

Filing Guidelines for Foreign Account Tax Compliance Act (FATCA)

Part 38-03-25

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Executive Summary

These guidelines are designed to provide information in relation to FATCA Reporting in Ireland.

1. Section 1: Customer Registering for FATCA

1.1 Register a FATCA Reporting Obligation

This step can only be completed once the Customer is registered for ROS. If the Customer is not registered for ROS, refer to Appendix I, Section 5.1.

If the Customer is only being registered with Revenue in order to file a FATCA report to fulfil their FATCA Reporting Obligations (i.e. they do not have a tax obligation in Ireland) please refer to Appendix I, Section 5.2 in order to obtain a Reporting Entity Number.

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- **Via MyEnquiries, selecting AEOI (Automatic Exchange of Information) and FATCA**
- Telephone at **+353 42 9353337**

Follow steps 1.1.1 to 1.1.10 to register a **FATCA Reporting Obligation**.

1. Log into ROS.
2. Under the “My Services” tab, select “Manage Reporting Obligations” from the Other Services section.

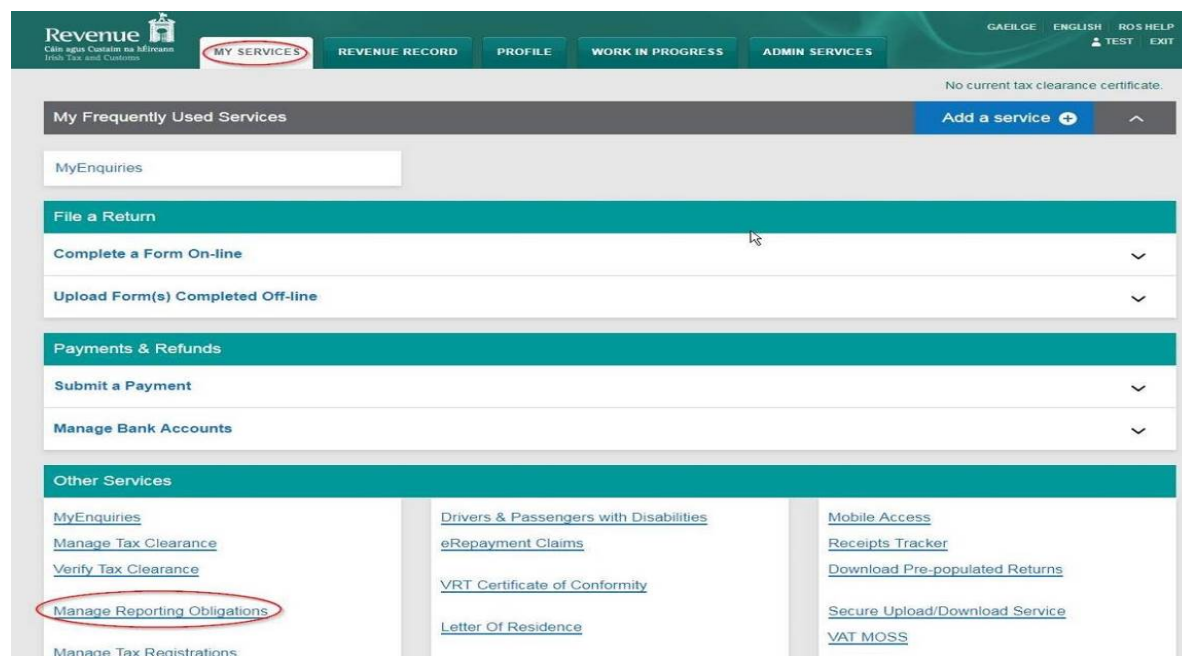


Figure 1: Manage Reporting Obligations screen

3. Select “Register” opposite “FATCA”.

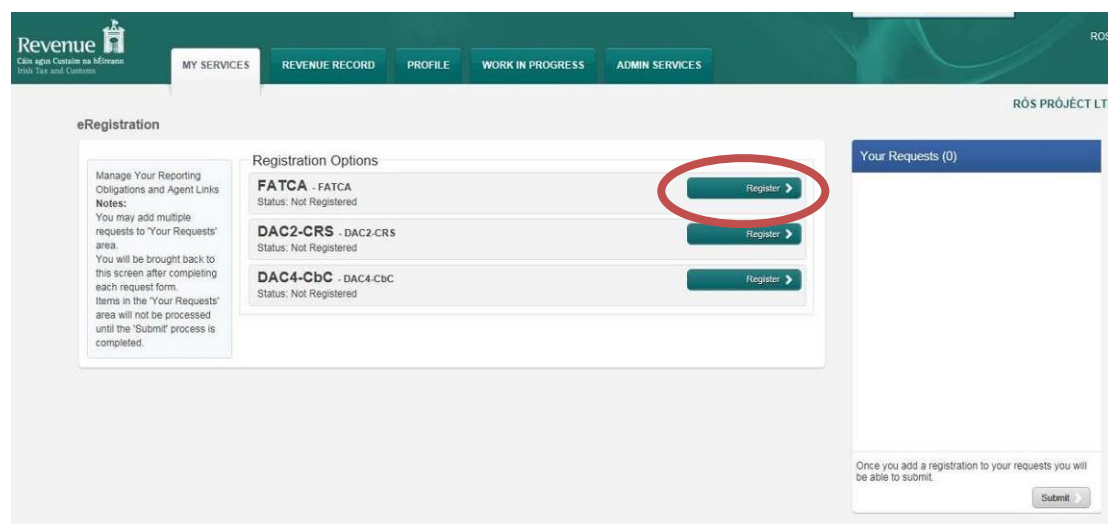


Figure 2: FATCA registration screen

4. Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation). Enter “Global Intermediary Identification Number (GIIN)” and click “Add To Your Requests”.

Note: The date entered must not be later than current date.

FATCA Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) *

GIIN means a Global Intermediary Identification Number assigned to a PFFI or Registered Deemed Compliant FFI, assigned by IRS. Format: XXXXXX.XXXXXX.XX.XXX.
More information in Appendix D at <http://www.irs.gov/pub/irs-pdf/p5147.pdf>

Global Intermediary Identification Number (GIIN) *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Figure 3: FATCA GIIN registration screen

- The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

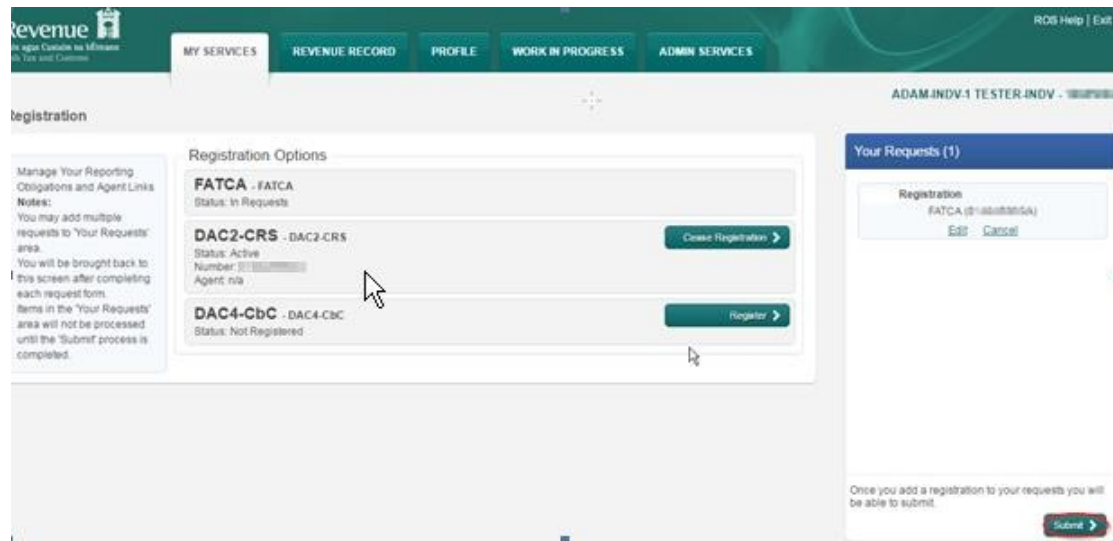


Figure 4: Submitting FATCA registration screen

- Click “Sign and Submit”.



Figure 5: FATCA sign and submit screen

- The Customer will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

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Irish Tax and Customs

ROS Help | Exit

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

return BSJMMIM ZITDMN W

Information 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.

Sign & Submit

Certificate NLCDDAC43287 [Help](#)

Enter Password Password

Sign & Submit Back

0%

Figure 6: FATCA sign and submit password screen

- The Customer will receive a ROS Acknowledgement and a Notice Number, which the Customer may wish to print for their records. Click “OK”.

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

ROS Acknowledgement

You have just transmitted an Online Registration Return which has been received by ROS.

You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number 4774569359B

eRegistration summary:

Action	Status	Comments
Register FATCA	Success	

To return to My Services page click the OK button **OK**

Figure 7: FATCA registration ROS acknowledgement screen

9. The Customer will receive a new notification in their Revenue Record to confirm the Customer has been registered for a FATCA Reporting Obligation. Click on the Notice Number for confirmation of the registration.

The screenshot displays the Revenue Record interface. At the top, the Revenue logo is on the left, and navigation tabs for 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES' are in the center. The 'REVENUE RECORD' tab is highlighted. On the right, there are links for 'LANGUAGE: ENGLISH' and 'ROS HELP'.

The main content area is titled 'Inbox Messages'. A yellow banner at the top of the inbox states: 'Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.' Below this, a note says: 'Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.'

The search section includes a 'Search by:' dropdown set to 'Search using Document Type', a 'Cancel Search' button, and a search form with fields for 'Tax Type/Duty/Rep. Oblig.' (set to 'Select'), 'Document Type', and a checked 'Include Archive' checkbox. A 'Search' button and a 'Refresh Inbox' link are also present.

The main table lists inbox items. The first item is selected, with its 'Notice No.' '4242399549J' circled in red. The table columns are: Notice No., Customer Name, Regn./Trader No./Doc ID, Tax Type/Duty/Rep. Oblig., Document Type, Period Begin, and Issued Date. The selected row shows 'Reporting Entity Registr' and 'NA' for the period, with an issued date of '23/06/2020'. Below the table are 'Archive', 'Export', and 'Print' buttons, and navigation arrows.

The footer contains 'Revenue Home', 'ROS Help', 'Accessibility', 'Certificate Policy and Practice Statements', 'Privacy Policy', and 'Terms & Conditions'.

Figure 8: FATCA Revenue Record screen

- 10. The following notice will appear which the Customer may wish to print for their records.

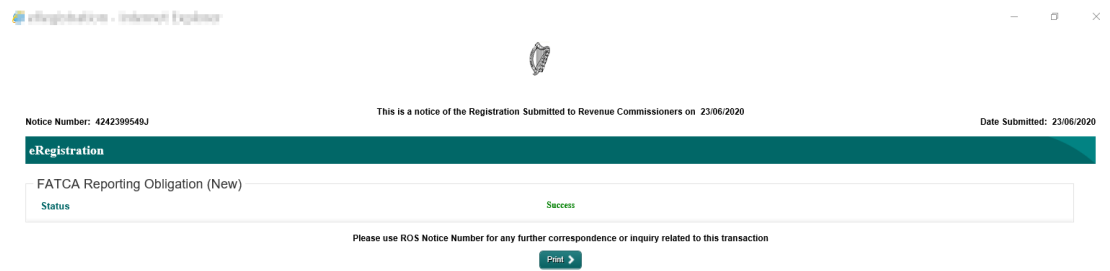


Figure 9: FATCA print registration confirmation screen

After completion of this process, the customer should allow up to 3 working days for the FATCA reporting obligation to be registered.

2. Section 2: Agents Registering Clients For FATCA

This section is only relevant where the user of the system is an Agent. If the user of the system is a Customer, please refer to Section 1 above.

2.1 Registering an existing Client for a FATCA Reporting Obligation

To link to an existing Tax Registration or Reporting Entity for whom you are not current Agents, please refer to **Section 2.2 – Agent linking to new Customers/Clients for Reporting Obligations.**

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- Via **MyEnquiries**, selecting **AEOI (Automatic Exchange of Information) and FATCA**
- Telephone at **+353 42 9353337**

Follow steps 2.1.1 to 2.1.16 to register a FATCA Reporting Obligation.

1. Log into ROS.
2. Under the “TainServices” tab, locate the Customer using Client Search or Client List.

Agent will be redirected to the “Client Services” tab for the relevant Customer. “Reporting Obligations” must be ticked.

The screenshot displays the Revenue ROS Tain Services interface. At the top, the 'TAIN SERVICES' tab is selected. The main content area is titled 'Find Clients' and includes a 'Client Search' section with radio buttons for 'Tax Registrations' and 'Reporting Obligations' (selected). A dropdown menu for 'FATCA' is open, and the 'Enter registration no.' field is highlighted. The 'View Client List' button is also highlighted. Below this, there are sections for 'Manage Tax Registrations', 'Properties', 'Upload Form(s) Completed Offline', 'Agent Employer Services', and 'Other Services'.

Figure 10: Tain Services select client screen

3. Select “Manage Reporting Obligations” from the Other Services section.

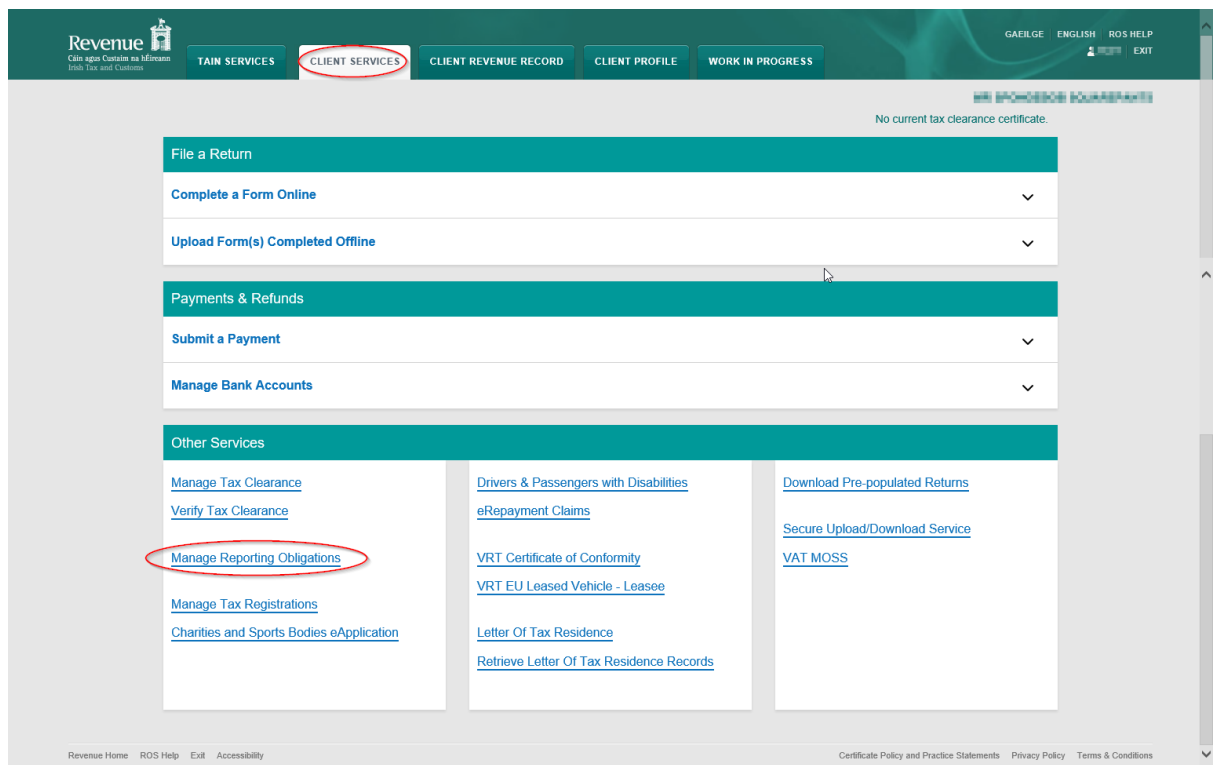


Figure 11: Agent Manage Reporting Obligations screen

4. Click “Select Action” opposite “FATCA”.

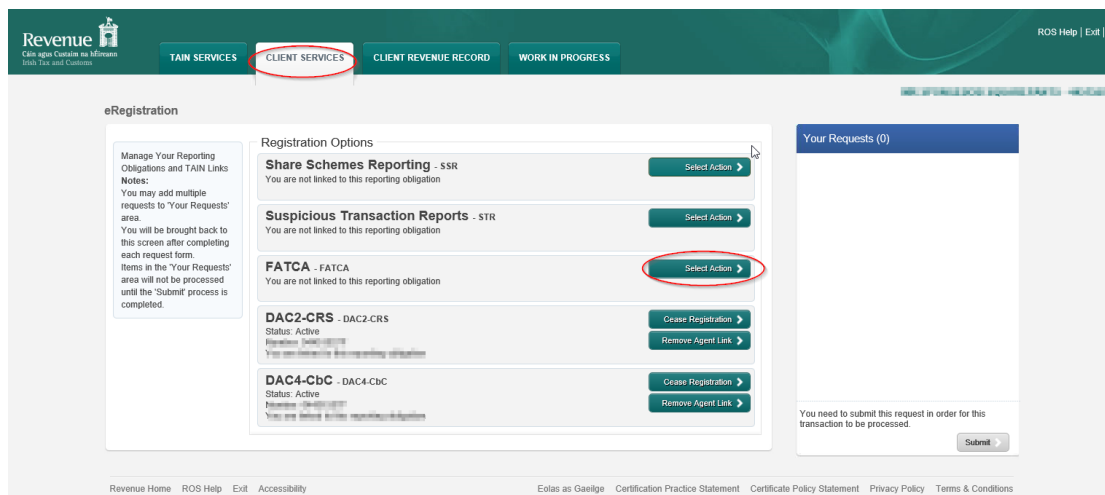


Figure 12: Agent FATCA registration screen

5. Select “Add and link to a new registration”.

This option is applicable to an Agent wishing to link to a current Customer/Client to manage a FATCA Reporting Obligation.

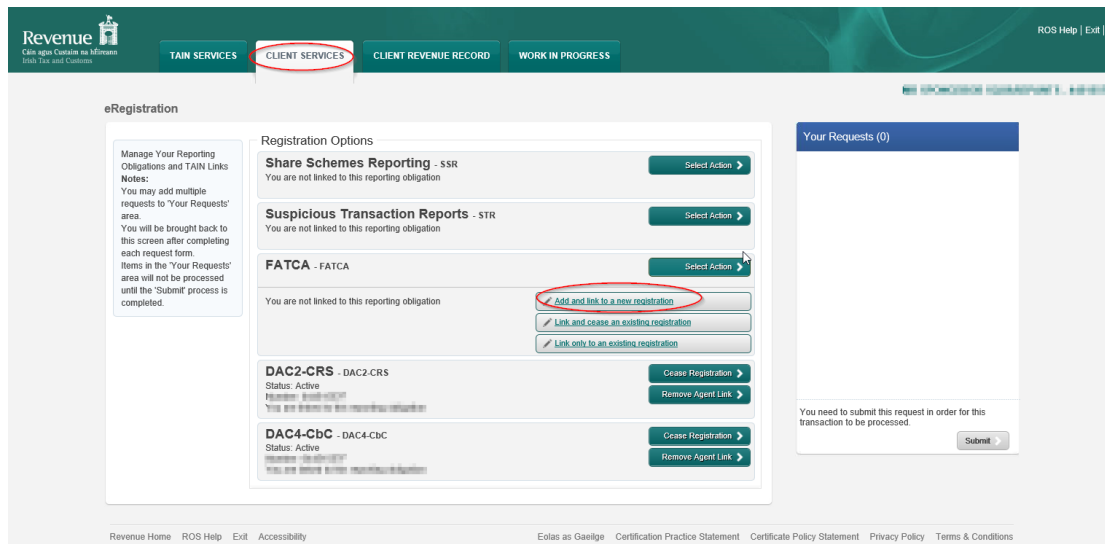


Figure 13: Agent FATCA registration selection screen

6. The following screen will appear. Select “Confirm”.

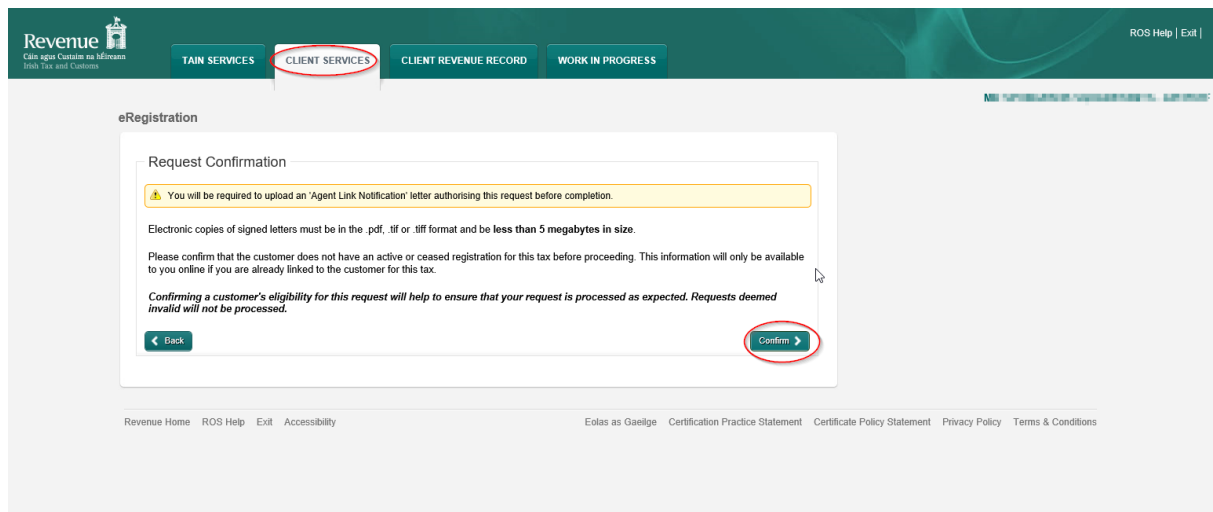


Figure 14: Agent FATCA registration confirmation screen

- Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation). Enter Global Intermediary Identification Number (GIIN), click “Add To Your Requests”.

Figure 15: Agent FATCA GIIN registration screen

- The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

Figure 16: Agent FATCA registration submit screen

9. Select “Generate Client Consent Letter” this will generate a Consent letter in respect of the registrations input for your client. This will be generated in PDF format. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage).

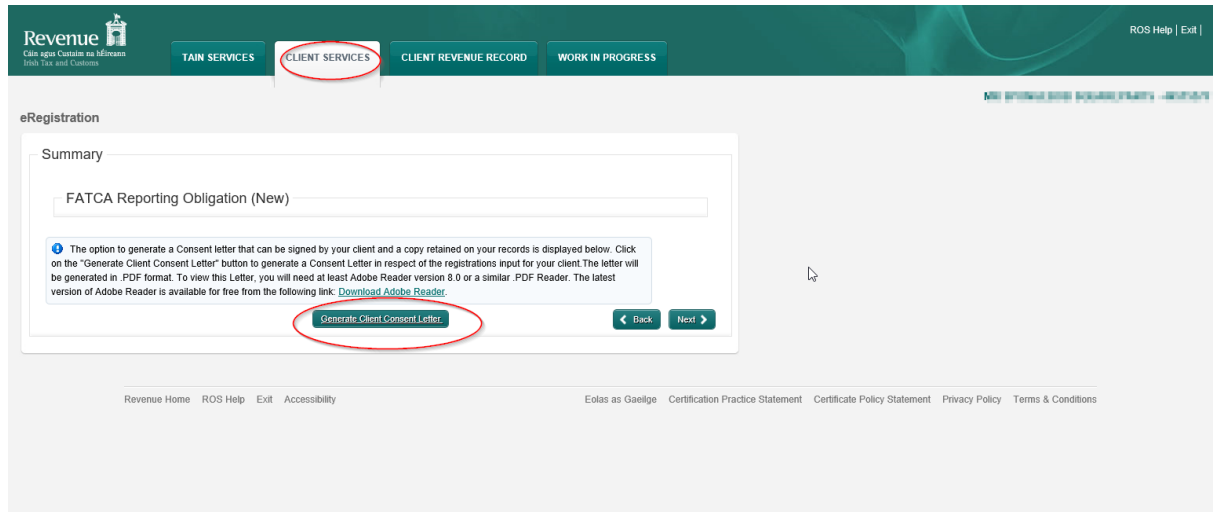


Figure 17: Agent generate client consent letter screen

 The image shows a preview of the Client Consent Letter document. At the top center is the Revenue logo with the text 'Revenue', 'Cáin agus Custaim na hÉireann', and 'Irish Tax and Customs'. Below the logo, the text reads: 'TEST TEST confirms that TEST (ABCDEF) is to act as the agent in respect of the following taxes.' This is followed by a large rectangular box containing the text: 'FATCA Reporting Obligation (New)' and 'Registration Commencement Date'. Below this box, the text reads: 'TEST TEST understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.' At the bottom, there is a line for the signature and date: 'Signed _____ (Agent) Date _____'.

Figure 18: Agent Client consent letter screen

This document opens in a separate browser for editing and saving to the Agent network/drive.

10. Once completed, click “Next”.

The screenshot shows the Revenue eRegistration interface. At the top, there is a navigation bar with the Revenue logo and four menu items: TAIN SERVICES, CLIENT SERVICES (highlighted with a red circle), CLIENT REVENUE RECORD, and WORK IN PROGRESS. Below the navigation bar, the page title is 'eRegistration'. The main content area is titled 'Summary' and contains a form for 'FATCA Reporting Obligation (New)'. A blue information box provides instructions on generating a consent letter. At the bottom of the form, there is a 'Generate Client Consent Letter' button, a 'Back' button, and a 'Next' button (highlighted with a red circle). The footer contains links for Revenue Home, ROS Help, Exit, Accessibility, and various policy statements.

Figure 19: Agent linking screen

11. To upload the completed Agent Link Notification Form on ROS, click “Browse” and locate the completed Agent Link Notification Form in the Agent network/drive. Tick the box “FATCA” and click “Next”.

**** Standard Agent link notification may also be uploaded****

The screenshot shows the Revenue eRegistration interface for uploading an agent link notification form. The navigation bar is the same as in Figure 19. The main content area is titled 'TAIN Link Attachment'. It contains instructions regarding the integrity and security of client records and provides a link for further information. A file upload section includes a 'File' input field and a 'Browse...' button (highlighted with a red circle). Below this, there is a checkbox labeled 'FATCA' (highlighted with a red circle). At the bottom of the form, there are 'Back' and 'Next' buttons (the 'Next' button is highlighted with a red circle). The footer contains the same links as in Figure 19.

Figure 20: Upload agent link notification form screen

12. Click “Sign and Submit”.

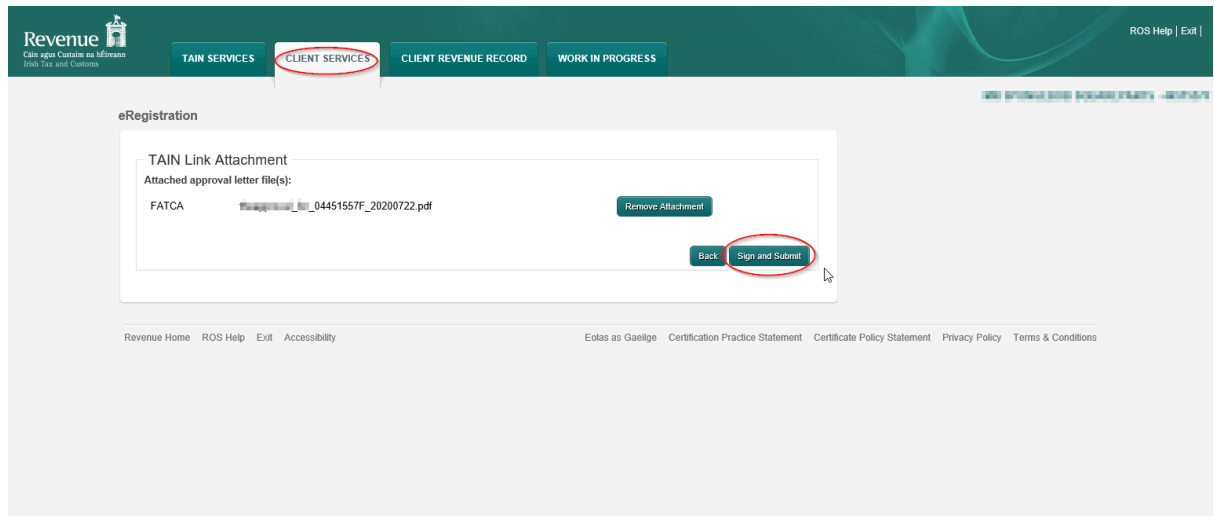


Figure 21: Agent link sign and submit screen

13. The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

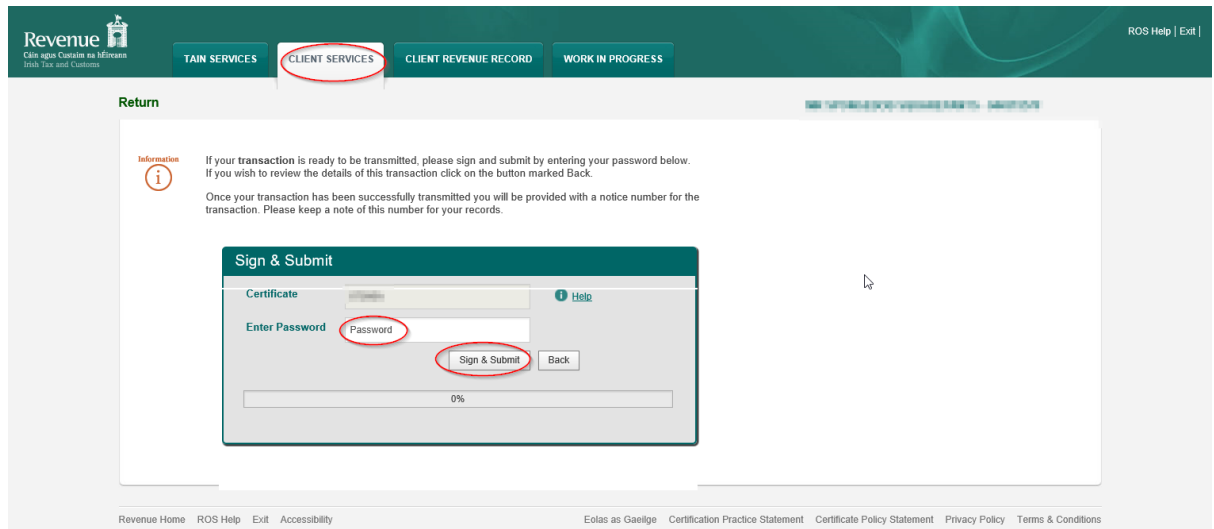


Figure 22: Agent sign and submit password screen

14. The Agent will receive a ROS Acknowledgement and a Notice Number which the Agent may wish to print for its records. Click "OK".

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TAIN SERVICES REVENUE RECORD PROFILE ADMIN SERVICES

ROS Help | Exit

ROS Acknowledgement

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client's ROS Inbox by clicking on the Client Revenue Record tab above.
A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue.
To file another Return click on Client Services tab.
To return to TAIN Services click on TAIN Services tab.

Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.

Notice Number **4544206190G**

eRegistration summary:

Action	Status	Comments
Register and Link FATCA	Success	

To return to TAIN Services click on TAIN Services tab. **OK**

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

Figure 23: Agent FATCA confirmation screen

15. The Agent will receive a new notification in the Client's Revenue Record to confirm the Customer has been registered for a FATCA Reporting Obligation. Click on the Notice Number for confirmation of the registration.

The screenshot shows the Revenue Record interface. At the top, there are navigation tabs: TAIN SERVICES, CLIENT SERVICES, CLIENT REVENUE RECORD (highlighted with a red circle), and WORK IN PROGRESS. The main content area displays a table of notices. The first row has a notice number 4926782967G circled in red. Below the table, there is a search bar and a 'Refresh inbox' button.

Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
4926782967G				Reporting Entity Registr	NA	24/06/2020
4599786141A				Tax Registration	NA	11/06/2020
5951466975N			DAC6	DAC6	NA	14/05/2020
5935369395R			DAC6	DAC6	NA	14/05/2020
4416363966C				Reporting Entity Registr	NA	13/05/2020
4832727933O				Reporting Entity Registr	NA	13/05/2020
557996296L			DAC6	DAC6	NA	13/05/2020
5396564663H			DAC6	DAC6	NA	13/05/2020
5901832133C			DAC6	DAC6	NA	13/05/2020

Figure 24: Agent Revenue Record screen

16. The following notice will appear which the Agent may wish to print for their records.

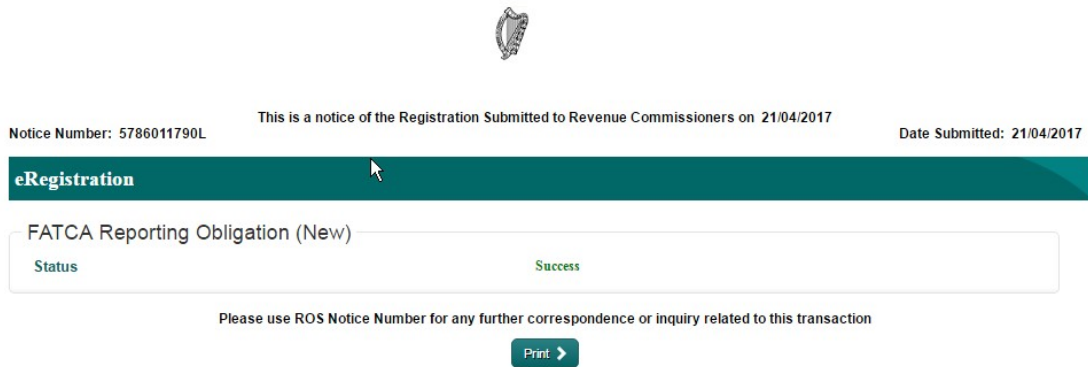


Figure 25: Agent link confirmation screen

- ❖ **After completion of this process, the agent should allow up to 3 working days for the FATCA reporting obligation to be registered.**

2.2 Agent linking to new Customers/Clients for Reporting Obligations

This section is to be used by Agents who wish to link to a Customer/Client to whom they are **not** already linked on ROS to carry out FATCA Reporting Obligations. Please note that in the example below, the Customer/Client is already registered on ROS for the FATCA Reporting Obligation. If an Agent wishes to link to a Customer/Client and the Customer/Client is not already registered for the FATCA Reporting Obligation, please refer to Section 2.1.

1. Agent logs onto ROS, access “Tain Services”.
2. Go to section “Manage Tax Registrations”.

The screenshot displays the Revenue ROS interface. At the top, the 'TAIN SERVICES' menu item is highlighted. Below it, the 'Find Clients' section allows users to search for clients by registration number or name. The 'Manage Tax Registrations' section, which is the focus of the figure, provides options to manage existing client registrations and register new revenue customers or reporting entities. The 'Properties' section offers tools to view and export property lists. The 'Upload Form(s) Completed Offline' section is for uploading tax returns. The 'Agent Employer Services' section includes links for requesting RPNs and submitting payroll. Finally, the 'Other Services' section provides access to various administrative functions like enquiries, P2C search, mobile access, and financial statement management.

Figure 26: Agent Manage Tax Registrations screen

- If an Agent wishes to register an existing Tax Registration for a Reporting Obligation, select “Tax Registrations” radio button, followed by “Tax Type” (choose existing tax type for Company), enter the “Tax Registration Number”, along with the “Name” and select “Manage Reporting Obligations” from the drop-down menu. To complete this step, click “Manage”.

The screenshot shows the 'Manage Tax Registrations' interface. On the left, under 'Manage Client Registrations', there are two radio buttons: 'Tax Registrations' (selected) and 'Reporting Obligations'. Below them is a dropdown menu labeled 'Select a tax type...' which is circled in red. To its right is an 'Enter registration no.' text box. Below that is an 'Enter name' text box. At the bottom left is a blue 'Manage' button with a right-pointing arrow, also circled in red. To the right of the 'Enter name' box is another dropdown menu labeled 'Select tax type...' with a search icon. The 'Manage Reporting Obligations' option in this dropdown is circled in red. On the right side of the screen, there is a section titled 'Register New Revenue Customer' with a blue button 'Register New Revenue Customer' and another blue button 'Register New Reporting Entity'.

Figure 27: Agent update Tax Registration screen

- Alternatively, if the Agent wishes to register an existing Reporting Entity for a Reporting Obligation, select the “Reporting Obligations” radio button, followed by the “Reporting Obligation Type”, enter the “Registration Number”, followed by the “Name”, and then select “Manage Reporting Obligations” from the drop-down menu. To complete this step, click “Manage”.

The screenshot shows the 'Manage Tax Registrations' interface. On the left, under 'Manage Client Registrations', there are two radio buttons: 'Tax Registrations' and 'Reporting Obligations' (selected). Below them is a dropdown menu labeled 'Select a reporting obli...' which is circled in red. To its right is an 'Enter registration no.' text box. Below that is an 'Enter name' text box. At the bottom left is a blue 'Manage' button with a right-pointing arrow, also circled in red. To the right of the 'Enter name' box is another dropdown menu labeled 'Select tax type...' with a search icon. The 'Manage Reporting Obligations' option in this dropdown is circled in red. On the right side of the screen, there is a section titled 'Register New Revenue Customer' with a blue button 'Register New Revenue Customer' and another blue button 'Register New Reporting Entity'.

Figure 28: Agent update Reporting Obligation screen

- Under Registration Options, click “Select Action” and “Link only to an existing registration”.

This option is applicable to an Agent wishing to link to a Customer/Client they are **not** currently linked to on ROS in order to manage a FATCA Reporting Obligation.

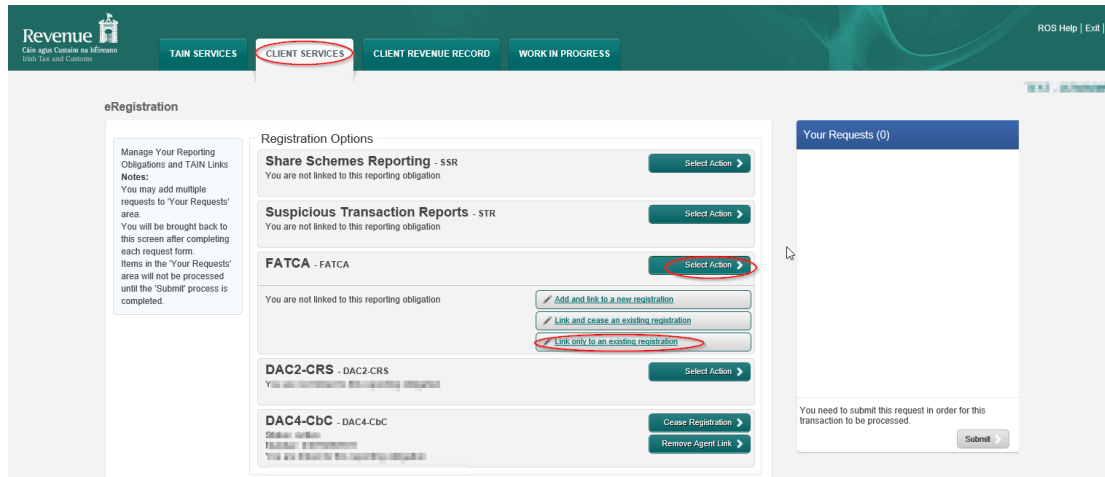


Figure 29: Agent registration option screen

- Click “Confirm”.

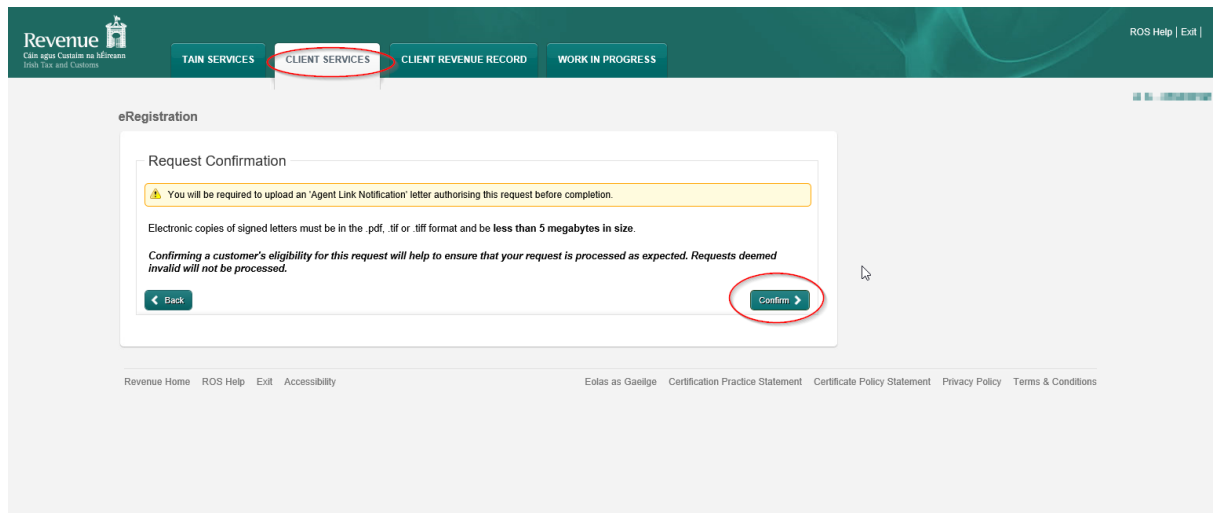


Figure 30: Agent registration request confirmation screen

7. Click “Submit”.

The screenshot shows the Revenue eRegistration interface. At the top, the 'CLIENT SERVICES' menu item is circled in red. The main content area is titled 'eRegistration' and contains several sections:

- Registration Options:** A list of reporting obligations with 'Select Action' buttons:
 - Share Schemes Reporting - SSR (You are not linked to this reporting obligation)
 - Suspicious Transaction Reports - STR (You are not linked to this reporting obligation)
 - FATCA - FATCA (Status: In Requests)
 - DAC2-CRS - DAC2-CRS (You are not linked to this reporting obligation)
 - DAC4-CbC - DAC4-CbC (You are not linked to this reporting obligation)
- Your Requests (1):** A panel showing a 'FATCA' request with a 'Cancel' button circled in red.
- Submit Button:** A 'Submit' button at the bottom right of the 'Your Requests' panel is circled in red.

At the bottom of the page, there are navigation links: Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaeilge, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

Figure 31: Agent submit registration screen

8. Click “Generate Client Consent Letter”, this action generates a letter for signing. Download and save for editing. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage). Once completed click “Next”.

The screenshot shows the Revenue eRegistration interface. At the top, the 'CLIENT SERVICES' menu item is circled in red. The main content area is titled 'eRegistration' and contains a 'Summary' section:

- Summary:**
 - FATCA Reporting Obligation (New)
 - Updated Agent Request Details: Tax Agent, Agent Link Authorisation Requested
- Generate Client Consent Letter:** A button circled in red, located below the summary information.
- Next Button:** A 'Next' button circled in red, located to the right of the 'Generate Client Consent Letter' button.

At the bottom of the page, there are navigation links: Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaeilge, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

Figure 32: Agent generate client consent letter screen



TEST confirms that **TEST** (████████) is to act as the agent in respect of the following taxes.

- **FATCA Reporting Obligation (New)** _____
Agent Link Authorisation Requested

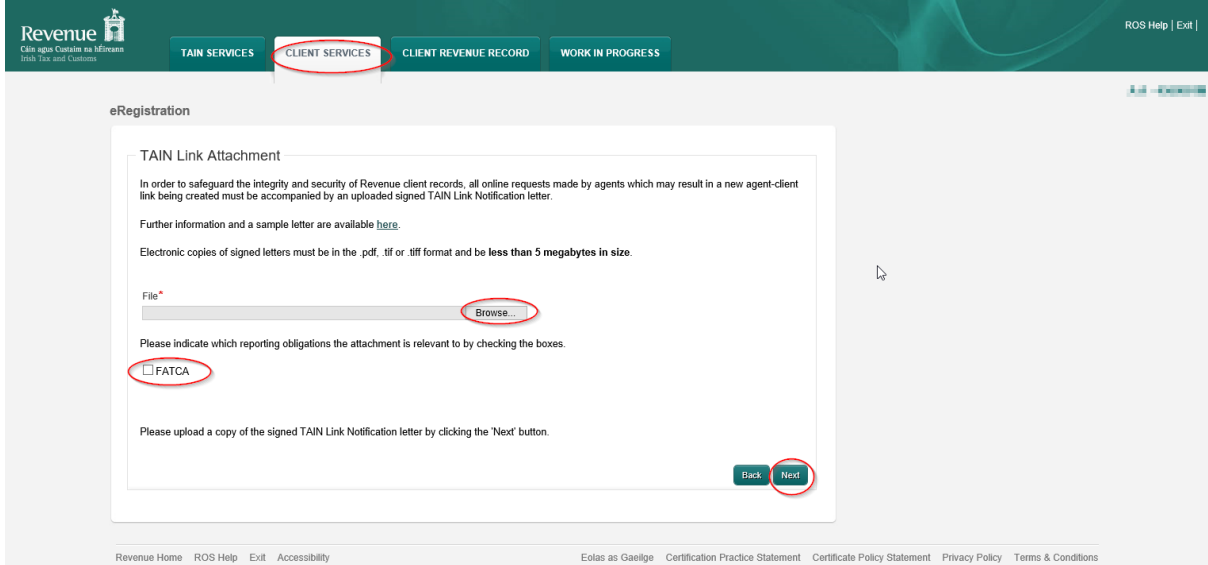
TEST understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed _____ (Agent) Date _____

Signed _____ (Client) Date _____

Figure 33: Agent Client consent letter document screen

9. Select “Browse” and upload the letter generated (or Agent Link Notification Form). Tick FATCA and click “Next”.



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TAIN SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

ROS Help | Exit

eRegistration

TAIN Link Attachment

In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed TAIN Link Notification letter.

Further information and a sample letter are available [here](#).

Electronic copies of signed letters must be in the .pdf, .tif or .tiff format and be less than 5 megabytes in size.

File*
Browse...

Please indicate which reporting obligations the attachment is relevant to by checking the boxes.

FATCA

Please upload a copy of the signed TAIN Link Notification letter by clicking the 'Next' button.

Back Next

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

Figure 34: Agent upload agent link documentation screen

10. Click “Sign and Submit”.

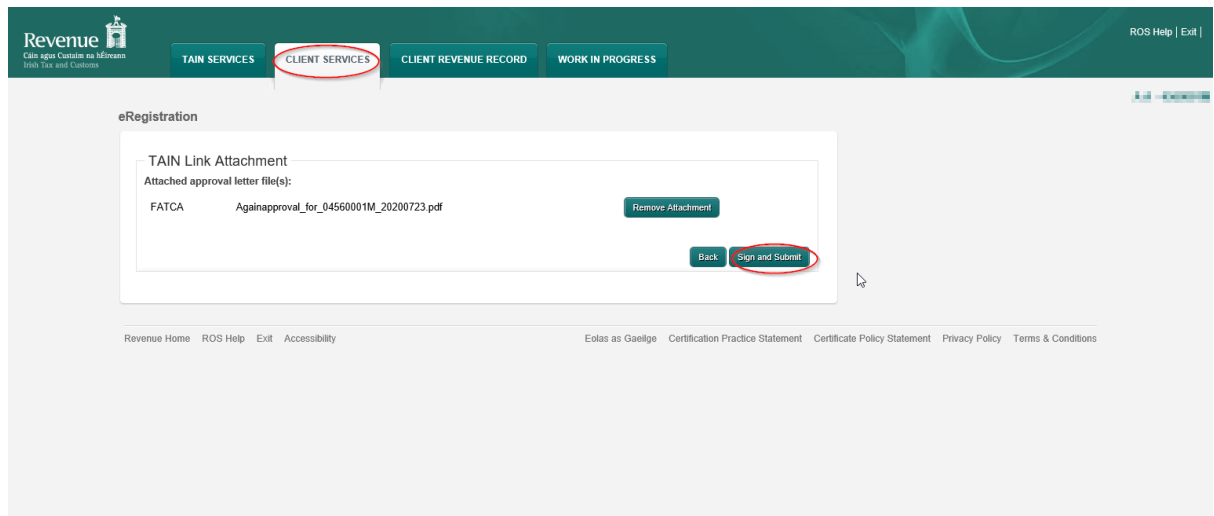


Figure 35: Agent sign and submit screen

11. The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

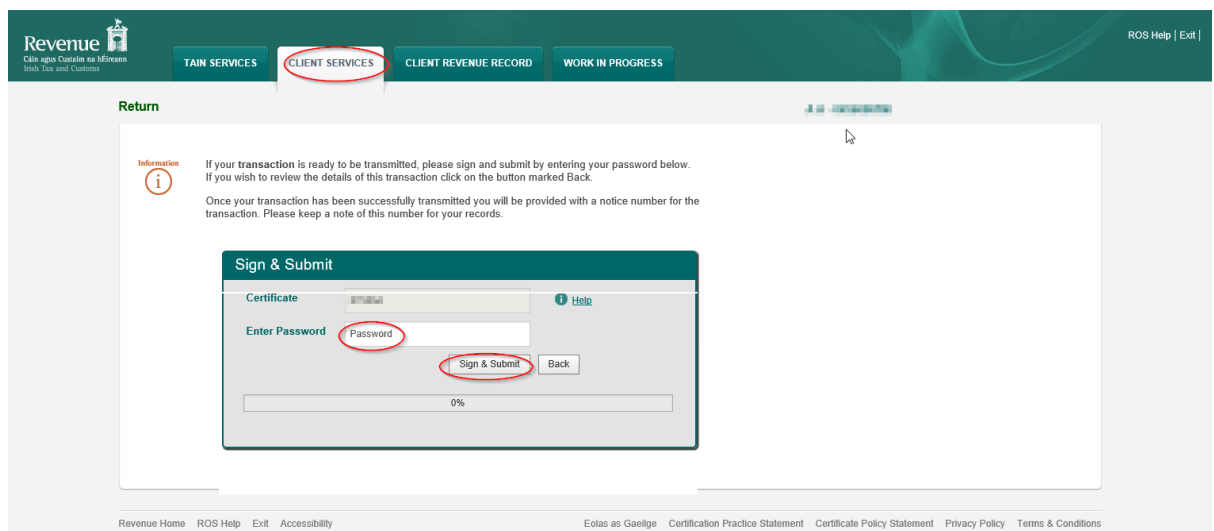


Figure 36: Agent sign and submit password screen

12. Allow up to 3 working days to update on ROS.

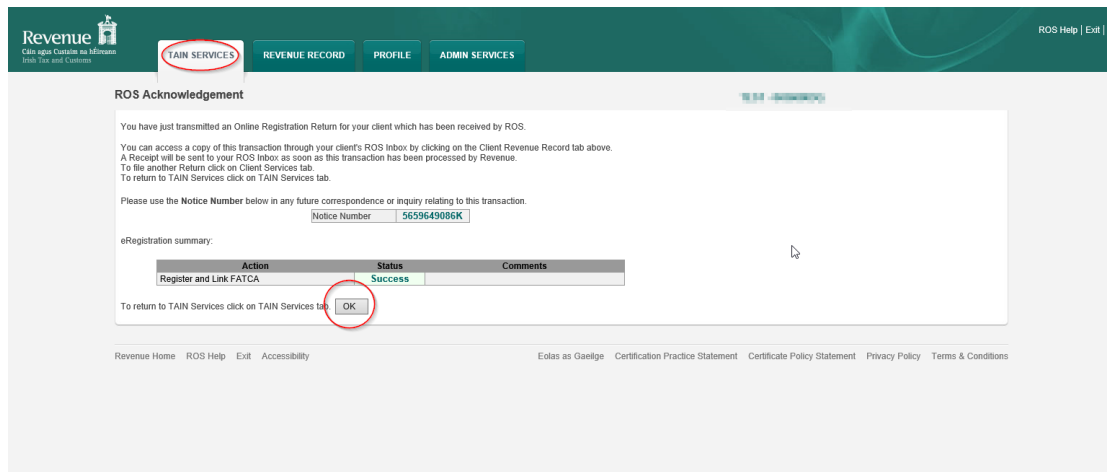


Figure 37: Agent ROS confirmation screen

13. The Agent will receive a new notification in the Revenue Record to confirm the Agent link. Click on the Notice Number for confirmation of the registration.

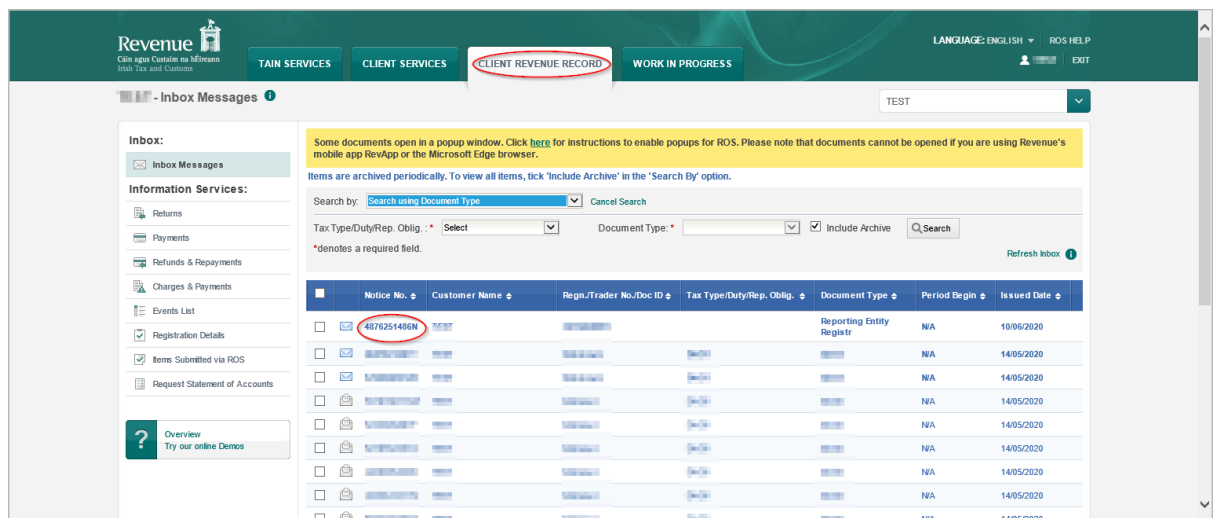


Figure 38: Agent Revenue Record screen

- 14. The following notice will appear which the Agent may wish to print for their records.

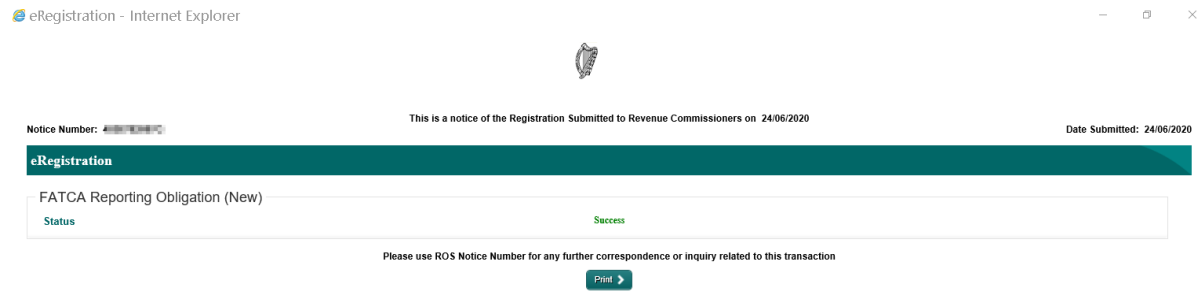


Figure 39: Agent confirmation screen

- ❖ **After completion of this process, the agent should allow up to 3 working days to update.**

3. Section 3 – Customer Submitting FATCA Returns

The following section details how Customers upload FATCA returns on ROS. Section 3.1 details uploading Nil FATCA returns, Section 3.2 details uploading XML files.

XML Nil Returns may also be uploaded. Please refer to [FATCA XML Schema Guide \(V2.0\)](#)

3.1 Customer Submitting Nil FATCA Return.

1. Customer logs on to ROS, under “Upload Form(s) Completed Off-Line” select “FATCA” from the drop-down list. Click “Upload Return”.

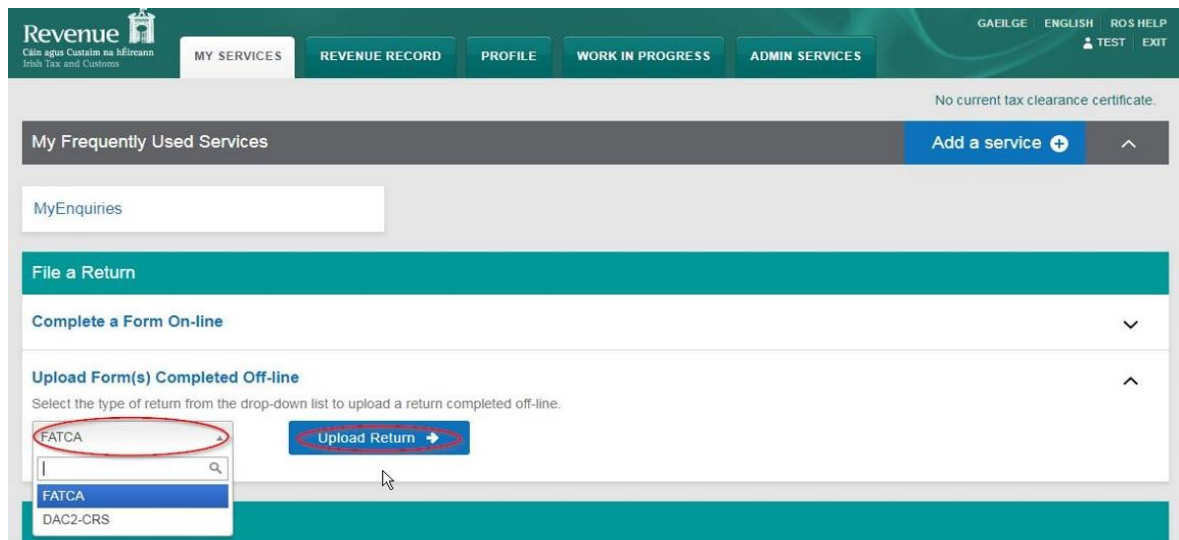


Figure 40: Customer upload FATCA return screen

The ROS upload screen is then presented to the user. If the user wishes to make an election under Regulation 6(2) of the Financial Accounts Reporting Regulations 2014, they should ensure that the check box at the top of the screen is selected.¹ This checkbox is also relevant for selection of the Nil return option.

2. Tick election box if applicable. Click "Submit Nil Return".

Figure 41: Customer submit Nil return screen

¹ Further information on the relevant thresholds that can be applied in respect of FATCA are set out in the Tax and Duty Manual (TDM) [Part 38-03-22](#) FATCA guidance notes.

- Information for the nil return will be auto generated from registration as shown below. Select “Address Country Code” from the drop-down list. (This is a mandatory field). Tick “I wish to submit a nil-return based on the above details”. Click “Submit”.

Revenue auto-generated nil-return facility

This facility provides Reporting Financial Institutions (FIs) with a simple option to submit a nil-return in the case where they have no reportable accounts for the given Reporting Period. This facility automatically generates a nil-return on behalf of the FI, based on the submission date and the customer registration details as set out below. FIs may also use the File Upload option to submit a nil-return in XML format as an alternative to this facility should they wish, or should the auto-generated details not suit their needs.

The following details will be used to automatically generate a nil-return on your behalf.

Global Intermediary Identification Number: [Input field]

Reporting Period Start Date: 01-01-2018

Reporting Period End Date: 31-12-2018

Country of Tax Residence: Ireland

Name: [Input field]

*** Filer Category:** Please Select

*** Address CountryCode:** Please Select

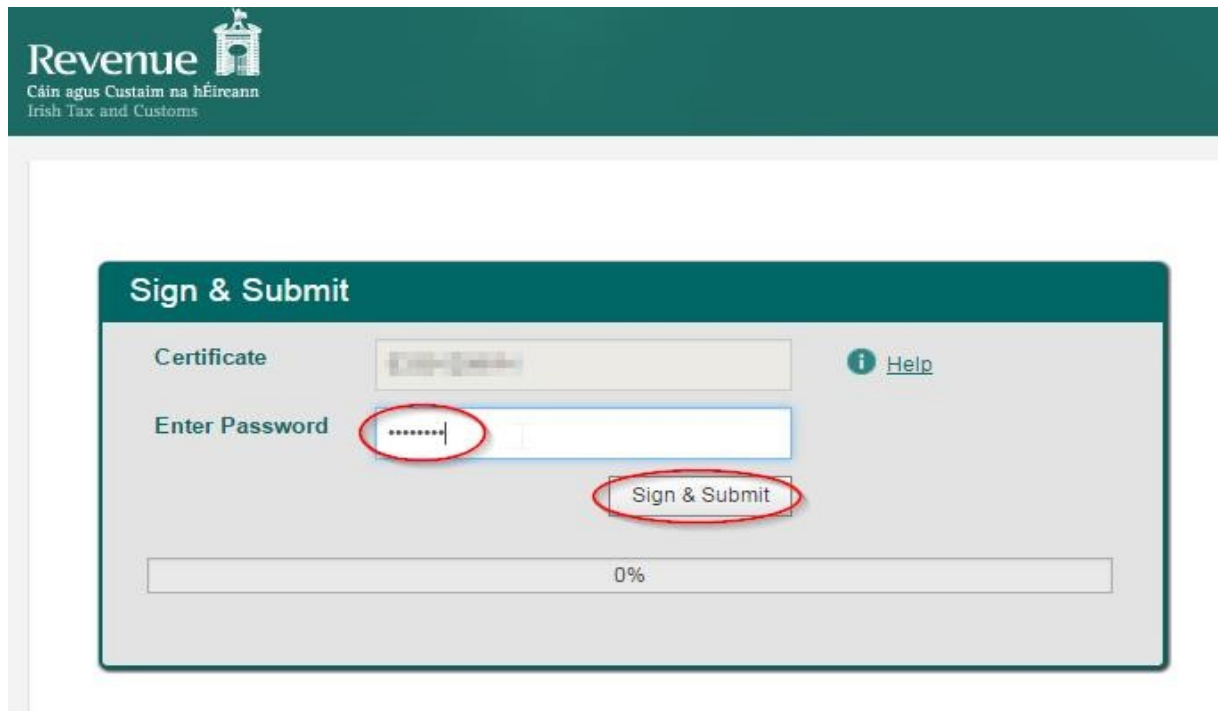
Address: [Input field]

I wish to submit a nil-return based on the above details.

Back **Submit**

Figure 42: Customer Nil return auto populated screen

4. Enter Password, click “Sign and Submit”.



The screenshot shows the Revenue 'Sign & Submit' interface. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann' and 'Irish Tax and Customs'. The main heading is 'Sign & Submit'. Below this, there is a 'Certificate' field, a 'Help' link, and an 'Enter Password' field. The password field contains several dots and is circled in red. Below the password field is a 'Sign & Submit' button, also circled in red. At the bottom, there is a progress bar showing 0%.

Figure 43: Customer sign and submit screen

5. The following confirmation screen is shown. Click “Go to ROS” to return to Revenue Record.



The screenshot shows the Revenue 'FATCA Nil Return' confirmation screen. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann' and 'Irish Tax and Customs'. The main heading is 'FATCA Nil Return'. Below this, the text reads: 'Thank you. Your FATCA Nil Return has been submitted.' Below this, it says: 'Please check your ROS Revenue Record shortly for confirmation. See Notice No.: 4007362182.' At the bottom, there is a blue button labeled 'Go to ROS →', which is circled in red.

Figure 44: Customer Nil return confirmation screen

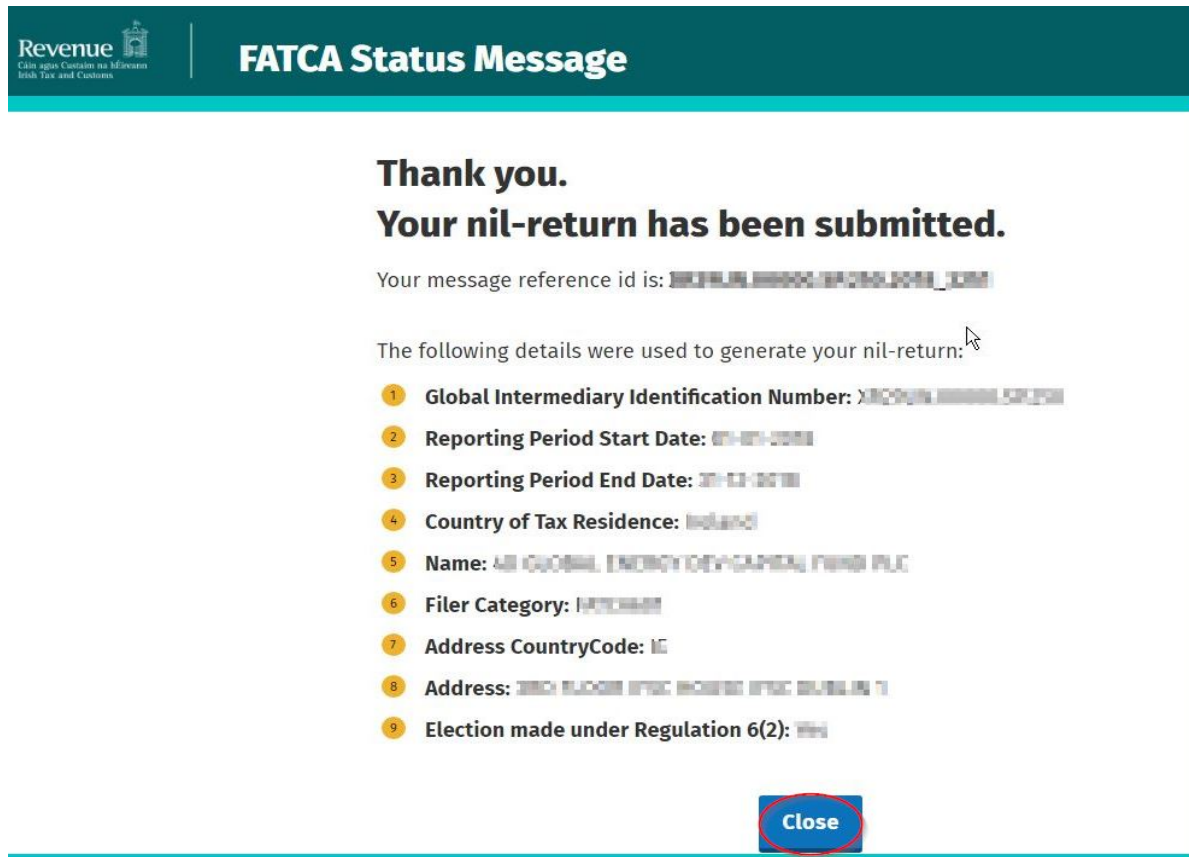
6. The Customer will receive a new notification in the Revenue Record to confirm they have submitted a FATCA Nil Return. Click on the Notice Number for confirmation of the Nil Return submitted.

The screenshot displays the Revenue Record interface. At the top, the Revenue logo and navigation tabs (MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, ADMIN SERVICES) are visible. The REVENUE RECORD tab is selected. Below the navigation, there is a search and filter section with a table of documents. The first document in the table has a Notice No. of 59939916730, which is circled in red. The table columns are: Notice No., Customer Name, Regn./Trader No./Doc ID, Tax Type/Duty/Rep. Oblig., Document Type, Period Begin, and Issued Date. Below the table, there are buttons for Archive, Export, and Print, and a pagination control.

Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
59939916730	[REDACTED]	[REDACTED]	FATCA	FATCA	NA	24/06/2020
4242399549J	[REDACTED]	[REDACTED]		Reporting Entity Registr	NA	23/06/2020

Figure 45: Customer Revenue Record screen

7. Click "Close" to return to Revenue Record.



Revenue
Chúigean Coimisin na Mearcairí
Irish Tax and Customs

FATCA Status Message

Thank you.
Your nil-return has been submitted.

Your message reference id is: **XXXXXXXXXXXXXXXXXXXX**

The following details were used to generate your nil-return:

- 1 **Global Intermediary Identification Number:** XXXXXXXXXXXXXXXXXXXX
- 2 **Reporting Period Start Date:** 01-01-2018
- 3 **Reporting Period End Date:** 31-12-2018
- 4 **Country of Tax Residence:** Ireland
- 5 **Name:** ABC GLOBAL ENERGY DEV-CAPITAL FUND PLC
- 6 **Filer Category:** INTERMEDI
- 7 **Address CountryCode:** IE
- 8 **Address:** 1234 BLK001 ST01C MOORE ST01C DUBLIN 7
- 9 **Election made under Regulation 6(2):** YES

Close

Figure 46: Customer return status message screen

3.2 Customer Submitting FATCA XML File²

For efficient processing, it is recommended that individual FATCA XML files should not exceed 10MB in size. The absolute maximum file size is 30MB or 20,000 records. A file size of greater than 30MB or 20,000 records will be rejected by ROS.

1. Customer logs on to ROS, under “Upload Form(s) Completed Off-Line” select “FATCA” from the drop-down list. Click “Upload Return”.

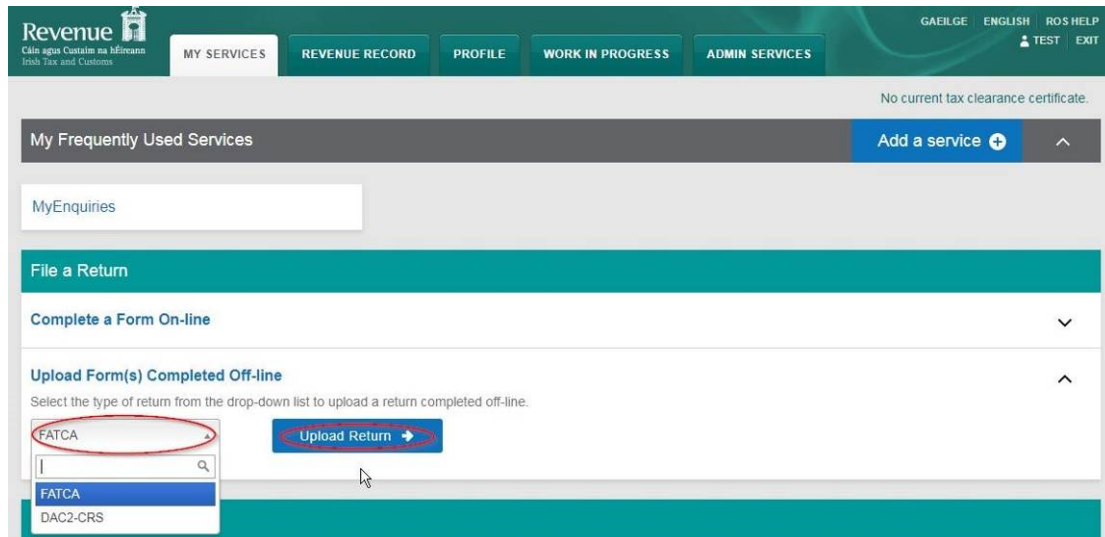


Figure 47: Customer upload return screen

² Further information on the [FATCA XML Schema Guide \(V2.0\)](#).

The ROS upload screen is then presented to the user. If the user wishes to make an election under Regulation 6(2) of the Financial Accounts Reporting Regulations 2014, they should ensure that the check box at the top of the screen is selected.³ This checkbox is also relevant for the selection of the Nil return option.

2. Tick election box if applicable. Click “Add File”, select file from computer storage. Enter ROS password and click “Upload File”.

The screenshot shows the 'ROS Upload' interface. At the top, there is a navigation bar with 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The main content area includes a checkbox for 'Election made under Regulation 6(2) of Financial Accounts Reporting (United States of America) Regulations 2014'. Below this is a file upload area with an 'Add File(s)' button and a 'Remove All' button. To the right, there are instructions for uploading FATCA files and a 'Submit Nil Return' button. At the bottom, there is a password field labeled 'Enter your password: *' and an 'Upload File(s)' button. A progress bar shows 0% completion.

Figure 48: Customer add file screen

3. The following confirmation screen appears. Click “Finished”. The Customer is directed back to My Services page.

The screenshot shows the 'ROS Upload' confirmation screen. It displays a message: 'Thank you for your submission. The following files were uploaded successfully. Please check your ROS inbox shortly for confirmation.' Below this is a table with the following data:

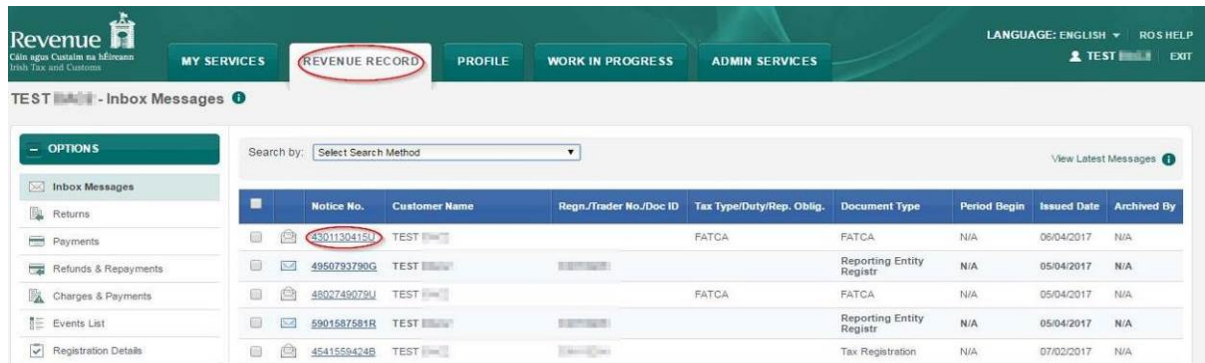
File	Status	Document ID
FATCA-Carrt.xml	UPLOADED	4711575587

At the bottom of the table, there are two buttons: 'Upload more files' and 'Finished'.

Figure 49: Customer ROS upload confirmation screen

³ Further information on the relevant thresholds that can be applied in respect of FATCA are set out in the TDM [Part 38-03-22](#) FATCA guidance notes.

- The Customer will receive a new notification in the Revenue Record to confirm the successful file submission. Click on the Notice Number for confirmation of the file upload.



Revenue
Cáin agus Cúistiam na hÉireann
Irish Tax and Customs

MY SERVICES **REVENUE RECORD** PROFILE WORK IN PROGRESS ADMIN SERVICES

LANGUAGE: ENGLISH | ROS HELP | TEST | EXIT

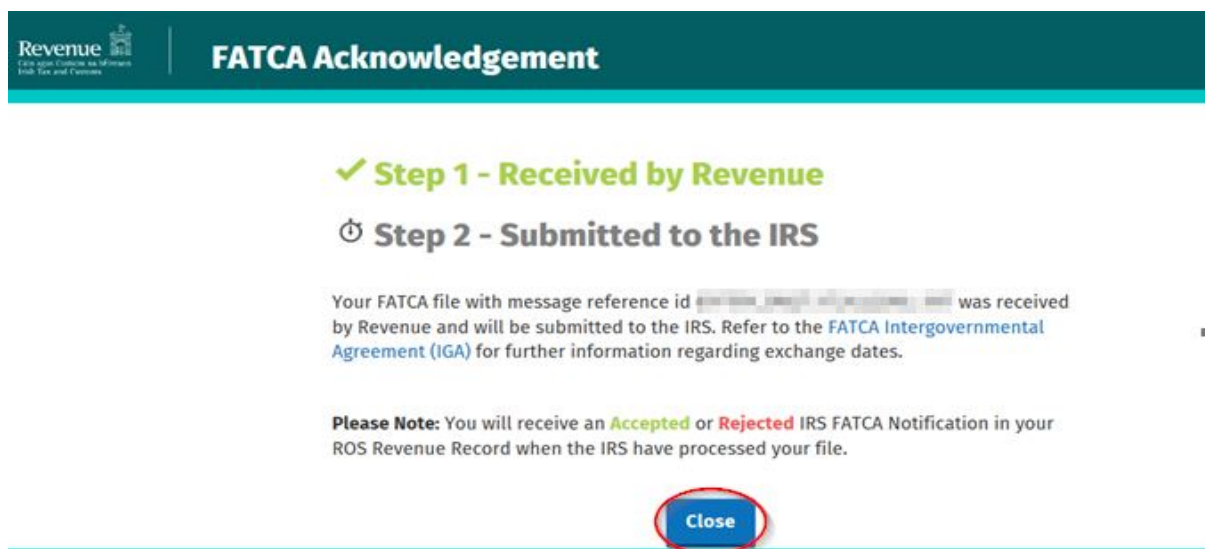
TEST - Inbox Messages

Search by: Select Search Method View Latest Messages

Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date	Archived By
4301130415U	TEST		FATCA	FATCA	N/A	06/04/2017	N/A
4860793790G	TEST			Reporting Entity Registr	N/A	05/04/2017	N/A
4802745075GJ	TEST		FATCA	FATCA	N/A	05/04/2017	N/A
5901587581R	TEST			Reporting Entity Registr	N/A	05/04/2017	N/A
4541556424B	TEST			Tax Registration	N/A	07/02/2017	N/A

Figure 50: Customer Revenue Record screen

- Click "Close" to exit and return to Revenue Record screen.



Revenue
Cáin agus Cúistiam na hÉireann
Irish Tax and Customs

FATCA Acknowledgement

✓ **Step 1 - Received by Revenue**

⌚ **Step 2 - Submitted to the IRS**

Your FATCA file with message reference id [REDACTED] was received by Revenue and will be submitted to the IRS. Refer to the [FATCA Intergovernmental Agreement \(IGA\)](#) for further information regarding exchange dates.

Please Note: You will receive an **Accepted** or **Rejected** IRS FATCA Notification in your ROS Revenue Record when the IRS have processed your file.

Close

Figure 51: Customer FATCA acknowledgement screen

7. Following exchange of the FATCA file with the IRS, a notification is displayed detailing successful acceptance of the FATCA file by the IRS. Click “Close” to return to the My Services screen.

Revenue
Cuidamos tu negocio
con el mejor servicio al cliente

IRS FATCA Notification

✓ **Step 1 - Received by Revenue**

✓ **Step 2 - Accepted by the IRS**

Your FATCA file with message reference id [REDACTED] has been **ACCEPTED** by the **IRS**. Please see details below.

FATCA Notification sent by the **IRS** on 31/10/2018

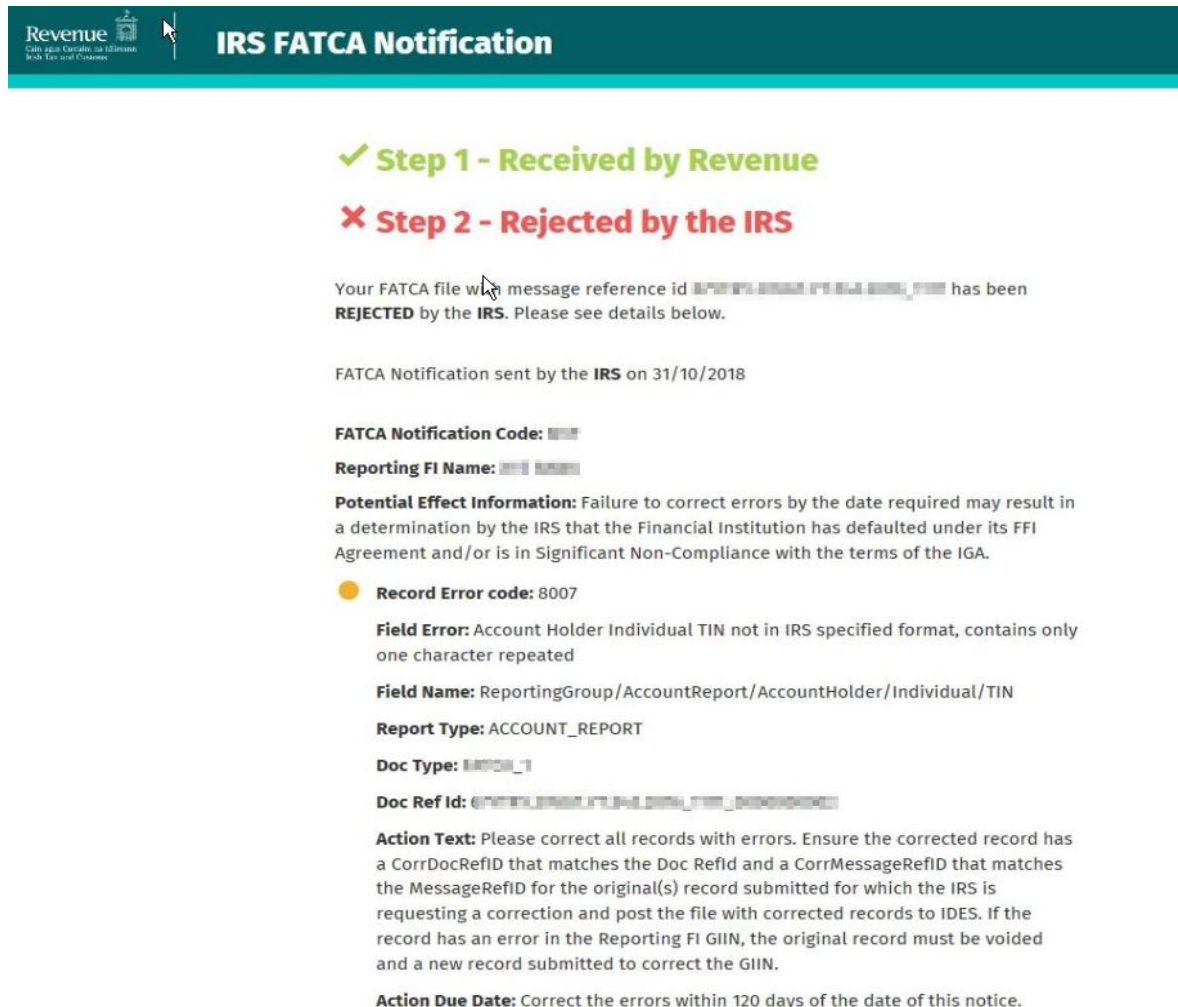
FATCA Notification Code: NVF
File Type: NEW
Financial Institution Count: 1
Record Count: 1
Duplicate Account report Count: 0
Non-Duplicate Account report Count: 1
Pooled report Count: 0

Close

Figure 53: Customer FATCA acknowledgement screen

8. Following exchange of the FATCA file with the IRS, if a notification is displayed detailing that the FATCA file has been rejected by the IRS, the user should return to the My Services screen, rectify the issues outlined and subsequently re-submit the XML file.

Each error also contains an instruction stating: “**Action Due Date:** Correct the errors within 120 days of the date of this notice.”



Revenue
Cato ager Caratio in Edmann
Web Tax and Customs

IRS FATCA Notification

✓ **Step 1 - Received by Revenue**

✗ **Step 2 - Rejected by the IRS**

Your FATCA file with message reference id [REDACTED] has been **REJECTED** by the **IRS**. Please see details below.

FATCA Notification sent by the **IRS** on 31/10/2018

FATCA Notification Code: [REDACTED]

Reporting FI Name: [REDACTED]

Potential Effect Information: Failure to correct errors by the date required may result in a determination by the IRS that the Financial Institution has defaulted under its FFI Agreement and/or is in Significant Non-Compliance with the terms of the IGA.

● **Record Error code: 8007**

Field Error: Account Holder Individual TIN not in IRS specified format, contains only one character repeated

Field Name: ReportingGroup/AccountReport/AccountHolder/Individual/TIN

Report Type: ACCOUNT_REPORT

Doc Type: [REDACTED]

Doc Ref Id: [REDACTED]

Action Text: Please correct all records with errors. Ensure the corrected record has a CorrDocRefID that matches the Doc Refid and a CorrMessageRefID that matches the MessageRefID for the original(s) record submitted for which the IRS is requesting a correction and post the file with corrected records to IDES. If the record has an error in the Reporting FI GIIN, the original record must be voided and a new record submitted to correct the GIIN.

Action Due Date: Correct the errors within 120 days of the date of this notice.

Figure 54: Customer FATCA acknowledgement screen

4. Section 4 – Agent Submitting FATCA Returns

The following section details how Agents upload FATCA returns on ROS.

Section 4.1 details uploading NIL FATCA return, Section 4.2 details uploading XML Data returns.

XML Nil Returns may also be uploaded. Please refer to [FATCA XML Schema Guide \(V2.0\)](#)

4.1 Agent Submitting Nil FATCA Return.

1. Agent logs on to ROS, search for Client using Client Search or Client List.

“Reporting Obligations” must be ticked.

Figure 55: Agent Client search screen

2. In the section marked “Upload Form(s) Completed Off-Line”, select FATCA from the dropdown list and click “Upload Return”.

Figure 56: Agent FATCA file upload screen

The ROS upload screen is then presented to the user. If the user wishes to make an election under Regulation 6(2) of the Financial Accounts Reporting Regulations 2014, they should ensure that the check box at the top of the screen is selected.⁴ This checkbox is also relevant for the selection of the Nil return option.

3. Tick election box if applicable. Click “Submit Nil Return”.

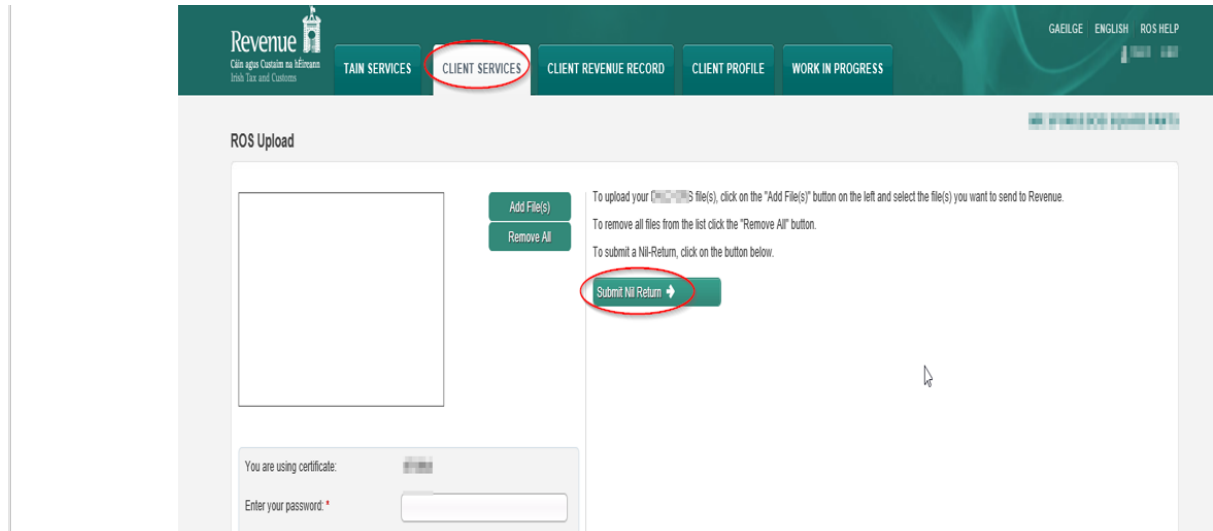


Figure 57: Agent FATCA add file screen

⁴ Further information on the relevant thresholds that can be applied in respect of FATCA are set out in the TDM [Part 38-03-22](#) FATCA guidance notes

- Information for the Nil return will be auto generated from registration as shown below. Select Filer Category from drop-down list. Select "Address Country Code" from drop-down list. (These are mandatory fields). Tick "I wish to submit a nil-return based on the above details". Click "Submit".

Revenue
The Revenue Commissioners
100, The Strand, Dublin 2

FATCA Nil Return

Revenue auto-generated nil-return facility

This facility provides Reporting Financial Institutions (FIs) with a simple option to submit a nil-return in the case where they have no reportable accounts for the given Reporting Period. This facility automatically generates a nil-return on behalf of the FI, based on the submission date and the customer registration details as set out below. FIs may also use the File Upload option to submit a nil-return in XML format as an alternative to this facility should they wish, or should the auto-generated details not suit their needs.

The following details will be used to automatically generate a nil-return on your behalf:

Global Intermediary Identification Number: [REDACTED]

Reporting Period Start Date: 01-01-2018

Reporting Period End Date: 31-12-2018

Country of Tax Residence: Ireland

Name: [REDACTED]

*** Filer Category:** Please Select

*** Address CountryCode:** Please Select

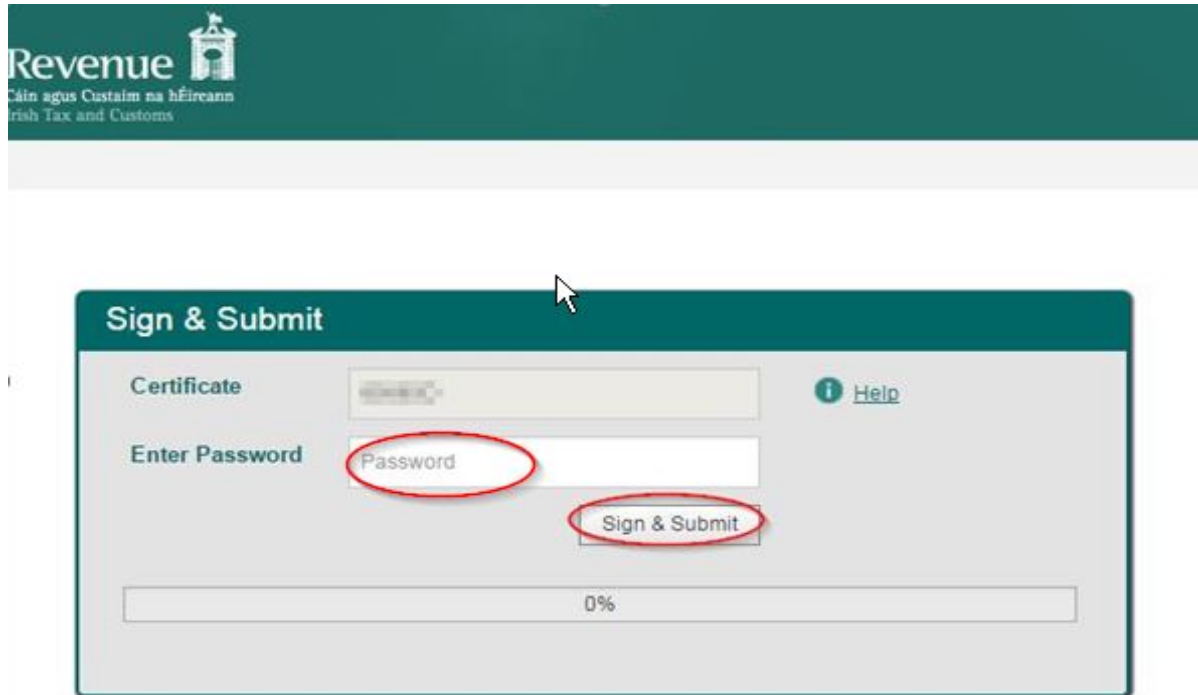
Address: [REDACTED]

I wish to submit a nil-return based on the above details.

Back **Submit**

Figure 58: FATCA Nil return auto populated screen

5. Enter ROS Password and click “Sign & Submit”.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Sign & Submit

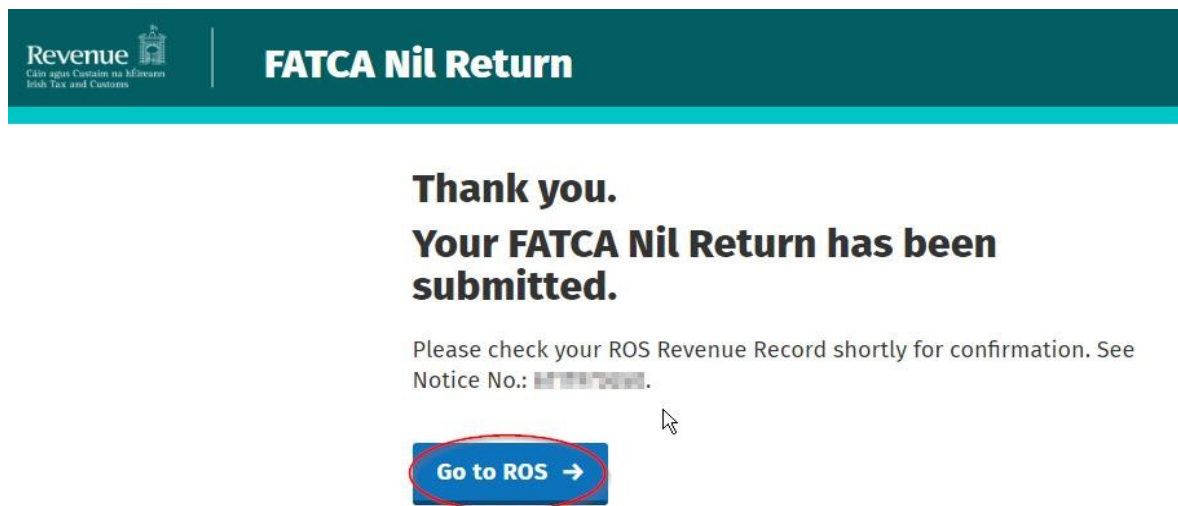
Certificate [Help](#)

Enter Password

0%

Figure 59: Agent sign and submit screen

6. Click “Go to ROS” to return to Client Services page.



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

FATCA Nil Return

Thank you.
Your FATCA Nil Return has been submitted.

Please check your ROS Revenue Record shortly for confirmation. See Notice No.: [XXXXXXXXXX](#).

Figure 60: Agent file submitted confirmation screen

4.2 Agent Submitting FATCA XML File⁵

For efficient processing, it is recommended that individual FATCA XML files should not exceed 10MB in size. The absolute maximum file size is 30MB or 20,000 records. A file size of greater than 30MB or 20,000 records will be rejected by ROS.

1. Agent logs on to ROS, search for Client using Client Search or Client List.

” Reporting Obligations” must be ticked.

The screenshot shows the 'Find Clients' interface. At the top, the 'CLIENT SERVICES' tab is active. Below it, the 'Client Search' section has two radio buttons: 'Tax Registrations' and 'Reporting Obligations', with the latter selected. A dropdown menu is set to 'FATCA'. Below this is an input field for 'Enter registration no.' and a 'Search' button. To the right, the 'Your Client List' section has 'View Client List' and 'Export Client List' buttons. Further right, the 'Last 10 Clients Accessed' section shows a list of client names.

Figure 63: Agent Client list screen

2. In the section marked “Upload Form(s) Completed Off-Line”, select FATCA from the dropdown list and click “Upload Return”.

The screenshot shows the 'File a Return' interface. The 'CLIENT SERVICES' tab is active. Under the 'Upload Form(s) Completed Offline' section, there is a dropdown menu set to 'FATCA' and an 'Upload Return' button. The text above the dropdown says 'Select the type of return from the drop-down list to upload a return completed offline.'

Figure 64: Agent Upload return screen

⁵ Further information on the [FATCA XML Schema Guide \(V2.0\)](#).

The ROS upload screen is then presented to the user. If the user wishes to make an election under Regulation 6(2) of the Financial Accounts Reporting Regulations 2014, they should ensure that the check box at the top of the screen is selected.⁶ This checkbox is also relevant for the selection of the Nil return option.

3. Tick election box if applicable. Click “Add File”, select file from computer storage. Enter ROS Password and click “Upload File”.

The screenshot shows the 'ROS Upload' interface. At the top, there is a navigation bar with 'CLIENT SERVICES' highlighted. Below this, a message states: 'Election made under Regulation 6(2) of Financial Accounts Reporting (United States of America) Regulations 2014. Check here if you wish to make election.' A checkbox is present next to this message. Below the message is a large empty box for file uploads, with 'Add File(s)' and 'Remove All' buttons. To the right, instructions state: 'To upload your FATCA file(s), click on the "Add File(s)" button on the left and select the file(s) you want to send to Revenue. To remove all files from the list click the "Remove All" button. To submit a Nil-Return, click on the button below.' A 'Submit Nil Return' button is visible. At the bottom, there is a section for 'You are using certificate:' with a password field and 'Cancel' and 'Upload File(s)' buttons. A progress bar shows '0%'.

Figure 65: Agent add file screen

4. The following confirmation screen appears. Click “Finished”. The Agent is directed back to Client Services page.

The screenshot shows the 'ROS Upload' confirmation screen. It displays a message: 'Thank you for your submission. The following files were uploaded **successfully**. Please check your ROS inbox shortly for confirmation.' Below this is a table with the following data:

File	Status	Document ID
newnilfireport.xml	UPLOADED	5552032569

At the bottom of the table, there is an 'Upload more files' button and a 'Finished' button, which is circled in red.

Figure 66: Agent ROS upload confirmation screen

⁶ Further information on the relevant thresholds that can be applied in respect of FATCA are set out in the TDM [Part 38-03-22](#) FATCA guidance notes.

- The agent will receive a new notification in the Client Revenue Record to confirm the successful file submission. Click on the Notice Number for confirmation of the file upload.

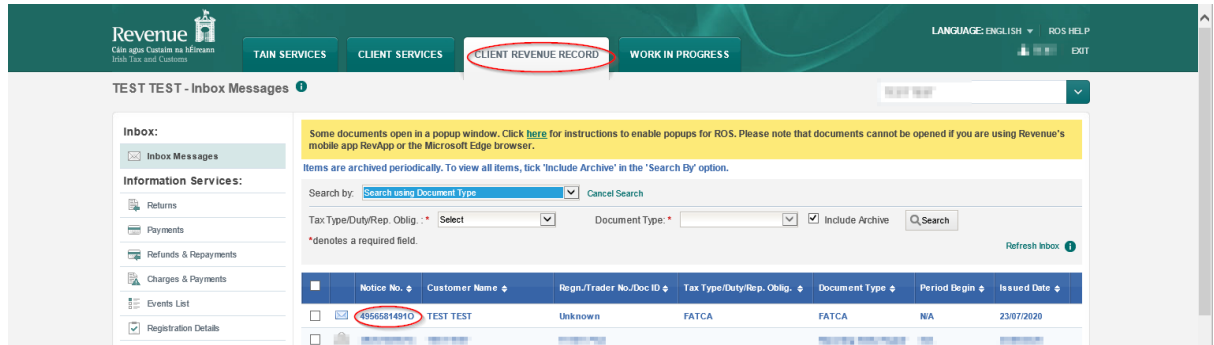


Figure 67: Agent Revenue Record screen

- The following notice appears which the Agent may wish to print for their records. Click “Close” to exit and return to Client Revenue Record screen.

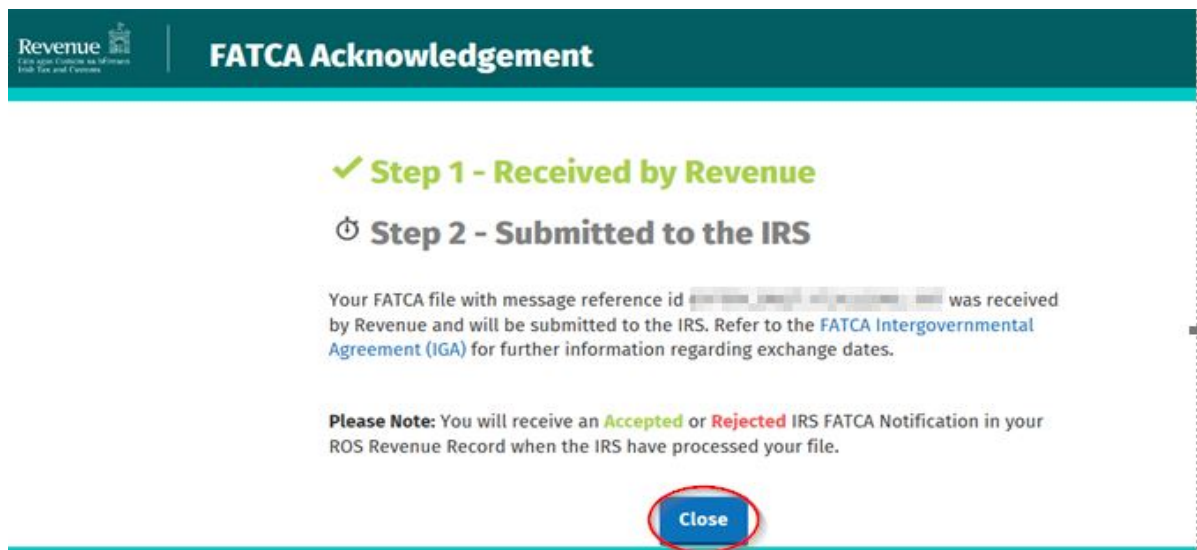
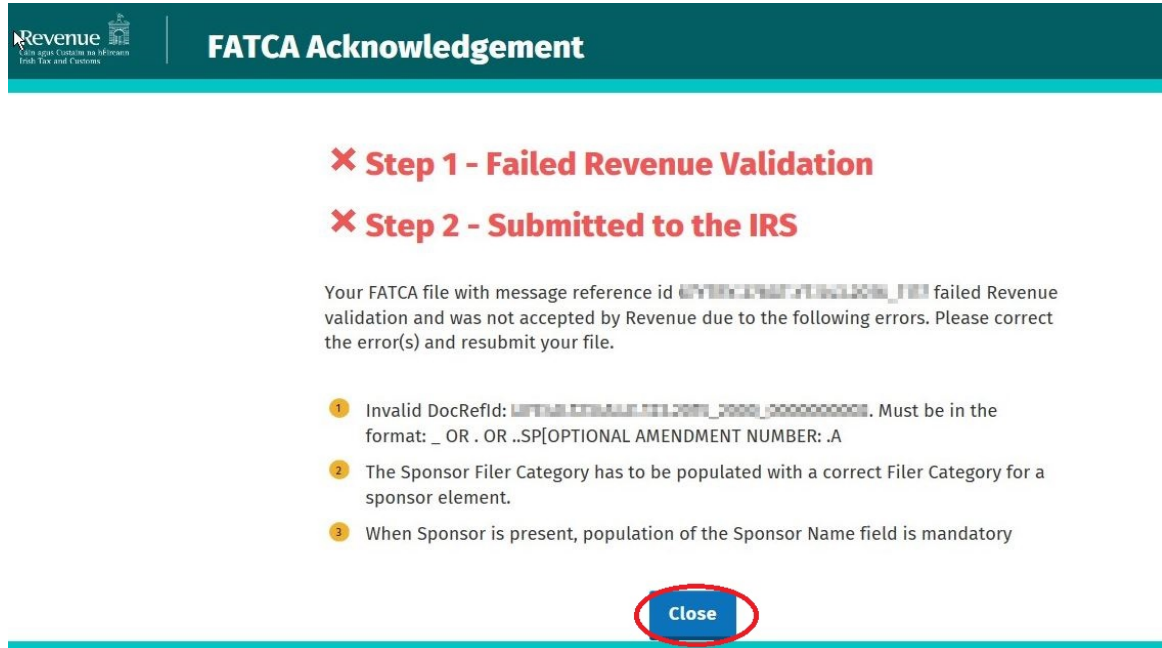


Figure 68: Agent FATCA acknowledgement screen

7. Where a FATCA file submission fails, the screen at Figure 69 will be presented. As ROS uses real time validation, files are checked during upload and errors encountered are reflected in the Revenue Record. When this message appears on screen, Click “Close” to return to Tain Services screen in order to rectify the issues outlined and re-submit the XML file subsequent to correction.



Revenue
Táinig againn le cur le tacaíocht ar na tairníochtaí
Irish Tax and Customs

FATCA Acknowledgement

✘ Step 1 - Failed Revenue Validation

✘ Step 2 - Submitted to the IRS

Your FATCA file with message reference id `6P78KCP6ATJ7E8L2L2006_1781` failed Revenue validation and was not accepted by Revenue due to the following errors. Please correct the error(s) and resubmit your file.

- 1 Invalid DocRefId: `6P78KCP6ATJ7E8L2L2006_1781_0000000000`. Must be in the format: `_OR . OR .SP[OPTIONAL AMENDMENT NUMBER: .A`
- 2 The Sponsor Filer Category has to be populated with a correct Filer Category for a sponsor element.
- 3 When Sponsor is present, population of the Sponsor Name field is mandatory

Close

Figure 69: Agent FATCA acknowledgement screen

8. Following exchange of the FATCA file with the Internal Revenue Service (IRS), a notification is displayed detailing successful acceptance of the FATCA file by the IRS. Click “Close” to return to the Tain Services screen.

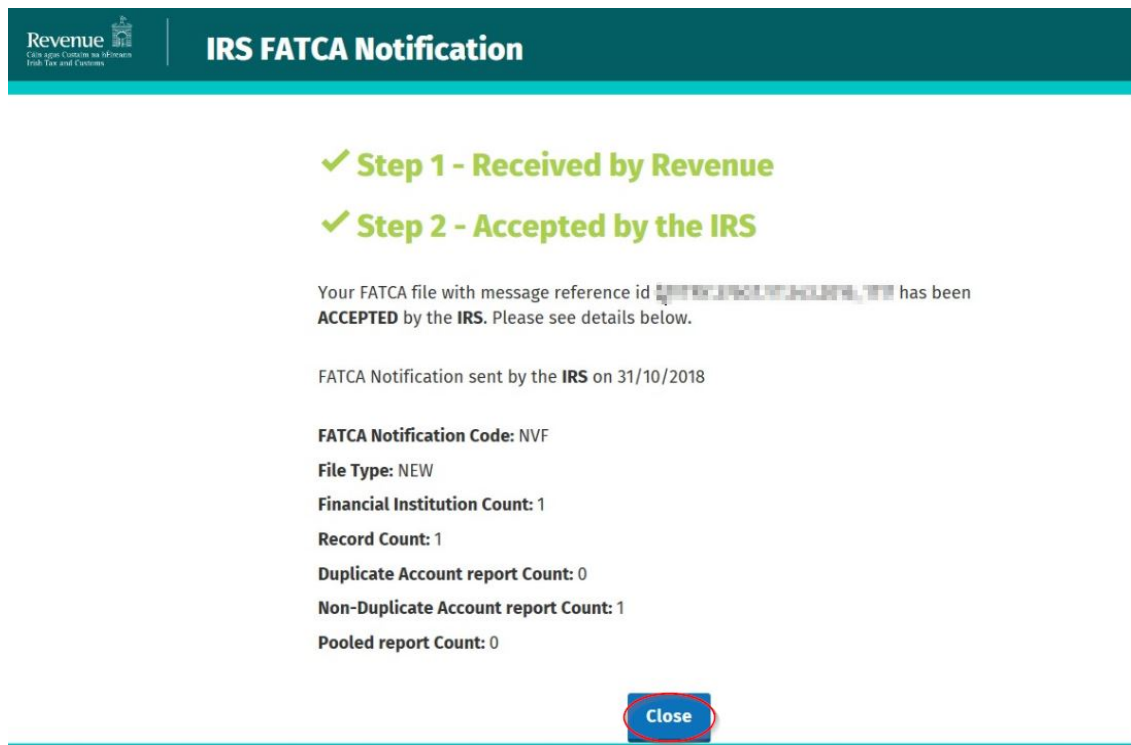


Figure 70: Agent FATCA acknowledgement screen

9. Following exchange of the FATCA file with the IRS, if a notification is displayed detailing that the FATCA file has been rejected by the IRS, the Agent should return to the Tain Services screen, rectify the issues outlined and subsequently re-submit the XML file.

Each error also contains an instruction stating: “**Action Due Date:** Correct the errors within 120 days of the date of this notice.”

Revenue
Cato ager Caratio in Edmann
Web Tax and Customs

IRS FATCA Notification

✓ **Step 1 - Received by Revenue**

✗ **Step 2 - Rejected by the IRS**

Your FATCA file with message reference id [REDACTED] has been **REJECTED** by the **IRS**. Please see details below.

FATCA Notification sent by the **IRS** on 31/10/2018

FATCA Notification Code: [REDACTED]

Reporting FI Name: [REDACTED]

Potential Effect Information: Failure to correct errors by the date required may result in a determination by the IRS that the Financial Institution has defaulted under its FFI Agreement and/or is in Significant Non-Compliance with the terms of the IGA.

● **Record Error code:** 8007

Field Error: Account Holder Individual TIN not in IRS specified format, contains only one character repeated

Field Name: ReportingGroup/AccountReport/AccountHolder/Individual/TIN

Report Type: ACCOUNT_REPORT

Doc Type: [REDACTED]

Doc Ref Id: [REDACTED]

Action Text: Please correct all records with errors. Ensure the corrected record has a CorrDocRefID that matches the Doc Refid and a CorrMessageRefID that matches the MessageRefID for the original(s) record submitted for which the IRS is requesting a correction and post the file with corrected records to IDES. If the record has an error in the Reporting FI GIIN, the original record must be voided and a new record submitted to correct the GIIN.

Action Due Date: Correct the errors within 120 days of the date of this notice.

Figure 71: Agent FATCA acknowledgement screen

5. Appendix I – ROS Registration & Reporting Entity Registration

5.1 Register for ROS

This step is only relevant if the Customer is not already registered for ROS.

The Customer must register for ROS using the Tax Registration Number provided by Revenue. If the Customer does not have a Tax Registration Number but has a FATCA Reporting Obligation in Ireland please see Section 5.2 in order to obtain a Reporting Entity Number.

Details on how to register for ROS are available on the [Revenue website](#).

The screenshot shows the Revenue website's 'Online services' page. At the top, there are three navigation tabs: 'Online services' (highlighted with a red circle), 'Tax professionals', and 'Customs traders and agents'. Below the tabs is the Revenue logo and a search bar. The main content area is divided into two columns. The left column is titled 'Online services' and contains two sections: 'Sign in or register myAccount' and 'ROS'. The 'ROS' section has a 'Register for ROS' link circled in red. The right column is titled 'List services by:' and has three buttons: 'All', 'myAccount', and 'ROS'. Below these buttons is a list of services with dropdown arrows: 'Claims and refunds', 'Customs', 'Excise', 'Manage your record', 'PAYE Services', and 'Payments'.

Figure 72: Revenue website screen

For queries relating to ROS please contact the Revenue ROS Technical Helpdesk:

- Email at roshelp@revenue.ie
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

5.2 Register as a Reporting Entity

This is a Customer that is only being registered with Revenue in order to file Reporting Obligations (i.e. they have no tax obligations in Ireland).

If the Customer does not have a Tax Reference number and is not registered for ROS, but is obliged to fulfil a FATCA Reporting Obligation, the Customer must register with Revenue as a '**Reporting Entity**'. This process should not be confused with a Tax Registration. Where a Customer registers as a Reporting Entity, it will only be able to fulfil its FATCA Reporting Obligations, that is, it is not required to file tax returns e.g. Corporate Tax returns.

In order to register as a Reporting Entity, the Customer must contact VIMA on +353 42 9353337. The Customer will be issued with a Reporting Entity Registration Number, which will be in the format of 7 digits followed by 2 letters (e.g. 1234567AA).

6. Appendix II – Agent Creating Reporting Entity Number

6.1 Creating a Reporting Entity as an Agent

A Reporting Entity is created only in cases where the Customer has no tax obligations in Ireland but needs to register with Revenue in order to fulfil their Reporting Obligations.

If the Customer does not have a Tax Reference Number and is not registered on ROS but is obliged to register on ROS to fulfil a FATCA Reporting Obligation, the Agent must register the Customer with Revenue as a '**Reporting Entity**'. This process should not be confused with a Tax Registration. Where a Customer is registered as a Reporting Entity, the Customer will only be able to fulfil its FATCA Reporting obligations, that is, the Customer is not required to file tax returns e.g. Corporate Tax returns. Where a Client already has an Irish Tax Registration Number or Reporting Entity Number, this option should not be used as it will create duplicate filing obligations.

When an Agent is registering a Customer as a Reporting Entity for FATCA Reporting purposes, it is possible for an Agent to register a FATCA Reporting Obligation at the same time. The process is set out in steps 6.1.1 to 6.1.12 below.

For queries relating to ROS please contact the ROS Technical Helpdesk:

- Email at **roshelp@revenue.ie**
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

For queries relating to registering a Reporting Obligation, please contact Revenue's VIMA (VIES, Intrastat and Mutual Assistance) office:

- Via **MyEnquiries, selecting AEOI (Automatic Exchange of Information) and FATCA**
- Telephone at **+353 42 9353337**

1. Log into ROS.
2. On the “Tain Services” tab, select “Register New Reporting Customer”.

The screenshot shows the Revenue ROS Agent Client search screen. The top navigation bar includes the Revenue logo, the 'TAIN SERVICES' tab (highlighted in red), and other tabs like 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The main content area is divided into several sections:

- Find Clients:** A section for searching and managing clients. It includes a 'Client Search' form with options for 'Tax Registrations' and 'Reporting Obligations', and a 'Your Client List' section with buttons for 'View Client List' and 'Export Client List'.
- Manage Tax Registrations:** A section for managing client registrations. It includes a 'Manage Client Registrations' form and a 'Register New Revenue Customer' button.
- Properties:** A section for finding and managing properties. It includes a 'Find Properties' form and buttons for 'View Property List' and 'Export Property List'.
- Upload Form(s) Completed Offline:** A section for uploading return forms. It includes a dropdown menu for selecting a return type.
- Agent Employer Services:** A section for employer services, including links for 'Request RPNs by file upload' and 'Submit payroll by file upload'.
- Other Services:** A section for various other services, including 'MyEnquiries', 'P2C Search', 'Mobile Access', 'Manage Financial Statements', 'Upload Multiple Financial Statements', and 'Trust Register Functions'.

The footer of the page contains links for 'Revenue Home', 'ROS Help', 'Exit', 'Accessibility', 'Certificate Policy and Practice Statements', 'Privacy Policy', and 'Terms & Conditions'.

Figure 73: Agent Client search screen

3. Select “FATCA Reporting Obligation” and click “Next”.

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Irish Tax and Customs

TAIN SERVICES

ROS Help | Exit |

eRegistration

Reporting Entity Registration (1 of 2)

⚠ You will be required to upload an 'Agent Link Notification' letter authorising this request before completion.

Electronic copies of signed letters must be in the tiff, tiff or pdf format and be less than 5 megabytes in size.

Please note,

- If the customer should be registered for additional reporting obligation, please select the additional reporting obligation. You will be identified as the linked agent for these additional registrations selected:
 - DAC2-CRS Reporting Obligation
 - DAC4-CBC Reporting Obligation
 - FATCA Reporting Obligation
 - DAC6 Reporting Obligation
 - STR Reporting Obligation

Next

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

Figure 74: Agent Reporting Entity registration screen

4. Enter the required details for the Customer. Click “Next”.

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ROS Help | Exit |

eRegistration

Reporting Entity Registration (2 of 2) - Reporting Entity Details

* Denotes a required field
Please supply at least one of email address, phone number or mobile number.

Reporting Entity

Reporting Entity name *

Address Line 1 *

Address Line 2 *

Address Line 3

Address Line 4

Eircode

Email Address

Phone (STD Code and Number)

Mobile Contact Name

Mobile Number

Responsible Officer *

Cancel Back Next

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Figure 75: Agent Reporting Entity registration screen

5. Enter the “Registration date (i.e. start date of reporting obligation)” in the format DD/MM/YYYY. Enter “Global Intermediary Identification Number (GIIN)”, click “Next”.

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Irish Tax and Customs

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ROS Help | Exit

eRegistration

FATCA Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) *

GIIN means a Global Intermediary Identification Number assigned to a PFFI or Registered Deemed Compliant FFI, assigned by IRS. Format: XXXXXXXX.XXXXXX.XX.XXX
More information in Appendix D at <http://www.irs.gov/pub/irs-pdf/p5147.pdf>

Global Intermediary Identification Number (GIIN) *

Cancel Back Next

Figure 76: Agent FATCA registration screen

6. Select “Generate Client Consent Letter”.

When the Generate Client Consent Letter button is selected, a pdf document is downloaded for completion. Download and save for editing. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage).

Once completed, click “Next”.

The screenshot displays the Revenue eRegistration interface. At the top, the Revenue logo and 'TAIN SERVICES' are visible. The main content area is titled 'eRegistration' and contains a 'Summary' section for a 'Customer Registration Request (Reporting Entity)'. This section includes fields for 'Registered Contact Details' (Reporting Entity name, Address Line 1-4, Phone, Mobile Contact Name, Mobile Number, Email Address, Responsible Officer) and 'FATCA Reporting Obligation Details' (Registration Commencement Date: 24/06/2020). A blue information box provides instructions on generating a consent letter. At the bottom of the summary, there are three buttons: 'Cancel', 'Generate Client Consent Letter' (highlighted with a red circle), and 'Next'. The footer contains navigation links for Revenue Home, ROS Help, Exit, Accessibility, Eolas as Gaeilge, Certification Practice Statement, Certificate Policy Statement, Privacy Policy, and Terms & Conditions.

Figure 77: Agent Client consent letter screen



Test confirms that **TEST** (██████) is to act as the agent in respect of the following reporting obligations.

Customer Registration Request (Reporting Entity)

FATCA Reporting Obligation (New) _____

Registered Contact Details	
Name	Test
Address	
Address1	
Address2	

Test understands that this arrangement will remain in place until changed by either agent or client and the change is notified to Revenue.

Signed _____ (Agent) Date _____

Signed _____ (Client) Date _____

Figure 78: Agent Client consent letter screen

- To upload the completed Agent Link Notification Form on ROS, click “Browse” and locate the completed Agent Link Notification Form in the Agent network/drive. Select the box “FATCA” and click “Next”.

**** Standard Agent link notification may also be uploaded****

Figure 79: Agent link attachment screen

- Click “Sign and Submit”.

Figure 80: Agent sign and submit screen

9. The Agent will be redirected to the Sign & Submit screen. Enter the ROS Password and click “Sign and Submit”.

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Figure 81: Agent sign and submit password screen

10. The Agent will receive a ROS Acknowledgement and a Notice Number, which the Agent may wish to print for its records. Click “OK”.

Action	Status	Comments
Register and Link FATCA	Success	

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Figure 82: Agent registration confirmation screen

- The Agent will receive a new notification in the Client Revenue Record to confirm a FATCA Reporting Entity registration. Click on the Notice Number for confirmation of the registration.

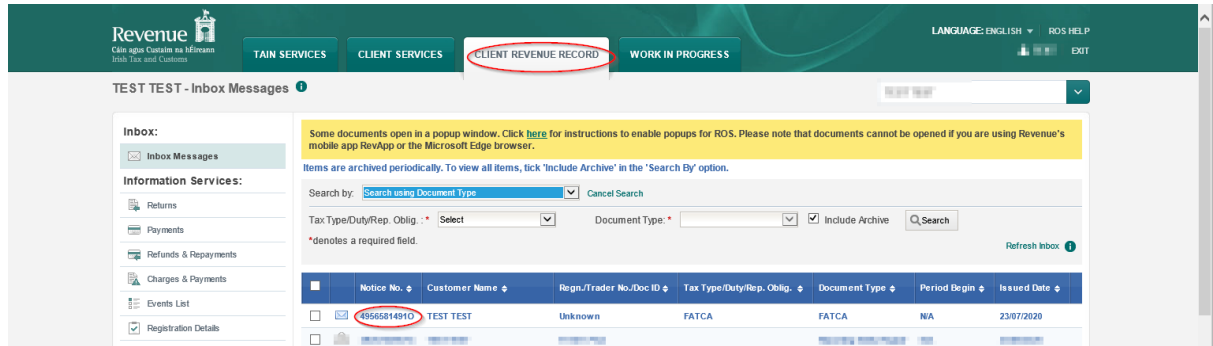


Figure 83: Agent Revenue Record screen

- The following notice will appear which the Agent may wish to print for their records.

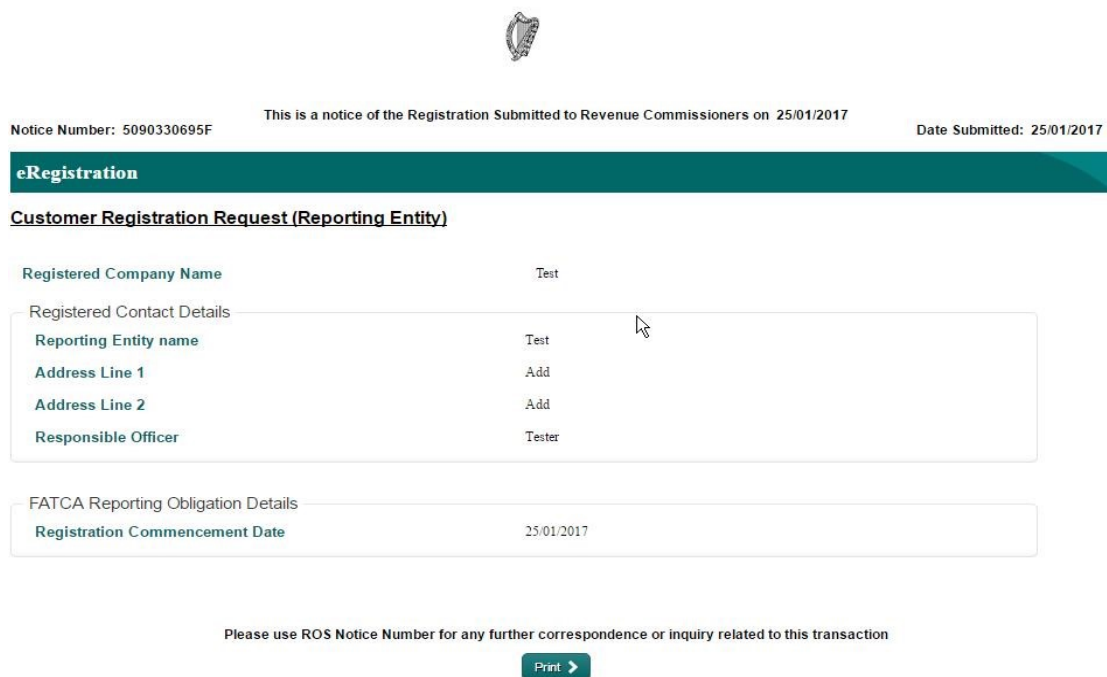


Figure 84: Agent Reporting Entity registration confirmation screen

- ❖ After completion of process, the agent should allow up to 3 working days for the FATCA reporting entity to be registered.

7. Appendix III – FATCA Additional Schema Guidance

Following the first filing of FATCA returns and exchange with the United States, Revenue wishes to advise Financial Institutions (FI) of the following changes to file validation, which will be applied to the filing Financial Institution of FATCA 2015 financial account information in 2016, and to subsequent filings.

Financial Institutions should note that Revenue will allow a standard naming convention and an alternative naming convention. Financial Institutions should apply one or other of these naming conventions and the two naming conventions cannot be mixed. For example, where a Financial Institution chooses the alternative naming convention for the MessageRefID element (as illustrated at 7.2 below), the alternative naming convention for the DocRefID element (as illustrated at 7.4) must also be used. This is to ensure compliance with the IRS validation of the DOCREFID which must start with the GIIN and followed by a full stop.

FATCA Returns should be based on the [FATCA XML SCHEMA GUIDE \(V2.0\)](#)

7.1 XML schema element reference – MessageRefID

One of the main issues experienced with rejected FATCA XML files was in relation to this field. FI's failed to populate this field or included a reference which was duplicated in other files. Each FATCA XML file submitted by an FI should have a unique value in this field.

For FATCA files submitted to Revenue since 2016, the following naming convention should be applied for the MessageRefID field:

Element	MessageRefID
Datatype:	xsd: string
Pattern:	<Reporting FI GIIN>.<Reporting Year>_<Unique Sequence ID>
Description:	<ul style="list-style-type: none"> • <Reporting FI GIIN> is the GIIN for the reporting FI associated with the reporting group • Period character (.) • <Reporting Year> is the 4-digit reporting year that the data in the file relates to • Underscore • <Unique 4-digit Sequence ID> is a sequence id for each file being uploaded to Revenue. The first file uploaded to Revenue should have a Sequence ID of 0001, and this number should be incremented for each individual file uploaded. The sequence number must be unique within each FATCA year.
Example:	AB012R.00001.ME.372.2015_0001 Where AB012R.00001.ME.372 = Reporting FI GIIN 2015 = Reporting Year 0001 = This is the first file that this FI has uploaded to Revenue

7.2 Alternative MessageRefID Naming Convention

Element	MessageRefID
Datatype:	xsd:string
Pattern:	<TimestampWhenMessageCreated>_<ReportingFIGIIN>
Description:	<ul style="list-style-type: none"> • <TimestampWhenMessageCreated> Timestamp when the message is created in the format: YYYYMMDDTHHMMSSZ • Underscore character (_) • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group
Example:	20160226T093830Z_AB012R.00001.ME.372 Where 20160226T093830Z = TimestampWhenMessageCreated AB012R.00001.ME.372= ReportingFIGIIN

7.3 XML Schema element reference – DocRefID

The IRS recently issued guidance in relation to the format for this field and the format should be applied to filings made from 2016 onwards. As is the case with the MessageRefID element, every record, inside every FATCA XML file submitted by an FI should have a unique value in this field. The following format is required by Revenue for standardised DocRefID's:

Element	DocRefID
Datatype:	xsd: string
Pattern:	<MessageRefID>_<Record Sequence Number> Note: This pattern conforms to the IRS Schema Guidance
Description:	<ul style="list-style-type: none"> • <MessageRefID> is the MessageRefID of the file in which the record appears – format for this outlined above • Underscore (_) • <Record Sequence Number> is a unique 10-digit sequence id that uniquely identifies the record within a particular file. For Example – the 5th record in a particular file should have Record Sequence number 0000000005
Example:	AB012R.00001.ME.372.2015_0001_0000000005 Where AB012R.00001.ME.372 = Reporting FI GIIN 2015 = Reporting Year 0001 = This is the first file that this FI has uploaded to Revenue 0000000005 = Unique 10-digit sequence id that uniquely identifies the record within a particular file.

7.4 Alternative DocRefID Format

The alternative DocRefID format has a different format for the 5 elements that should contain a DocRefId. The 5 elements are:

1. Reporting FI
2. Sponsor
3. Intermediary
4. Account Report
5. Nil Report

1. Reporting FI DocRefId Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<ReportingFIGIIN>.<ReportingYear>.RF<SequenceNumber> [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]
Description:	<ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .RF • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER:. A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.
Example:	<p>Original: AB012R.00001.ME.372.2015.RF1</p> <p>Amendment: AB012R.00001.ME.372.2015.RF1.A1</p>

2. Sponsor DocRefId Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<SponsoringFIGIIN>.<ReportingYear>.SP<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]
Description:	<ul style="list-style-type: none"> • <SponsoringFIGIIN> is the GIIN in the Sponsor element. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .SP • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.
Example:	<p>Original: AB012R.00001.ME.999.2015.SP1</p> <p>Amendment: AB012R.00001.ME.999.2015.SP1.A1</p>

3. Intermediary DocRefId Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<ReportingFIGIIN>.<ReportingYear>.IN<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]
Description:	<ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .IN • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.
Example:	Original: AB012R.00001.ME.372.2015.IN1 Amendment: AB012R.00001.ME.372.2015.IN1.A1

4. Account Report Doc Ref ID Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<ReportingFIGIIN>.<ReportingYear>.AR<AccountNumber>.ID<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]
Description:	<ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .AR • <AccountNumber> is the AccountNumber from the AccountReport element. • .ID • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.
Example:	Original: AB012R.00001.ME.372.2015.AR12345678.ID1 Amendment: AB012R.00001.ME.372.2015.AR12345678.ID1.A1

5. NilReport DocRefID Format

Element	DocRefID
Datatype:	xsd:string
Pattern:	<p><ReportingFIGIIN>.<ReportingYear>.NR<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]</p> <p>or</p> <p><ReportingFIGIIN>.<ReportingYear>.ID<SequenceNumber>[OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber>]</p>
Description:	<ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .NR • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1. <p>or</p> <ul style="list-style-type: none"> • <ReportingFIGIIN> is the GIIN for the reporting FI associated with the reporting group. • Period character (.) • <ReportingYear> is the 4-digit reporting year that the data in the file relates to. • .ID • <SequenceNumber> is a unique ID to ensure the uniqueness of the reference. • [OPTIONAL AMENDMENT NUMBER: .A<AmendmentSequenceNumber> is used to identify an amendment. This should only be used for amendments. The AmendmentSequenceNumber should represent the amendment numbers i.e. the first amendment should have .A1.

Example:	Original: AB012R.00001.ME.372.2016.NR01 Amendment: AB012R.00001.ME.372.2016.NR01.A1
-----------------	--

7.5 XML schema element reference – BirthDate

Reporting FIs should include a date of birth if a U.S. TIN is not available for a U.S. resident account holder or substantial owner. The date of birth must be properly formatted per IRS Publication 5124 and placed in the Birth Info/Birthdate sub-element of the Accountholder or Substantial Owner element, as appropriate. If a date of birth is provided in lieu of a TIN, in line with IRS Notice 2017-46, filers should include a string of nine consecutive capital letter “A”s (“AAAAAAAAA”) in the TIN sub-element for the Accountholder or Substantial Owner element. This TIN should be marked with the “issuedBy” attribute set to “US”.

7.6 XML schema element reference – TIN

A value for a TIN data element must be either in a GIIN format or in one of the following formats for a U.S. TIN to be considered valid:

- Nine consecutive numerical digits without hyphens or other separators (e.g., “123456789”)
- Nine numerical digits with two hyphens, one hyphen entered after the third numeric digit and a second hyphen entered after the fifth numeric digit (e.g., “123-45-6789”)
- Nine numerical digits with a hyphen entered after the second digit (e.g., “12-3456789”)

The Account Holder TIN must be provided and cannot be blank characters in the TIN data sub-element. If an individual or entity Account Holder does not have a TIN, for years prior to 2020, enter nine consecutive capital letter “A”s (“AAAAAAAAA”) in the TIN data sub-element, otherwise you will receive an error message. The former TIN placeholder of 9 zeros (“000000000”) will no longer be accepted in the FATCA XML file. The “issuedBy” attribute of the TIN should be populated with a value of “US” for a US TIN.

Sequencing of TIN’s: If supplying multiple TIN numbers – i.e: an Irish TIN and a US TIN for an Account Holder, the US TIN should be the first TIN that appears in the record. It should be noted that the inclusion of a valid US TIN is **mandatory** for all accounts from 2017 except in cases covered by [IRS Notice 2017-46](#) i.e. for individual account holders that meet the criteria in the Notice, but not for entity account holders.

From 2020, a US TIN is **mandatory** for all accounts as the exception noted in [IRS Notice 2017-46](#) will no longer apply.

For reporting periods from 2020 onwards, if an Account Holder does not have a TIN, you may continue to enter nine consecutive capital letter "A"s ("AAAAAAAAA"), or you may enter the codes listed below, in the TIN data sub-element, however doing so will now cause you to receive an error message. The record level error, when it relates to this circumstance only, does not mean your file has been rejected. The file will still be exchanged with the US authorities, and the error notice will provide 120 days to correct the issue.

After the 120 days if the issue is not resolved the IRS will not, in the case of an individual account, automatically conclude that there is significant non-compliance; however, at this stage the IRS will take account of the facts and circumstances leading to the absence of the TIN, such as the reasons why the TIN could not be obtained, whether the FI has adequate procedures in place to obtain TINs and the efforts made by the FI to obtain them.

In order to better understand the reasons why a Foreign Financial Institution (FFI) in a U.S. Model 1 IGA jurisdiction may not have been able to obtain a U.S. TIN and to help in the 120 day period mentioned in the preceding paragraph, the IRS has developed a series of codes that may be used by an FFI to populate the TIN field in circumstances where the TIN is not available, as an alternative to enter nine consecutive capital letter "A"s ("AAAAAAAAA"). The use of these codes is optional and does not mean that an FFI will not be at risk of being found significantly non-compliant due to a failure to report each required U.S. TIN.

The codes are as follows:

- 22222222 – Pre-existing individual account with only U.S. indicia being a U.S. place of birth.
- 33333333 – New individual account that (1) has indicia of a U.S. place of birth, and (2) either:
 - (a) a change in circumstances causing the self-certification originally obtained at account opening to be incorrect or unreliable, and a new self-certification has not been obtained, or
 - (b) was below the threshold for documenting and reporting the account at the time of account opening and subsequently exceeded the threshold, and a self-certification has not been obtained.
- 44444444 – Pre-existing individual and entity account that (1) has U.S. indicia other than a U.S. place of birth, and (2) either:

- (a) a change in circumstances, causing the self-certification or other documentation originally obtained to be incorrect or unreliable, and a new self-certification or other documentation has not been obtained, or
 - (b) was below the threshold for documenting and reporting the account at the time of account opening and subsequently exceeded the threshold, and a self-certification or other documentation has not been obtained.
- 55555555 – New individual and entity account that has a U.S. indicia other than a U.S. place of birth, and (2) either:
 - (a) a change in circumstances causing the self-certification or other documentation originally obtained to be incorrect or unreliable, and a new self-certification or other documentation has not been obtained, or
 - (b) was below the threshold for documenting and reporting the account at the time of account opening and subsequently exceeded the threshold, and a self-certification or other documentation has not been obtained.
 - 66666666 – Pre-existing entity account with account balance exceeding \$1,000,000 held by a passive Non-Financial Foreign Entity (NFFE) with respect to which no self-certifications have been obtained, and no U.S. indicia has been identified in relation to its controlling persons.
 - 77777777 - For pre-existing accounts where there is no TIN available and the account has been dormant or inactive, but remains above the reporting threshold, also known as a “dormant account”. For reference, the U.S. defines “dormant account” in U.S. Treasury Regulations §1.1471-4(d)(6)(ii).

The above codes may only be used by FFIs in jurisdictions with a U.S. Model 1 IGA.

7.7 XML schema element reference – FilerCategory

Filer Category is mandatory, either on the sponsor or in the ReportingFI element.

If a Sponsor is present, the Sponsor element must contain a FilerCategory and the ReportingFI element must not. If a Sponsor is not present, the ReportingFI must contain a FilerCategory.

Please refer to [FATCA XML Schema Guide \(V2.0\)](#) for further guidance.

7.8 Character Encoding

All FATCA files should be character encoded UTF-8 without Byte Order Marker (BOM).

7.9 ROS Valid Characters

Only the following characters are permitted:

a b c d e f g h i j k l m n o p q r s t u v w x y z
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9
 á é í ó ú Á É Í Ó Ú
 £ \$ € % & * - + = () < > ; , . “ ’ @ ~ # ? ! / \

Please note that, while # is a valid character for ROS, it is not however valid for the FATCA schema and should not be used.

7.10 FATCA XML forbidden and restricted characters

If a FATCA XML file contains one or more of the following characters, their presence will cause the file to be rejected. These characters should be replaced by the following predefined entity references to conform to XML schema best practices.

Character	Description	Entity Reference
&	Ampersand	&
<	Less Than	<

If a FATCA XML file contains one or more of the following characters, their presence will not cause a file error. However, it is recommended that the characters are replaced by the following predefined entity references to conform to XML schema best practices.

Character	Description	Entity Reference
>	Greater Than	>
'	Apostrophe	'
"	Quotation Mark	"

If a FATCA XML file contains one of the following combinations of characters, the file will be rejected. These combinations of characters are not allowed. To prevent file errors, please do not include any of these combinations of characters.

Character	Description	Entity Reference
-----------	-------------	------------------

--	Double Dash	N/A
/*	Slash Asterisk	N/A
&#	Ampersand Hash	N/A

7.11 Pooled Reporting

[FATCA IDES Technical FAQ](#) C19 – Pooled reports may not be submitted by FIs in Model 1 IGA jurisdictions.

Ireland has signed a Model 1 IGA with the US, and as such Pooled Reporting is not permitted.

Any files with Pooled Reporting will be rejected by ROS.

7.12 Correcting, Voiding and Amending FATCA Submissions - Sample XML Files

Should you need to Correct, Void or Amend your submission, please refer to the guidance and the sample XML files which can be accessed at the links below.

Each Correct, Void or Amend submission is linked to the original file 'FATCA 1' i.e. the CorrMessageRefId and CorrDocRefId fields in the new submissions will match the data in the originals.

Click [here](#) to access sample original file

FATCA 2 – Corrected:

Correction General Rules

- You should correct a record in response to a record-level error notification. Special rules for specific errors may apply.
- **Do not** amend a record in response to a record-level error notification.
- **Do not** file a separate voided report if you corrected or amended a record.

Click [here](#) to access a sample Corrected file

FATCA 3 – Void:

Void General Rules

- You may void a record at any time after you receive a notification or become aware of inaccurate information.
- You may void a record if the entire record was filed in error.
- You may void a record and submit a new record if there is an error in one of the fields, such as:

- No Account Holder or Substantial US Owner TIN
 - Incorrect Account Holder or Substantial US Owner TIN
 - Incorrect Account Holder or Substantial US Owner Name
 - Incorrect Account Holder or Substantial US Owner Name and Address
- Before you void a record, be sure the original record is no longer valid. All data must match the original file.
 - A voided record is permanently deleted. You can submit a new record (FATCA1) to replace a previously voided record, if needed.

Click [here](#) to access sample Void file

FATCA 4 – Amended:

Amend General Rules

- You may amend a record at any time after you have received a valid notification and become aware of inaccurate information.
- **Do not** amend a record in response to a record-level error notification; submit a corrected report (FATCA2) instead.
- An amended record updates an existing record from a previously filed report.

Click [here](#) to access a sample Amended file

7.13 Passive NFFE which is not a US Entity

In the case where a Passive NFFE that is not a US Entity has a Controlling Person who is a US person the FATCA Schema requires a US TIN to be entered for the Passive NFFE or an error message is generated. However, as the Passive NFFE is not a US Entity it does not have a US TIN, and therefore a US TIN cannot be included. In order to get around this issue the IRS has issued guidance, which is available at [ICMM FAQs](#) Q3 under the “Populating the TIN Field” section.

This guidance applies to the circumstances above, and an error message will not be generated if this guidance is followed. The guidance is as follows:

A TIN element must be included for both Passive NFFE and US Controlling Person.

For the US Controlling person, you must include a validly formatted US TIN in the TIN element.

For the Passive NFFE you must include the foreign TIN (with the “TIN Issued by” element populated with the issuing country code) for the foreign individual/entity. If there is no foreign TIN available for the foreign individual/entity, you may include your country code in the “TIN Issued by” element and the characters “NA” (to indicate “Not Available”) in the TIN element. (See Example below)

```
<ftc:AccountHolder>
  <ftc:Individual>
    <sfa:ResCountryCode>CA</sfa:ResCountryCode>
    <sfa:TIN issuedBy="LI">NA</sfa:TIN>
    <sfa:Name>

<ftc:SubstantialOwner>
  <ftc:Individual>
    <sfa:TIN issuedBy="US">123456789</sfa:TIN>
```

If you omit the TIN element entirely for either the Passive NFFE or US Controlling Person, or insert blank spaces in the TIN element, you will receive a "TIN Not Populated" error, regardless of whether the other TIN field is populated with a US TIN."

8 Appendix IV – Setting Sub-User Permissions on ROS

This section details how to allow registration permissions on a ROS user sub certificate for FATCA Reporting Obligations.

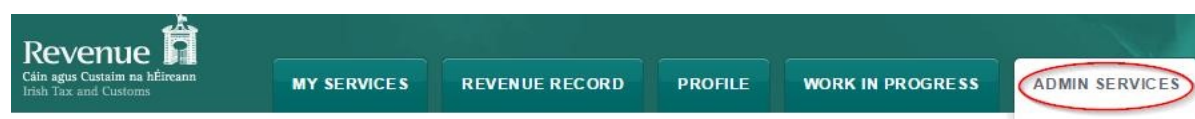
Instructions for creating new sub-users are available [here](#).

Please contact the ROS Technical Helpdesk if further assistance is required:

- Email at roshelp@revenue.ie
- Telephone at **01 738 3699**, International customers may contact via the email address above or call **+353 1 738 3699**

Follow the following steps:

1. ROS Administrator logs onto ROS.
2. Click on “Admin Services”.



Administration Services

- To select an individual, click on the **Select** item radio button to the left of the name
- To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button
- You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.
- Additional [information](#) about these functions.

Search by: Surname ▾ Enter the search information:

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
<input type="radio"/>	WHELE	JOHN MICHAEL	10743981	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	JOHN MICHAEL	10743982	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	JOHN MICHAEL	10743983	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	JOHN MICHAEL	10743984	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	PERA MICHAEL	10743985	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	PERA MICHAEL	10743986	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	PERA MICHAEL	10743987	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	PERA MICHAEL	10743988	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	PERA MICHAEL	10743989	<input type="password"/>	<input type="password"/>	ACTIVE
<input type="radio"/>	WHELE	PERA MICHAEL	10743990	<input type="password"/>	<input type="password"/>	ACTIVE

Figure 85: ROS certificate Admin Services screen

3. Select the individual’s Name and click “Revise”.

The screenshot shows the Revenue Admin Services interface. At the top, there is a navigation bar with the Revenue logo and several menu items: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES (which is circled in red). Below the navigation bar, the page title is 'Administration Services'. There are instructions for using the interface, followed by a search bar with a dropdown menu set to 'Surname' and a 'Search' button. Below the search bar is a table with columns: select, Surname, Firstname, ID Ref., System Password, Certificate Password, and Status. The first row in the table has its 'select' radio button circled in red. To the right of the table is a vertical list of buttons: Add New, View, Revise (circled in red), MyEnquiries Permissions, Amend ROS Email Addresses, Revoke, Suspend, and Restore. A mouse cursor is pointing at the 'Revise' button.

Figure 86: Revise ROS certificate permissions screen

4. Select the Reporting Obligation and place tick under "File".
Ensure Reporting Obligation is selected to enable filing.
5. Select "Yes" under "Submit Registration". Click "Confirm".

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Revise Permissions

You have selected : [redacted] ID Ref: [redacted] [Back](#)

- To revise permissions on Tax/Procedures Services click on the relevant check boxes under the "Permissions on Tax/Procedures Services" heading.
- To revise permissions on Administration Services click on the relevant check boxes under the "Administration Services" heading.
- Once you have completed your changes please click on the Confirm button.
- Click the Back arrow above to return to Administration Services.

Permissions on Tax/Procedures Services

- View:** lookup information, **Prepare:** enter details on a form, **File:** sign and submit form to Revenue
- View for CAT and Stamp Duty:** lookup information and view Inbox documents

Taxes/Procedures	No Permissions	View	Prepare	File
Solid Fuel Carb. Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas Carb. Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domicile Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encashment Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Film Withholding Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty - Fin. Se	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty - Ins. Le	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light Dues Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGO Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherished Numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSS (Fair Deal)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RTSO Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAC2-CRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FATCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DAC4-CbC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All Taxes/Procedures [Remove All](#) [View All](#) [Prepare All](#) [File All](#)

Permissions on Administration Services

- No: Permission not available, Yes: Permission available

Service	No	Yes
Add New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amend Email Addresses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Set Signature Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inbox Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submit Registration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Access Direct Debit Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Electronic Funds Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Secure Upload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Manage Tax Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Verify Tax Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access DPD System	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All Administration Services [All No](#) [All Yes](#) [Confirm](#)

Figure 87: ROS revise permissions screen

6. The following screen confirms permissions.

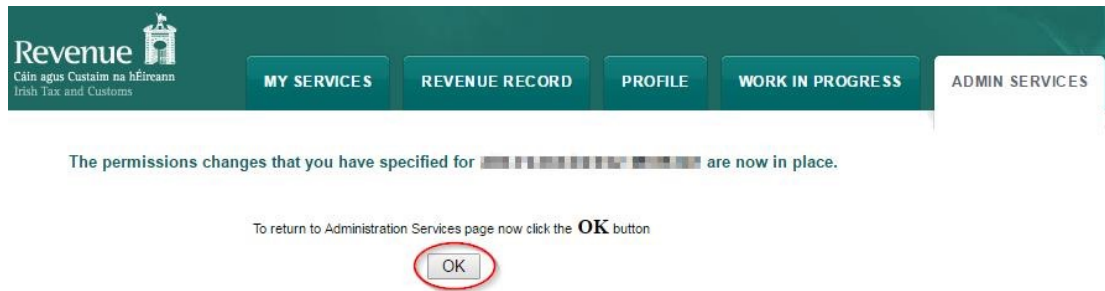


Figure 88: ROS confirmation screen

❖ After completion of this process, the certificate should update immediately.