

# **PRELIMINARY INCOME TAX DIRECT DEBIT GUIDELINES**

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## Contents

1.	Scope .....	3
2.	Purpose .....	3
3.	Introduction .....	3
4.	SEPA Monthly Direct Debit Scheme .....	4
5.	Summary .....	4
6.	Process – Using Direct Debit Online .....	4
7.	Validation Rules – Create a Direct Debit Instruction/Mandate .....	6
8.	Process – Amend and Cancel Functions .....	6
9.	Unpays.....	6
10.	IBI Reports .....	7
<b>APPENDIX 1 – Terms and Conditions .....</b>		<b>7</b>
<b>APPENDIX 2 - The SEPA Monthly Direct Debit Legal Text .....</b>		<b>8</b>
<b>APPENDIX 3 – Direct Debit Schedule .....</b>		<b>9</b>
<b>APPENDIX 4 – ROS Procedures.....</b>		<b>10</b>
Step by Step: How to set up Direct Debit for Preliminary Income Tax .....		10
Step by Step: How to amend Direct Debit for Preliminary Income Tax .....		20
Step by Step: How to cancel Direct Debit for Preliminary Income Tax .....		25
<b>APPENDIX 5 - Procedures for ICM Users.....</b>		<b>28</b>

## 1. Scope

This document outlines the procedures to make an application to pay Preliminary Income Tax by [SEPA Monthly Direct Debit](#) and to manage existing arrangements for payment by SEPA Monthly Direct Debit. An online service in ROS, Direct Debit Online (DDOL), was launched on 28th January 2013. This guideline replaces previous guidelines on SEPA Monthly Direct Debit for payment of Preliminary Income Tax and sets out the approach for a successful online application.

## 2. Purpose

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 3. Introduction

The facility to apply to pay current tax liabilities by [SEPA Monthly Direct Debit](#), hereafter referred to as Direct Debit, is currently available for VAT, Employers' PAYE/PRSI/USC/LPT, Local Property Tax and Preliminary Income Tax customers.

Using Monthly Direct Debit to pay Preliminary Income Tax offers advantages to the customer and, in suitable cases, to Revenue. Some of the advantages to the customer include:

- Self-managing Direct Debit payments.
- Spreading payments over a twelve-month period.
- Avoiding a substantial one-off payment.
- Availing of the 105% rule ([see below](#)).

Processing of a Direct Debit Instruction will create a Direct Debit Mandate with an unique mandate reference number. The facility to pay by Direct Debit **is a concession** and Revenue may refuse a Direct Debit application or cancel an existing Direct Debit mandate.

Payments by Direct Debit are allocated against a customer's Preliminary Income Tax for the current year. If the customer fails to pay sufficient Preliminary Income Tax on the Direct Debit Scheme resulting in an underpayment of Preliminary Income Tax, interest charges will arise. To avoid interest charges, payments must be at least:

- 90% of the final tax liability for the current year of assessment or,
- 100% of the tax liability for the preceding year of assessment or,
- 105% of the pre-preceding year for Direct Debit payers only (this option does not apply where the Income Tax payable in the pre-preceding year was NIL).

There are no restrictions to the number of amendments that a customer can make to the Direct Debit payment value for Preliminary Income Tax.

#### 4. SEPA Monthly Direct Debit Scheme

Since the 31st March 2014, Direct Debits are collected under the Single Euro Payment Area Directive (SEPA) – known as the SEPA Monthly Direct Debit Core Scheme (SDD). Provided both the bank of the creditor (Revenue Commissioners) and the debtor (Payer/Customer) are SEPA compliant, the scheme allows a creditor to collect funds from a debtor's account once a mandate has been provided by the debtor to the creditor and creates, for the first time, a payment instrument that can be used for both national and cross border euro Direct Debits throughout the SEPA area. SEPA is comprised of the existing member states of the European Union, together with Iceland, Lichtenstein, Monaco, Norway, Switzerland and San Marino. It provides a standardised Direct Debit payment service that will enable consumers to pay for goods and services in any SEPA reachable country **without** having to open a bank account in that country.

The transfer of funds (money) between the debtor's bank and the creditor's bank always takes place in Euro currency.

The complete SEPA Core Direct Debit Scheme Rulebook is available from the European Payments Council (EPC) website on [www.epc-cep.eu](http://www.epc-cep.eu).

#### 5. Summary

The SEPA Monthly Direct Debit Scheme is for payment of current taxes and covers Local Property Tax, VAT, Employers' PAYE/PRSI/USC/LPT, and Preliminary Income Tax **only**. Applications to use the [Direct Debit Scheme](#) for payment of Preliminary Income Tax should be made by customers or their agents online via [www.ros.ie](http://www.ros.ie). Direct Debit Online will allow customers or their agents to **Create/Amend/Cancel** their monthly Direct Debits. For a ROS guide, please refer to: [ROS User - Procedures](#). Once online, a customer must confirm that they agree to the [Terms and Conditions](#) of participation in the Direct Debit Scheme.

#### 6. Process – Using Direct Debit Online

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ... ]

Customers availing of Direct Debit for Preliminary Income Tax must make a minimum of three debit payments in the first year and a minimum of eight debit payments in each subsequent year.



The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

The Direct Debit amount should be sufficient to meet customers' Preliminary Income Tax requirements as mentioned above.

The first debit month for commencement on the Direct Debit Scheme for Preliminary Income Tax is selected by the customer subject to ensuring that the customer adheres to a minimum three debit payments rule in the first year and a minimum eight debit payments rule in each subsequent year.

Direct Debit deductions for Preliminary Income Tax are taken from the customer's bank account on **the ninth day** of each month (or the next working day where the ninth falls on a weekend or Bank Holiday).

Continued participation in the Direct Debit scheme is **conditional** on submission of annual returns and payments by the due dates.

The customer determines the value of the Direct Debit payment. Where a customer creates a Direct Debit instruction for Preliminary Income Tax, clicking on the "**Calculate**" option populates all months with the debit amount ([see example](#)). Only the [Suspend](#) fields remaining in the calendar year will be available for editing. For example, if the selected date is in May but the May debits have already been presented to the bank, then only June to December will be available to suspend.

In a scenario where there are not enough months remaining in the year to meet the minimum requirement for payments i.e. three payments in year one and eight payments in all subsequent years, then the following error message will be displayed to the customer on clicking the "**Calculate**" button:

**"You will not meet the required minimum payments rules based on 1) the number of months suspended and/or 2) the date of first debit month. Please refer to [Terms and Conditions](#)."**

If more than one Direct Debit Mandate was in place in the same calendar year for Preliminary Income Tax, debits on all mandates are included when validating the three and eight payments rules. For example, a customer sets up a Direct Debit Instruction in February and makes two debit payments and cancels the Direct Debit Instruction. The same customer sets up another Direct Debit Instruction in September. The debit payments on both Direct Debit Mandates will be counted when validating the three and eight payments rules.

Acceptance on the Direct Debit Scheme is determined online by successfully passing a number of validation rules. Failing any of these rules will result in customers being advised that they are not suitable to join the scheme.

Customers may be removed from the Direct Debit scheme where the Direct Debit Mandate is no longer active or the bank account details are incorrect.

**NOTE:** Direct Debits can only be deducted from a bank account and bank that are [SEPA](#) compliant. Direct Debits can also be deducted from a foreign bank account but **only** if the bank and the bank account are SEPA compliant.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 7. Validation Rules – Create a Direct Debit Instruction/Mandate

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 8. Process – Amend and Cancel Functions

- Customers may [amend](#) the value of the debit payment as often as they wish using Direct Debit Online.
- Customers have the option to [Suspend](#) a number of [Direct Debit](#) payments but must ensure that remaining payments meet the three and eight payments rules.
- Customers can opt to [cancel](#) existing Direct Debit Instructions using Direct Debit Online.

## 9. Unpaids

The customer's bank may return a Direct Debit instruction to Revenue marked "unpaid" for a number of reasons.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ... ]

An automated letter issues to advise the customer of the cancelled Direct Debit and to seek payment to replace the unpaid Direct Debit. Customers will be removed from the Direct Debit Scheme where the “reason” for the unpaid debit indicates that all future debits will also be rejected e.g. incorrect bank details/closed account.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ... ]

The onus is on the customer to ensure sufficient payments are made to meet Preliminary Income Tax liabilities.

## **10. IBI Reports**

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ... ]

## **APPENDIX 1 – Terms and Conditions**

[Terms and Conditions](#)

## **APPENDIX 2 - The SEPA Monthly Direct Debit Legal Text**

**Legal text:** 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 instruction 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.



The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ... ]

### **APPENDIX 3 – Direct Debit Schedule**



The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ... ]

## APPENDIX 4 – ROS Procedures

### Step by Step: How to set up Direct Debit for Preliminary Income Tax

#### ROS My Services Screen

The screenshot displays the ROS My Services Screen with a sidebar on the left and a main content area on the right. The sidebar contains sections for 'Revenue Record' and 'Services'. The 'Revenue Record' section includes a button for 'Open Revenue Record'. The 'Services' section lists several options: 'Manage Tax Registrations', 'Download Pre-populated Returns', 'Create Pay & File Payslips', 'Manage Relevant Contracts Tax', 'Manage Financial Statements', 'Secure Upload/Download Service', 'Manage LPT / HC arrears', and 'View Property History'. The main content area is divided into two primary sections: 'Returns and Payments' and 'Other Services'. The 'Returns and Payments' section includes a 'File a Return' button, a 'Complete a Form On-line' section with a dropdown for 'Select a tax type...', and an 'Upload Form(s) Completed Off-line' section with a dropdown for 'Select a return type...'. Below these is a 'Payments & Refunds' section containing a 'Submit a Payment' section with a dropdown for 'Select a payment type...' and a 'Payment Details' section. The 'Payment Details' section explains that users can choose to make and receive payments using their bank account via ROS Debit Instruction and Direct Debit, or use MasterCard or VISA debit and credit cards. It also mentions that certain repayments or refunds can be made via Electronic Funds Transfer. A link labeled 'Manage Bank Accounts' with an external icon is highlighted by a red arrow. The 'Other Services' section at the bottom features a 'Home Renovation Incentive' button. A small text at the top right of the main content area states 'Tax clearance certificate expires on 01/11/2014. (What's this?)'.

Click on **Manage Bank Accounts** to expand options.

## ROS My Services Screen - expanded

Revenue Record:

Open Revenue Record

You have no new documents in your Revenue Record.

Services:

Manage Tax Registrations

Download Pre-populated Returns

Create Pay & File Payslips

Manage Relevant Contracts Tax

Manage Financial Statements

Secure Upload/Download Service

Manage LPT / HC arrears

View Property History

Returns and Payments

Tax clearance certificate expires on 01/11/2014. [\(What's this?\)](#)

File a Return

Complete a Form On-line

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

Select a tax type...

Upload Form(s) Completed Off-line

Select the type of return from the drop-down list to upload a return completed off-line.

Select a return type...

Payments & Refunds

Submit a Payment

You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.

Select a payment type...

Payment Details

You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain repayments or refunds can be made by means of Electronic Funds Transfer.

Manage Bank Accounts

ROS Debit Instruction

Set up a ROS Debit Instruction (RDI) to allow fast one off payments directly from your bank account when filing a return or payment.

Manage RDIs

SEPA Direct Debit Instruction

You can choose to make monthly payments to Revenue for current taxes.

Manage Direct Debits

Refunds

Certain repayments or refunds due to you from Revenue can be paid directly into your bank account by means of Electronic Funds Transfer.

Manage EFT

Other Services

Click on **Manage Direct Debits** in SEPA Monthly Direct Debit Instruction.

## DDOL Options Screen

The screenshot shows the 'SEPA Direct Debit Online' interface. At the top, there's a header with the Revenue logo and navigation tabs: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The main content area is titled 'SEPA Direct Debit Online' and contains a section 'The SEPA Direct Debit Guarantee' with a list of bullet points explaining the guarantee. To the right of this section is a box titled 'Your Requests (0)' with a 'Submit' button. Below the guarantee section is a 'SEPA Direct Debit Options' section with three sub-sections: 'IT - Income Tax', 'Employer (PAYE/PRS)', and 'VAT - Value Added Tax'. Each sub-section has a 'Status: N/A' and a 'Number' field, followed by a 'Create' button. A red arrow points to the 'Create' button in the 'IT - Income Tax' section. At the bottom of the page, there's a footer with links: 'Revenue Home', 'ROS Help', 'Edit', 'Accessibility', 'Eolas as Gaeilge', 'Certification Practice Statement', 'Certificate Policy Statement', 'Privacy Policy', and 'Terms & Conditions'.

Revenue  
Cúin agus Cúistín na hÉireann  
Irish Tax and Customs

ROS Help | Exit |

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

SEPA Direct Debit Online

**SEPA**  
Single Euro Payments Area  
For information on DD please see [Revenue.ie](http://Revenue.ie)

The SEPA Direct Debit Guarantee

- This is a guarantee provided by your Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
  - your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
  - your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- 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.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.

SEPA Direct Debit Options

**IT - Income Tax**

Status: N/A  
Number :

Create >

**Employer (PAYE/PRS)**

Status: N/A  
Number :

Create >

**VAT - Value Added Tax**

Status: N/A  
Number :

Create >

Your Requests (0)

Once you add a SEPA direct debit application to your requests you will be able to submit

Submit

Revenue Home ROS Help Edit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

On this screen, the system displays the taxes for which payment is available by Direct Debit. Customer must click on “**Create**” in the Income Tax section.

## Customer Details Screen

The screenshot displays the 'Create IT Direct Debit' form on the Revenue Direct Debit Online portal. The form is titled 'SEPA Direct Debit Online' and includes a user header for 'Mr Joe Bloggs' with ID '1234567A'. The form is divided into three main sections: Declaration, Originator Details, and Customer Details. The Declaration section contains a checkbox for agreeing to the terms and conditions, which is highlighted by a red arrow. The Originator Details section shows the 'Direct Debit Unit, Collector General, Sarsfield House, Limerick' as the originator and 'IE61ZZZ300729' as the originator number. The Customer Details section shows the user's name 'Mr Joe Bloggs', IT Registration Number '1234567A', and a blank phone field. The form includes 'Cancel' and 'Next' buttons at the bottom.

Revenue  
Cáin agus Cúistiam na hÉireann  
Irish Tax and Customs

ROS Help | Exit |

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Mr Joe Bloggs 1234567A

SEPA Direct Debit Online

Create IT Direct Debit \* Denotes a required field

Declaration

By Ticking on this box I am agreeing to the terms and conditions. \*  
The SEPA Direct Debit Online terms and conditions can be found on [Revenue.ie](#)

Originator Details

Originator Direct Debit Unit, Collector General, Sarsfield House, Limerick

Originator Number IE61ZZZ300729

Customer Details

Name Mr Joe Bloggs

IT Registration Number 1234567A

Phone

X Cancel Next

Revenue Home ROS Help Exit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

Ticking the box to agree to the Terms and Conditions of the Direct Debit Scheme is mandatory.

The Name and IT Registration Number fields will be pre-populated. Phone details are not mandatory.

Click on “Next” to proceed to the **Bank Details Screen**.



## Bank Details Screen

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

ROS Help | Exit

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

SEPA Direct Debit Online

Create IT Direct Debit \* Denotes a required field

Payment Management

Alternatively, to add an existing Mandate or to split the remittance across multiple separate bank accounts please click the Manage button. [Manage](#)

Bank Details

Name of Financial Institution \* test

Address of Financial Institution \*

address1

address2

address3

IBAN \* IE64

BIC \* BOFIE2D

Name of Account Holder \* tester

Address of Account Holder \*

address4

address5

address6

Postal Code

Country Ireland

Is more than one signatory required on the account? \* ☐ Yes ☐ No

Confirm if account can accept a Direct Debit \* ☐ Yes ☐ No

[Cancel](#) [Back](#) [Next](#)

Revenue Home ROS Help Exit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

The “Manage” option enables you to add additional bank accounts to an existing mandate

Fields marked \* are mandatory. Failure to complete all mandatory fields will result in an error message and will restrict the user from continuing with the application.

Click “Next” to proceed when all required details are completed.

The IBAN number for an Irish bank account is 22 characters long and must be completed in full and the BIC can be 8 or 11 characters long. A foreign bank account may have an IBAN number less than or greater than 22 characters.

**NOTE:** Direct Debits can only be deducted from a bank account and bank that are [SEPA](#) compliant. Direct Debits can also be deducted from a foreign bank account but only if the bank and the bank account are SEPA compliant.

## Remittance Details Screen

Revenue  
Céim agus Cúiteán na Míreanna  
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES ROS Help | Exit |

SEPA Direct Debit Online

Create IT Direct Debit \* Denotes a required field

Remittance Frequency

Date of First Debit 10/08/14 ⓘ

Remittance Frequency - IBAN IE

Amount to be debited each month 1000.00 ⓘ

Total Amount for the year 12000.00 ⓘ

	Suspend ⓘ	
January	<input type="checkbox"/>	1000.00
February	<input type="checkbox"/>	1000.00
March	<input type="checkbox"/>	1000.00
April	<input type="checkbox"/>	1000.00
May	<input type="checkbox"/>	1000.00
June	<input type="checkbox"/>	1000.00
July	<input type="checkbox"/>	1000.00
August	<input type="checkbox"/>	1000.00
September	<input type="checkbox"/>	1000.00
October	<input type="checkbox"/>	1000.00
November	<input type="checkbox"/>	1000.00
December	<input type="checkbox"/>	1000.00

✕ Cancel Calculate < Back Next >

Revenue Home ROS Help Exit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

When creating a [Direct Debit](#) Instruction for Preliminary Income Tax, the customer must first select **“Date of First Debit”** and then input **“Amount to be debited each month”**. All monthly amount fields are populated by clicking on **“Calculate”**.

The system will generate the first debit date but this can be adjusted if the customer wishes to commence deductions at a future date i.e. the customer creates an Income Tax Direct Debit in August but wants the Direct Debit to commence in October. This is acceptable as long as the three and eight payments rules are adhered to.

The customer must input the amount to be debited each month.

The customer may choose not to make payments for a number of months. To do this, the customer should tick the selected months in the **“Suspend”** column. However, the three and eight payments rules must be adhered to.

To populate the monthly amount fields the customer must use the **“Calculate”** button.

Click on **“Next”** to proceed to the **DDOL Options Screen** with the request in the **“Your Requests”** area.

## DDOL Options Screen with item in “Your Requests”

The screenshot shows the Revenue DDOL Options screen. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The main content area is titled 'SEPA Direct Debit Online'. On the left, there is a 'SEPA Single Euro Payments Area' logo and a link to 'Revenue.ie'. The central part of the screen displays 'The SEPA Direct Debit Guarantee' with a list of bullet points explaining the guarantee. Below this, there are two sections: 'SEPA Direct Debit Options' and 'Your Requests (1)'. The 'SEPA Direct Debit Options' section has two sub-sections: 'IT - Income Tax' and 'Employer (PAYE/PRSI)'. The 'IT - Income Tax' section shows 'Status: In your requests' and 'Number:'. The 'Employer (PAYE/PRSI)' section shows 'Status: N/A' and 'Number:'. The 'Your Requests (1)' section shows a table with one row: 'Income Tax' with 'Action: Create' and 'Number:'. Below the table, there is a 'Submit' button. A red arrow points to the 'Submit' button. A large red watermark 'A recent version of this manual is available.' is overlaid diagonally across the page.

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

ROS Help | Exit |

SEPA Direct Debit Online

**SEPA**  
Single Euro Payments Area  
For information on DD please see [Revenue.ie](http://Revenue.ie)

**The SEPA Direct Debit Guarantee**

- This is a guarantee provided by your Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
  - your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
  - your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- 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.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.

**SEPA Direct Debit Options**

**IT - Income Tax**

Status: In your requests  
Number :

**Employer (PAYE/PRSI)**

Status: N/A  
Number : [Create](#)

**Your Requests (1)**

**Income Tax**

Action: Create  
Number: [Edit](#) [Cancel](#)

Once you add a SEPA direct debit application to your requests you will be able to submit. [Submit](#)

Customer must click “**Submit**” in the “**Your Requests**” area to proceed to the **Summary Screen**.

In “**Your Requests**”, the customer also has the option to **Edit** or to **Cancel** the activity already carried out.

## Summary Screen

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

ROS Help | Exit

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Summary

Create Income Tax SEPA Direct Debit Online - 1234567a MR JOE BLOGGS

Originator  
Direct Debit Unit, Collector General, Sarsfield House, Limerick

Originator Number  
IE81ZZZ300729

Create New Mandate - IBAN IE

IBAN IE BIC BOFI

Remittance Details

Date of first Debit 09/10/2014  
*Subsequent Direct Debit payments will be deducted on the 9th. of every month or next working day*

Amount to be debited each month 1000.00  
Total Amount for the year 12000.00

January	February	March	April	May	June
1000	1000.00	1000.00	1000.00	1000.00	1000.00

July	August	September	October	November	December
1000.00	1000.00	1000.00	1000.00	1000.00	1000.00

Is more than one signatory required on the account?  
No

Financial Institution

Name  
test

Address  
address1  
address2  
address3

Account Holder

Name  
tester

Address  
address4  
address5  
address6

Postal Code

Country  
Ireland

Back Next

Revenue Home ROS Help Exit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

The **Summary Screen** allows the customer to review the details submitted.

Customer must click “**Next**” to proceed to **Sign and Submit** the instruction or “**Back**” to return to the **DDOL Options Screen** (previous page) which will allow the customer to **Edit** (in the “**Your Requests**” area) following review of the **Summary Screen**.

## Sign & Submit Screen

The screenshot shows the 'Sign & Submit' screen within the Revenue ROS interface. The header includes the Revenue logo and navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, ADMIN SERVICES, and PAYE. The user is identified as MR JOE BLOGGS with a notice number 1234567A. An information box states: 'If your transaction is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back. Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.'

The 'Sign & Submit' form contains the following fields and buttons:

- Certificate:** A text field containing the value '1234567A'.
- Enter Password:** A text field for password entry.
- Buttons:** 'Sign & Submit' and 'Back'.
- Progress Bar:** A bar showing 0% completion.

The footer contains links for Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaeilge, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

The **Certificate** field is pre-populated. Enter password and click on “**Sign & Submit**” to complete the process or click “**Back**” to return to the **Summary Screen**.

## ROS Acknowledgement Screen

The screenshot shows the 'Direct Debit - ROS Acknowledgement' screen. It provides instructions on how to access the transaction via the ROS Inbox and how to file another Direct Debit instruction. A 'Notice Number' field displays '123456789'. Below this, a 'Direct Debit Online Summary' table is shown:

Action	Status
CREATE MANDATE - Income Tax	Success

The 'Status' column is highlighted with a red box. Below the table, it states: 'To return to My Services page click the OK button'. An 'OK' button is located at the bottom right of the main content area. The footer is identical to the previous screen.

Confirmation of the Direct Debit instruction with a notice number will issue to the customer’s ROS Inbox showing the Status as “**Success**”.



## ROS Inbox

The screenshot shows the ROS Inbox interface. At the top, there's a header with the Revenue logo and navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. The main area is titled '- Inbox Messages' and contains a search bar and a table of messages.

Options	Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty	Document Type	Period Begin	Issued Date	Archived By
<input type="checkbox"/>	123456789	MR JOE BLOGGS	1234567A	IT	DDI	N/A	28/11/2014	N/A
<input type="checkbox"/>				VAT	VAT3	01/09/2014	27/11/2014	N/A
<input type="checkbox"/>				PAYE-EMP	P30	01/10/2014	20/11/2014	N/A
<input type="checkbox"/>				VAT	VAT3	01/11/2013	18/11/2014	N/A
<input type="checkbox"/>				Diesel Rebate Scheme	Fuel Card Notification	N/A	11/11/2014	N/A
<input type="checkbox"/>				PAYE-EMP	Receipt	01/09/2014	24/10/2014	N/A
<input type="checkbox"/>				PAYE-EMP	P30	01/09/2014	23/10/2014	N/A
<input type="checkbox"/>				VAT	Receipt	01/07/2014	11/10/2014	N/A
<input type="checkbox"/>				VAT	VAT Payment	01/07/2014	09/10/2014	N/A
<input type="checkbox"/>				VAT	Receipt	01/07/2014	03/10/2014	N/A
<input type="checkbox"/>				VAT	Statement	01/07/2014	03/10/2014	N/A
<input type="checkbox"/>				PAYE-EMP	Receipt	01/08/2014	03/10/2014	N/A
<input type="checkbox"/>				RCT	Statement	01/10/2014	03/10/2014	N/A
<input type="checkbox"/>				PAYE-EMP	P30 Payment	01/08/2014	02/10/2014	N/A

Double click on the **Notice Number** to see what it refers to.

The screenshot shows the 'ROS Inbox Content Screen' for a Direct Debit Instruction. The form is titled 'Create Income Tax SEPA Direct Debit Online - 1234567a' and 'Mr Joe Bloggs'. It includes fields for IBAN, IE, and BIC (BOFIE2D). The 'Remittance Details' section shows the date of first debit (09/03/2015) and subsequent payments. A table shows the amount to be debited each month (1200.00) and the total amount for the year (13200.00). The form also includes fields for the Financial Institution and Account Holder details.

January	February	March	April	May	June
Suspend	1200.00	1200.00	1200.00	1200.00	1200.00

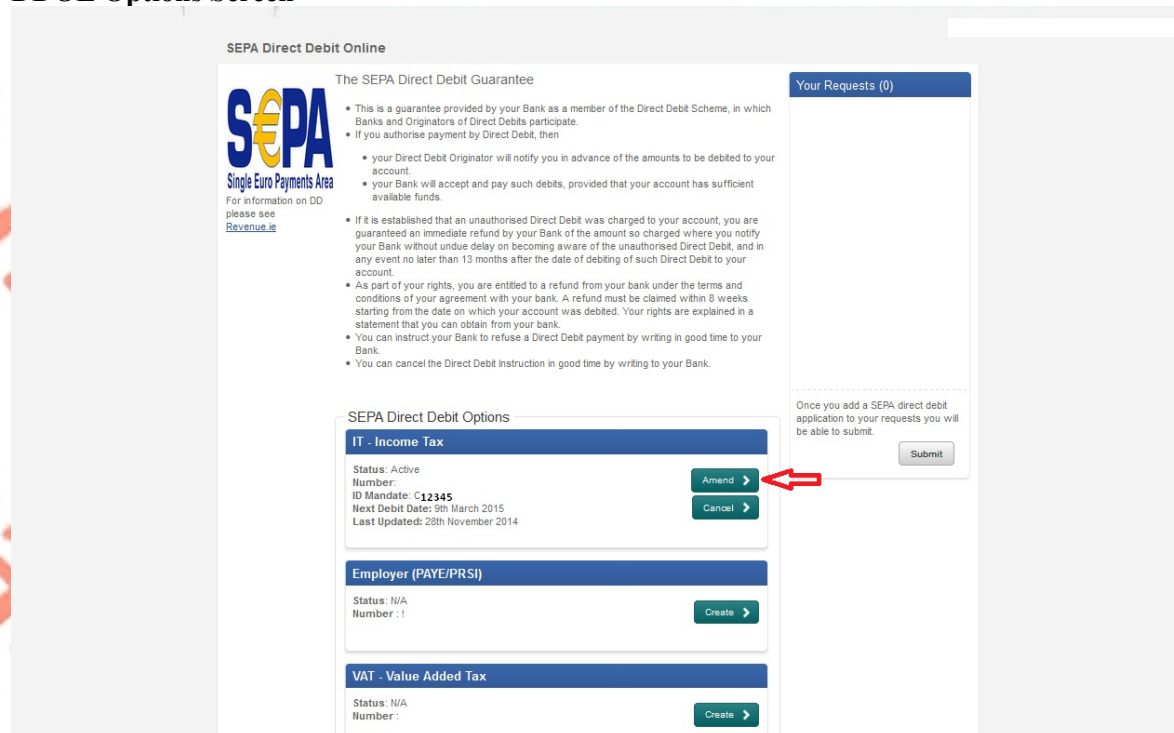
July	August	September	October	November	December
1200.00	1200.00	1200.00	1200.00	1200.00	1200.00

The above screen will appear showing all details of the Direct Debit Instruction.

## Step by Step: How to amend Direct Debit for Preliminary Income Tax

For Preliminary Income Tax, the system in “**Amend**” mode will function similarly to the system in “**Create**” mode.

### DDOL Options Screen



SEPA Direct Debit Online

The SEPA Direct Debit Guarantee

- This is a guarantee provided by your Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
  - your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
  - your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- 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.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.

SEPA Direct Debit Options

**IT - Income Tax**

Status: Active  
Number:  
ID Mandate: C12345  
Next Debit Date: 9th March 2015  
Last Updated: 28th November 2014

Amend >  
Cancel >

**Employer (PAYE/PRSI)**

Status: N/A  
Number: I

Create >

**VAT - Value Added Tax**

Status: N/A  
Number: I

Create >

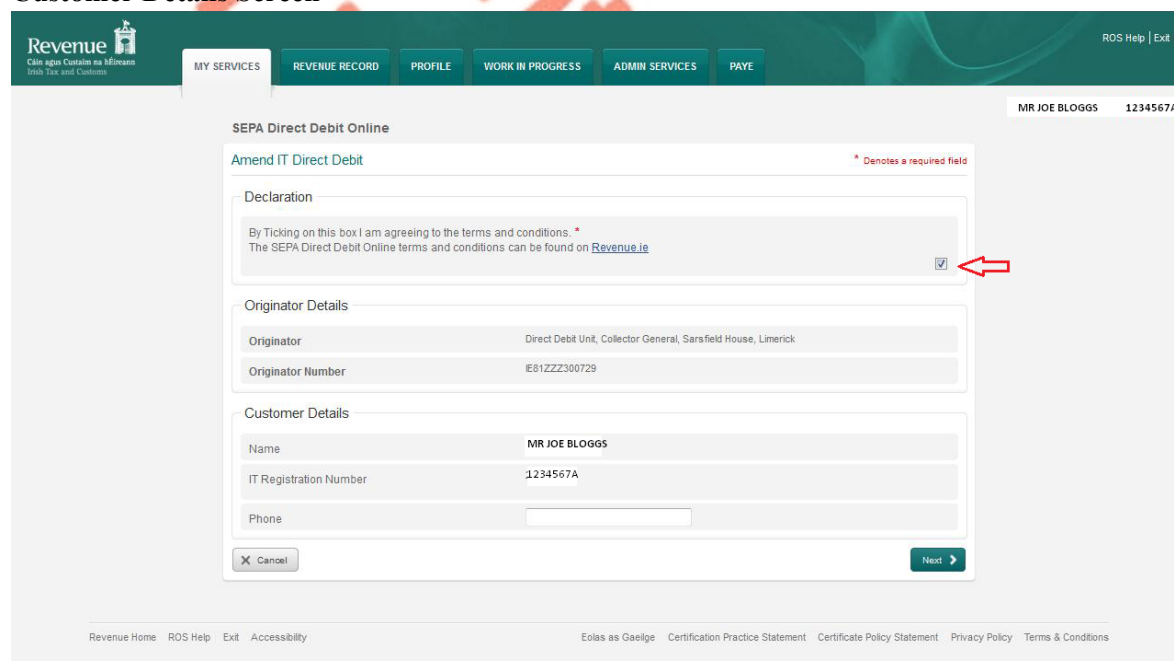
Your Requests (0)

Once you add a SEPA direct debit application to your requests you will be able to submit.

Submit

Click on “**Amend**” in the **DDOL Options Screen**. Only those customers with an existing Direct Debit Instruction will have the option to “**Amend**”.

### Customer Details Screen



Revenue  
Cán áras Cúistín na hÉireann  
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES PAYE

ROS Help | Exit

MR JOE BLOGGS 1234567A

SEPA Direct Debit Online

Amend IT Direct Debit \* Denotes a required field

Declaration

By Ticking on this box I am agreeing to the terms and conditions. \*  
The SEPA Direct Debit Online terms and conditions can be found on [Revenue.ie](#)

☒

Originator Details

Originator Direct Debit Unit, Collector General, Sarsfield House, Limerick

Originator Number IE81ZZZ300729

Customer Details

Name MR JOE BLOGGS

IT Registration Number 1234567A

Phone

X Cancel Next >

Revenue Home ROS Help Exit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

Ticking the box to agree to the Terms and Conditions of Direct Debit Scheme is mandatory. The Name and IT Registration Number fields will be pre-populated. Phone details are not mandatory. Click on “**Next**” to proceed to the **Bank Details Screen**.

## Bank Details Screen

Revenue  
Cúis agus Cúistáin na hÉireann  
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES PAYE

ROS Help | Exit

MR JOE BLOGGS 1234567A

SEPA Direct Debit Online

Amend IT Direct Debit \* Denotes a required field

Payment Management

Alternatively, to add an existing Mandate or to split the remittance across multiple separate bank accounts please click the Manage button. [Manage](#)

Bank Details

Name of Financial Institution \* test

Address of Financial Institution \*  
address1  
address2  
address3

IBAN \* IE AIBK

BIC \* AIBKE2DXXX

Name of Account Holder \* tester

Address of Account Holder \*  
address4  
address5  
address6

Postal Code

Country Ireland

Is more than one signatory required on the account? \* ☐ Yes ☒ No

Confirm if account can accept a Direct Debit \* ☒ Yes ☐ No

[Cancel](#) [Back](#) [Next](#)

If amending bank details, the new details must be entered on this screen. Click on “Next” to proceed.

## Remittance Details Screen

Revenue  
Cúis agus Cúistáin na hÉireann  
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES PAYE

ROS Help | Exit

MR JOE BLOGGS 1234567A

SEPA Direct Debit Online

Amend IT Direct Debit \* Denotes a required field

Remittance Frequency

Date of First Debit \* 02/2015

Remittance Frequency - Mandate ID C: (IBAN IE: AIBK )

Amount to be debited for remaining months this year \* 1000.00


Total Amount for the year 12000.00

Month	Suspend	Amount
January	<input type="checkbox"/>	1000.00
February	<input type="checkbox"/>	1000.00
March	<input type="checkbox"/>	1000.00
April	<input type="checkbox"/>	1000.00
May	<input type="checkbox"/>	1000.00
June	<input type="checkbox"/>	1000.00
July	<input type="checkbox"/>	1000.00
August	<input type="checkbox"/>	1000.00
September	<input type="checkbox"/>	1000.00
October	<input type="checkbox"/>	1000.00
November	<input type="checkbox"/>	1000.00
December	<input type="checkbox"/>	1000.00

[Cancel](#) [Calculate](#) [Back](#) [Next](#)

Revenue Home ROS Help Exit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement Privacy Policy Terms & Conditions

This screen allows the customer to amend the debit amount or to suspend a payment. Click on “Calculate” and then “Next” to proceed.



Single Euro Payments Area

For information on DD please see [Revenue.ie](http://Revenue.ie)

## SEPA Direct Debit Online

### The SEPA Direct Debit Guarantee

- This is a guarantee provided by your Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
  - your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
  - your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- 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.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.

### Your Requests (1)

#### Income Tax

Action: Amend  
Number: 1234567A

[Edit](#) [Cancel](#)

Once you add a SEPA direct debit application to your requests you will be able to submit

[Submit](#)

### SEPA Direct Debit Options

#### IT - Income Tax

Status: In your requests  
Number: 1234567A  
ID Mandate: C12345  
Next Debit Date: 9th February 2015  
Last Updated: 1st December 2014

#### Employer (PAYE/PRSI)

Status: Active  
Number: 1234567A  
ID Mandate:  
Next Debit Date: 24th December 2014  
Last Updated: 1st December 2014

[Amend](#) [Cancel](#)

## Summary Screen

Summary

Amend Income Tax SEPA Direct Debit Online 1234567A

JOE BLOGGS

Originator

Direct Debit Unit, Collector General, Sarsfield House, Limerick

Originator Number

E81ZZZ300729

Amend Mandate C1234

IBAN IE AIBK

IBAN

IE AIBK

BIC

AIBK

Remittance Details

Effective Date of Amendment

01/12/2014

Subsequent Direct Debit payments will be deducted on the 9th. of every month or next working day

Amount to be debited for remaining months this year

1000.00

Total Amount for the year

12000.00

January	February	March	April	May	June
1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
July	August	September	October	November	December
1000.00	1000.00	1000.00	1000.00	1000.00	1000.00

Is more than one signatory required on the account?

No

Financial Institution

Name

test

Address

address1

address2

address3

Account Holder

Name

tester

Address

address4

address5

address6

Postal Code

Country

Ireland

Back

Next

amendment and ensure details are correct.  
anges.

22

## Sign & Submit Screen

The screenshot shows the 'Sign & Submit' screen. At the top, there's a navigation bar with 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', 'ADMIN SERVICES', and 'PAYE'. Below this, the 'Direct Debit Instruction' section is active, showing the user 'MR JOE BLOGGS' and the certificate number '1234567A'. An information box states: 'If your transaction is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back. Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.' The 'Sign & Submit' form has a 'Certificate' field pre-populated with '1234567A' and an 'Enter Password' field. Below these are 'Sign & Submit' and 'Back' buttons. A progress bar at the bottom shows '0%'. The footer contains links for 'Revenue Home', 'ROS Help', 'Exit', 'Accessibility', 'Eolas as Gaeilge', 'Certification Practice Statement', 'Certificate Policy Statement', 'Privacy Policy', and 'Terms & Conditions'.

The **Certificate** field is pre-populated. Enter password and click on “**Sign & Submit**” to finalise the amendment.

## ROS Acknowledgement Screen

The screenshot shows the 'Direct Debit - ROS Acknowledgement' screen. It displays the user 'MR JOE BLOGGS' and the certificate number '1234567A'. The main content area provides instructions: 'You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. To file another Direct Debit Instruction click on the My Services tab. Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.' Below this, the 'Notice Number' is '123456789A'. A 'Direct Debit Online Summary' table is shown with two columns: 'Action' and 'Status'. The table contains one row: 'AMEND MANDATE 1234567A - Income Tax' with a status of 'Success'. The 'Status' cell is highlighted with a red box. Below the table, it says 'To return to My Services page click the OK button' with an 'OK' button. The footer is identical to the previous screen.

Confirmation of the Direct Debit instruction with a notice number will issue to the customer’s ROS Inbox showing the Status as “**Success**”.



## CANCEL A DIRECT DEBIT INSTRUCTION/MANDATE FOR PRELIMINARY INCOME TAX

On selecting the “**Cancel**” option the following message will be displayed:

“Your Direct Debit Instruction will be cancelled permanently. Should you choose to re-apply to avail of the Direct Debit Scheme for paying Preliminary Income Tax, you will be required to make a minimum of 8 payments in all future years.”

If the customer has used the **Manage Mandate** option when creating the Direct Debit Instruction, cancellations must be executed using the **Amend** function. When using the **Amend** option the customer must carefully select a particular Direct Debit Instruction for cancellation. Otherwise all Direct Debit Instructions for a particular tax may be cancelled.

The request will then be added to the “**Your Requests**” area where the option to cancel the “**Cancel**” request will exist. There will also be an option to **Edit** the request in the “**Your Requests**” area. Additionally, if a customer has an active instruction attached to a ceased tax registration number, then the tax registration will display on the **DDOL Options Screen** with “**Cancel**” as the only option available. If there is no active instruction associated with a ceased tax registration, then the tax registration will not be displayed.

Once the “**Cancel**” request has been added to the “**Your Requests**” area, the customer can select “**Submit**” to proceed to the **Summary Screen**. At this point, any **Cancel** request will also have a drop down menu associated with it. This drop-down menu will contain a list of reasons for cancellation and the customer will be required to select a reason per cancellation request.

The cancellation reasons are as follows (in order):

- Revert to standard filing pattern.
- Ceased Trading.
- Customer Deceased.

## Step by Step: How to cancel Direct Debit for Preliminary Income Tax

### DDOL Options Screen

SEPA Direct Debit Online

The SEPA Direct Debit Guarantee

- This is a guarantee provided by your Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
  - your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
  - your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- 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.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.

SEPA Direct Debit Options

**IT - Income Tax**

Status: Active  
Number: 12345  
ID Mandate: C12345  
Next Debit Date: 30th March 2015  
Last Updated: 28th November 2014

**Employer (PAYE/PRSI)**

Status: N/A  
Number: 1

**VAT - Value Added Tax**

Status: N/A  
Number: 1

Your Requests (0)

Once you add a SEPA direct debit application to your requests you will be able to submit.

Submit

Click on “Cancel” in the DDOL Options Screen.

### Cancellation Confirmation Screen

SEPA Direct Debit Online

The SEPA Direct Debit Guarantee

- This is a guarantee provided by your Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
  - your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
  - your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- 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.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.

SEPA Direct Debit Options

**IT - Income Tax**

Status: Active  
Number: 12345678  
ID Mandate: C12345  
Next Debit Date: 30th March 2015  
Last Updated: 28th November 2014

**Employer (PAYE/PRSI)**

Status: Active  
Number: 12345678  
ID Mandate: C12345  
Next Debit Date: 30th March 2015  
Last Updated: 28th November 2014

**VAT - Value Added Tax**

Status: Active  
Number: 12345678  
ID Mandate: C12345  
Next Debit Date: 30th March 2015  
Last Updated: 28th November 2014

Your Requests (0)

Once you add a SEPA direct debit application to your requests you will be able to submit.

Submit

**Attention**

All Direct Debit Instructions for this Income Tax registration will be cancelled permanently. Should you choose to re-apply to avail of the Direct Debit Scheme for paying Preliminary Income Tax, you will be required to make a minimum of 8 payments in all future years. Please see [FAQ](#).

Cancel OK

Click “OK” on the message to proceed with the cancellation of all Direct Debits for Income Tax.

## DDOL Options Screen with item in “Your Requests”

SEPA Direct Debit Online

MR JOE BLOGGS 1234567A

**SEPA**  
Single Euro Payments Area

The SEPA Direct Debit Guarantee

- This is a guarantee provided by your Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
  - your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
  - your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- 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.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.

For information on DD please see [Revenue.ie](http://Revenue.ie)

**SEPA Direct Debit Options**

**IT - Income Tax**

Status: In your requests  
Number: 1234567A  
ID Mandate: C12345  
Next Debit Date: 9th February 2015  
Last Updated: 1st December 2014

**Employer (PAYE/PRSI)**

Status: Active  
Number: 1234567A  
ID Mandate:  
Next Debit Date: 24th December 2014  
Last Updated: 1st December 2014

**Your Requests (1)**

**Income Tax**

Action: Cancel  
Number: 1234567A  
[Cancel](#)

Once you add a SEPA direct debit application to your requests you will be able to submit

[Submit](#)

The “Cancel” request is now in the “Your Requests” area. Click “Submit” to proceed.

## Summary Screen

Revenue  
Cais agus Cúistín na hÉireann  
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES PAYE

ROS Help | Exit

MR JOE BLOGGS 1234567A

Summary

**Cancel Income Tax SEPA Direct Debit Online 1234567A** JOE BLOGGS

Reason For Cancellation

You are requesting to cancel this mandate, please provide a reason below.

Cancellation Reason: Ceased Trading

Originator  
Direct Debit Unit, Collector General, Sarsfield House, Limerick

Originator Number  
IE81ZZ3300729

Cancel Mandate C: IBAN IE AIBK

IBAN IE AIBK BIC AIBK

Remittance Details

Effective Date of Cancellation 01/12/2014

Amount to be debited each month 1000.00

Total Amount for the year 12000.00

January	February	March	April	May	June
1000.00	1000.00	1000.00	1000.00	1000.00	1000.00

July	August	September	October	November	December
1000.00	1000.00	1000.00	1000.00	1000.00	1000.00

[Back](#) [Next](#)

A reason for cancellation must be selected from the drop down menu e.g. Ceased Trading. Click on “Next” to proceed. Other reasons on the drop down menu are:

- Revert to standard filing pattern.
- Customer Deceased.

## Sign & Submit Screen

The screenshot shows the 'Sign & Submit' screen. At the top, there's a navigation bar with 'Revenue' logo and tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, ADMIN SERVICES, and PAYE. The user is logged in as 'MR JOE BLOGGS 1234567A'. The main content area has an 'Information' icon and text: 'If your transaction is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back. Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.' Below this is a 'Sign & Submit' box with a 'Certificate' field pre-filled with '1234567A', an 'Enter Password' field, and 'Sign & Submit' and 'Back' buttons. A progress bar at the bottom shows '0%'. The footer contains links: Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaeilge, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

The **Certificate** field is pre-populated. The customer must enter the password and click on “**Sign & Submit**” to complete the process or click “**Back**” to return to the **Summary Screen**.

## ROS Acknowledgement Screen

The screenshot shows the 'Direct Debit - ROS Acknowledgement' screen. The user is logged in as 'MR JOE BLOGGS 1234567A'. The main content area has text: 'You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. To file another Direct Debit instruction click on the My Services tab. Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.' Below this is a 'Notice Number' field with the value '123456789A'. A 'Direct Debit Online Summary' table is shown with two columns: 'Action' and 'Status'. The first row shows 'CANCEL MANDATE: 1234567A - Income Tax' and 'Success'. The 'Status' cell is highlighted with a red box. Below the table, it says 'To return to My Services page click the OK button' with an 'OK' button. The footer contains links: Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaeilge, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

Confirmation of the Direct Debit instruction with a notice number will issue to the customer’s ROS Inbox showing the Status as “**Success**”.

The Direct Debit for Income Tax is now cancelled.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014. [ ...]

## **APPENDIX 5 - Procedures for ICM Users**

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ...]The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ...]

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ...]

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[ ...]

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]