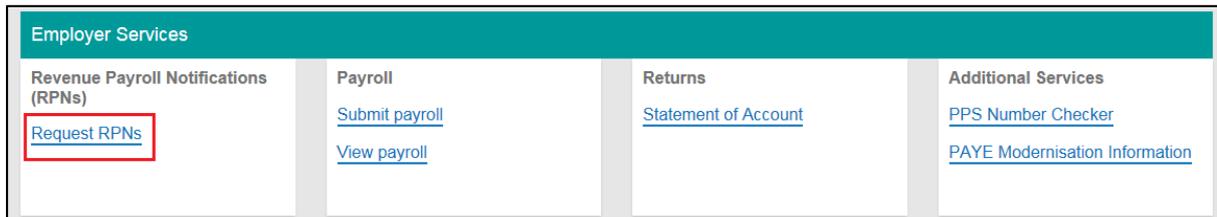


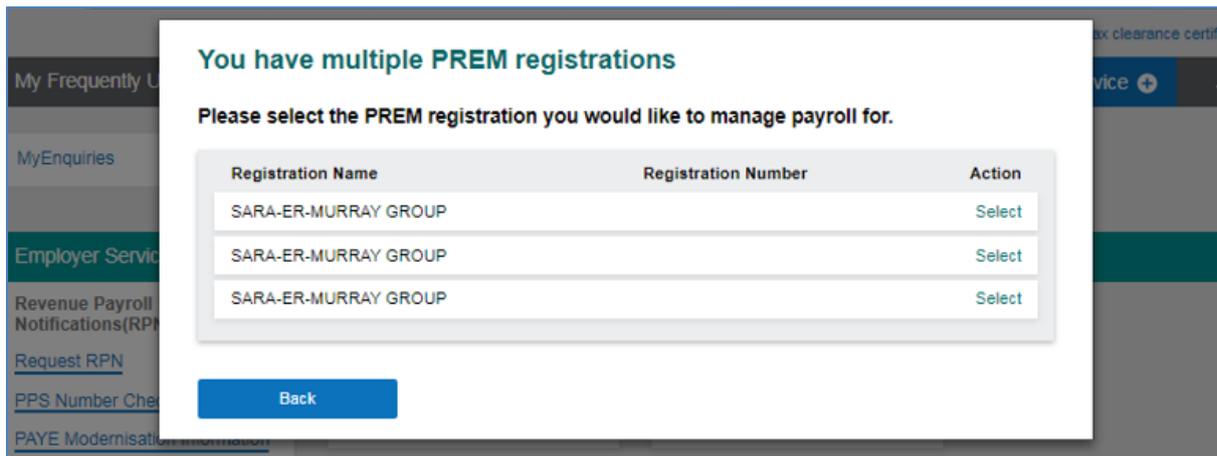
Requesting RPNs online for all employees

To request Revenue Payroll Notifications (RPNs) for all your employees:

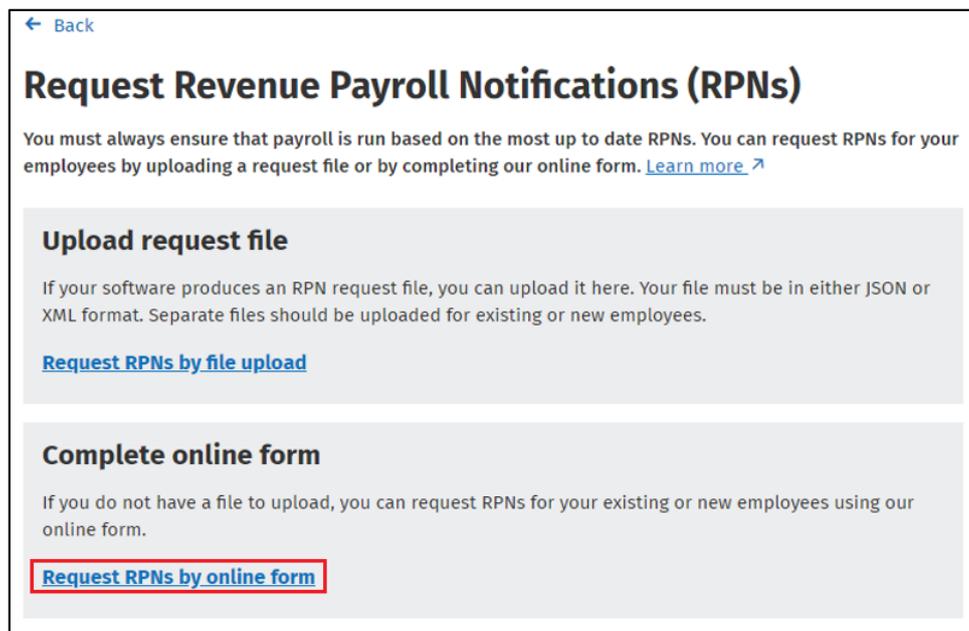
- Click on '**Request RPN**' on the 'Employer Services' panel on the 'MyServices' page when you are logged into ROS.



If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.



- Select '**Request RPNs by online form**'.



You have the option to request RPNs for new or existing employees – select ‘Existing employees’ and click ‘Next’.

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Request RPNs by online form

You can use our online form to request RPNs for any of your existing or new employees. Please select the relevant option.

Existing employees

New employees

Which should I choose?

Existing employees refer to individuals who have not ceased in your employment. New employees refer to individuals who have commenced or re-commenced in your employment. [Learn more](#)

Next →

- **To request RPNs for all employees:**
 - Select the tax year.
 - Select ‘All Employees’.
 - Select the file format in which you want to receive the returned RPNs in i.e. CSV, JSON or XML.

If you have a payroll package, your payroll provider can advise you which format to select. If you are not using a payroll package, use CSV file format, which you can open in Excel.

- Click on ‘Request RPNs’.

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Request RPNs for existing employees

Tax year

2019

Date of last RPN request ⓘ

DD/MM/YYYY

Select employees

Select all employees

Select specific employees

File format for RPNs to be received ⓘ

CSV

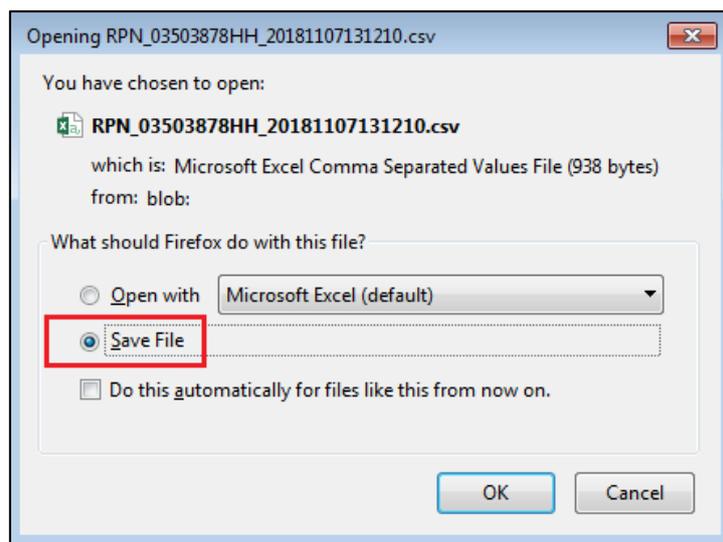
JSON

XML

Request RPNs

- Input your password.
- Click on **'Sign & Submit'**.

The results of your RPN request will be returned. Depending on your web browser, you may be asked to 'Open' or 'Save' the file. Always chose **'Save'** to create the RPN file in your Downloads folder.



This saved file can be imported into your payroll package.