

# **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.

# STEP 1: LOG INTO ROS

On the My Services page under  
'Other Services'

Select

'Manage Tax Registrations'

Tax Clearance Issued.

My Frequently Used ServicesAdd a service +^

MyEnquiries

Employer Services

Revenue Payroll Notifications (RPNs)  
[Request RPNs](#)

Payroll  
[Submit payroll](#)  
[View payroll](#)

Returns  
[Statement of Account](#)

Additional Services  
[PPS Number Checker](#)

File a Return

Complete a Form Online

Upload Form(s) Completed Offline

Payments & Refunds

Submit a Payment

Manage Bank Accounts

Other Services

[MyEnquiries](#)  
[Manage Tax Clearance](#)  
[Verify Tax Clearance](#)  
  
[Manage Financial Statements](#)  
[Manage Reporting Obligations](#)  
[Manage Tax Registrations](#)  
[Charities and Sports Bodies eApplication](#)  
  
Phased Payment Arrangement

[Drivers & Passengers with Disabilities](#)  
[eRepayment Claims](#)  
  
[VRT Certificate of Conformity](#)  
[VRT EU Leased Vehicle - Lessee](#)  
[VRT EU Leased Vehicle - Lessor](#)  
  
[Letter Of Tax Residence](#)  
  
[Capital Gains Clearance](#)

[Mobile Access](#)  
[Receipts Tracker](#)  
[Download Pre-populated Returns](#)  
  
[Secure Upload/Download Service](#)  
[VAT MOSS](#)  
  
[View Property History](#)  
[Manage LPT / HC arrears](#)  
[Transfer Property](#)

## STEP 2: REGISTRATION OPTIONS

Under 'Registration Options'

Select

'Employment Wage Subsidy  
Scheme'

by Clicking

'Register'

eRegistration

Manage Your Tax Registrations 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

<b>Capital Gains Tax</b> - CGT	
<b>Value Added Tax</b> - VAT	<a href="#">Cease Registration &gt;</a> <a href="#">Remove Agent Link &gt;</a> <a href="#">Remove Intra-EU &gt;</a>
<b>Employer (PAYE/PRSI)</b>	<a href="#">Cease Registration &gt;</a> <a href="#">Remove Agent Link &gt;</a>
<b>Corporation Tax</b> - CT	<a href="#">Cease Registration &gt;</a> <a href="#">Remove Agent Link &gt;</a>
<b>Relevant Contracts Tax</b> - RCT Status: Not Registered	<a href="#">Register &gt;</a>
<b>Environmental Levy</b> - ELEV Status: Not Registered	<a href="#">Register &gt;</a>
<b>Diesel Rebate Scheme</b> - DRS Status: Not Registered	<a href="#">Register &gt;</a>
<b>Charitable Donations Scheme</b> - CDS Status: Not Registered	
<b>Customs &amp; Excise</b> - C&E	
<b>Sugar Sweetened Drinks Supplier</b> - SSDS Status: Not Registered	<a href="#">Register &gt;</a>
<b>Sugar Sweetened Drinks Exporter</b> - SSDE Status: Not Registered	<a href="#">Register &gt;</a>
<b>Employment Wage Subsidy Scheme</b> - EWSS Status: Not Registered	<a href="#">Register &gt;</a>
<b>Employer (PAYE/PRSI)</b> Status: Not Registered	<a href="#">Register Additional &gt;</a>
<b>VAT MOSS</b> - VAT Mini One Stop Shop If you have added requests to the 'Your Requests' area please ensure these are submitted before managing your VAT MOSS registration.	<a href="#">Manage VAT MOSS &gt;</a>

## STEP 3: REGISTRATION DETAILS

Read all the Information  
Regarding Registration Details  
Then Click 'Confirm'

eRegistration

### Registration Details

**⚠ Bank Details**  
Bank details are required for the Employment Wage Subsidy Scheme.  
Following 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.

Bank details can be amended 2-3 working days following registration.

I declare that I have read the eligibility criteria for the Employment Wage Subsidy Scheme and that the business qualifies for the scheme. I undertake that the business will 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 scheme could result in recoupment of monies together with interest, penalties and prosecution. I undertake that the business will retain all records relating to the scheme, including the basis of eligibility, for review by Revenue.

[< Back](#) [Confirm >](#)

## STEP 4: EWSS REGISTRATION

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 \*

Please select the Employer (PAYE/PRSI) registration to which this Employment Wage Subsidy Scheme registration relates

# STEP 5: SUBMIT YOUR REQUEST

## 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.

Manage Your Tax Registrations 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

Capital Gains Tax - CGT

Value Added Tax - VAT

Cease Registration >

Remove Agent Link >

Remove Intra-EU >

Employer (PAYE/PRSI)

Cease Registration >

Remove Agent Link >

Corporation Tax - CT

Cease Registration >

Remove Agent Link >

Relevant Contracts Tax - RCT

Status: Not Registered

Register >

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 - SSDS

Status: Not Registered

Register >

Sugar Sweetened Drinks Exporter - SSDE

Status: Not Registered

Register >

Employment Wage Subsidy Scheme - EWSS

Status: In Requests

Employment Wage Subsidy Scheme - EWSS

Status: Not Registered

Register Additional >

Employer (PAYE/PRSI)

Status: Not Registered

Register Additional >

Your Requests (1)

Register

EWSS ( 1234567T )

Edit Cancel

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

Submit >