

## C&E Payments (RevPay) in ROS or myAccount User Guide

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A more recent version of this manual is available

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A more recent version of this manual is available.

## 1 RevPay in ROS for Customs & Excise

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

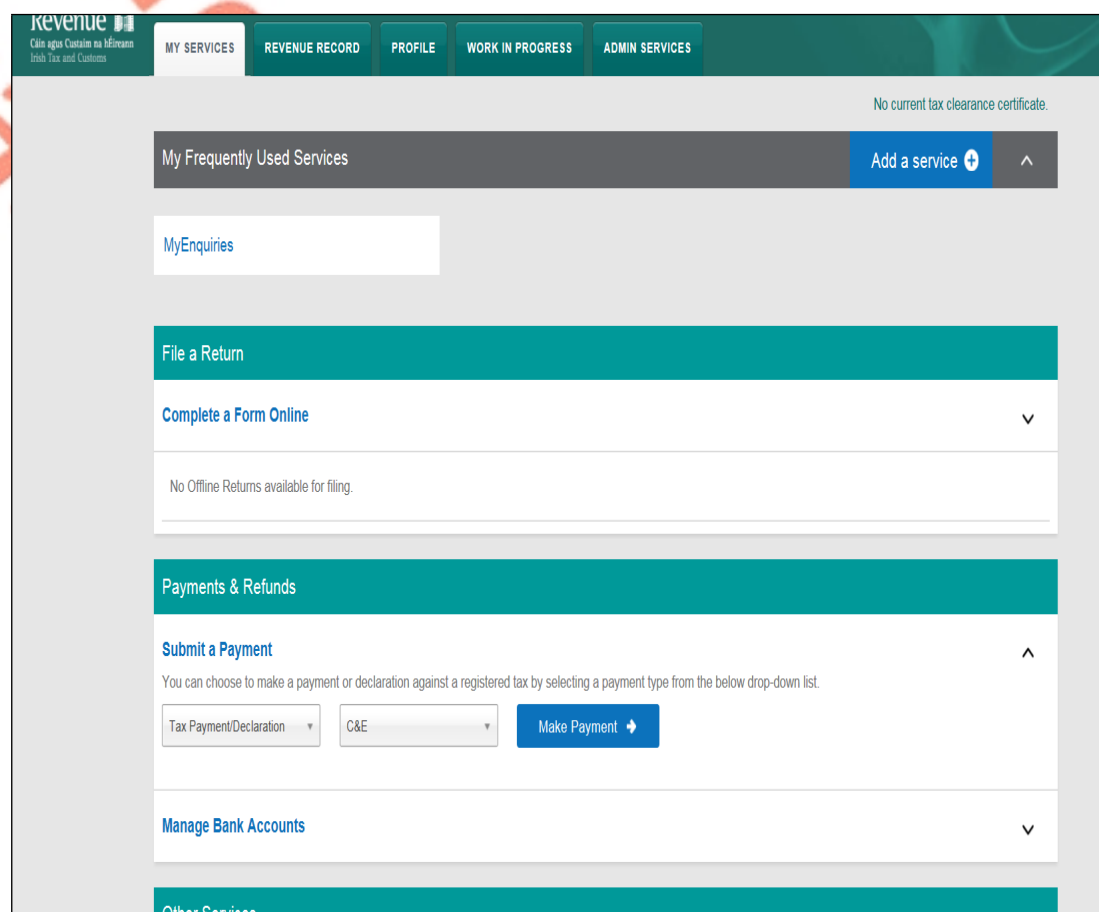
Details of how to register for C&E / EORI can be accessed through the following link;

[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**

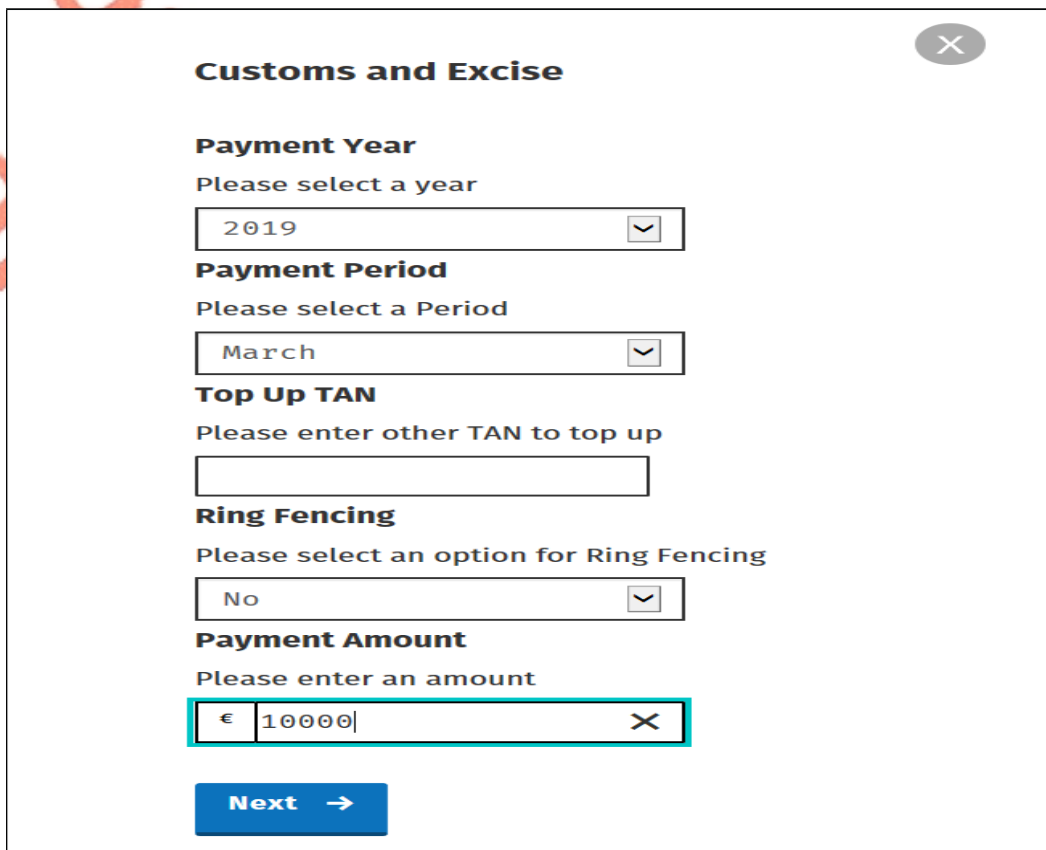
1. Select make a payment from My Services Tab.



The screenshot displays the Revenue ROS 'My Services' interface. At the top, there is a navigation bar with tabs for 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below the navigation bar, a message states 'No current tax clearance certificate.' The main content area is divided into several 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; and 'Manage Bank Accounts' with a dropdown. The 'Submit a Payment' section includes a form with two dropdown menus: 'Tax Payment/Declaration' (set to 'Tax Payment/Declaration') and 'C&E' (set to 'C&E').

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.



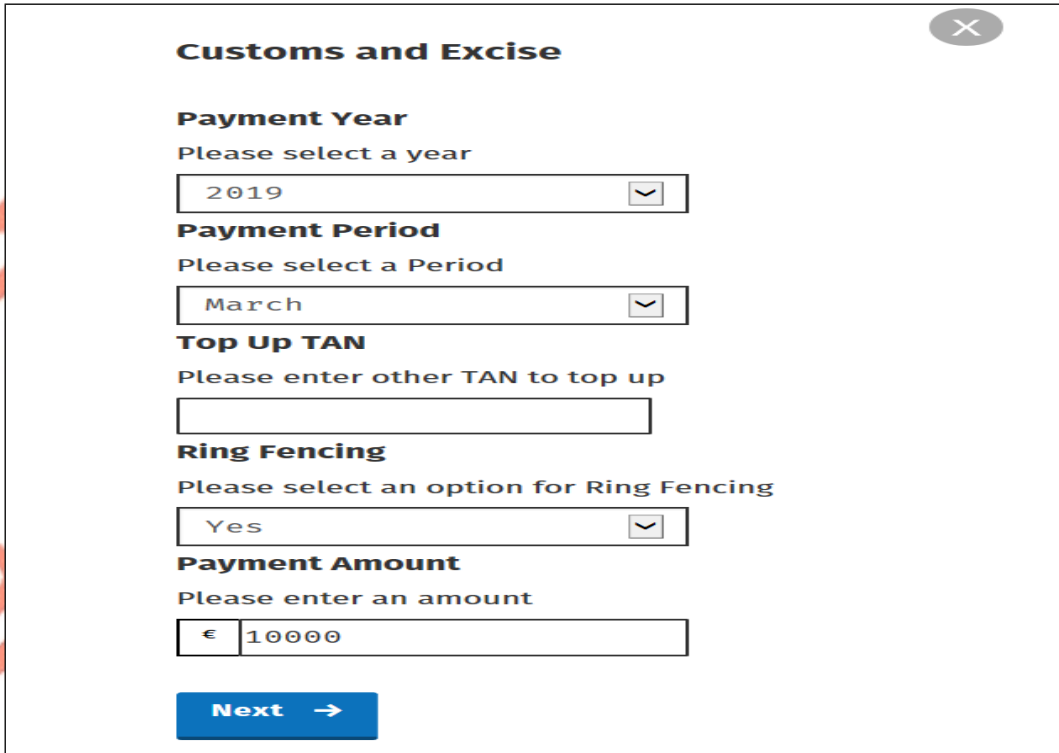
The screenshot shows a web form titled "Customs and Excise" with a close button (X) in the top right corner. The form contains the following sections:

- 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 "No".
- Payment Amount**: "Please enter an amount" with a text input field containing "€ 10000" and a clear button (X).

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

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.)



**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

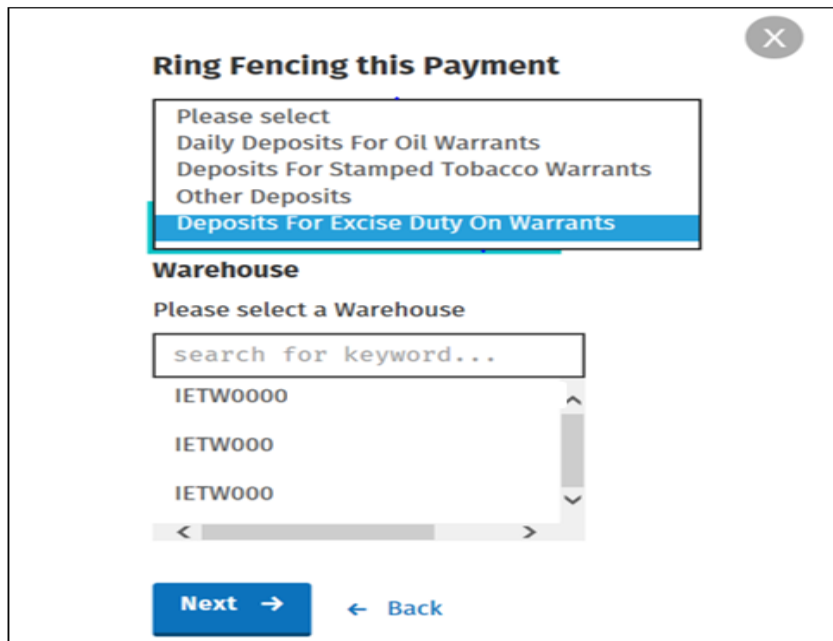
**Ring Fencing**  
Please select an option for Ring Fencing  
Yes

**Payment Amount**  
Please enter an amount  
€ 10000

**Next** →

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 <span>⊖</span>
------------	------------	-----------------------

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?](#)

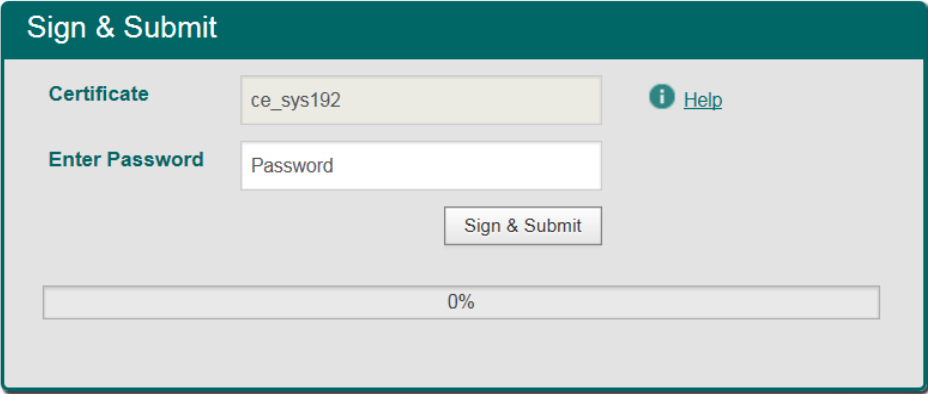
If you wish to receive a confirmation email please enter your email address below

← 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.



**Sign & Submit**

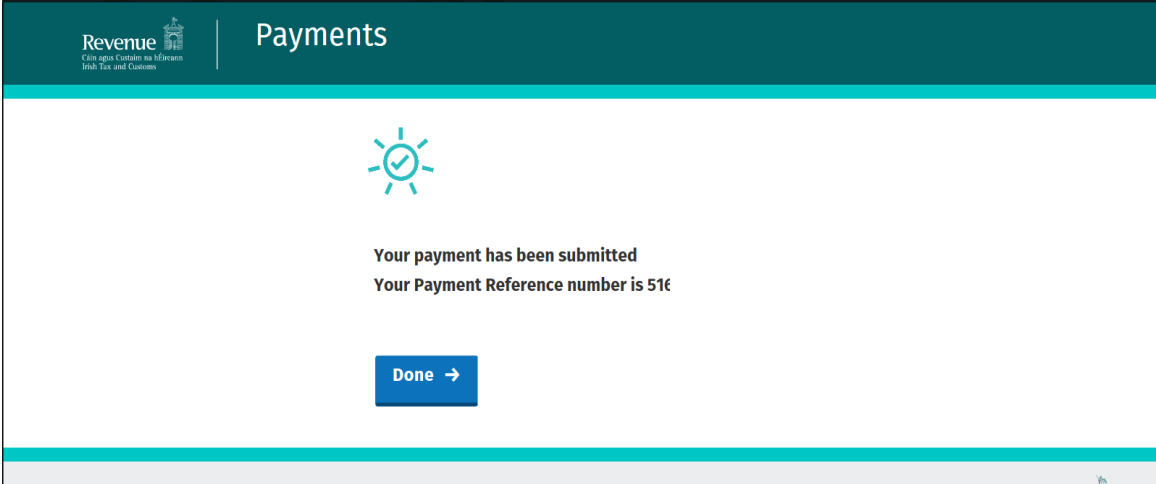
**Certificate**  [Help](#)

**Enter Password**

0%


Figure 7: ROS, sign and submit

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



**Revenue**  
Clár agus Cúirt na hÉireann  
Irish Tax and Customs

**Payments**



**Your payment has been submitted**  
**Your Payment Reference number is 51€**

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		<a href="#">C&amp;E Weekly Trans List</a>	01 Jul 19	24 Jun 19
C&E		<a href="#">Payment</a>	24 Jun 19	01 Mar 19
C&E		<a href="#">C&amp;E Weekly Trans List</a>	24 Jun 19	17 Jun 19
C&E		<a href="#">Payment</a>	24 Jun 19	01 Apr 19
C&E		<a href="#">C&amp;E Monthly Statement</a>	20 Jun 19	01 May 19
C&E		<a href="#">C&amp;E Weekly Trans List</a>	22 May 19	13 May 19
C&E		<a href="#">C&amp;E Monthly Statement</a>	20 May 19	01 Apr 19
C&E		<a href="#">C&amp;E Weekly Trans List</a>	13 May 19	06 May 19
C&E		<a href="#">C&amp;E Monthly Statement</a>	08 May 19	01 Apr 19
C&E		<a href="#">C&amp;E Weekly Trans List</a>	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 .....

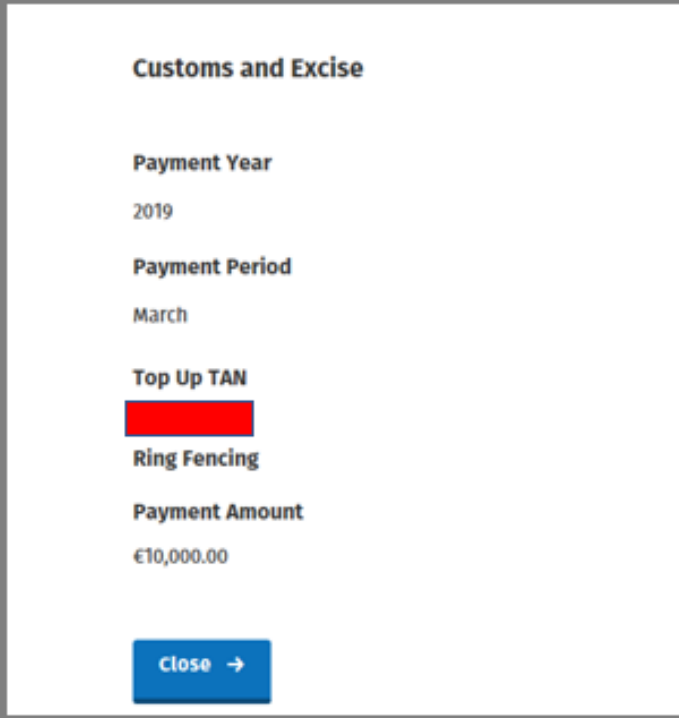
Customs and Excise		
<b>2019 March</b>	<b>€10,000.00</b>	<a href="#">View</a>

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:

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

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

Figure 11: ROS payment allocation details

## 2 RevPay in myAccount for Customs & Excise

If registered for myAccount, you must be Customs & Excise (C&E) and Economic Operator Registration Identification (EORI) registered prior to using RevPay 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.**

Revenue  | myAccount Gaeilge

### Sign In

PPS Number

Date of Birth  
    
DD MM YYYY

Password

Temporary passwords can also be used

[Forgot Password?](#)

[Sign In →](#)

Or

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

[Continue with MyGovID !\[\]\(c263d81aa864cca596cad473a1cc9425\_img.jpg\)](#)

[What Is MyGovID?](#)

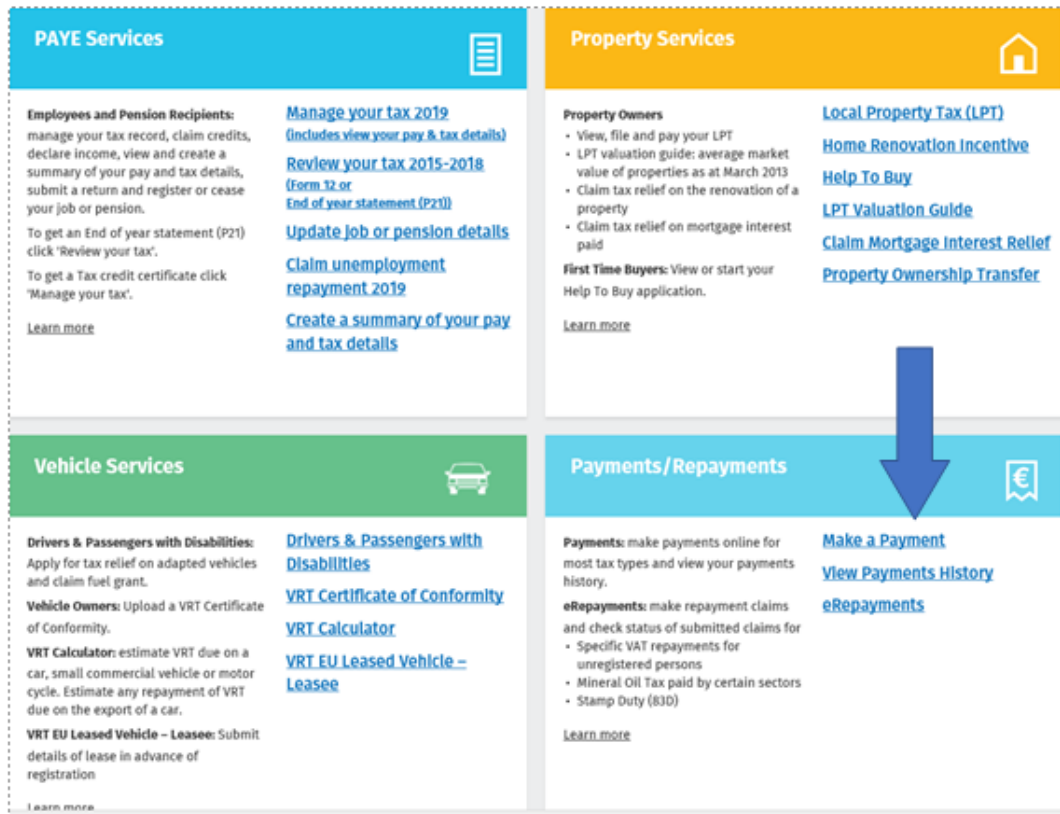
Or

[Register Now →](#)

If you already have a temporary password, use this to sign in. You do not need to register again.

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 header.

PAYE Services	Property Services
<p><b>Employees and Pension Recipients:</b> 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><a href="#">Learn more</a></p>	<p><b>Property Owners</b></p> <ul style="list-style-type: none"> <li>View, file and pay your LPT</li> <li>LPT valuation guide: average market value of properties as at March 2013</li> <li>Claim tax relief on the renovation of a property</li> <li>Claim tax relief on mortgage interest paid</li> </ul> <p><b>First Time Buyers:</b> View or start your Help To Buy application.</p> <p><a href="#">Learn more</a></p>
<p><b>Drivers &amp; Passengers with Disabilities:</b> Apply for tax relief on adapted vehicles and claim fuel grant.</p> <p><b>Vehicle Owners:</b> Upload a VRT Certificate of Conformity.</p> <p><b>VRT Calculator:</b> 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><b>VRT EU Leased Vehicle – Lessee:</b> Submit details of lease in advance of registration</p> <p><a href="#">Learn more</a></p>	<p><b>Local Property Tax (LPT)</b></p> <ul style="list-style-type: none"> <li><a href="#">Home Renovation Incentive</a></li> <li><a href="#">Help To Buy</a></li> <li><a href="#">LPT Valuation Guide</a></li> <li><a href="#">Claim Mortgage Interest Relief</a></li> <li><a href="#">Property Ownership Transfer</a></li> </ul>
<p><b>Manage your tax 2019</b> (Includes <a href="#">view your pay &amp; tax details</a>)</p> <p><b>Review your tax 2015-2018</b> (Form 12 or <a href="#">End of year statement (P21)</a>)</p> <p><b>Update job or pension details</b></p> <p><b>Claim unemployment repayment 2019</b></p> <p><b>Create a summary of your pay and tax details</b></p>	<p><b>Payments/Repayments</b></p> <p><b>Payments:</b> make payments online for most tax types and view your payments history.</p> <p><b>eRepayments:</b> make repayment claims and check status of submitted claims for</p> <ul style="list-style-type: none"> <li>Specific VAT repayments for unregistered persons</li> <li>Mineral Oil Tax paid by certain sectors</li> <li>Stamp Duty (80D)</li> </ul> <p><a href="#">Learn more</a></p>

Figure 14: myAccount payment/repayment, make a payment

3. Select “Make a payment”.

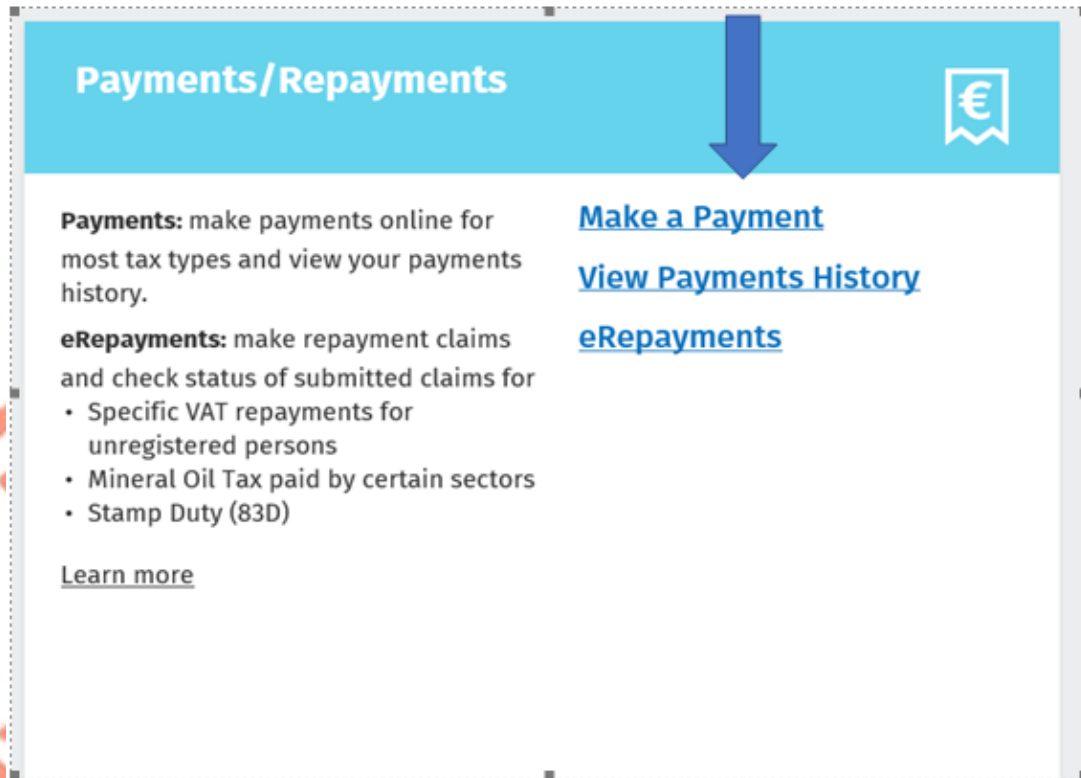


Figure 15: myAccount make a payment

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

Figure 16: myAccount select the type of payment

- 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

- From the Customs and Excise Screen, enter the **correct** year and **correct** period in which you want to allocate the payment.
- 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	<a href="#">Add Payment →</a>	
<a href="#">▶ What is Customs and Excise</a>		
2019 March	€10,000.00	<a href="#">Remove</a>
Encashment Tax	<a href="#">Add Payment →</a>	
<a href="#">▶ What is Encashment Tax</a>		
Film Withholding Tax	<a href="#">Add Payment →</a>	
<a href="#">▶ What is Film Withholding Tax</a>		
<a href="#">↓ Show more taxes(13)</a>		

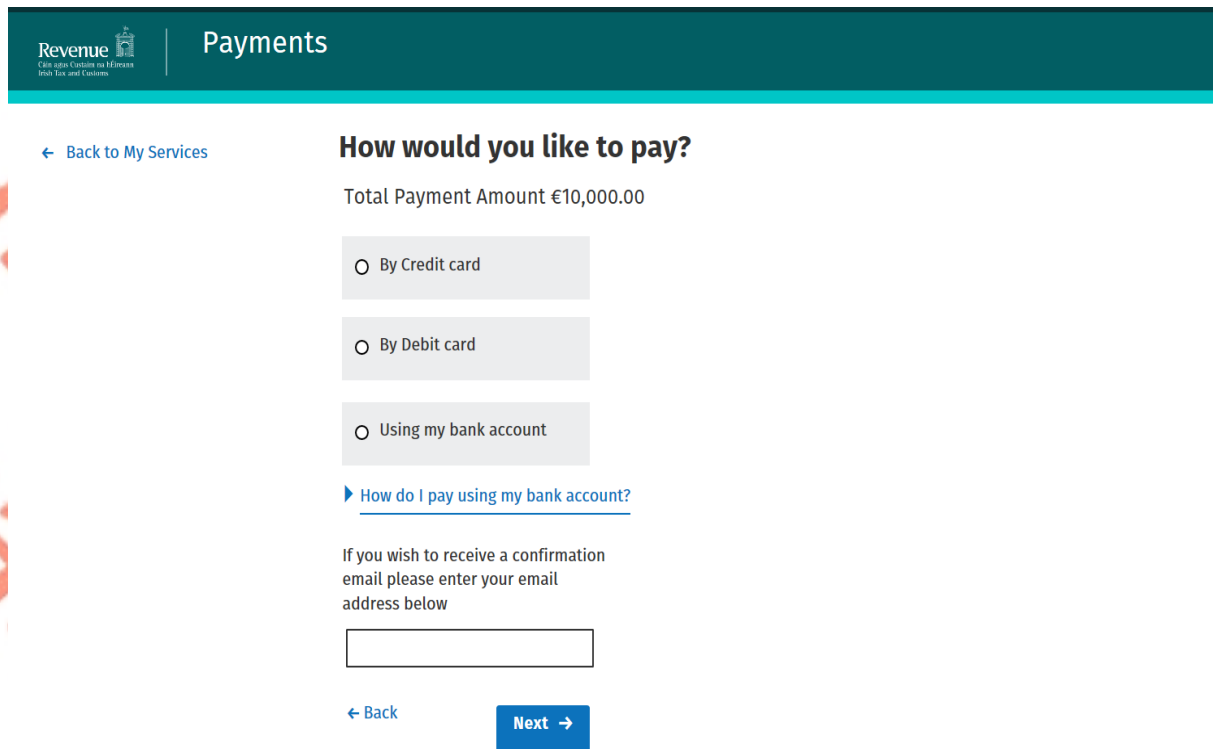
Total I wish to pay:  
**€10,000.00**


[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.



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

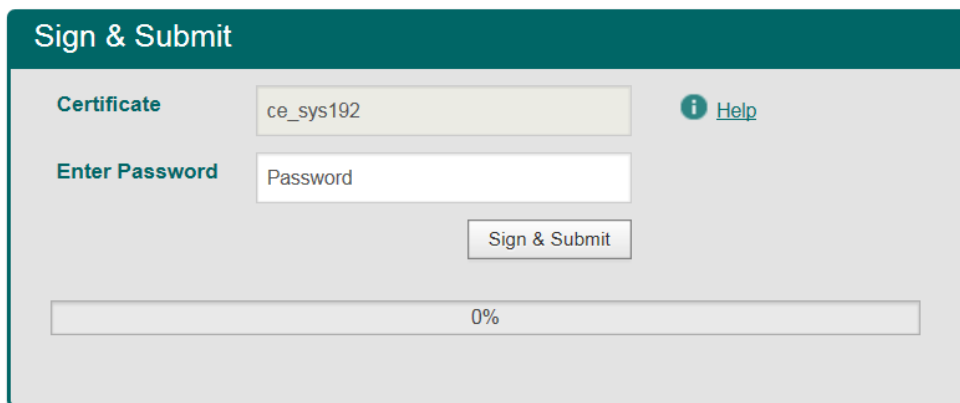
[▶ How do I pay using my bank account?](#)

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

← Back Next →

Figure 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.

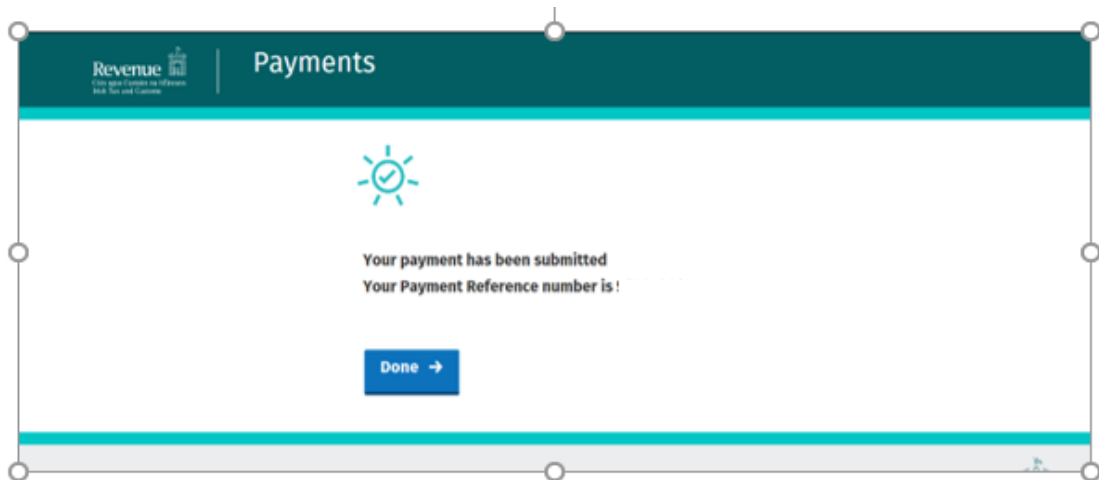


Figure 22: myAccount payment confirmation

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.

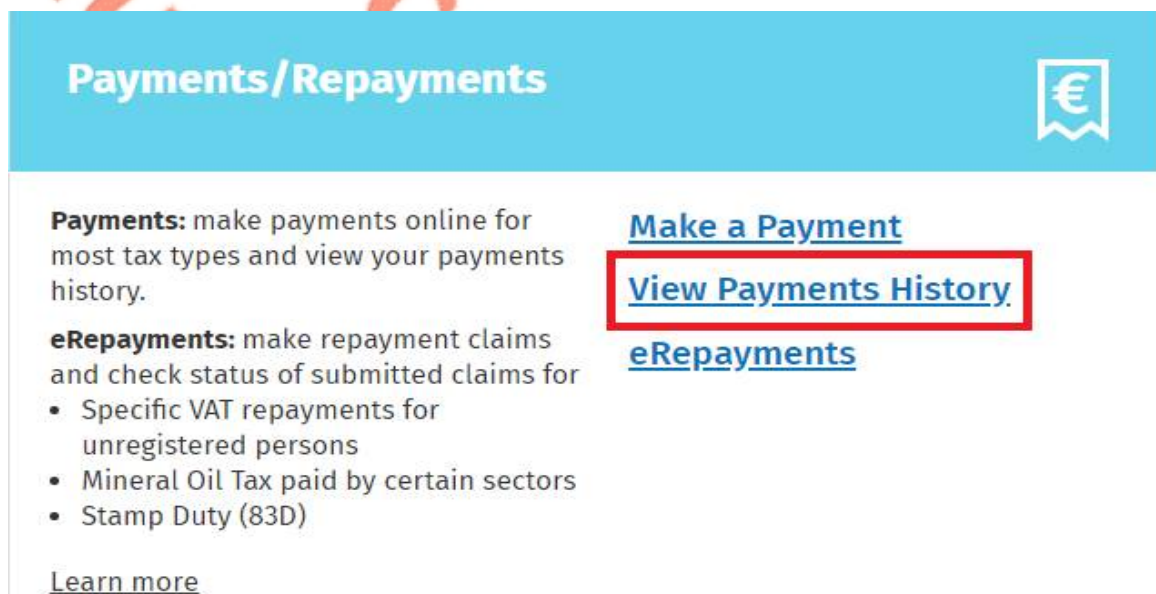


Figure 23: myAccount view payments history

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

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

## 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	<a href="#">View</a>

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 24: myAccount payment details

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

Customs and Excise

**Payment Year**  
2019

**Payment Period**  
October

**Top Up TAN**  
[Redacted]

**Payment Amount**  
€25,000.00

[Blue bar]  
[Blue bar]

Figure 25: myAccount payment allocation details.