

## [41A-03-01] Submission of iXBRL Financial Statements with Corporation Tax Returns

*Reviewed August 2016*

This Instruction provides details of obligations by Corporation Tax (CT) Filers to submit electronic financial statements with the CT Return. The option to file electronic financial statements is also available to Income Tax filers on a voluntary basis. This instruction is of particular interest to CT customer service staff, staff in audit and case profiling areas, ROS help desk staff and ROS liaison officers. Customer Service staff in Income Tax areas should also be aware of this instruction.

Page 23 of this instruction provides a description of the queries to be handled by-

- Revenue Districts
- iXBRL Helpdesk
- ROS Helpdesk

## [41A.03.01] Submission of iXBRL Financial Statements With Corporation tax returns

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## Part 1 Introduction

### 1.1 Corporation Tax - change in legislation:

The definition of a Corporation Tax Return has been extended to include both the Form CT1 and the electronic Financial Statements<sup>1</sup>. This, coupled with the existing e-filing legislation<sup>2</sup>, establishes a statutory basis for the mandatory submission of Financial Statements<sup>3</sup> in an electronic form. For cases subject to mandatory electronic filing of the Corporation Tax Return (CT1), filing the electronic Financial Statements will now form part of the tax return. In accordance with the legislation, Corporation Tax cases are required to file their corporation tax return electronically.

A chargeable person who is obliged to file a Form CT1 must also submit electronic Financial Statements in conjunction with that CT1. Whilst the Financial Statements and the Form CT1 are submitted as separate files through the Revenue Online Service (ROS), they are two parts of a single return.

There may be exceptional situations where the requirement to submit the electronic Financial Statements can be waived such as in the case of inactive companies and certain liquidations.. However such decisions will be made on a case by case basis by the Revenue office dealing with the Corporation Tax case.

At a future date Revenue may require electronic submission of tax computations.

### 1.2 Why are the changes happening?

Financial Statements contain key tax risk data. The ability to accept Financial Statements in machine readable format via ROS will greatly enrich the data set available to Real Time Risk and REAP for Risk Analysis purposes. Over time, the electronic data received has the potential to allow Revenue to perform the following:

- a) Build REAP rules to compare key accounting ratios across industry, help identify industry risks and perform inter-company and industrial comparisons with the information contained in the Financial Statements and presented on the CT1 form,
- b) Automatically prepare a company profile for each company,
- c) Auto generate statistical information for management purposes,
- d) Perform basic audit checks / reconciliations (e.g. reconciling loss relief/claims within a group),
- e) In addition, electronic Financial Statements submitted will be available to view in, or print from, ITS and auditors can use them to support their interventions.
- f) Develop predictive analytical models to identify potential cases with risk of:
  - (i) Payment non -compliance
  - (ii) Liquidation/receivership.

### 1.3 Who is affected?

<sup>1</sup> Appendix I sets out the legislative analysis on this point.

<sup>2</sup> <http://www.revenue.ie/en/online/ros/mandatory-e-filing.html>

<sup>3</sup> Mandatory filing of Financial Statements is being phased in. Further details are set out in paragraph 2.3

The obligation to file electronic financial statements is being introduced on a phased basis. All Corporation Taxpayers, to whom Phase 1 or Phase 2 in **Part 2.3** below apply, are affected by the changes. This includes:

- Irish Tax Resident Companies
- Parents & Subsidiaries
- Branches/Agencies of Non-Resident Companies
- Companies not bound by the Companies Acts

Inactive companies and companies in liquidation may not be required to file electronic Financial Statements with their Form CT1. However, should the need arise, which should only be in exceptional circumstances, Revenue retains the right to request electronic Financial Statements in these situations.

## **1.4 Companies in Liquidation**

For companies in liquidation, where there are no net assets for distribution, Revenue will accept that an iXBRL return need not be filed and the accounts extract on the Form CT1 should be fully completed instead. However, Revenue retains the right to request that an iXBRL return is filed in specific cases. Specific requests for filing the iXBRL return are more likely to be made where the company is not compliant in respect of Form CT1 obligations up to the date of liquidation.

It will be for local Districts to decide whether electronic files are required in addition to the CT1. The decision making process in this regard should be the same as is currently applied in waiving the obligation to file a Form CT1 electronically.

## **1.5 The format of electronic Financial Statements**

Revenue has adopted the internationally recognised iXBRL standard for accepting electronic Financial Statements. XBRL stands for eXtensible Business Reporting Language. In simple terms this is a language which allows accounting and tax data to be presented in a format that can be understood and analysed by computers. Pieces of data are assigned “tags” which allows them to be recognised as specific accounts items such as gross profit etc. The XBRL “language” is interpreted through “taxonomies” which are essentially dictionaries that identify the meaning of each tag.

iXBRL or “inline” XBRL is a version of XBRL which allows XBRL documents to be presented as normal human-readable documents in addition to being 'tagged' for interpretation by computer systems.

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 1.6 Tagging

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

## 1.7 Taxonomies

In ROS it will only be possible to submit iXBRL files that have been tagged by reference to specific taxonomies that have been approved by Revenue. The approved taxonomies are listed on the Revenue website. The approved taxonomies have been prepared and published by the governing bodies within the accounting profession that have responsibility for setting accounting and financial reporting standards. The approved taxonomies like the Financial Statements reflect these standards known as generally accepted accounting principles (GAAP) and international financial reporting standards (IFRS).

There is a substantial overlap between the Irish and UK GAAP and IFRS taxonomies. Reflecting the slight variations in GAAP and IFRS in this country, Irish extensions of the GAAP and IFRS taxonomies have been prepared. It is the latter taxonomies that are accepted by Revenue.

Generally, Corporation Tax filers will require software in order to produce the Financial Statements in iXBRL format. It is not planned, at this time, to develop a ROS solution for compiling the iXBRL files through input screens. However, a ROS development has been implemented to accept iXBRL files that have been created using externally sourced software.

## 1.8 Change Programme

Revenue undertook a multi-thread communications campaign to foster awareness of iXBRL filing obligations. Thousands of delegates registered to attend the 2012 and 2014 iXBRL Roadshow at one of several venues nationwide. Revenue also convened an iXBRL Software Vendors Forum to ensure that suppliers of iXBRL solutions to the Irish market had notice and information on Revenue's timelines and requirements. iXBRL related e-Briefs have been issued and a number of articles published in accountancy journals. A TALC sub committee is in operation. Additionally, [an iXBRL webpage](#) was created to act both as a central repository of all Revenue iXBRL publications and resources and as a feedback conduit. While the process of migration will, in many cases, be very straightforward, Revenue recognises that for some this will be a big change. As we move through the transition Revenue will be providing help and support where it is needed. In particular, we are committed to a reasonable and supportive response where practitioners or taxpayers have genuine difficulties in meeting their iXBRL obligations in the early stages of the new approach. Staff will adhere to Revenue's [Customer Service Standards](#) as published on Revenue's website when dealing with customers on iXBRL issues.

A targeted training programme has been developed and delivered for CT customer service staff and ROS Liaison Officers. Other initiatives to support staff in understanding the iXBRL process will also be implemented.

## 1.9 FAQs

The [FAQ section on our website](#) has a list of questions that have been asked and answered in Phases 1 and 2. This area is updated regularly to reflect the current position. The questions and answers reproduced in this publication are correct at the date of publication and staff should always refer to the Revenue website where any subsequent changes will be reflected.

### 1.10 Keep up to date

Revenue is committed to supporting staff, taxpayers and practitioners as we make the transition to iXBRL. If you require any further information on non-routine iXBRL matters please e-mail [ixbrl@revenue.ie](mailto:ixbrl@revenue.ie). The link below brings you to the iXBRL page on the Revenue Website <http://www.revenue.ie/en/online/ros/ixbrl/index.html>

## Part 2 Electronic filing

One of Revenue's key priorities in our Statement of Strategy is to establish the use of electronic channels as the primary way of conducting business with Revenue.

### 2.1 ROS

ROS went live for income tax and corporation tax returns in 2001.

From 2003, the CT1 included a panel in which taxpayers were required to provide the accounting information required in the extracts of accounts<sup>4</sup> section of the return. The paper Form CT1 and the ROS Form CT1 included the same requirement to complete the extract of accounts panel, and taxpayers were no longer required to provide their full accounts data in hard copy unless certain criteria were met<sup>5</sup>.

### 2.2 Mandatory Electronic filing of the Form CT1<sup>6</sup>

Mandatory electronic filing, under *chapter 6 of Part 38 Taxes Consolidation Act 1997*, of the Form CT1 was introduced on a phased basis for companies, starting on 1 January 2009. Since 1 June 2011 all companies, other than those who have specifically been excluded from the requirement, are obliged to file their CT1 electronically, and pay all taxes due electronically.

While the accounts information required is part of the form<sup>7</sup>, until the introduction of iXBRL (see *paragraph 2.3* below) it was not possible to file accounts information (other than that required in the extract of accounts) electronically. Therefore, Revenue accepted taxpayers as having complied with their e-filing obligations where the CT1 was filed on ROS (to the greatest extent possible) and the paper copy financial statements were submitted.

### 2.3 iXBRL – Mandatory Electronic filing of the Financial Statements

In order that corporate taxpayers can fully comply with their e-filing obligations, corporate taxpayers have had the option to upload their accounts information in iXBRL format to ROS since 23 November 2012. Taxpayers and agents filing Financial Statements in iXBRL will no longer have to complete the extract of accounts menus pages of the CT1, because such information should be contained within the iXBRL Financial Statements and fully tagged.

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<sup>4</sup> Tax Briefing 53 from 2003 clearly set out how the elements of a trading profit & loss account should be transposed into the extracts from accounts menu.

<sup>5</sup> The notes to Form CT1 2003 and Tax Briefing 54 in 2003 first set out the criteria which dictated whether or not a company must file hard copy accounting data. The criteria for filing hard copy accounting data has been updated on a number of occasions since then. The phased introduction of iXBRL has also amended this, such that corporation taxpayers are now either completing the extract of accounts or providing data in iXBRL format.

<sup>6</sup> <http://www.revenue.ie/en/online/ros/mandatory-e-filing.html>

<sup>7</sup> *Section 917F(2)(b)* was amended by *section 89(b) Finance Act 2014* to clarify that the accounts information is part of the return for the purposes of mandatory e-filing.

Revenue is implementing a phased introduction of the requirement to file electronic Financial Statements with the Form CT1. There will be a gradual transition until eventually all Corporation taxpayers will submit their Financial Statements in iXBRL format.

**Phase 1:** Companies with an accounting period ending on or after 31 December 2012 who filed their return on or after 1 October 2013 and who are dealt with by Large Cases Division.

**Phase 2:** Companies with an accounting period ending on or after 31 December 2013 who filed their return on or after 1 October 2014 other than those that meet each of the following three criteria (the “iXBRL deferral criteria”)<sup>8</sup>:

- The Balance Sheet Total (aggregate of assets without deduction of liabilities) of the company does not exceed €4.4 million;
- The amount of the turnover of the company does not exceed €8.8 million; **and**
- The average number of persons employed by the company does not exceed 50.

**Phase 3:** will cover the balance of Corporation Tax payers not covered in Phases 1 and 2. The operative date for Phase 3 will be advised at a later time.

Companies not yet subject to mandatory iXBRL filing may still file electronically on a voluntary basis.

### 2.3.1 Transitional Arrangements for iXBRL Filing

The emphasis during the transition phase will be on helping customers to adapt to iXBRL filing which will be a significant change for some taxpayers. Once reasonable efforts are made to comply with their obligations Revenue will not impose late filing surcharges or other penalties in respect of errors in the creation or filing of iXBRL tagged Financial Statements for a period of 2 years. This concession relates to iXBRL filing difficulties only and does not in any way constitute a change to the normal surcharge and penalty regime.

Financial Statements in iXBRL format may be uploaded either before, at the same time as the filing of Form CT1 or **within 3 months after the** due date for filing<sup>9</sup> (to avoid surcharges, restriction of losses and withholding of repayments, etc.). This 3-month administrative concession was introduced from the 18<sup>th</sup> July 2016 and extended the 21-day concession introduced during Phase 1 of the iXBRL roll-out. It applies for accounting periods ending on or after 1 December 2015.

It should be noted that the 21 day concession continues to apply to iXBRL returns submitted where the accounting period ends on 30<sup>th</sup> November 2015 or earlier.

An issue that arose in relation to the meaning of **Balance Sheet Total** in Phase 2 criteria was addressed in eBrief 37/15 which issued on 27<sup>th</sup> March 2015. Further details are contained in Appendix II of this instruction.

<sup>8</sup> These criteria correspond to the audit exemption criteria cited in section 32 of the Companies Amendment (No.2) Act 1999 and S.I. 308 of 2012

<sup>9</sup> Section 959A defines “specified return date for the tax year” as no later than the 21<sup>st</sup> day of the 9<sup>th</sup> month or 23<sup>rd</sup> day of the 9<sup>th</sup> month, where return is filed electronically (ROS), following the end of the accounting period.

Some Form CT1 filers may have legitimately bypassed the obligation to file iXBRL returns because they filed before the Phase 2 deadline. Transitional arrangements will apply to these cases where an amended Form CT1 is being filed after the deadline. Please refer to Appendix II for further details.

## 2.4 Summary of Key iXBRL dates

<u>Commencement Date</u>	<u>iXBRL Filing</u>
<u>23 Nov 2012</u>	<u>Voluntary for all Corporation Tax payers</u>
<u>1 Jan 2013</u>	<u>Voluntary for all Income Tax payers</u>
<u>1 Oct 2013</u> <b>PHASE 1</b>	<u>Mandatory for customers of Revenue's Large Cases Division filing Corporation Tax returns (except S.110 Securitisation Special Purpose Vehicles (SPVs))</u> <u>(i) on or after 1 Oct 2013</u> <u>(ii) with respect to Accounting Periods ending on or after 31 Dec 2012</u>
<u>1 May 2014</u>	<u>Mandatory for customers of Revenue's Large Cases Division, S. 110 Securitisation Special Purpose Vehicles (SPVs) customers filing Corporation Tax returns</u> <u>(i) on or after 1 May 2014</u> <u>(ii) with respect to Accounting Periods ending on or after 31 July 2013</u>
<u>1 Oct 2014</u> <b>PHASE 2</b>	<u>Except those meeting iXBRL deferral criteria, mandatory for all Revenue customers filing Corporation Tax returns where</u> <ul style="list-style-type: none"> <li>– <u>The Accounting Periods ends on or after 31st Dec 2013,</u></li> </ul> <u>And</u> <ul style="list-style-type: none"> <li>– <u>Corporation Tax return submitted on or after 1st Oct 2014</u></li> </ul>
<u>Later phases to be confirmed</u>	<u>Mandatory for all Corporation Tax Payers not covered by Phases 1 and 2.</u> <u>Mandation may be extended in the future to some Income Tax filers.</u>

## Part 3 What Financial Statements must be filed?

The Form CT1 for account periods ending in 2013 or earlier contains a single tick box to indicate if an iXBRL file is being submitted by the filer.

When a taxpayer is completing a Form CT1 for accounts periods ending in 2014 or later they will be faced with a number of questions in order to determine whether they must complete the extract from accounts in the CT1 or whether they must file iXBRL accounts.

Option 1) I am not mandated to file financial statements in iXBRL format but I elect to do so.

Option 2) My tax affairs are dealt with by Revenue's Large Cases Division or I am not excluded from filing financial statements in iXBRL format under options 3, 4 or 5 below.

Option 3) My tax affairs are not dealt with in Revenue's Large Cases Division and I am not mandated under phase 2 to file financial statements in iXBRL format because each of the following three criteria apply to me and I am claiming an exclusion:

1. The balance sheet total (aggregate of assets without deduction of liabilities) of the company does not exceed €4.4 million;
2. The amount of turnover of the company does not exceed €8.8million; and
3. The average number of persons employed by the company does not exceed 50.

Option 4) The company is inactive and there is no income or expenses on the Profit and Loss account and there is a balance sheet movement of less than €500.

Option 5) The company is in liquidation (not a voluntary liquidation where there are net assets for liquidation).

Taxpayers who fall into option 1 or option 2 must file iXBRL accounts. Taxpayers that neither opt, nor are obliged, to file the Financial Statements in iXBRL format must complete accounts extract on the CT1 in full.

It is not acceptable to have the Financial Statements partially reported in iXBRL and partly entered on the CT1. For example, abridged accounts prepared for the Companies Office being reported on the iXBRL file and the turnover being reported on the CT1. Abridged accounts are never acceptable. Therefore, where a taxpayer has indicated that they are submitting iXBRL accounts, then the accounts section of the Form CT1 is not available to that taxpayer to complete. There should be no loss of detail in the iXBRL return in respect of items which previously would have been declared in the Form CT1.

### 3.1 What items should be included in the iXBRL file to be submitted to Revenue?

In eBrief 85/14, which issued on 30<sup>th</sup> September 2014, Revenue clarified that the Detailed Trading and Profit & Loss Account (refer to *paragraph 3.1.2* for more details) must be included in the iXBRL file submitted. Around the same time an email was sent to all potential Phase 2 iXBRL Filers providing the same notification on an individual basis. The 2014 and later versions of the Form CT1 also set out the content required in the iXBRL returns to include the Detailed Trading and Profit & Loss Account. This means that every Corporation Tax filer is notified of Revenue's requirements.

In line with the emphasis during the transitional phase on helping customers to adapt to iXBRL filing, Revenue will not require iXBRL returns already filed to be re-submitted. However, if there is evidence of abuse of this concession, Revenue reserves the right to request amended iXBRL returns.

Revenue has mandated the full tagging of Financial Statements. This includes the Directors Report; Auditors Report; Detailed Trading and Profit & Loss account; Balance Sheet; Notes to the accounts; Cash Flow statements and Statement of Total Recognised Gains & Losses (please note this list is not exhaustive). Detailed Pension Notes and Detailed Financial Instrument Notes do not have to be tagged.

With the exception of the aforementioned Pension and Financial Instrument notes, all data items presented must be tagged including comparators (previous accounting period figures). If a data item appears more than once then it must be tagged each time. In circumstances where a financial report data item or concept does not have a matching (GAAP or IFRS) taxonomy tag, the data concerned should simply be left as plain text.

Generally, vendors of accounting software are now including iXBRL tagging functionality in their products allowing the iXBRL version of a set of Financial Statements to be generated automatically. What this means in practice is that the move to iXBRL will be relatively seamless for taxpayers and agents using standard accounting packages.

**It is important to note that the electronic submission of abridged Financial Statements/accounts required by the Companies Registration Office will not constitute a valid submission for Revenue purposes.**

It is recognised that in practice it may not be possible to meet all of these requirements. However, every company should be able to meet at least some of these requirements.

The following guide will assist in determining the minimum content and tagging in iXBRL returns required by Revenue:

Form CT1 Filer- Company Category	Auditors Report	Directors Report	Detailed Trading Profit & Loss account	Balance Sheet	Disclosure Notes
Preparation and publication of financial statements required under (ROI) Companies Act (CA)- subject to CA Statutory Audit	Yes	Yes	Yes	Yes	Yes
Preparation and publication of financial statements required under (ROI) Companies Act (CA) - not subject to CA Statutory Audit		Yes	Yes	Yes	Yes
Preparation and publication of financial statements required under (ROI) legislation other than the Companies Act (e.g. Industrial and Provident Societies Acts 1893-2014)	Yes - if applicable	Yes - if applicable	Yes	Yes	Yes - if applicable
Tax Resident in ROI - not required to prepare and publish Financial Statements under legislation in country of incorporation or in ROI.			Yes	Yes	
Tax Resident in ROI - Preparation and publication of financial statements required under legislation in another jurisdiction (e.g. UK incorporated company bound by the UK Companies Act)	Yes - if applicable	Yes - if applicable	Yes	Yes	Yes - if applicable
Not Tax Resident in ROI - Operating a Branch or Agency in ROI			Yes	Yes - if applicable	
Group Holding Company (Consolidated Financial Statements prepared and published)			Yes	Yes	

### 3.1.1 Cash flow statements

It is understood that, under Company Law, the following entities are exempt from preparing a cash flow statement:

- Subsidiary undertakings where 90% or more of the voting rights are controlled within the group, provided that consolidated financial statements in which the subsidiary undertakings are included are publicly available.
- Companies incorporated under the Companies Acts and entitled to the exemptions available in the legislation for small companies when filing accounts with the CRO. Note that small companies in this context mean the companies that meet iXBRL criteria for exclusion from Phase 2.
- Mutual life assurance companies.

- Pension funds.
- Open-ended investment funds that meet all the following conditions:
  - (i) substantially all of the entity's investments are highly liquid;
  - (ii) substantially all of the entity's investments are carried at market value; and
  - (iii) the entity provides a statement of changes in net assets.

Therefore, for the reasons outlined above, many taxpayers who file iXBRL accounts will not be required to include a cash flow statement.

### 3.1.2 Detailed Trading, Profit & Loss Account (DPL)

Prior to the introduction of the extract of accounts in the Form CT1, taxpayers generally provided Revenue with a detailed trading, profit & loss account (DPL). A number of examples of a DPL are set out in Tax Briefing 53, illustrating how the data from that account should be included in the extract of accounts section of the Form CT1.

Revenue has also provided an example of a DPL layout that would be expected in iXBRL format<sup>10</sup>. It shows how the ROS Extract of Accounts on Form CT1 could be aligned with the iXBRL taxonomies that are accepted by Revenue as at September 2014. Further examples of a DPL can be found in Appendix III to this manual.

Officers should note that different businesses will have different styles of DPL, and that different agents will also have different styles of DPL. The taxonomies accepted by Revenue facilitate full tagging of a wide variety of DPL layouts.

Revenue's requirements should be met if a business fully breaks down its DPL income and expenditure items and uses all relevant DPL tags in the accepted taxonomies. By way of illustration, in the context of the formats of the Profit and Loss statement required under the Companies Act, the DPL should, at minimum, provide the following additional detail:

- Income should, where applicable, be broken down into Sales/Receipts/Turnover; Receipts from Government Agencies - GMS, etc.; Other Income.
- Expenditure should, where applicable, provide Cost of Sales details and line item details for Administrative, Distribution and any other relevant costs.

If a company has historically provided a DPL account to Revenue as part of its accounts, then Revenue will be satisfied with that DPL, once it is provided in iXBRL format.

The following transitional arrangements regarding the filing of the Detailed Profit and Loss (DPL) apply. As far as possible the Detailed Profit and Loss (DPL) should be included in the iXBRL return, in the inline view and fully tagged according to the taxonomy being used. Revenue accepts that for some filers an adjustment period is required before this requirement can be met. In recognition of this, Revenue accepts that the tagged DPL may not be present in iXBRL returns filed up to and including 30th November 2015. However from **1st December 2015** it is a Revenue requirement that the fully tagged DPL is included in every iXBRL return filed.

Keeping in mind that companies may encounter genuine difficulties when preparing their iXBRL return including tagging of the DPL, officers should notify the iXBRL Help Desk

<sup>10</sup> [www.revenue.ie/en/online/ros/ixbrl/p-l-information.pdf](http://www.revenue.ie/en/online/ros/ixbrl/p-l-information.pdf)

(see para. 7.2) of such cases. This will facilitate a centralised response by Revenue for accommodating these types of cases in the future roll-out of iXBRL.

### 3.1.3 Draft Financial Statements in iXBRL Return

In certain limited circumstances Revenue recognises that it may be necessary to file draft/provisional financial statements. Revenue is prepared to accept that if the filer is satisfied that the *only* issue pending is that the financial statements have not been signed-off by the director(s), then it is in order to file the draft/provisional accounts without prior permission from Revenue. In these circumstances, there is no need to re-submit the iXBRL financial statements, when they are signed-off later [unless the draft statements are different to the final ones submitted].

However, where there are any other issues giving rise to the draft/provisional accounts, then Revenue requires the filer to contact the relevant Revenue District Case Manager [using Revenue's secure [myenquiries](#) facility] outlining the reason for the draft accounts and to seek permission to file draft financial statements in that situation. If this is agreed with the Case Manager then the final signed-off set of financial statements must also be submitted in iXBRL format.

## Part 4 The iXBRL Submission Process

### 4.1 ROS: The iXBRL Submission Process

In ROS 'Manage Financial Statements', the upload service for iXBRL files is available from Agent Services Screen or the My Services Screen

Agent Services Screen:

The screenshot displays the Revenue ROS Agent Services interface. The top navigation bar includes links for 'AGENT SERVICES', 'REVENUE RECORD', 'PROFILE', and 'ADMIN SERVICES'. The 'AGENT SERVICES' section is active, showing a sidebar with options: 'Open Revenue Record', 'Create Pay & File Payslips', 'Manage Financial Statements' (highlighted in green), 'P2C Search', and 'View Property History'. The main content area is titled 'Clients' and contains a 'Find Clients' section with instructions on how to use client services. Below this is a 'Client Search' section with search criteria by registration number or name. At the bottom, there is a 'Your Client List' section with buttons to 'View Client List' and 'Export Client List', and a date filter to 'Display' clients.

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

AGENT SERVICES | REVENUE RECORD | PROFILE | ADMIN SERVICES

Revenue Record:

- Open Revenue Record

Services:

- Create Pay & File Payslips
- Manage Financial Statements**  
Click here to submit Financial Statements in the iXBRL file format, or to view the status of previously submitted Financial Statements.  
Upload Multiple Financial Statements  
Click here to submit multiple Financial Statements in the iXBRL file format in one transaction.
- P2C Search
- View Property History

Clients

Find Clients

You can file returns, make payments and manage bank details for clients through Client Services. Select a client below to view their available Client Services.

Client Search

Search by registration number:

Select a tax type...

Enter registration no. Search

Search by name:

Enter surname Search

Your Client List

You can access and export your full list of clients here.


View Client List Export Client List

Or you can display all new clients from a certain date.

Enter date Display

https://roswebcss-sys123/AgentServlet/agent#

Last 10 Clients Accessed



[MY SERVICES](#)
[REVENUE RECORD](#)
[PROFILE](#)
[WORK IN PROGRESS](#)
[ADMIN SERVICES](#)

[FAQs](#) | [Help](#) | [Exit](#)


### Financial Statements Management

The table below details the status and available actions for Financial Statements in relation to your CT periods.

Document Type	Period	Status	Actions	Notice Number
Financial Statements (iXBRL)	01/01/2015 – 31/12/2015	Not Received	<a href="#">Submit</a>	
Financial Statements (iXBRL)	01/01/2014 – 31/12/2014	Processing	No action available at present	1234568T
Financial Statements (iXBRL)	01/01/2013 – 31/12/2013	Valid	<a href="#">Amend</a>	1234569T
Financial Statements (iXBRL)	01/01/2012 – 31/12/2012	Invalid ( <a href="#">see error details</a> )	<a href="#">Resubmit</a>	1234567T

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[Eolas as Gaeilge](#) | [Certification Practice Statement](#) | [Certificate Policy Statement](#)



[MY SERVICES](#)
[REVENUE RECORD](#)
[PROFILE](#)
[WORK IN PROGRESS](#)
[ADMIN SERVICES](#)


[GAELIGE](#) | [ENGLISH](#) | [ROS HELP](#) | [A1 KITCHENS](#) | [EXIT](#)


#### Revenue Record:


 [Open Revenue Record](#)


You have no new documents in your Revenue Record.

#### Services:


 [Manage Tax Registrations](#)


 [Download Pre-populated Returns](#)

 [Create Pay & File Payslips](#)

 [Manage Financial Statements](#)


This service allows you to submit Financial Statements in the iXBRL file format, or to view the status of previously submitted Financial Statements.

 [Secure Upload/Download Service](#)

 [Manage IPT / HC arrears](#)

#### Returns and Payments

No current tax clearance certificate. ([What's this?](#))

 [File a Return](#)

##### Complete a Form On-line

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

##### Upload Form(s) Completed Off-line

Select the type of return from the drop-down list to upload a return completed off-line.

##### Payments & Refunds

##### Submit a Payment

You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.

##### Payment Details

You can choose to make and receive payments to and from Revenue using your bank account by means of ROS Debit Instruction and Direct Debit. You can also make payments using MasterCard or VISA debit and credit cards. Certain payments can also be made by means of Electronic Funds Transfer.

The “My Services Screen”

**Manage Financial Statements**

The below table shows Financial Statements that have been submitted to, or are yet to be received by Revenue, their status and any relevant actions.

Type of Document	Period	Status	Actions	Notice Number
Financial Statements (iXBRL)	01/07/2013 - 30/06/2014	Not Received	<a href="#">Submit</a>	N/A
Financial Statements (iXBRL)	01/07/2012 - 30/06/2013	Not Received	<a href="#">Submit</a>	N/A

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

The test facilities generally available on ROS for taxpayers and software vendors are also available for testing upload of iXBRL files.

## 4.2 Integrity checks

Integrity checks will be carried out on both the iXBRL and CT1 files submitted.

Uploaded iXBRL Financial Statements will be subject to online integrity checks. Initially, the check is restricted to a limited number of fields such as period start and end date. The status of iXBRL files uploaded in ROS will be viewable in an 'iXBRL Results Screen'. The results of the checks will automatically be displayed when available. If any submissions fail this process, a notification will be sent to the customer's ROS inbox informing them of the errors.

Taxpayers will then have the option to amend and re-submit their accounts.

Uploaded Form CT1 returns, for accounts periods ending in 2014 or later, will be subject to both online and post submission integrity checks.

### CT1- Online Checks:

If a taxpayer has indicated that they are not filing iXBRL accounts, but ITP identifies that amounts entered in the accounts extract suggest that the company may be required to file iXBRL accounts, then the Form CT1 will be rejected online and the filer will be required to make changes to the Form CT1 before it can be successfully submitted.

### CT1 – Post Submission Checks:

If a CT1 is successfully submitted via ROS the requirement to file iXBRL will remain active if ITP either identifies that the taxpayer is an LCD case, or if the P35L identifies that there were more than 50 employees. If, contrary to P35L, the average number of employees is equal to or less than 50, the iXBRL filer should contact their local Revenue office to rectify the compliance record. In practice it will not always be possible for staff to compute the average number of employees from the Form P35L submitted. Generally requests of this nature, from filers, should be accepted.

The onus is on taxpayers to correctly self-assess whether or not they are required to file iXBRL accounts, and they should note that the checks performed by ROS and ITP are integrity checks and not validation checks.

Further details on the integrity checks carried out on the Form CT1 can be found in Appendix IV of this instruction.

### **4.3 Uploading multiple Financial Statements**

Changes have been made to ROS in order to enable Agents to upload multiple Financial Statements in iXBRL format. ROS enables Agents to upload multiple iXBRL files at a time. The “Manage Financial Statements” section on the Agent services page is updated to have two options; “Manage Financial Statements” and “Upload Multiple Files”. The “Manage Financial Statements” facilitates uploading of a single iXBRL file. The “Upload Multiple Files” brings the Agent enables them to upload multiple iXBRL files.

It should be noted that multiple iXBRL files can be uploaded and multiple Forms CT1 can be uploaded. It is not possible to upload both iXBRL and CT1 files within the same upload session.

## Part 5      Income Tax

It is recognised that in addition to maintaining books and records, a sole trader will prepare a Profit and Loss account in order to complete a tax return. Revenue recognises that sole traders may wish to file Financial Statements in iXBRL format. To facilitate this body of taxpayers and their agents since 1 January 2013 those filing Income Tax returns are able to submit their Financial Statements in iXBRL format via ROS. Taxpayers choosing this option may omit the accounts menu data currently required as part of their return, where all the information required at present in the extracts of accounts menu is included and fully tagged in the iXBRL accounts filed.

In the event that the Form 11 box is ticked in error and there is no iXBRL filing of Financial Statements then the customer is required to fill in the accounts extract on the Form 11.

## Part 6 Compliance issues

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

Once reasonable efforts are made to comply with their obligations Revenue will not impose late filing surcharges or other penalties in respect of errors in the creation or filing of iXBRL tagged Financial Statements for a period of 2 years. This concession relates to iXBRL filing difficulties only and does not in any way constitute a change to the normal surcharge and penalty regime.

### 6.1 Long Accounting Periods

Where financial statements being filed are for a period in excess of 12 months (for example, where an accounting period is being changed, resulting in an 18 month accounting period) then the iXBRL return, reflecting financial statements for that long period, should be filed against the second CT filing period (the short period) only. It will not now be necessary to file the same iXBRL return against the two CT accounting periods where there is a change in the accounting period. The filer will need to notify the relevant Revenue District (preferably by sending details securely through Revenue's [myenquiries](#) facility) of the long accounting period and to ensure that the iXBRL financial statements for the first/long period are noted as "not required" in accordance with this eBrief.

### 6.2 Surcharge (s.1084)

*Section 1084(1)(b)(ia)* provides that if a return which should have been delivered electronically is delivered in another format (e.g. paper), then it is an incorrect return.

*Section 1084(1)(b)(ii)* provides that if a person has carelessly or deliberately filed an incorrect return, and they do not remedy it without unreasonable delay, then they will be deemed not to have filed a tax return by the due date.

*Section 1084(2)* then imposes a late filing surcharge on such returns.

Therefore, if a taxpayer has carelessly or deliberately failed to file its accounts electronically, then a late filing surcharge is applicable.

### 6.3 Corporation tax – late returns (s.1085)

Failure to submit the iXBRL accounts as part of the return also results in an incorrect return for the purposes of *section 1085*. This impacts upon the availability of certain reliefs such as loss relief or group relief.

### 6.4 Repayments of tax (s.865)

A right to a repayment of tax only arises where a valid claim has been made. In the context of Corporation Tax repayments, officers should not generally consider that a valid claim has been made until any iXBRL accounts have been filed. Accordingly, in the absence of iXBRL Financial Statements no repayments of Corporation Tax will generally be made.

The restrictions set out in 6.2, 6.3 and 6.4 above will apply in the same way as currently applies to the CT1. Districts will continue to have the right to remove loss restrictions or surcharges as currently applies with the CT1.

Districts will need to manually apply losses restrictions and/or late filing surcharges for accounts periods ending in 2013 or earlier. In these situations Districts should consider if there are genuine iXBRL filing difficulties that may warrant concessional treatment.

## **6.5 Penalty for failing to e-file (s. 917EA)**

Where mandatory filing of the Financial Statements in iXBRL format applies and the 3 months have elapsed without the filing of Financial Statements in iXBRL format, the issue of a €1,520 penalty under *Section 917EA(7)* may apply.

## **Part 7      The Role of...**

### **7.1      ... Districts**

Districts will deal with iXBRL queries that are customer specific such as:

- Helping customers to decide whether they fall into Phase 1, Phase 2 or Phase 3.
- Waiving of obligation to file iXBRL returns in specific circumstances. This concerns dropping the obligation to file iXBRL return for a particular period. Examples of these are companies in liquidation and inactive companies.
- Difficulties in meeting iXBRL filing deadlines.
- Being familiar with the Frequently Asked Questions (FAQs) on the iXBRL webpage; directing customers to the technical documents on the Revenue iXBRL page where, for example, the taxonomies accepted by Revenue are listed.

### **7.2      ... iXBRL helpdesk**

At the beginning of the iXBRL project all queries were referred to the iXBRL helpdesk service in Planning Division. Frequently Asked Questions (FAQs) were developed and published on the Revenue website and cover most of the issues which were teased out during Phases 1 and 2. These can be accessed on the iXBRL page on the Revenue website and are regularly updated by the helpdesk staff to reflect new issues which have been addressed.

The iXBRL Helpdesk ([ixbrl@revenue.ie](mailto:ixbrl@revenue.ie)) now deals with non-routine iXBRL issues. The service is also available to software vendors who have problems with validating iXBRL files that they cannot resolve elsewhere.

### **7.3      ... ROS Help Desk**

ROS Help Desk will assist customers in relation to routine uploading of iXBRL files and accessibility of ROS services. Any issues relating to use of the ROS iXBRL services should be referred to this helpdesk.

### **7.4      iXBRL Issues which you are not expected to handle**

Revenue staff are not expected to deal with specific tagging issues of iXBRL files. These are accounting and/or software related issues which are more appropriate to the external provider of the iXBRL solution being used and as such taxpayers who have queries in relation to tagging need to be advised to go back to these providers rather than refer them to the helpdesk.

## Part 8 Viewing and working with iXBRL files

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

A more recent version of this manual is available.

## Appendix I

### Legislative analysis of obligation to provide accounts

Persons who are registered for tax must maintain books and records. This obligation is dealt with in [manual 38.03.17](#).

#### Obligation to provide accounts information

A taxpayer must provide the accounts information required by a notice to deliver a return of the profits of a company or specified in the prescribed form (the Form CT1). The information required is limited to such accounts, documents annexed to accounts, further information, reports or further particulars as required which enable the chargeable profits of a company to be determined. This obligation is provided by **section 884(2) and (2A)**, (Return of profits).

**Section 959I(4)**, (Obligation to make a return), provides that, under self assessment, notwithstanding that a notice to file a return was not received, a return under **section 884** must be delivered by a chargeable person. **Section 959K** (Requirements for returns for corporation tax purposes) provides that for the purposes of **Part 41A**, (Assessing rules including rules for self assessment), the return required for corporation tax purposes should include any of the information that would be contained in a return delivered pursuant to a notice delivered under **section 884**. This includes such “*information, accounts, statements, reports and further particulars*” as are required by the Form CT1.

## **Appendix II**

### **Transitional Arrangements in Relation to iXBRL Filing**

**Extract From Revenue eBrief No. 37/15 27 March 2015**

#### **Changes to Phase 2 exclusion criteria from mandatory iXBRL filing:**

Phase 2 of Revenue's schedule for mandatory iXBRL filing was introduced on 1st October 2014 in respect of accounting periods ending on or after 31 December 2013. This extended iXBRL mandatory filing to Corporation Tax cases other than those dealt with in Revenue's Large Cases Division. To be excluded from Phase 2 filing obligation, Corporation Tax filers have to meet all three of the following criteria:

- The balance sheet total of the company does not exceed €4.4 million;
- The amount of the turnover of the company does not exceed €8.8 million; and
- The average number of persons employed by the company does not exceed 50.

The meaning of Balance Sheet Total has given rise to many queries and to allay confusion, Revenue is changing its meaning from "Total Net Assets" to "Aggregate of Assets without deduction of liabilities". This brings the threshold of € 4.4 million into line with the way it is applied by the Companies Registration Office. There are no changes to the other two criteria and all three will still have to be met to avail of exclusion from mandatory iXBRL filing under Phase 2.

As a result of this change, the following transitional arrangements will apply in respect of the Phase 2 "Balance Sheet Total" criterion:

1. No changes are required by Corporation Tax filers that used the 'Total Net Assets' test on Corporation Tax returns filed to date.
2. For the period from the date of this eBrief to 31st October 2015, Corporation Tax filers may use either the "Total Net Assets" test or "Aggregate of Assets without deduction of liabilities" test when determining if they are excluded from mandatory iXBRL filing under Phase 2.
3. From 1st November 2015, the "Aggregate of Assets without deduction of liabilities" is the only test that should be applied when considering if the balance sheet total of the company does not exceed €4.4 million.

#### **Amended Form CT1 from early Phase 2 Filers**

**iXBRL FAQ - A company did not file an iXBRL return with Form CT1, for an accounting period ending 31<sup>st</sup> December 2013 or later, because it filed before the iXBRL Phase 2 deadline on 1st October 2014. The company is now submitting an amended Form CT1. Must an iXBRL return be filed with the amended Form CT1?**

If the company is amending Form CT1 for an accounting period ended 31<sup>st</sup> December 2013, which was filed on or before 1<sup>st</sup> October 2014, there is no requirement to file an iXBRL return with the amended Form CT1.

If you are amending a Form CT1 for an accounting period ending in 2014 and availed of the Phase 2 exclusion by filing before 1<sup>st</sup> October 2014, an iXBRL return will not be required with the amended Form CT1.

However if Phase 2 thresholds would have applied, were it not for early filing, then the company may find that the 2014 Form CT1 cannot be amended without selecting the iXBRL option. If this happens, contact the [iXBRL help desk](#), for further assistance.

Note:

- This FAQ does not apply to cases dealt with in Large Cases Division because iXBRL filing is mandatory in all such cases.
- If Revenue notices that there is an abuse of the early filing concession it reserves the right to request that iXBRL Returns are filed with amended Forms CT1.

A more recent version of this manual is available.

### Appendix III

#### Examples of Detailed P&L Accounts

	20XX €	20XX €
<b><u>SALES</u></b>		
Trading Receipts / Turnover	X	X
Receipts from Government Agencies	X	X
Other income	<u>X</u>	<u>X</u>
<b>Total Income</b>	<b>X</b>	<b>X</b>
<b><u>COST OF SALES</u></b>		
Opening Work in Progress	X	X
Purchases	X	X
Wages	X	X
Employee Travel	<u>X</u>	<u>X</u>
Closing Work in Progress	<u>(X)</u>	<u>(X)</u>
	<b>X</b>	<b>X</b>
Pension Scheme	<u>X</u>	<u>X</u>
	<b>X</b>	<b>X</b>
<b><u>DISTRIBUTION COSTS</u></b>		
Motor and Travel Expenses	X	X
<b><u>ADMINISTRATIVE EXPENSES</u></b>		
Directors' Salaries	X	X
Directors' Fees	X	X
Pension	X	X
Office Wages	X	X
Rent & Rates	X	X
Insurances	X	X
Light & Heat	X	X
Cleaning	X	X
Repairs and Renewals	X	X
Canteen	X	X
Couriers	X	X
Printing, Stationery and Advertising	X	X
Telephone and Postage	X	X
Lease Charge	X	X
Training	X	X
Legal Fees	X	X
Entertaining Expenses	X	X
Audit and Accountancy	X	X
Bad Debts	X	X
Sundries	X	X
Subscriptions	X	X
Depreciation	<u>X</u>	<u>X</u>
	<b>X</b>	<b>X</b>
<b>Profit / (loss)</b>	<b>X</b>	<b>X</b>

## **Appendix IV**

### **iXBRL Integrity Checks on Form CT1**

Revenue will carry out the following integrity checks on all original or amended Forms CT1 submitted for account periods ending in 2014 or later:

1. **Turnover.** A check is carried out at the time of filing the Form CT1 to determine whether the turnover declared in CT1 Extract of Accounts of the company exceeds €8.8 million. If the turnover exceeds this turnover limit it will not be possible to proceed without selecting the iXBRL option on the Form CT1.
2. **Balance Sheet Total/ 'Aggregate of Assets without deduction of liabilities'\***. A check is carried out, at time of filing Form CT1, on shareholder funds in the CT1 Extract of Accounts. If this total exceeds €4.4 million it will not be possible to proceed without selecting the iXBRL option on the Form CT1. Not all cases where Balance Sheet Total exceeds €4.4 million will be picked up by this check. Ultimately, it is the company's responsibility to determine whether they are obliged to file iXBRL returns.
3. **Selecting Number of Employees.** When the Form CT1 is accepted by Revenue a subsequent check is carried out on the number of employees included in the most recently filed Form P35L. Where this check indicates that the number of employees is in excess of 50, the obligation to file iXBRL remains and this may affect any tax refunds, tax clearance, liability to surcharges etc. Filers should request permission from their local Revenue Office not to file an iXBRL return where the average number of employees declared on the iXBRL return is less than 50 and the P35L includes more than 50 employees. The only time it will be necessary to contact the Revenue office in respect of this is when the turnover and Balance Sheet Total do not exceed €8.8 million and €4.4 million respectively.
4. **Check if Large Cases Division (LCD) Case:** When the Form CT1 is accepted by Revenue a subsequent check is carried out to determine if the case is dealt with in LCD. Where this check indicates that the case is an LCD case, the obligation to file iXBRL remains and this may affect any tax refunds, tax clearance, liability to surcharges etc.