## BIG RED BOOK GUIDE TO EMPLOYER EWSS REGISTRATION ON ROS



Employers must register before beginning to submit payruns dates from September 1<sup>st</sup> onwards under EWSS

### EWSS EMPLOYER ELIGIBILITY CRITERIA

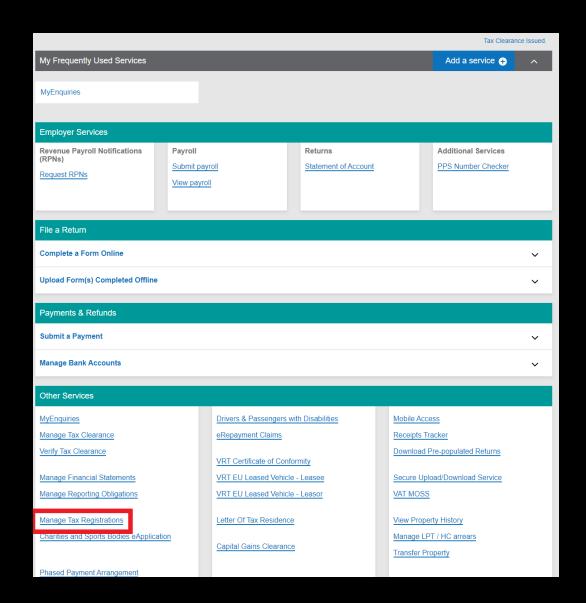
- Employers must have a current tax clearance certificate in order to register for EWSS and receive subsidy payments or PRSI credits.
- Due to COVID-19, the business will experience at least a 30% reduction in turnover or orders between July 1<sup>st</sup>, 2020 and December 31<sup>st</sup>, 2020.
  - This reduction in turnover or orders is relative to:
    - the same period in 2019 where the business was in existence prior to July 1<sup>st</sup>, 2019, or
    - the period from the date the business commenced to December 31<sup>st</sup>, 2019, or
    - where a business commenced after November 1<sup>st</sup>, 2019, the projected turnover or orders.
  - Childcare businesses registered in accordance with Section 58C of the Child Care Act 1991 qualify without needing to show a reduction in turnover.



On the My Services page under 'Other Services'

#### Select

'Manage Tax Registrations'





**Under 'Registration Options'** 

#### Select

'Employment Wage Subsidy Scheme'

by Clicking

'Register'

eRegistration	
	Registration Options
Manage Your Tax Registrations and TAIN Links Notes: You may add multiple requests to 'Your Requests'	Capital Gains Tax - CGT
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	Value Added Tax - VAT
until the 'Submit' process is completed.	Employer (PAYE/PRSI)
	Corporation Tax - ct Cease Registration > Remove Agent Link >
	Relevant Contracts Tax - RCT Register >
	Environmental Levy - ELEV Register > Status: Not Registered
	Diesel Rebate Scheme - DRS Register > Status: Not Registered
	Charitable Donations Scheme - CDS Status: Not Registered
	Customs & Excise - C&E
	Sugar Sweetened Drinks Supplier - ssps Register > Status: Not Registered
	Sugar Sweetened Drinks Exporter - SSDE Register > Status: Not Registered
	Employment Wage Subsidy Scheme - Ewss Register > Status: Not Registered
	Employer (PAYE/PRSI) Status: Not Registered
	VAT MOSS - VAT Mini One Stop Shop Manage VAT MOSS > If you have added requests to the 'Your Requests' area please ensure these are submitted before managing your VAT MOSS registration.



Read all the Information Regarding Registration Details

Then Click 'Confirm'

Desist	ration Dataila
Regist	ration Details
Bank	Details
Bank deta	ails are required for the Employment Wage Subsidy Scheme.
	registration your PREM bank account details will be added to your EWSS registration.
•	Bank details can be managed on ROS from the My Services screen.
•	First select: Manage Bank Accounts. Then select: Manage EFT.
Dook date	ile see he smanded 2.2 wedines down following excitation
Bank deta	ills can be amended 2-3 workings days following registration.
business w could resul	at I have read the eligibility criteria for the Employment Wage Subsidy Scheme and that the business qualifies for the scheme. I undertake ti ill abide by the terms and conditions of the scheme. I understand and accept that failure by the business to adhere to the terms of the schem t in recoupment of monies together with interest, penalties and prosecution. I undertake that the business will retain all records relating to the cluding the basis of eligibility, for review by Revenue.
< Back	Confi



Fill in the Registration Date and Related Employer Registration

Then Click 'Add To Your Requests'

eRegistration	
EWSS Registration * Denotes a required field Registration Date (DD/MM/YYYY) *	
Related Employer (PAYE/PRSI) registration *	- Select Employer (PAYE/PR5 🗸
Please select the Employer (PAYE/PRSI) registration to which this Employer	oyment Wage Subsidy Scheme registration relates Add To Your Requests

# STEP 5: SUBMIT YOUR REQUEST

eRegistration

#### Important:

The Request to Register for EWSS will not be Completed Until You Click 'Submit' in the 'Your Requests' section and then Follow the Instructions displayed.

Once Completed Successfully, the Registration will be active immediately. However, it may take several days for this to show fully in ROS.

	Registration Options	Your Requests (1)
Manage Your Tax Registrations and TAIN Links Notes: Your 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.	Capital Gains Tax -cgt	Register EWSS (1234567T ) Edit Cancel
	Remov	e Registration > ve Agent Link > nove Intra-EU >
		e Registration > ve Agent Link >
		ve Agent Link > You need to submit this request in order for this transaction to be processed.
	Relevant Contracts Tax - RCT Status: Not Registered	Register > Subm
	Environmental Levy - ELEV Status: Not Registered	Register 🔪
	Diesel Rebate Scheme - DRS Status: Not Registered	Register 🔰
	Charitable Donations Scheme - CDS Status: Not Registered	
	Customs & Excise - C&E	
	Sugar Sweetened Drinks Supplier - ssos Status: Not Registered	Register 🗲
	Sugar Sweetened Drinks Exporter - ssDE Status: Not Registered	Regisler 🔰
	Employment Wage Subsidy Scheme - Ewss Status: In Requests	
	Employment Wage Subsidy Scheme - Ewss Status: Not Registered	ter Additional 🔊
	Employer (PAYE/PRSI) Registred	ter Additional 🗲

Submit 🕽