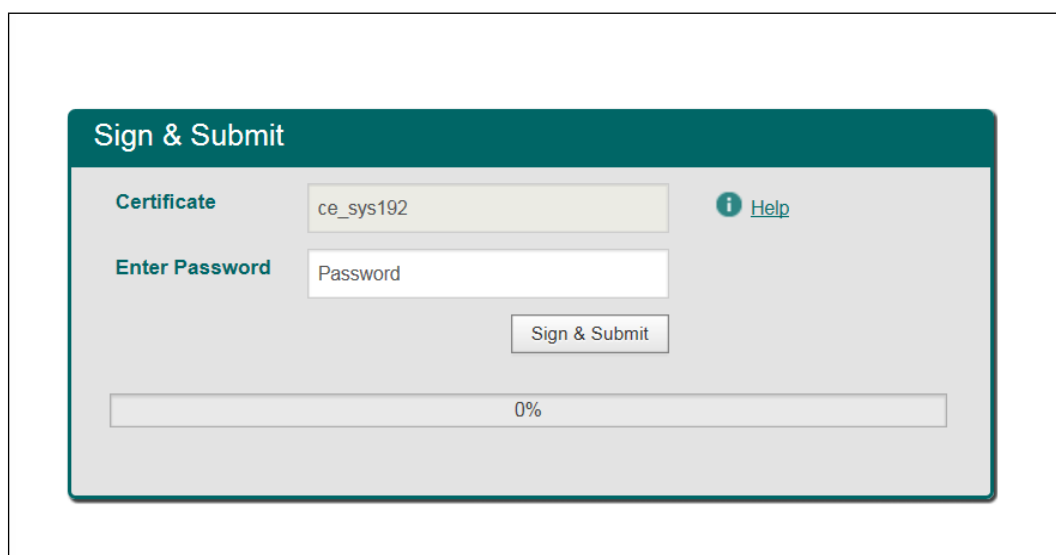


The screenshot shows the 'Payments' section of the ROS interface. At the top left is the Revenue logo with the tagline 'Our duty is to protect Ireland's tax and customs'. The main heading is 'Payments'. Below this is a link '← Back to My Services'. The central heading is 'How would you like to pay?'. Below this, the 'Total Payment Amount' is displayed as '€10,000.00'. There are three radio button options: 'By Credit card', 'By Debit card', and 'Using my bank account'. Below these is a link '▶ How do I pay using my bank account?'. A note states: 'If you wish to receive a confirmation email please enter your email address below'. There is an empty text input field for the email address. At the bottom left is a '← Back' link, and at the bottom right is a blue 'Next →' button.

Figure 10: ROS, Customs and Excise, select how you would like to pay

- 11 Input all Personal bank or card details and select “Next”.

- 12 Sign and Submit.



The screenshot shows the 'Sign & Submit' page. The title 'Sign & Submit' is at the top. Below it, there are two input fields: 'Certificate' with the value 'ce_sys192' and 'Enter Password' with the value 'Password'. To the right of the 'Certificate' field is a 'Help' link with an information icon. Below the input fields is a 'Sign & Submit' button. At the bottom of the page is a progress bar showing '0%'.

Figure 11: ROS, sign and submit

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

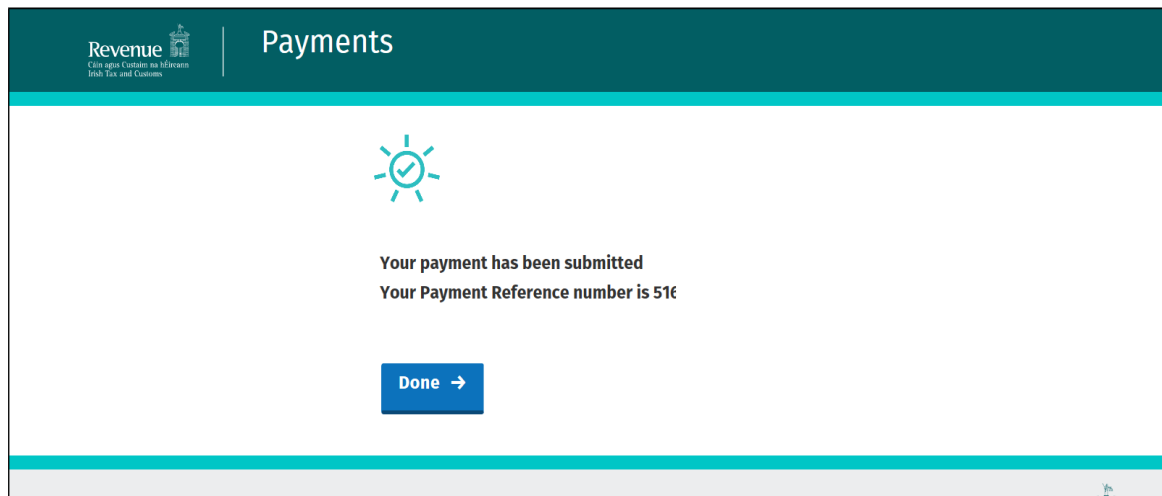


Figure 12: ROS, payment confirmation

Details of the Payment made 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 13: ROS inbox screen

14 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 14: ROS payment details

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

Customs and Excise

Payment Year
2019

Payment Period
March

Top Up TAN
[Redacted]

Ring Fencing

Payment Amount
€10,000.00

[Close →](#)

Figure 15: 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](#) or access via www.revenue.ie and sign in to myAccount from top of the page.

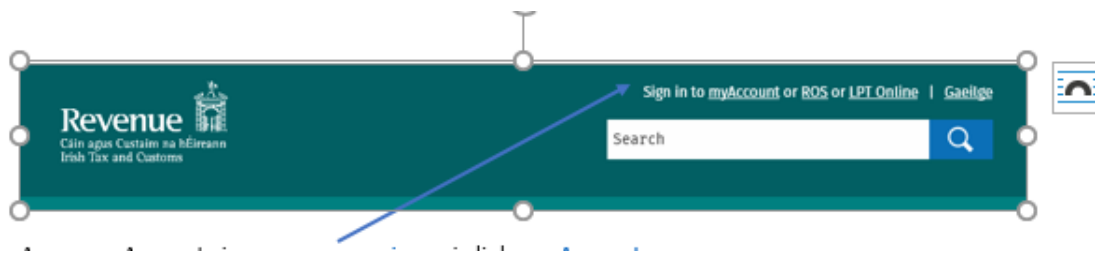


Figure 16 Access myAccount

Sign into myAccount

 A screenshot of the myAccount "Sign In" page. The page has a dark teal header with the Revenue logo and "myAccount" text. Below the header is a "Sign In" section. On the left, there is a box for "Login with MyGovID" with a "What is MyGovID?" link. On the right, there is a section for "Login using your Revenue account details" with input fields for "PPS Number", "Date of Birth" (split into DD, MM, and YYYY), and "Password". Below these fields is a "Forgot Password?" link and a "Sign In" button. At the bottom, there is an "Or" separator and a "Register Now" button.

Figure 17 MyAccount sign in screen

MyAccount - Enhance your account security – activate to enhance your account security or skip this step for completion at a later stage.



Enhance Your Account Security

Enable Two-Factor Authentication (2FA)

Two-factor authentication (2FA) works by adding an additional layer of security to your online account. It works by sending a one-time code to your mobile phone each time you log in, which needs to be provided along with your existing Revenue login credentials.

Note: The preferred authentication mechanism for MyAccount is to use [MyGovID](#), which already provides 2FA security. Authentication using Revenue login details should only be used where this is not an option.

[Learn More](#)

Enable (2FA) →

[Skip this step](#)

Figure 18 - Enhance your account security

MyAccount - Update your Bank account details – update so that refunds issue to the correct bank account or continue and update at a later stage.

Your PAYE details

Bank details

If you have recently changed banking provider and you wish to update the bank account used for PAYE tax refunds, select 'My Profile' > 'My Details'. Your current bank account details will be displayed, and you should click on 'Edit' to amend the details.

Update

Continue

Figure 19 Update your Bank details for refunds

From the “Manage my Record” Tab, select “My Enquiries”

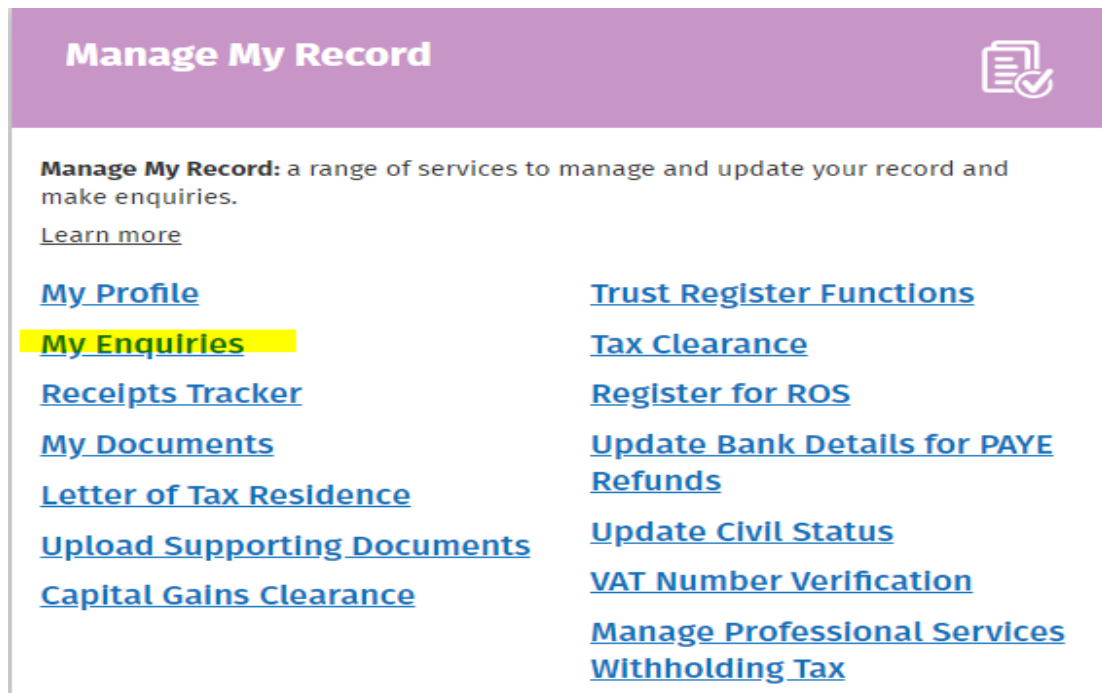


Figure 20 Manage my record

You will be presented with the following screen;

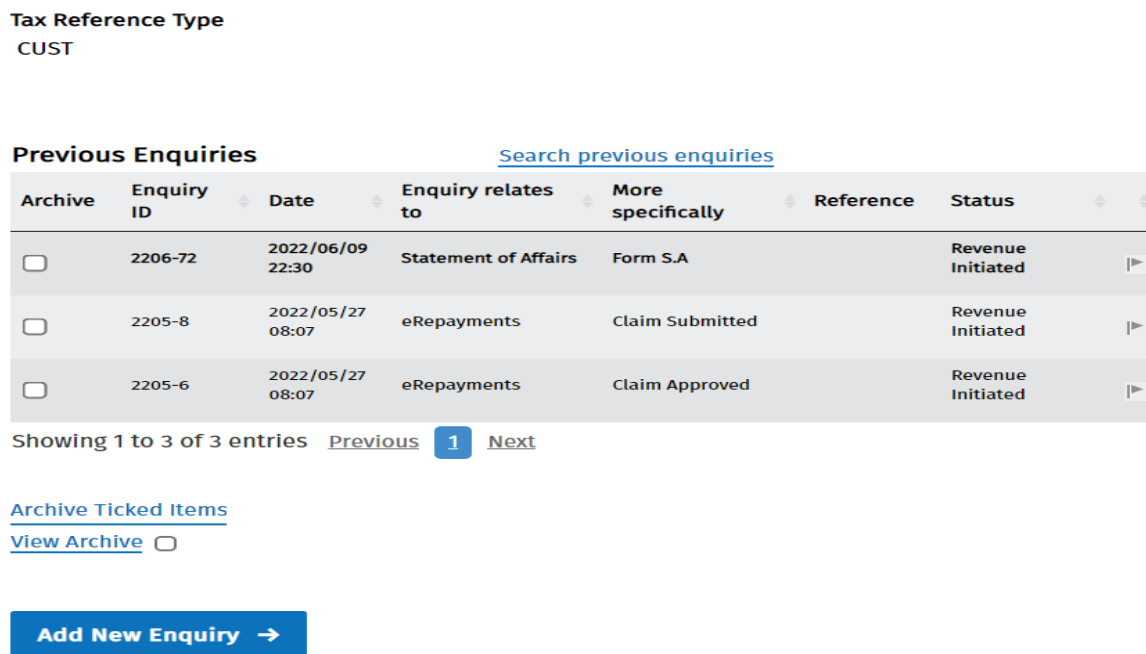


Figure 21 MyEnquiry Screen

You will see a list of any previous enquiries you have made and their status where applicable. You can archive those enquiries by ticking the archive tick box and selecting "Archive ticked items". You can view items previously archived by selecting "view archive".

Select "Add new enquiry" to proceed

[← Back](#) **Add a new enquiry**

Tax reference number

Tax reference type
CUST

Enquiry relates to * [i](#)

More specifically * [i](#)

More Info [i](#)

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

Email address *

Email confirmation *

Attach supporting information
Filename can only be alphanumeric and max length of 50. [i](#)

[▶ What file types can I attach?](#)

Drop files here...

[📎 Add files...](#) [✕ Cancel upload](#)

[Submit enquiry →](#)


* Denotes mandatory field.

Figure 22: myAccount, my enquiries, add a new enquiry

In the “Enquiry relates to” field, select “Customs” and in the “More specifically” field, select “Economic Operators Registration Identification” (EORI). When all fields required have been populated, select “Submit Enquiry”.

On receipt of the enquiry, the eCustoms Helpdesk team 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.**

Revenue  | myAccount

Sign In

If you have a verified MyGovID account, you can use your MyGovID details to sign in

[Login with MyGovID](#)

[What Is MyGovID?](#)

Login using your Revenue account details

PPS Number

Date of Birth

DD MM YYYY

Password

If you received a temporary password recently, you can use it to sign in here.

[Forgot Password?](#)

Please keep your sign in details and password secure and never disclose them to anyone

[Learn More](#)

[Sign In →](#)

Or

[Register Now →](#)

Figure 23: myAccount login screen

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

The screenshot shows a grid of service categories in the myAccount dashboard. The 'Payments/Repayments' tab is highlighted in blue and has a large blue arrow pointing to it from above. The other tabs are: 'PAYE Services' (blue), 'Property Services' (orange), and 'Vehicle Services' (green). Each tab contains various links and information related to that service area.

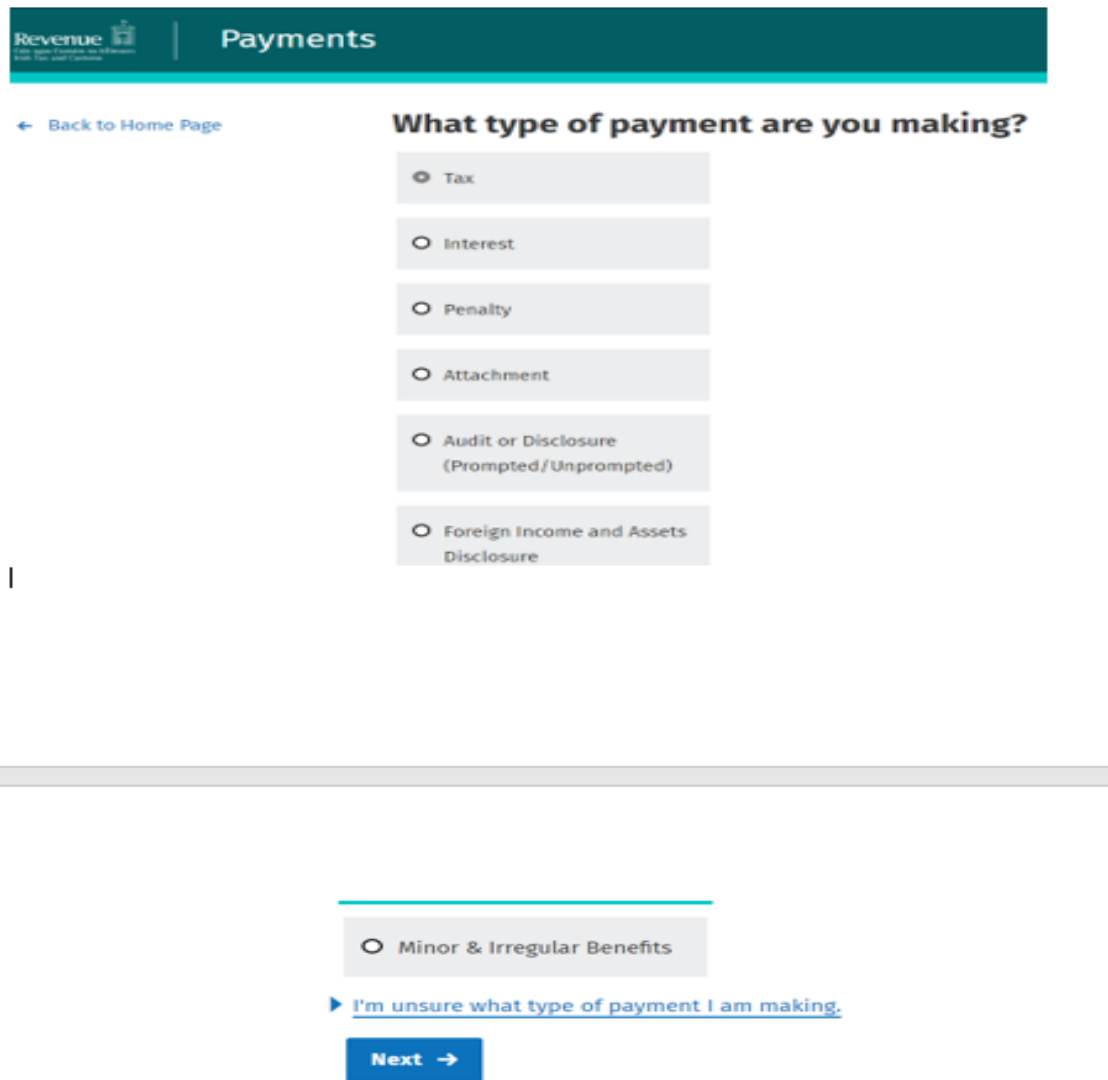
Figure 24: myAccount payment/repayment, make a payment

3. Select “Make a payment”.

This screenshot shows the 'Payments/Repayments' page. A large blue arrow points down to the 'Make a Payment' link, which is highlighted in blue. Below the main heading, there are three sub-sections: 'Payments', 'eRepayments', and 'Learn more'. The 'Payments' section describes online payment options, 'eRepayments' describes repayment claims, and 'Learn more' provides a link for further information.

Figure 25: myAccount make a payment

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



The screenshot shows the 'Payments' section of the myAccount interface. At the top left, there is a 'Revenue' logo and the text '1-800-967-7155'. The main heading is 'Payments'. Below this, there is a link to 'Back to Home Page'. The central question is 'What type of payment are you making?'. There are seven radio button options: 'Tax' (selected), 'Interest', 'Penalty', 'Attachment', 'Audit or Disclosure (Prompted/Unprompted)', and 'Foreign Income and Assets Disclosure'. At the bottom, there is a link for 'Minor & Irregular Benefits', a link for 'I'm unsure what type of payment I am making.', and a blue 'Next →' button.

Figure 26: 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. You may have to select "Show more taxes" to view all tax types you are registered for.

Select a Tax to pay

Customs and Excise ▶ What is Customs and Excise	Add Payment →
Mineral Oil Tax ▶ What is Mineral Oil Tax	Add Payment →
PAYE Employee ▶ What is PAYE Employee	Add Payment →
↓ Show more taxes(17)	

Total I wish to pay:
€0.00

[Next →](#)

Figure 27: myAccount select the Tax type you want to pay

6. From the Customs and Excise Screen, enter the **correct** year and **correct** period, details for Agent account and consent fields where applicable as follows.

Customs and Excise

Payment Year
Please select a year

Payment Period
Please select a Period

Top Up TAN
This field is only required if paying to an Agent C&E or TAN number

Data Protection Consent

Account holder or the TAN (payee) to which the payment is made.
The sole purpose of this is to enable notification of the payment to issue to the Payee. To consent please tick the Data Protection Consent checkbox above, or leave the checkbox unchecked if you do not consent.
If left unchecked, the payment will not be processed, and you must deal directly with the Payee in this instance or you may also proceed to make a payment to your own C&E account by leaving the Top up Tan field blank a notification of the payment will not be issued in

Payment Amount
Please enter an amount

Next →

Figure 28: myAccount Customs and Excise payment details

7. Top Up TAN - this field is only required if you are allocating payments to an Agents C&E Registration number or TAN account. If you leave this field blank, the payment is automatically assigned to your TAN account. Please ensure the Registration number entered for an Agent where applicable is correct using capital letters where applicable. Select "Next" to proceed with the payment.

Top Up TAN

This field is only required if paying to an Agent C&E or TAN number

X

Please agree to the data protection checkbox below to make a Top Up TAN payment

Data Protection Consent

Figure 29: myAccount, Top up TAN screen & consent field

8. If you do not tick the data protection consent box the following message will be displayed.

DATA PROTECTION CONSENT.

I consent to the Revenue Commissioners providing - My Name (company or individual), My Tax Number, amount of payment and date of payment and tax period to which payment has been made via a ROS notification to the Account holder of the TAN (Payee) to which the payment is made.

The sole purpose of this is to enable notification of the payment to issue to the Payee. To consent please tick the Data Protection Consent checkbox above, or leave the checkbox unchecked if you do not consent.

9. If left unchecked, the payment will not be processed, and you must deal directly with the Payee in this instance or you may also proceed to make a payment to your own C&E account by leaving the Top up Tan field blank.
10. When a top-up TAN payment is made in ROS, an inbox notice will issue to the payee's ROS inbox. The inbox notice will include details of the payment made such as the payment amount, Payer TAN, Payer Name, Date, Tax Type and Tax Period End.

Notice No. ↓	Customer Name ↓	Regn./Trader No./Doc ID ↓	Tax Type/Duty/Rep. Oblig. ↓	Document Type ↓	Period Begin ↓	Issued Date ↓
5738414707M	TEST NAME	<input style="width: 40px; height: 15px;" type="text"/>	C&E	Payment	01/02/2022	08/02/2022

Figure 30: ROS Inbox item issued to the payee's ROS inbox

11. Opening the inbox item will display a screen informing the user that a payment has been made to their TAN account. The page will contain details including the payment period end, payer Name and total paid. There will be an option to view more information.

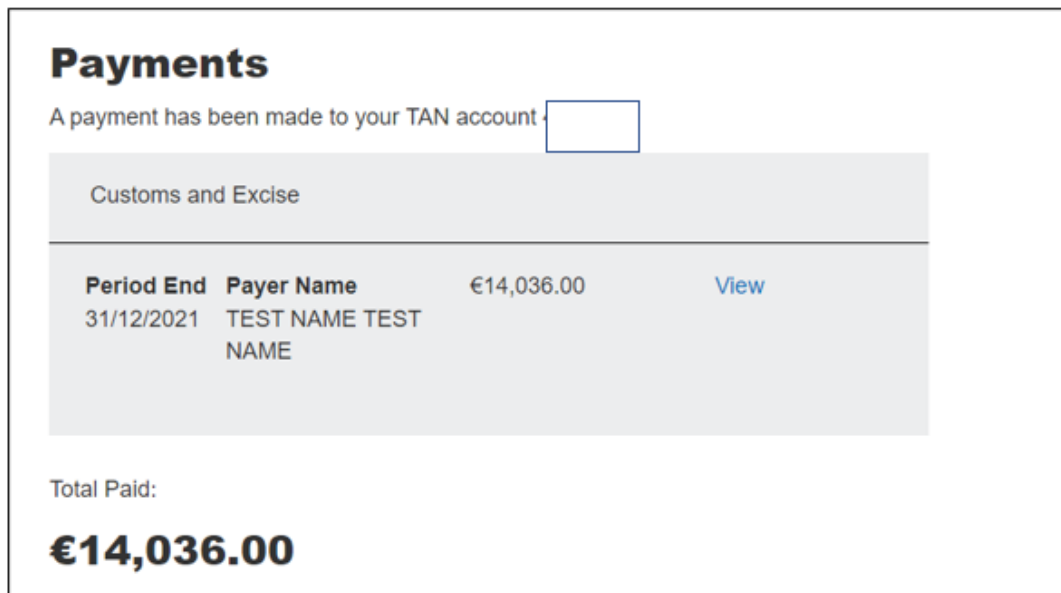


Figure 31: ROS, Payee payment notification details screen

12. Selecting the 'View' button will display the payment details including the payment period end, Payer TAN, Payer Name, Payment Date and the Payment Amount.

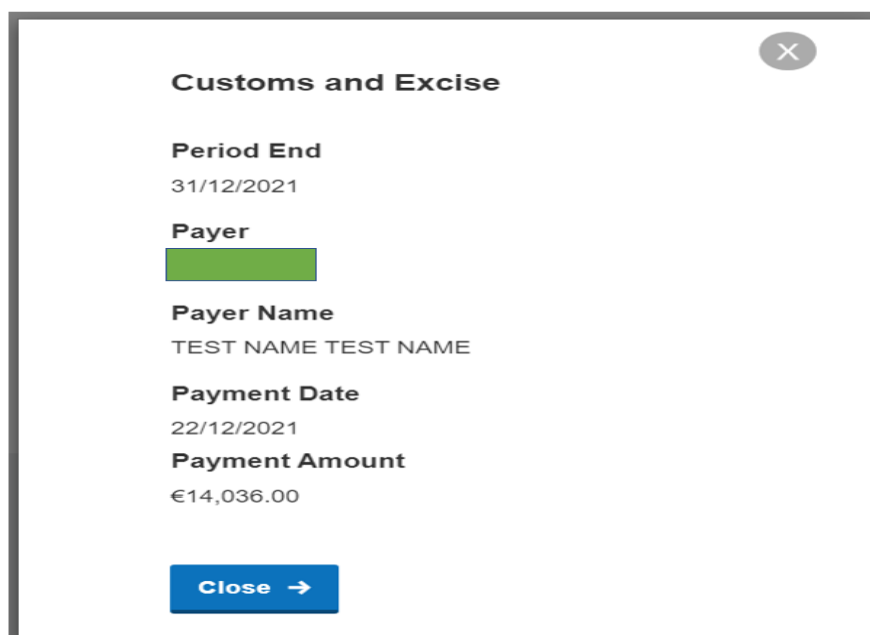


Figure 32: ROS, Payee payment notification detailed screen

13. Once you have entered (if appropriate) the top up TAN details, you must then enter the amount of the payment you want to make and select “next”.
14. On the next screen presented, you have the option 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.

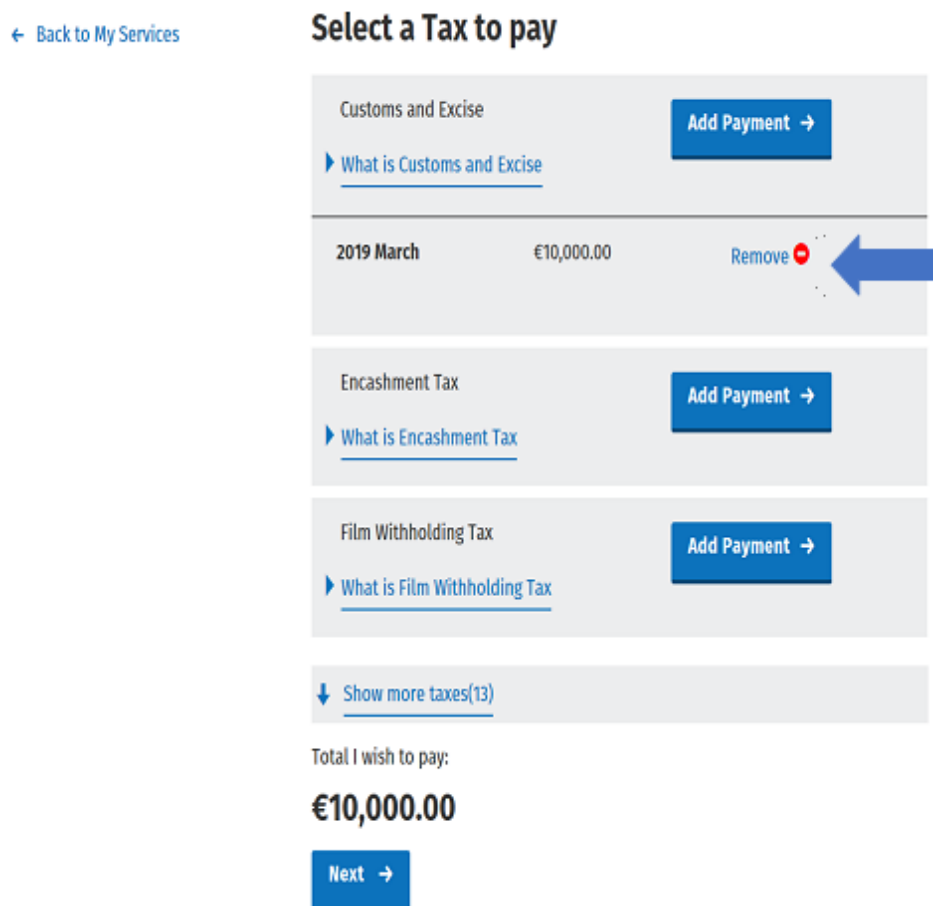


Figure 33: myAccount add or remove payment

15. 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.

How would you like to pay?

Total Payment Amount €10,000.00

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

18/07/2022

By Credit card

By Debit card

Using my bank account

IBAN

BIC (optional)

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](#)

[Next →](#)

Figure 34: myAccount select how you would like to pay

You can make payments online using a current bank account. You will be required to quote the BIC (Business Identifier Code) and IBAN (International Bank Account Number) of your bank account. The bank account you quote must be capable of

accepting a direct debit. Once you provide your bank account details the Revenue Commissioners will request payments from your bank. The payment takes a number of days to process. If the payment fails for any reason Revenue will notify you of this.

If you pay by credit/debit card, the following screen will be displayed. If you want to proceed with the payment, select “next”.

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
Customs and Excise	01/07/2022 - 31/07/2022	€10,000.00

Please click Next in order to complete your payment.

[← Back](#)

[Next →](#)

Figure 35: Summary of payment

Personal Details - Cardholder (At Banks Request)

These additional fields are mandatory requirements by your issuing bank to comply with PSD2 regulations in relation to SCA - Secure Customer Authentication using the 3D Secure 2 platform.

Billing Address

Billing Address 1

Billing Address 2

Billing Address 3

County

Country

Eircode

Email Address

Home Phone Number

Country Code

Phone Number

Mobile Phone Number

Country Code

Phone Number

[← Back](#)

[Next →](#)

Figure 36: Personal details cardholder

Enter all required field data and select next to proceed.

Payment Amount: 1000000 €10000.00

Card Type:

Card Number:

Security Code:

Expiration Date:

Cardholders Name:

Authorisation result:

Input all details and select “Pay now”.

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

Payments

Your payment has been submitted

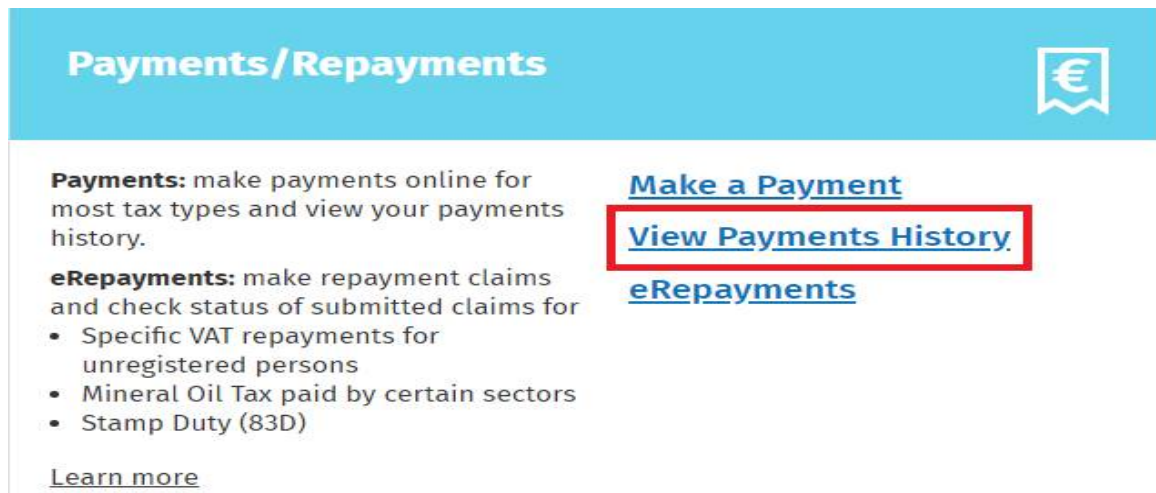
Your Payment Reference number is 6122494803


Revenue will send a Confirmation to your email address as entered.

Done →

Figure 37: myAccount payment confirmation

17. 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](#)

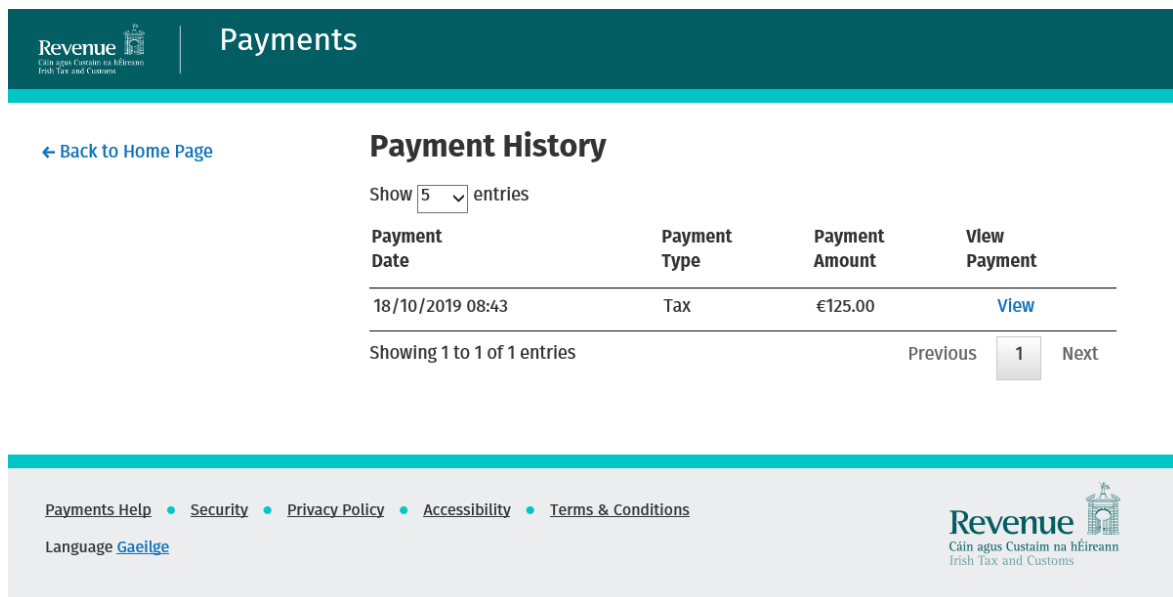
[Make a Payment](#)


[View Payments History](#)

[eRepayments](#)

Figure 38: myAccount view payments history

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



Revenue  **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](#)


Revenue 
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Figure 39: myAccount payment details

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

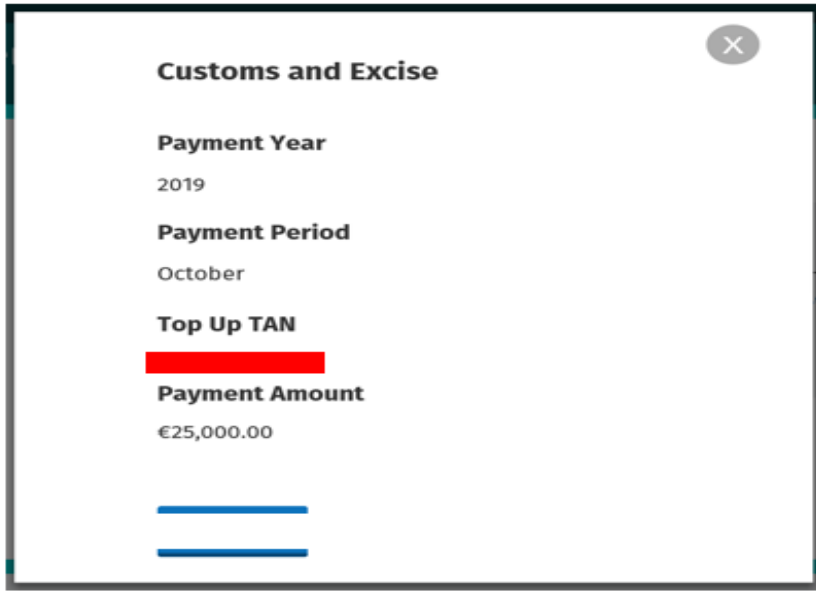


Figure 40: myAccount payment allocation details