

FILING A DAC6 REPORT FOR REVENUE COMMISSIONERS



Revenue



Cáin agus Custaim na hÉireann
Irish Tax and Customs

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DAC6 REGISTRATION PROCESS



- Login into ROS at <https://www/ros.ie>
- The user will need a Digital Certificate to login to ROS. They can use their existing certificate which they use to file other returns to log into ROS.
- If there is no ROS certificate, they should click on Register for ROS option and apply for a certificate.

 ROS Secure Login



No certificates are loaded in this browser

Click "Manage My Certificates" to load a certificate from the certificate backup file or [CLICK HERE FOR HELP](#) with locating and loading your ROS certificate file.

[Manage My Certificates](#)

If you have not yet retrieved your ROS certificate, please complete the ROS registration process:

[Register for ROS](#)



If you experience problems, please visit [ROS Help](#)

Revenue Online Service

Revenue Online Service (ROS) enables you to view your own, or your client's, current position with Revenue for various taxes and levies, file tax returns and forms, and make payments for these taxes online in a variety of ways

Individuals registered for PAYE or LPT only should use [myAccount](#)

Income Tax - You can meet the pay and file deadlines by filing your Income Tax Form 11 **now** and using a ROS Debit Instruction to set a **future** payment date
[See our tips for preparing in advance](#)

Useful Links

[View Latest Revenue News](#)

[EU VAT Customers](#)

[ROS Offline Application](#)

[ROS Developer Support](#)

[ROS Compatible Third Party Software](#)

[Digital Certificate for Emails](#)

[Register for ROS](#)

- Once logged in, the user will be redirected to the 'My Services' screen.
- Click on 'Manage Reporting Obligations' under Other Services header.
- Before filing a DAC6 Disclosure return, the user must be registered for the DAC6 reporting obligation in ROS.

Other Services

[MyEnquiries](#)

[Manage Tax Clearance](#)

[Verify Tax Clearance](#)

[Manage Financial Statements](#)

[Manage Reporting Obligations](#)

[Manage Tax Registrations](#)

[Charities and Sports Bodies eApplication](#)

[Trust Register Functions](#)

[Phased Payment Arrangement](#)

[Manage Relevant Contracts Tax](#)

[Home Renovation Incentive \(Contractor\)](#)

[Drivers & Passengers with Disabilities](#)

[eRepayment Claims](#)

[VRT Certificate of Conformity](#)

[VRT EU Leased Vehicle - Lessee](#)

[VRT EU Leased Vehicle - Lessor](#)

[Letter Of Tax Residence](#)

[Mobile Access](#)

[Receipts Tracker](#)

[Download Pre-populated Returns](#)

[Secure Upload/Download Service](#)

[VAT MOSS](#)

[View Property History](#)

[Manage LPT / HC arrears](#)

[Transfer Property](#)

eRegistration

Manage Your Reporting Obligations and TAIN Links

Notes:

You may add multiple requests to 'Your Requests' area.

You will be brought back to this screen after completing each request form.

Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Registration Options

Share Schemes Reporting - SSR

Status: Not Registered

Register >

DAC6 - DAC6

Status: Not Registered

Register >

Suspicious Transaction Reports - STR

Status: Not Registered

Register >

FATCA - FATCA

Status: Not Registered

Register >

DAC2-CRS - DAC2-CRS

Status: Not Registered

Register >

DAC4-CbC - DAC4-CbC

Status: Not Registered

Register >

Your Requests (0)

You need to submit this request in order for this transaction to be processed.

Submit >

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DAC6 REGISTRATION PROCESS

- If the status is 'Not Registered', the user should click on the Register button, pick the registration date and click on 'Add To Your Requests'.

eRegistration

DAC6 Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) *

✕ Cancel

Add To Your Requests >



- Now the status changes to 'In Requests'. The user must click on the Submit button under the Your Requests pane on the right.

eRegistration

Manage Your Reporting Obligations and TAIN Links

Notes:

You may add multiple requests to 'Your Requests' area.

You will be brought back to this screen after completing each request form.

Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Registration Options

Share Schemes Reporting - SSR

Status: Not Registered

Register >

DAC6 - DAC6

Status: In Requests

Suspicious Transaction Reports - STR

Status: Not Registered

Register >

FATCA - FATCA

Status: Not Registered

Register >

DAC2-CRS - DAC2-CRS

Status: Not Registered

Register >

DAC4-CbC - DAC4-CbC

Status: Not Registered

Register >

Your Requests (1)

Register

DAC6

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

You need to submit this request in order for this transaction to be processed.

Submit >



- A summary of the request will be shown.
- The registration process involves a Sign & Submit step. Click “Sign and Submit” to progress to this step.

eRegistration

Summary

DAC6 Reporting Obligation (New)

Registration Date

01/07/2020

< Back

Sign and Submit >



- Enter password and click Sign & Submit.

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 [Help](#)

Enter Password

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DAC6 REGISTRATION PROCESS

- Once Sign and Submit is completed, the user will receive a ROS Acknowledgement.
- It may take a day to reflect in ROS.

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	5971310567S
---------------	--------------------

eRegistration summary:

Action	Status	Comments
Register DAC6	Success	

To return to My Services page click the OK button

OK

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DAC6 REGISTRATION PROCESS

- The user will find a copy of the registration confirmation on the Revenue Record tab.

<input type="checkbox"/>		Notice No. ↕	Customer Name ↕	Regn./Trader No./Doc ID ↕	Tax Type/Duty/Rep. Oblig. ↕	Document Type ↕	Period Begin ↕	Issued Date ↕
<input type="checkbox"/>		0123456789S	Example Customer	0123456I		Reporting Entity Registr	N/A	01/01/2020

FILING A DAC6 RETURN





FILING A DAC6 RETURN

- Once the user is successfully registered for the DAC6 reporting obligation, they will be able to file a DAC6 return by following the below steps.
- On the MyServices screen, the user should be able to see the ‘Complete a Form Online’ option.
- Click on Reporting Obligations radio button to see the list of forms available for return filing.
- Select the DAC6 options and click Submit.

File a Return

Complete a Form Online ^

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

Tax Registrations Reporting Obligations

Upload Form(s) Completed Offline ∨



FILING A DAC6 RETURN

- The user will then be redirected to the DAC6 Online Return Facility's landing page.
- If the user has a previous partially saved submission, they will see a pre-populated form. Otherwise most fields will be left blank for user input, with some default values.
- On clicking 'Save' button, form will be partially saved so that the user can later retrieve and continue working on the form at a later stage.
- "Back" and "Next" buttons allow the user to navigate through the submission process.
- In the DAC6 Online Return Facility, there are two methods of submitting DAC6 returns:
 - Completing the Online Form – allows the user to submit the details of the disclosure through an online form (containing fields that correspond to the DAC6 XML schema).
 - Submitting an XML Upload – allows the user to submit DAC6 returns in XML format.
- The user chooses the method of submitting their return by answering the first question on the landing page of the DAC6 Online Return Facility, seen below.

DAC6 Online Return Facility

"Optional information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

- Online Form
- XML File Upload



Submitting a return using the **Online Form**

- With the “Online Form” radio button selected for the “Please select the format for this submission” question, the user will be required to complete all relevant pages of the Online form, rather than uploading an XML file.
- When submitting a return via the Online Form, the **landing page** of the DAC6 Online Return Facility will appear as on the following slides.

- **Landing Page** of DAC6 Online Return Facility when submitting return using **Online Form**:

DAC6 Online Return Facility

"Optional information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

- Online Form
- XML File Upload

* Is this a marketable arrangement?

Please Select



* InitialDisclosureMA

Please Select



*** Does this Disclosure relate to an Arrangement registered in Ireland or another EU Member state?**

Please Select



*** Is this a new disclosure or an amendment to a registered Disclosure?**

Please Select



*** Are you a relevant Taxpayer or an Intermediary?**

Please Select



*** Language:**

EN



Back

Save

Next

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FILING A DAC6 RETURN – ONLINE FORM

- On clicking “Next” on the landing page, the user will progress to the **Disclosure Information** screen (unless the disclosure is a subsequent disclosure of a Marketable Arrangement). This screen is shown on the following slides.
- Where there are plus and minus buttons on the form, the user can add and remove elements.



- **Disclosure Information** page of DAC6 Online Return Facility when submitting return using **Online Form**:

DisclosureInformation

* ImplementingDate

11/08/2020

Reason

Please Select

* Disclosure_Name

* Disclosure_Description

Language:

EN

* National Provision



Language:

* Amount

currCode

* MainBenefitTest1

* Hallmark

* ConcernedMSs

Back

Save

Next

- On clicking “Next”, the user will progress to the **Disclosing** screen.
- This screen asks if the ID of Disclosing is an **Individual** or **Entity**, changing the form fields depending on the answer.
- This is shown on the following slides using both Individual and Entity for the ID.

- **Disclosing** screen of **Online Form** with **Individual** selected for ID radio button option:

DISCLOSING:

* ID

Individual

Entity

IndividualName

Preceding Title

Title

* **FirstName**

MiddleName

Name Prefix

* **LastName**

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

① TIN

IssuedBy



Email

Address

Street

Building Identifier

Suite Identifier

Floor Identifier

District Name

POB

City

PostCode

Country

Rescountrycode



Liability

Relevant Taxpayer Nexus

Capacity

Back

Save

Next

- **Disclosing** screen of **Online Form** with **Entity** selected for ID radio button option:

DISCLOSING:

* **ID**

Individual

Entity

* organisationName

① TIN

IssuedBy



Email

Address

Street

Building Identifier

Suite Identifier

Floor Identifier

District Name

POB

City

PostCode

Country

Rescountrycode

Liability

Relevant Taxpayer Nexus

Capacity

Back

Save

Next

- On clicking “Next” on the Disclosing screen, the user will progress to the **Relevant Taxpayers** screen.
- For each Relevant Taxpayer entered, there is an option to enter details of **Associated Enterprises**.
- Like the Disclosing screen, this screen asks if the ID of each of the Relevant Taxpayers and Associated Enterprises is an Individual or Entity, changing the form fields depending on the answers. The differences in form fields between Individual and Entity are the same as on the Disclosing page – refer to the [Disclosing page slides](#) for details.
- The following slides show the **Relevant Taxpayers** screen with Individual IDs selected, and show both the user opting to provide Associated Enterprises and opting to not provide Associated Enterprises.

- **Relevant Taxpayers** screen of **Online Form** with Individual selected for ID radio button option:

RelevantTaxpayers



RelevantTaxpayer (#1)



ID

Individual

Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

 TIN

IssuedBy

Email

Address

Street

Building Identifier

Suite Identifier

Floor Identifier

District Name

POB

City

PostCode

Country

Rescountrycode



- With **No** selected for **Associated Enterprise** option:

AssociatedEnterprise

Will you be providing information
about Associated Enterprises for
this Relevant Taxpayer?

No

Yes

Back

Save

Next

- With **Yes** selected for **Associated Enterprise** option:

AssociatedEnterprise

Will you be providing information about Associated Enterprises for this Relevant Taxpayer?

- No
 Yes



AssociatedEnterpriseID (#1)



- Individual
 Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

① TIN

IssuedBy



Email

Address

Street

Building Identifier

Suite Identifier

Floor Identifier

District Name

POB

City

PostCode

Country

Rescountrycode

 AffectedPerson

Back

Save

Next

Revenue



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FILING A DAC6 RETURN – ONLINE FORM

- The **Intermediaries** screen will follow the Relevant Taxpayers screen if the user answered “Intermediary” for the “Are you a Relevant Taxpayer or an Intermediary” question on the landing page.
- Again, this screen asks if the ID of each Intermediary is an Individual or Entity, changing the form fields depending on the answers. The differences in form fields between Individual and Entity are the same as on the Disclosing page – refer to the [Disclosing page slides](#) for details.
- The following slides show the **Intermediaries** screen with “Individual” IDs selected.

- **Intermediaries** screen of **Online Form** with Individual selected for ID radio button option:

Intermediaries



Intermediary (# 1)



ID

Individual

Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

① TIN

IssuedBy



Email

Address

Street

Building Identifier

Suite Identifier

Floor Identifier

District Name

POB

City

PostCode

Country

Rescountrycode



Capacity

Capacity

National Exemption

Exemption

Back

Save

Next

- The final screen of the Online Form is the **Affected Persons** screen.
- The first question on this screen asks if the user wants to provide Affected Persons in their submission.
- If the user opts to provide Affected Persons, this screen again asks if the ID of each Affected Person is an Individual or Entity, changing the form fields depending on the answers. The differences in form fields between Individual and Entity are the same as on the Disclosing page – refer to the [Disclosing page slides](#) for details.
- The following slides show the **Affected Persons** screen with the user opting to not provide Affected Persons, and the user opting to provide Affected Persons with “Individual” IDs selected.

- **Affected Persons** screen of **Online Form** with user **opting to not provide** Affected Persons:

AffectedPersons

Will you be providing information
about Affected Persons for this
Disclosure?

- No
 Yes

Back

Save

Submit

- **Affected Persons** screen of **Online Form** with user **opting to provide** Affected Persons and with Individual selected for ID radio button option:

AffectedPersons

Will you be providing information about Affected Persons for this Disclosure? No Yes



AffectedPerson (#1)



AffectedPersonID

Individual
 Entity

IndividualName

Preceding Title

Title

* FirstName

MiddleName

Name Prefix

* LastName

Generation Identifier

Suffix

General Suffix

* BirthDate

* BirthPlace

 TIN

IssuedBy

Email

Address

Street

Building Identifier

Suite Identifier

Floor Identifier

District Name

POB

City

PostCode

Country

Rescountrycode



Back

Save

Submit



FILING A DAC6 RETURN – ONLINE FORM

- Clicking “Submit” on the Affected Persons screen will progress the user to the **ROS Sign and Submit** page.
- The user’s certificate password must be entered on this screen for the Sign and Submit process to complete.
- On clicking “Sign & Submit”, the DAC6 return will be submitted.

Sign & Submit

Certificate [Help](#)

Enter Password



Submitting a return using **XML File Upload**

- On the first page of the DAC6 Online Return Facility, if the user chooses the “**XML File Upload**” radio button, they will be able to upload an XML file instead of completing the full Online Form.
- Most fields on the first page will be removed as they are captured in the XML file upload, as seen below.

DAC6 Online Return Facility

"Optional information provided in this return will be exchanged with EU Member States and may be used by those Member States for the purposes specified in Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU."

Please select the format for this submission.

- Online Form
 XML File Upload

* Is this a marketable arrangement?

Please Select

Back

Save

Next

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FILING A DAC6 RETURN – XML FILE UPLOAD

- When the user clicks “Next” with the “XML File Upload” radio button selected, they will progress to the **File Upload** page.

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DAC6 Return

* Upload File:

Add File

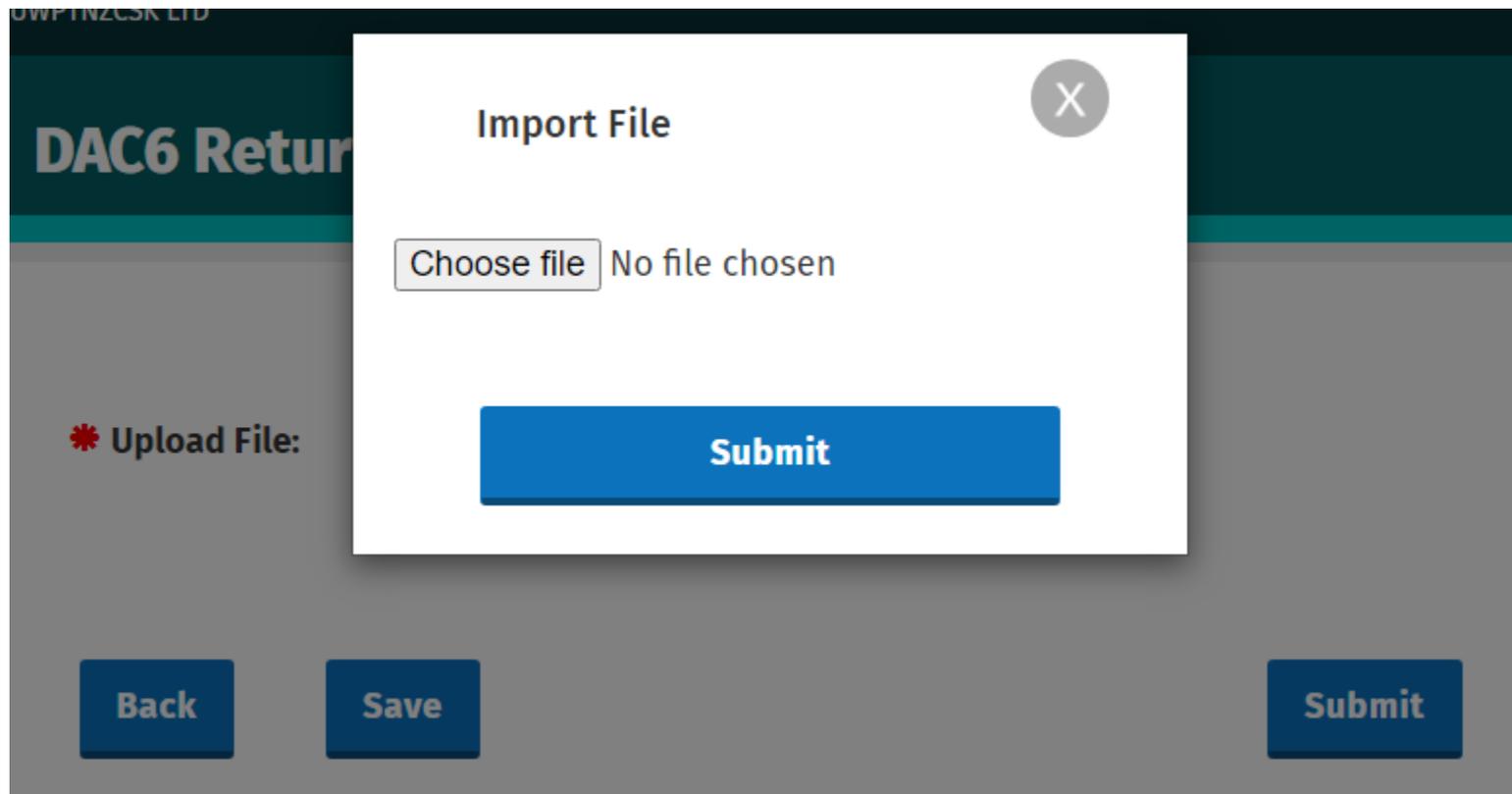
Back

Save

Submit



- Clicking the “Add File” button will show the below panel, allowing the user to select a file for upload.
- Using the “Choose File” button, the user can select the required file, and click “Submit” on the below panel to add the file.





- When a file has been added, it will appear on the page, as in the image below.
- Clicking “Remove File” will remove the file and the user will then be able to select a different file, if required.

* Upload File:

xmlFileUpload.xml

Remove File

Back

Save

Submit



FILING A DAC6 RETURN – XML FILE UPLOAD

- Clicking “Submit” on the file upload screen will progress the user to the **ROS Sign and Submit** page.
- The user’s certificate password must be entered on this screen for the Sign and Submit process to complete.
- On clicking “Sign & Submit”, the DAC6 return will be submitted.

Sign & Submit

Certificate [Help](#)

Enter Password

ACKNOWLEDGEMENT PAGE



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ACKNOWLEDGEMENT PAGE

- Once the Sign and Submit process has successfully completed for the **Online Form or the XML File Upload**, the user will be redirected to the **Acknowledgement** page, as in the below image.
- The user can click on the “Go to ROS” button to be redirected to the MyServices screen in ROS.



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DAC6 Return

Thank you.

Your DAC6 Online Return has been submitted.

Please check your ROS Revenue Record shortly for confirmation. See Notice No.: 5383233715.

[Go to ROS →](#)

ROS REVENUE RECORD (STATUS MESSAGE VIEWER)



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ROS REVENUE RECORD (STATUS MESSAGE VIEWER)

- On the ROS Home page, the user can click on the Revenue Record tab, where they can check their ROS Inbox mail acknowledgement

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LANGUAGE: ENGLISH | ROS HELP

DNWPZCUZVB GBWWN UWPTNZCSK LTD | EXIT

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

DNWPZCUZVB GBWWN UWPTNZCSK LTD - Inbox Messages

Inbox:

Inbox Messages

Priority Messages

Information Services:

Returns

Payments

Refunds & Repayments

Charges & Payments

Events List

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.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search

Tax Type/Duty/Rep. Oblig. : * Select Document Type: * Include Archive Search

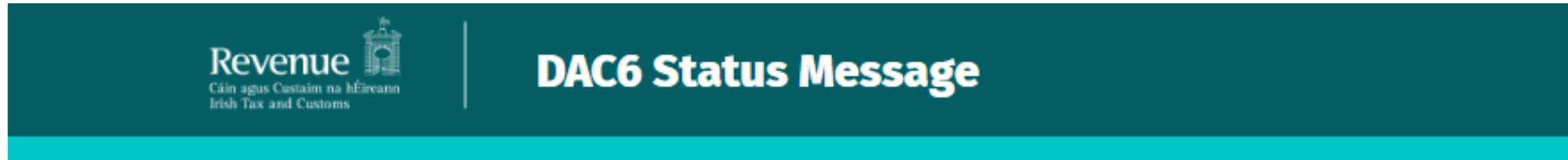
*denotes a required field.

Refresh Inbox

	Notice No. ↓	Customer Name ↓	Regn./Trader No./Doc ID ↓	Tax Type/Duty/Rep. Oblig. ↓	Document Type ↓	Period Begin ↓	Issued Date ↓
<input type="checkbox"/>	5983522787 S	DNWPZCUZVB GBWWN UWPTNZCSK LTD		DAC6	DAC6	N/A	08/07/2020

- On click of the inbox record, a pop-up window opens which shows the status of the DAC6 submission.
- If the submission is successfully received using the **Online Form**, the status message will contain the Revenue-generated XML of the submission.
- If the submission is successfully received using the **XML File Upload** option, the status message will **not** contain the XML of the submission, but will contain a list of Disclosure IDs for the Disclosures in the submission.
- If the submission is **rejected**, the status message will give the reason(s) for failure.
- The following slides show examples of the above scenarios.

- DAC6 Status Message for successfully received **Online Form** submission:



✓ Received by Revenue

Your DAC6 Online Return with Message Reference ID 2020MS0708001354 has been received by Revenue.

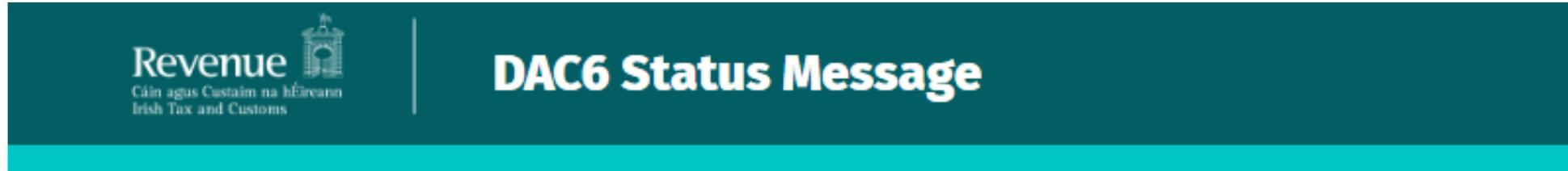
The Arrangement ID of your return is IEA20200708001355.

The Disclosure ID of your return is IED20200708001356.

Please find a copy of your DAC6 return below in XML format:

```
<?xml version="1.0" encoding="UTF-8"?><DAC6_Arrangement xmlns="urn:eu:taxud:dac6:v1">
  <Header>
    <TransmittingCountry>IE</TransmittingCountry>
    <MessageRefId>2020MS0708001354</MessageRefId>
    <Timestamp>2020-07-07T15:10:07Z</Timestamp>
  </Header>
  <ArrangementID>IEA20200708001355</ArrangementID>
  <DAC6Disclosures GDPRUpdated="true">
    <DisclosureID>IED20200708001356</DisclosureID>
```

- DAC6 Status Message for successfully received **XML File Upload** submission:



✓ Received by Revenue

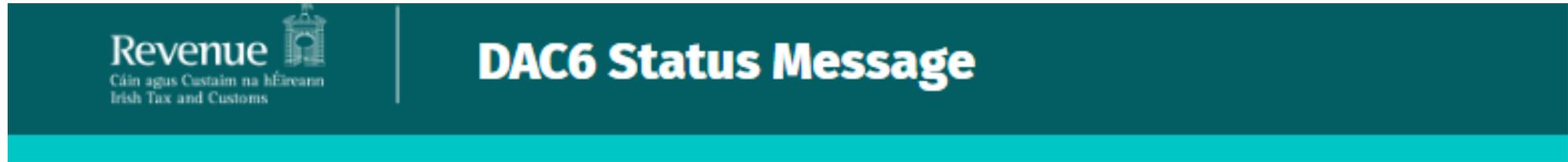
Your DAC6 file with Message Reference ID 2020MS0708002000 has been received by Revenue.

The Arrangement ID of your return is IEA20200708001364.

The Disclosure IDs of your return are:

- 1 IED20200708001362
- 2 IED20200708001363

- DAC6 Status Message for **rejected submission**:



✗ Rejected

Your DAC6 file with Message Reference ID Unreadable1594202544371 has not passed Revenue validation. Please correct the errors listed below and re-submit your return.

The Arrangement ID of your return is {0}.

Reason(s) for failure:

- 1 BR_MA_001 : Please provide at least one taxpayer for Disclosure IED20200221989322