

Annual VAT Return of Trading Details (RTD) for the Year Ending 31st August 2025

1. Introduction

Schools are required by Regulation 24(1) of the Value-Added Tax Regulations 2010 to submit an annual Return of Trading Details (RTD) form to the Revenue Commissioners each year.

2. What is a VAT RTD form?

The VAT RTD provides fields for a breakdown of the VAT exclusive value of the supply of goods and services applicable during the year.

3. How does this apply to a school?

If the school has operated the VAT Reverse Charge system for subcontractors and has filed VAT returns with the Revenue Commissioners during the year, the school is required to return the VAT exclusive value of the goods and/or services received from the subcontractors on the VAT RTD form.

If the school has not paid any VAT to Revenue during the current year, you are still required to file the VAT RTD form. In this case, you should tick the box labelled “No Trade Details to Declare.” More information is provided below.

Where schools have installed solar panels at zero VAT rate, schools were not required to include this in their bi-monthly/quarterly VAT returns. However, the cost of the solar panels must still be included in the VAT RTD form. More information is provided below.

4. How do you submit the VAT RTD?

The VAT Return of Trading Details form is submitted through ROS. Revenue may impose a penalty for failing to make the return.

5. The annual return period for the VAT RTD

The VAT accounting year-end on ROS should be aligned to the school accounting year-end of the 31st August. If this is not the case, please contact Revenue through ROS MyEnquiries to request that the VAT accounting year end be changed to 31st August.

Before completing the VAT RTD return you should complete the table below in Appendix 1 to calculate the total purchases for the accounting period.

If the VAT accounting year end on ROS is 31st August, you will be automatically brought to a VAT RTD input screen when you make your VAT 3 return for July/August.

Screenshot 1: VAT RTD form on ROS

VAT Return of Trading Details

[View FAQs](#)

RTD is due for VAT Accounting Year
For traders making supplies under the 7th Directive Margin Scheme relating to the sale of second hand goods or under the Travel Agents Margin Scheme, only the margin obtained on the supply of such goods/services should be included in the figures for SUPPLIES shown.

If you have No trading details to declare for this VAT Accounting Year click the No Trade Details to Declare button:

No Trade Details to Declare →

If you have trading details to declare, you can defer filing your RTD to a later date by selecting this option:

Defer ⓘ

*** Amendment of VAT Return of Trading Details:** Note that there are certain technical limitations on the processing of amendments to VAT RTDs which have been filed through ROS. These can be summarised as follows:

- 1) Amendments cannot be made to a VAT RTD on the same day that the original Return has been submitted; and
- 2) Where an amended VAT RTD has already been submitted, additional amendments cannot be made on the same day that the amended RTD has been submitted.

To avoid any delays in processing, customers are advised to ensure the accuracy of Returns before submission.

Screenshot 2: Have you made supplies of goods and/or services

If you have paid VAT during the year, choose 'yes' when asked if you have supplied goods/services.

Goods and/or Services

Have you made supplies of Goods and/or Services? *

☒ Yes ☐ No

€ Values Excluding VAT

Exempt	<input type="text"/>	E3	
0% Exp	<input type="text"/>	D4	
0% Home	<input type="text"/>	D1	
4.8%	<input type="text"/>	C5	
9%	<input type="text"/>	BC5	
13.5%	<input type="text"/>	AC5	
5.6%	<input type="text"/>	B5	
Std Rate	<input type="text"/>	P1	
Total	<input type="text"/>	Z1	

- In the box D4, enter the total invoices at 0% VAT rate as calculated in the summary table in Appendix 1. E.g. **installation of solar panels.**
- In the box ACS, enter the total of invoices (before VAT) at 13.5%, as calculated in the summary table in Appendix 1. The majority of invoices will be at this rate.
- In the box P1, enter the total of invoices (before VAT) at 23%, as calculated in the summary table in Appendix 1.

Screenshot 3: Click 'No' in all other sections of the VAT RTD form

Acquisitions from the European Union, including Northern Ireland
You must record the value of goods/services at the Irish VAT rate applicable.

Did you acquire any goods or services from the European Union, including Northern Ireland? *

☐ Yes ☒ No

Goods or Services Purchased for Resale (Irish or Intra-EU acquisitions & Non-EU Imports)
You must record the value of goods/services at the Irish VAT rate applicable.

Did you purchase Goods/Services for resale? *

☐ Yes ☒ No

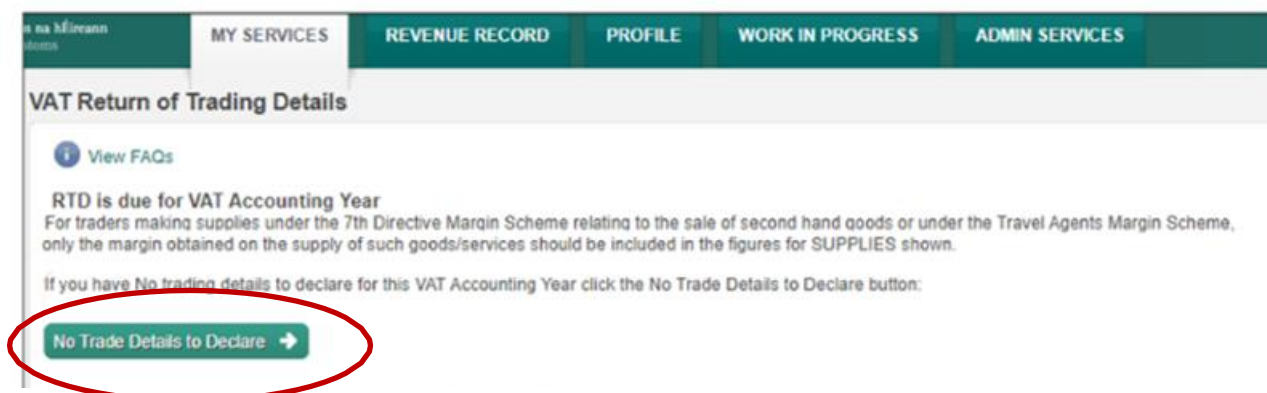
Other Deductible Goods and Services (Irish or Intra-EU acquisitions & Non-EU Imports)
You must record the value of goods/services at the Irish VAT rate applicable.

Did you purchase goods or services that are not for resale but where VAT paid can be claimed as an input credit? *

☐ Yes ☒ No

Screenshot 4: If you have not paid VAT this year

If you have NOT paid VAT this year you MUST tick “No Trade Details to Declare” box as in the screenshot below:



The screenshot shows the 'VAT Return of Trading Details' form. At the top, there is a navigation bar with tabs: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below the navigation bar, the title 'VAT Return of Trading Details' is displayed. A 'View FAQs' link is present. The main text states: 'RTD is due for VAT Accounting Year. For traders making supplies under the 7th Directive Margin Scheme relating to the sale of second hand goods or under the Travel Agents Margin Scheme, only the margin obtained on the supply of such goods/services should be included in the figures for SUPPLIES shown. If you have No trading details to declare for this VAT Accounting Year click the No Trade Details to Declare button:'. A green button labeled 'No Trade Details to Declare' with a right-pointing arrow is circled in red.

For schools who had solar panels installed during the year at 0% rated VAT, the cost of the installation must be included in the VAT RTD return. This applies even though schools were not required to return VAT on the installation.

Please note there is a facility to amend a VAT RTD already submitted through ROS if an error has been made. Please contact the FSSU if you require further guidance on this.

6. Further Information

Further information or clarification on any of the issues raised in this guideline can be obtained from the FSSU.

Tel: 01 910 4020

primary@fssu.ie

01 September 2025

Appendix 1

Preparation in advance of filing the VAT RTD form

Before you complete the VAT RTD on ROS, you should complete the table below with the VAT returned in the bi-monthly VAT 3 returns.

Vat Period	Vat @ 0%	Vat @ 13.5%	Vat @ 23%
September/October			
November/December			
January/February			
March/April			
May/June			
July/August			
TOTAL VAT			
Invoice Value	Use *total invoice value @ 0% VAT	(Total VAT divide by 13.5 multiply by 100) € = invoice value	(Total VAT divide by 23 multiply by 100) € = invoice value

- There was NO VAT Return required for zero rated purchases

**The following services are liable to VAT at 23% where they are supplied for the purposes of carrying out a relevant operation.*

- Supply and erection of scaffolding
- Supply of a crane with an operator
- Supply and erection of temporary fencing
- Hire of site labour through an agency

Tuairisceán CBL Bliantúil ar Shonraí Trádála (RTD) don Bhliain dar críoch 31 Lúnasa 2025

1. Réamhrá

De réir Rialachán 24(1) de na Rialacháin maidir le Cárán Bhreislúacha 2010 éilítear ar scoileanna foirm an Tuairisceáin bhliantúil ar Shonraí Trádála (TST) a chur faoi bhráid na gCoimisinéirí Ioncaim gach bliain.

2. Céard í foirm TST CBL?

Cuireann an Tuairisceán CBL Bliantúil ar Shonraí Trádála (RTD) miondealú ar fáil de luach, gan CBL san áireamh, soláthar earraí agus seirbhísí atá infheidhme le linn na bliana.

3. Conas a bhaineann sé sin le scoil?

Má bhí córas Frithmhúirir CBL i bhfeidhm ag an scoil le haghaidh fochonraitheoirí agus gur chuir sí tuairisceáin CBL chuig na Coimisinéirí Ioncaim i rith na bliana, ní mór don scoil luach gan CBL na n-earraí agus/nó seirbhísí a fuarthas ó na fochonraitheoirí a bhreacadh ar an bhfoirm TST CBL.

Mura bhfuil aon CBL íoctha ag an scoil leis na Coimisinéirí Ioncaim i rith na bliana reatha, bíonn an fhoirm CBL RTD le chomhdú fós. Sa chás seo, ba chóir duit tic a chur sa bhosca dar teideal “Gan Sonraí Trádála le Dearbhú”. Tá tuilleadh eolais ar fáil thíos.

I gcás ina bhfuil painéil ghréine suiteáilte ag scoileanna ar an ráta nialasach CBL, ní bhíonn sé de dhualgas ar scoileanna é seo a áireamh ina dtuairisceáin CBL démhíosúla/ráithiúla. Mar sin féin, ní mór costas na bpainéal gréine a áireamh san fhoirm CBL RTD. Tá tuilleadh eolais ar fáil thíos.

Má chuir an scoil CBL ar ioncam cíosa ó áiseanna spóirt agus carrchlóis ar na tuairisceáin CBL, ní mór di an luach gan CBL a chur san áireamh ar an bhfoirm TST CBL.

4. Conas a chuireann tú an TST CBL isteach?

Cuirtear an foirm an Tuairisceáin bhliantúil ar Shonraí Trádála CBL isteach trí Sheirbhís ar Líne na gCoimisinéirí Ioncaim. Féadfaidh na Coimisinéirí Ioncaim pionós a ghearradh mura ndéantar tuairisceán a chomhdú.

5. An tréimhse athfhillte bhliantúil i gcomhair TST CBL

Ba cheart go mbeadh deireadh na bliana cuntasáochta CBL i gcomhréir le deireadh na bliana cuntasáochta na scoile, arb ionann é agus an 31 Lúnasa. Murab amhlaidh an cás, déan teagmháil leis na Coimisinéirí Ioncaim tríd an tSeirbhís Ioncaim ar Líne MyEnquiries chun a iarraidh go n-athrófar deireadh na bliana Cuntasáochta CBL go dtí an 31 Lúnasa.

Sula gcomhlánaítear an Tuairisceán CBL Bliantúil ar Shonraí Trádála (RTD), ba chóir an tábla thíos in Aguisín 1 a chomhlánú chun na ceannacháin iomlána don tréimhse chuntasaíochta a ríomh.

Más é an 31 Lúnasa deireadh na bliana cuntasáochta CBL ar Sheirbhís ar Líne na gCoimisinéirí Ioncaim (ROS), atreorófar thú chuig scáileán ionchuir don Tuairisceán CBL Bliantúil ar Shonraí Trádála (RTD) go huathoibríoch nuair a dhéanann tú do thuairisceán CBL 3 a chomhdú do mhí Iúil/Lúnasa.

Gabháil Scáileáin 1: Foirm CBL RTD ar ROS

VAT Return of Trading Details

[View FAQs](#)

RTD is due for VAT Accounting Year
For traders making supplies under the 7th Directive Margin Scheme relating to the sale of second hand goods or under the Travel Agents Margin Scheme, only the margin obtained on the supply of such goods/services should be included in the figures for SUPPLIES shown.

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Defer ⌚

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2) Where an amended VAT RTD has already been submitted, additional amendments cannot be made on the same day that the amended RTD has been submitted.

To avoid any delays in processing, customers are advised to ensure the accuracy of Returns before submission.

Gabháil Scáileáin 2: An ndearna tú soláthairtí earraí agus/nó seirbhísí

Más amhlaidh gur íoc tú CBL i rith na bliana, roghnaigh 'tá' nuair a iarrtar ort an ndearna tú earraí/seirbhísí a sholáthar.

Goods and/or Services

Have you made supplies of Goods and/or Services? *

☒ Yes ☐ No

€ Values Excluding VAT

Exempt	<input type="text"/>	E3	
0% Exp	<input type="text"/>	D4	
0% Home	<input type="text"/>	D1	
4.8%	<input type="text"/>	C5	
9%	<input type="text"/>	BC5	
13.5%	<input type="text"/>	AC5	
5.6%	<input type="text"/>	B5	
Std Rate	<input type="text"/>	P1	
Total	<input type="text"/>	Z1	

○ I mbosca D4, cuir isteach iomlán na sonrasc ag an ráta CBL Omar a ríomhtar sa tábla achoimre in Aguisín 1. M.sh.. Suiteáil painéil ghréine.

○ Sa bhosca ACS, cuir isteach iomlán na sonrasc (roimh CBL) ag ráta 13.5%, de réir mar a ríomhtar sa tábla achoimre in Aguisín 11. Beidh tromlach na sonrasc ar an ráta sin.

○ Sa bhosca P1, cuir isteach iomlán na sonrasc (roimh CBL) ag ráta 23%, de réir mar a ríomhtar sa tábla achoimre in Aguisín 1.

Gabháil Scáileáin 3: Gach cuid eile den fhoirm CBL RTD

Ba cheart “Níl” a thabhairt mar fhreagra ar gach ceist eile atá liostaithe ar an scáileán ionchuir CBL RTD (féach gabháil scáileáin 3 thíos) ach amháin sa chás go bhfuil CBL á fheidhmiú agat ar ioncam cíosa ó áiseanna spóirt nó carrchlóis.

The image shows three sections of a VAT return form, each with a question and two radio button options: 'Yes' and 'No'. A red arrow labeled 'Click' points to the 'No' option in each section.

- Section 1:** "Acquisitions from the European Union, including Northern Ireland". Question: "Did you acquire any goods or services from the European Union, including Northern Ireland? *".
- Section 2:** "Goods or Services Purchased for Resale (Irish or Intra-EU acquisitions & Non-EU imports)". Question: "Did you purchase Goods/Services for resale? *".
- Section 3:** "Other Deductible Goods and Services (Irish or Intra-EU acquisitions & Non-EU imports)". Question: "Did you purchase goods or services that are not for resale but where VAT paid can be claimed as an input credit? *".

Gabháil Scáileáin 4: Mura bhfuil CBL íoctha agat i mbliana

MURA bhfuil CBL íoctha agat i mbliana NÍ MÓR DUIT tic a chur sa bhosca "Gan Sonraí Trádála le Dearbhú" mar a léirítear sa ghabháil scáileáin thíos:

The image shows a screenshot of the 'VAT Return of Trading Details' page. The page has a green header with navigation tabs: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below the header, there is a section titled 'VAT Return of Trading Details' with a 'View FAQs' link. The main text explains the 'RTD is due for VAT Accounting Year' and provides instructions for traders. At the bottom, there is a button labeled 'No Trade Details to Declare' with a right-pointing arrow, which is circled in red.

I gcás scoileanna a rinne painéil ghréine a shuiteáil i rith na bliana ag CBL rátaíthe 0%, ní mór costas na suiteála a áireamh sa Tuairisceán CBL Bliantúil ar Shonraí Trádála (RTD). Tá sé seo infheidhme fiú mura raibh sé de dhualgas ar scoileanna tuairisceán CBL a chomhdú i leith na suiteála.

Tabhair faoi deara go bhfuil áis ann chun leasú a dhéanamh ar TST CBL a cuireadh isteach cheana féin trí ROS má rinne tú botún ann. Déan teagmháil le FSSU má tá tuilleadh treorach uait.

6. Tuilleadh Eolais

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheistanna sa treoirlíne sin ach dul i dteagmháil leis an FSSU.

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01 Meán Fómhair 2025

Aguisín 1

Ullmhúchán sula ndéanfar an fhoirm VAT RTD a chomhdú

Sula ndéanfaidh tú an VAT RTD a chomhlánú ar ROS, ba cheart duit an tábla thíos a chomhlánú leis an CBL a cuireadh ar ais sna tuairisceáin dhémhíosúla CBL 3.

Tréimhse CBL	CBL @ 13.5%	CBL @ 23%
Meán Fómhair/ Deireadh Fómhair		
Samhain/Nollaig		
Eanáir/Feabhra		
Márta/Aibreán		
Bealtaine/Meitheamh		
Iúil/Lúnasa		
IOMLÁN AN CBL		
Luach an tSonraisc	(Iomlán an CBL roinn ar 13.5 agus Iolraigh faoi 100) € = Luach an tSonraisc	(Iomlán an CBL roinnte ar 23 agus iolraithe faoi 100) € = Luach an tSonraisc

An fhoirm VAT RTD a chomhlánú ar ROS

**Tá na seirbhísí seo a leanas faoi dhliteanas CBL a íoc ar ráta 23% i gcás ina gcuirtear ar fáil iad chun críocha oibríocht ábhartha a chur i gcrích.*

- *Scafalra a sholáthar agus a chur suas*
- *Craein agus oibreoir a sholáthar*
- *Fál sealadach a sholáthar agus a chur suas*
- *Lucht saothair a fhostú do láithreán trí ghníomhaireacht*