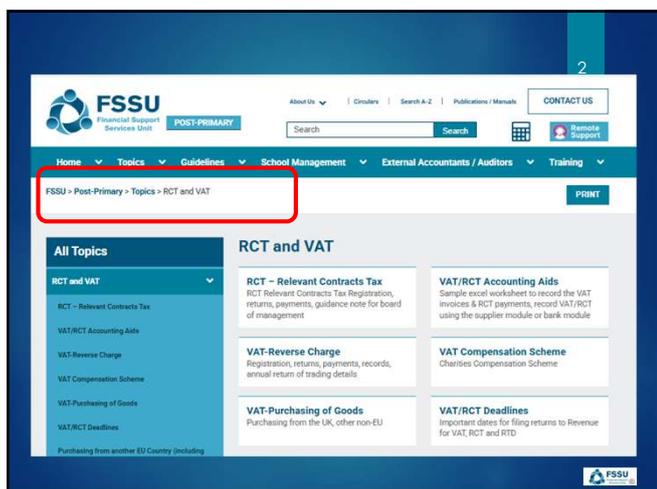
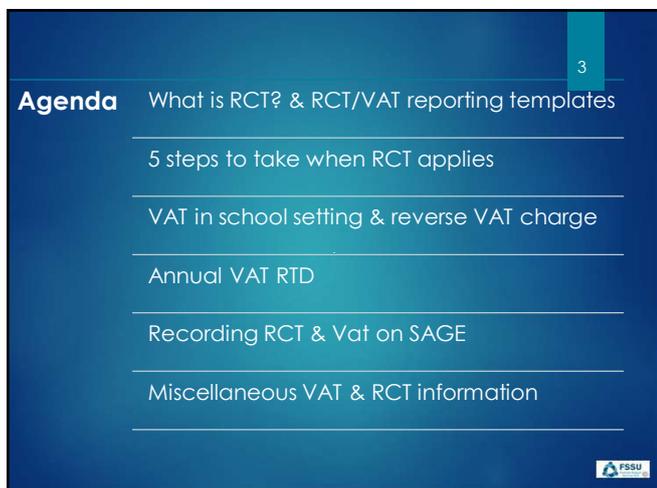




1



2



3

4

Revenue Taxes



FSSU

4

5

RCT/VAT Filing and tracking



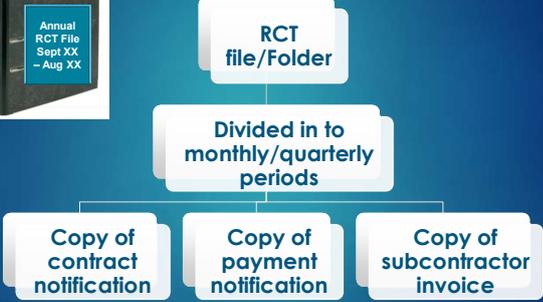
- The items that you should retain in the RCT file
- The items that should be in the VAT folder
- RCT/VAT excel sheet that we suggest you use ensure you follow all the steps on ROS
- Capital projects budget template

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5

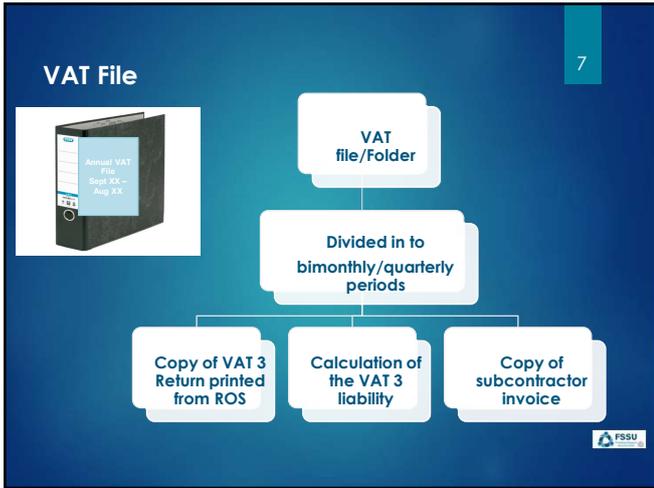
6

RCT File



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6



7

VAT & RCT Supporting Excel Sheet

FSSU > Post-Primary > Topics > RCT and VAT > VAT/RCT Accounting Aids > VAT/RCT Worksheet

8

Budget template for capital projects

THIS TEMPLATE MAY BE USED TO TRACK OTHER CAPITAL GRANTS SUCH AS ICT

Buildings Projects Report

School Name: Insert name here
 Roll Number: 12645J
 Project description: Building project
 Date: 31/12/20XX

Income	COA code	Actual	Budget	Variance
		€	€	€
	3900 Department grants	150,000	200,000	-50,000
	3901 Fundraising Income			
	3903 Trustees/Parent contribution			
	3902 Parents Funding			
	Past Pupils Union contribution			
	3907 Donations			
	Restricted (Designated Funds)	10,000	10,000	
	3904 Other (sports grant, lottery etc.)			
Total		160,000	210,000	-50,000
Expenditure				

FSSU > Post-Primary > Topics > Sage 50 Accounts > Training & Videos > Videos by Topic > Capital Projects

9

10

Q: What is RCT?

Relevant Contracts Tax

RCT rates are either 0%, 20% or 35%.




10

11

RCT: Construction Operation

What is a "Construction Operation"?
Defined under **Section 530(a) to (g)** of the **Taxes Consolidation Act 1997**

Key Points:

- RCT applies **only** to relevant construction contracts.
- **Construction Operations** include:
 - Construction, altering, repairing, extending, demolishing or dismantling of buildings or structures.
 - Work on roads, sewers, water mains, power lines, etc.
 - Installation of systems: heating, lighting, air conditioning, etc.



11

12

RCT Construction Operation

Key words:

- Building** – Is the work being done integral to the building
- Structure** – Is the structure permanent/semi-permanent



12

Is RCT is applicable ? 13



- Construction Projects
- Emergency & Summer Works
- Installation of prefabs



13

Does RCT apply? 14



Is this an RCT activity?



14

Does RCT apply? 15



RCT Applies

-  **Key words:**
-  **Construction Operation**
-  **Structure – Is the structure permanent/semi permanent**



15

16

Does RCT apply?



Is this an RCT activity?



16

17

Does RCT apply?



Key words:



Construction Operation



Structure –
Structure is not permanent/semi permanent

RCT does not apply



17

18

Does RCT apply?



Is this an RCT activity?



18

19

Does RCT apply?



RCT Applies

- Key words:
- Construction Operation
- Building/Structure – permanent/semi-permanent



19

20

Is RCT is applicable ?



- Repairs to buildings incl. systems such as electrical, plumbing
- Maintenance contracts with repair element
- Rendering buildings complete



20

21

RCT does not apply



- Maintenance Only Contracts
- Routine Cleaning
- Computers & Hardware
- Professional fees e.g. architect fees
- Landscaping except where part of the build
- Other goods and services



21

22

Does RCT apply?



Is this an RCT activity?



22

23

Does RCT apply?



Key words:



Construction Operation



Repair to building system

RCT Applies



23

24

Does RCT apply?



Is this an RCT activity?



24

25

Does RCT apply?



- Key words:
- Fitting of Equipment
- No alteration to the building

RCT does not apply



25

26

Does RCT apply?



Is this an RCT activity?



26

27

Does RCT apply?



- Key words:
- Construction operation
- Alteration to the building

RCT Applies



27

28

Does RCT apply?



Is this an RCT activity?



28

29

Does RCT apply?



Key words:

- Minor job
- Not an alteration to the building

RCT does not apply



29

30

Does RCT apply?



Is this an RCT activity?



30

31

Does RCT apply?



Key words:

Construction Operation

Repair to building system

RCT Applies



31

32

Does RCT apply?



Is this an RCT activity?



32

33

Does RCT apply?



Key words:

Fitting of Equipment

No alteration to the building

RCT does not apply



33

34

Does RCT apply?



Is this an RCT activity?



34

35

Does RCT apply?



-  Key words:
-  Maintenance
-  No alteration to the building

RCT does not apply



35

36

Does RCT apply?



Is this an RCT activity?



Home → Online Services → myAccount.help

MyEnquiries

MyEnquiries is a secure online service that allows you to send, receive and track correspondence to and from Revenue



36

37

5 steps on ROS when dealing with RCT & VAT

- 1. Contract Notification
- 2. Payment Notification
- 3. Deduction Authorisation
- 4. RCT Return
- 5. VAT return



37

38

Step 1 Contract Notification

- Subcontractors name
- Subcontractors tax reference number
- Site Identifier Number (SIN)
- Estimated contract value – Ex-VAT



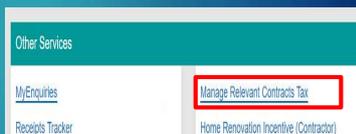
38

39

RCT- Contract Notification

To notify the contract on ROS

1. Log on to ROS
2. Go to 'MY SERVICES' TAB
3. Click on **Manage Relevant Contract Tax**



39

40

RCT- Contract Notification

1. Go to RCT Contract Notifications
2. Click on Input a new Contract Notification

40

41

RCT- Contract Notification

Declaration

Read and tick this box to proceed

41

42

RCT- Contract Notification

Information you will need from the sub-contractor:

- Sub-contractor tax reference number
- Sub-contractors name
- Fixed place of business

42

43

RCT- Contract Notification

Information you will need from the sub-contractor:

- If subcontractor information not available please tick this box to input additional information

Indicate if Tax Reference Number is not available

Does the Subcontractor have a fixed place of business to take orders, bookings for contracts, store materials and equipment etc? * Yes No

43

44

RCT- Contract Notification

Information you will need about the contract

- Sector
- Nature of Work
- Site Identifier Number
Only create new SIN if building project work being carried out
- Start and End Dates
- Estimated Value of the work

Contract Details

Sector *

Nature of Work *

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? *

Start Date of Work *

End Date of Work *

If the contract has ended, please enter today's date.

Estimated Value of Contract *

44

45



Site Identifier Number (SIN)

- Unique number identifying the project or site
- Generated by Revenue on ROS

45

52

Step 2 Payment Notification

- It is vitally important to notify Revenue before any payment is made to Sub-contractor!



52

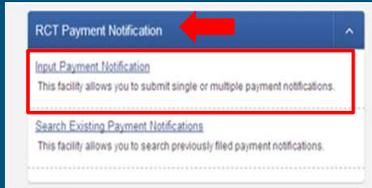
53

RCT- Payment Notification

Before making a payment to a subcontractor you must notify the payment to the Revenue

Inputting a Payment Notification

1. Log on to ROS
2. Go to 'MY SERVICES' TAB
3. Click on Manage Relevant Contract Tax
4. Go to RCT Payment Notifications



53

54

RCT- Payment Notification

- 1 Find the Sub-Contractor from the list
- 2 Click Input Payment Notification

Relevant Contracts Tax

Input Payment Notification

Contract Notification List

You can use the filters in the table below to refine your results.
Select a contract notification from the list and click 'Input Payment Notification' to input a Payment Notification under this contract notification.
You may input up to 100 Payment Notifications in one submission.

Contract ID	Sub State	Sub Tax Ref Number	Sub Name	Status	Revenue Site Identifier	Project Name
				Open		
				Closed		
				Closed		
				Closed		
				Closed		

+ Input Payment Notification



54

RCT- Payment Notification 55

Relevant Contracts Tax

Payment Notification Detail

* Denotes a required field

Principal Tax Reference Number

Principal Name

Sub Tax Reference Number

Sub Name

Gross Payment Amount *

Net Payment Amount

Deduction Amount

Tick this box if this payment relates to an unreported/post payment

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RCT- Payment Notification 56

Relevant Contracts Tax

Payment Notification Acknowledgement

The following payment notifications will be input.

Please click 'Back' if you wish to change anything prior to submission or click 'Continue' to proceed with this submission.

Please note: this acknowledgement is not a deduction authorisation. You will receive a deduction authorisation in your ROS inbox immediately following submission.

Payment Notification ID	Sub Tax Ref	Sub Name	Date Input	Gross Payment	Net Payment	Deduction Amount
			15/12/2011	10000.00	8000.00	2000.00

The payment notification acknowledgement screen is for information only

If there is a deduction, this will show in the deduction amount box

Click continue to proceed

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RCT Payment Notification 57

Payment Notification Acknowledgement

[Print All](#) [View/Download in CSV or XML](#)

The following payment notifications will be input.

Payment Notification ID	Sub Tax Ref	Sub Name	Date Input	Gross Payment	Net Payment	Deduction Amount
				10000.00	8000.00	2000.00

You have notified the Revenue Commissioners that you are about to make a relevant payment of €10000.00 to the below subcontractor:

You are hereby authorised to deduct from this payment, tax at the rate of 20%, which based on a payment of €10000.00, results in a tax amount of €2000.00. If you do not make this payment, you must withdraw the Payment Notification in your return for the period, or earlier.

Revenue Commissioners

[Print](#)

Check the revenue record inbox to view the deduction authorisation.
Click on the chevron to see additional information.
Give a copy to the subcontractor.
Print a copy for your records and attach to the invoice in question.

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57

61 Search existing contract notifications

Relevant Contracts Tax

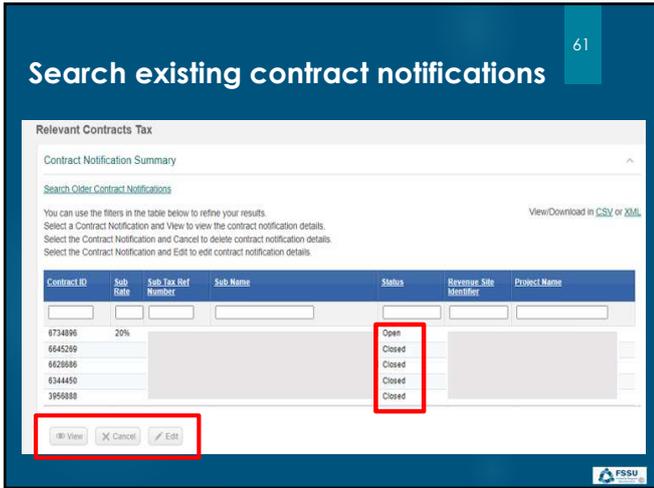
Contract Notification Summary

[Search Older Contract Notifications](#)

You can use the filters in the table below to refine your results. View/Download in CSV or XML

Select a Contract Notification and View to view the contract notification details.
Select the Contract Notification and Cancel to delete contract notification details.
Select the Contract Notification and Edit to edit contract notification details.

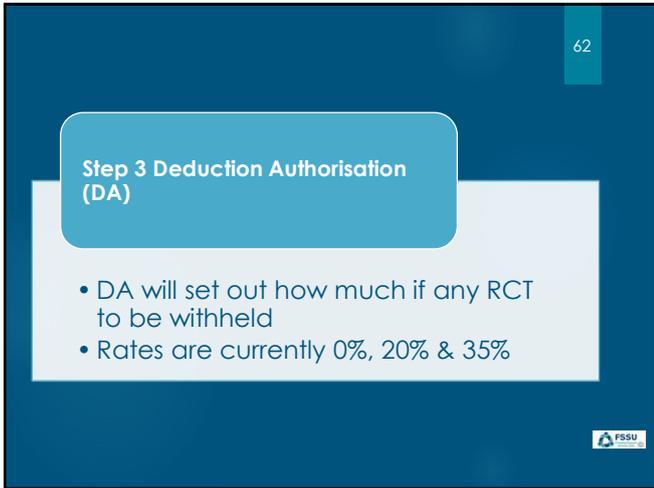
Contract ID	Sub Rate	Sub Tax Ref Number	Sub Name	Status	Revenue Site Identifier	Project Name
6734896	20%			Open		
6645299				Closed		
6629686				Closed		
6344450				Closed		
3956888				Closed		



61

62 Step 3 Deduction Authorisation (DA)

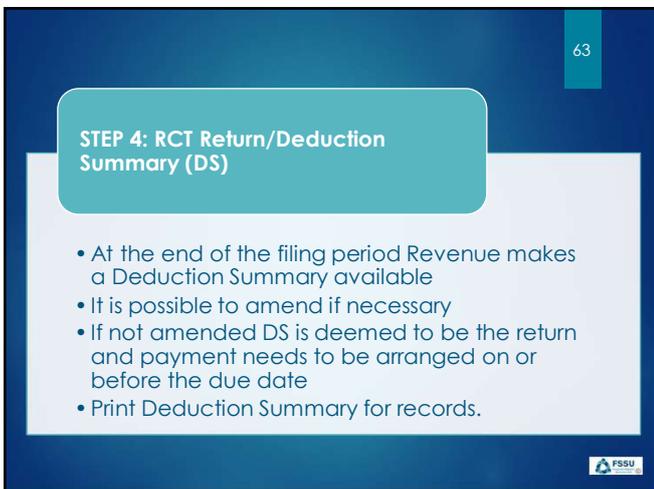
- DA will set out how much if any RCT to be withheld
- Rates are currently 0%, 20% & 35%



62

63 STEP 4: RCT Return/Deduction Summary (DS)

- At the end of the filing period Revenue makes a Deduction Summary available
- It is possible to amend if necessary
- If not amended DS is deemed to be the return and payment needs to be arranged on or before the due date
- Print Deduction Summary for records.



63

Filing and payment of RCT on ROS

64

NO RCT activity
AUTO-FILED on ROS

RCT activity at 0% deduction
AUTO-FILED on ROS

RCT activity at 20%/35% deduction
MANUAL FILING on ROS

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64

RCT - Filing and Payment to the Revenue

65

To file the RCT return on ROS:

1. Select 'File a Return'
2. Select 'Complete a form Online'
3. Select 'RCT' from the 'Tax Type' option list
4. Select 'RCT Return' from the 'Select a return type' option list
5. Review and amend the deduction summary (if necessary)
6. Click 'File Return' button
7. Choose payment method and proceed to sign and submit screen

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.

RCT RCT Return File Return

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65

School must account for VAT

"VAT to be accounted for by the Principal Contractor"

VAT in school setting & reverse VAT charge

FSSU

66

VAT return

67

Tax Range/Trade No.	Tax Type/Date	Document Type	Period	Due Date	Issue Date	Date Filed	Action
	VAT	VAT3	19/03/2021-19/03/2021	19/03/2021			File/Pay
	VAT	VAT3	01/01/2021-31/12/2021	28/10/2021	08/10/2021	16/10/2021	
	VAT	VAT3	01/08/2021-31/07/2021	18/11/2021	07/10/2021	13/10/2021	
	VAT	VAT3	01/07/2021-30/06/2021	23/09/2021	12/08/2021	13/08/2021	
	VAT	VAT RTD	01/08/2021-31/08/2021	18/09/2021	12/08/2021	13/08/2021	

67

VAT return

68

My Frequently Used Services

My Enquiries: Complete VAT3 online

Employer Services

- Revenue Payroll Notifications (RPNs) - Request RPNs
- Payroll - Submit payroll, View payroll
- Returns - Statement of Account, Employment Wage Subsidy Scheme
- Additional Services - PPS Number Checker, TRSS Reconciliation, EWSS Eligibility Review
- Employer Reporting Notifications (ERNs) - Request ERNs by file upload
- Expenses/Benefits - Submit Expenses/Benefits, View Expenses/Benefits
- Enhanced reporting requirements - Expenses/Benefits Monthly Report

File a Return

Complete a Form Online

Upload Form(s) Completed Offline

68

VAT return

69

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.

VAT | VAT3 | **File Return**

Upload Form(s) Completed Offline

69

VAT RTD return on ROS 82

The screenshot shows two sections of the ROS VAT RTD return interface. The first section is titled 'Goods or Services Purchased for Resale (Irish or Intra EU acquisitions, Postponed Accounting & Non-EU Imports)'. It contains the question 'Did you purchase Goods/Services for resale?' with radio buttons for 'Yes' and 'No'. A red circle highlights the 'No' button, and a red arrow points to a 'Click No' button. A yellow warning box below states: 'If you have recorded EU acquisitions online, you must now take an input credit to avoid an incorrect charge arising.' The second section is titled 'Other Deductible Goods and Services (Irish or Intra-EU acquisitions, Postponed Accounting & Imports)'. It contains the question 'Did you purchase goods or services that are not for resale but where VAT paid can be claimed as an input credit?' with radio buttons for 'Yes' and 'No'. A red circle highlights the 'No' button, and a red arrow points to a 'Click No' button. A yellow warning box below states: 'If you have recorded EU acquisitions online, you must now take an input credit to avoid an incorrect charge arising.'

82

Recording RCT & VAT on SAGE 83

The diagram shows two methods for recording RCT & VAT on SAGE. The 'Bank Method' is represented by a blue bar with a white circle to its left. The 'Supplier Method' is represented by a darker blue bar with a white circle to its left. Both circles have lines extending from them, suggesting they are part of a larger flow or process.

83

Steps using Bank method on SAGE 84

1. Enter the payment to the supplier that the Revenue have notified on ROS
2. Using a journal entry record the amount of VAT due
3. Using a journal entry record the amount of RCT due
4. Record the payment of the amount paid to revenue of the VAT & RCT

> Sage 50 – How to record VAT/RCT using the bank module

84

88

Steps using Supplier method on SAGE

1. Enter supplier invoice for net amount i.e. ex-vat
2. Record a supplier invoice for VAT amount
3. Enter a supplier credit note for VAT coding to 2260
4. Match out credit notes against invoices.
5. Where there is a deduction for RCT record a credit note for this amount code to 2270
6. Match out RCT Credit note against supplier invoice
7. Pay the supplier
8. Pay RCT over to revenue

> Sage 50 – How to record VAT/RCT using the suppliers module

88

Batch Supplier Invoice

A/C Smith Electrical Tax Rate 0.00

N/C Repairs to Buildings and Grounds

INV#	Attach	Date*	Due On*	Ref	Ex Ref	INV#	Department/Details	Net IT#*	VAT	Gross Disputed?	Ad
SMTH01		18/05/2025	18/06/2025	658		5310	0 Electric...	5000.00 T9	0.00	5000.00	
SMTH01		18/05/2025	18/06/2025	658VAT		5310	0 VAT on ...	675.00 T9	0.00	675.00	

Enter the supplier invoice

89

Batch Supplier Credit

A/C Smith Electrical Tax Rate 0.00

N/C Reverse VAT Control Account

INV#	Attach	Date*	Due On*	Credit No	Ex Ref	INV#	Department/Details	Net IT#*	VAT	Gross
SMTH01		20/05/2025	20/05/2025	2280		0	VAT on Sh...	675.00 T9	0.00	675.00

Record a Credit Note for the VAT amount

90

94

Miscellaneous RCT & VAT information

- What to do if the contractor is not registered for VAT.
- The contractor is not resident in ROI
- How do you deal with NI imports?
- What are the filing dates for VAT & RCT?
- Note about the penalties that apply



94

95

Q: Non resident Contractors ?

Q: RCT & VAT with contractor not vat registered?

Q: VAT on purchases from abroad?



95

96

Non VAT Registered contractors



- ❖ Traders required to register for VAT if turnover > €42,500.
- ❖ Still required to apply RCT steps
- ❖ Reverse charge VAT will not apply
- ❖ Written confirmation that supplier is not VAT registered.
- ❖ This applies only to suppliers resident in the state



96

Non Resident Contractors

- ❖ Work carried out in Ireland
- ❖ Required to apply RCT steps
- ❖ Reverse charge VAT to be applied (at Irish rate 13.5%)



97



97

VAT on purchases

Purchasing from another EU Country (including Northern Ireland)

- ❖ Pay VAT on invoice at the relevant rate in that EU country.
- ❖ Do not give the supplier the school's VAT number

Purchase of goods from outside the EU (including Great Britain but excluding Northern Ireland)

- ❖ Do not give the supplier the school's VAT number
- ❖ Irish VAT will be applied either by the supplier or customs at point of entry.



98



98

VAT and RCT Deadlines

Quarter	VAT Due Date	RCT Due Date
Q1 Jan-Feb-Mar.	23rd Mar	23rd April
Q2 Apr-May-Jun	23rd May	23rd July
Q3 July-Aug-Sep.	23rd Sep	23rd Oct
Q4 Oct-Nov-Dec.	23rd Nov	23rd Jan

DON'T FORGET!

RCT Monthly returns - 23rd of following month

99



99

100



LATE FILING
INTEREST
AND
PENALTIES.



100

101



Thank You

Any questions please email
info@fssu.ie
Tel: 01-269 0677



101
