RPN Request Return: CSV Schema

Version	**1.0 Milestone 2**
Version Date	**23/03/2018**

Column Descriptions

Column	Description
Item Line Number	Numeric reference to data item
Data Item	Name of data item
Condition	When the data element is to be supplied
Description and Validation	Description of the data element and the validation rules that will be applied
Context	How the data element will be used by Revenue

Latest Version History

Version	Change Date	Element	Change Description
0.10	02/02/2018	N/A	Document published

Note on 'Conditional' data items:

Where the data item is applicable, the field is mandatory and must be completed. Where the data item is not applicable, the field is not required to be completed. For example, the Pensions Tracing Number field is conditional. This means that if the employer operates an employer sponsored pension scheme, this field is mandatory.

RPN request: CSV file return

Data item line number	Name	Column Name		Description and validation	Context
1.	Employer Name	employerName	Mandatory	Header: Employer name, max length 100 characters	Use to identify the employer and confirm that the employer name matches with Revenue records
2.	Employer Registration number	employerRegistrationNumber	Required	Header: Used to identify employer to which the submission relates, max length 100 characters.	Used to identify employer to which the submission relates.
3.	Agent Tain	agentTain		Header: Tax Advisor Identification Number. Required if RPN is queried by agent on behalf of employer.	
4.	Tax Year	taxYear	Required	Header: Used to identify the tax year to which the RPN lookup relates (YYYY)	The Tax Year RPN relates to
5.	Total RPN count	totalRPNcount		Header: Total number of RPNs returned	The total number of RPN that are associated with the RPN request submitted.
6.	Date time Effective	dateTimeEffective		Header: The date and time at which the RPN returned is correct/was issued (YYYY-MM-DDThh:mm:ss.sss±hhmm). max length 28	Date & time from when the RPN is effective from
7.	RPN Number	RPNNumber		RPN: The number of the RPN issued to the employer in respect of an employee. Or value Not Found Max length 20	RPN: List of RPN that make up a valid lookup RPN response. NoRPN: EmployeePPSNs and EmploymentIDs of employees who do not currently have an RPN associated with the employer. New RPN need to be requested for these employees using the NewRPNRequest service. Used in conjunction with the Employee PPSN to uniquely identify the instruction issued.
8.	RPN Issue Date	RPNIssueDate		RPN: Date format yyyy-mm-dd. Max length 10	The date the RPN issued.
9.	First Name	firstName		First name of the employee. Max length 100	Employee first name

Data item line number	Name	Column Name		Description and validation	Context
				characters	
10.	Family Name	familyName		Family name of the employee. Max length 100 characters	Employee family name
11.	Employee PPSN	employeePPSN	Mandatory	Format is 7 digits (including leading zeros) followed by either 1 or 2 letters. Max length 10	Used to identify employee to which the RPN relates.
12.	Previous Employee PPSN	prevPPSN		Must be valid PPS number (up to 9 chars). Format is 7 digits (including leading zeros) followed by either 1 or 2 letters. Max length 10	Used to identify employees previous PPS number if applicable e.g. W PPS number. Should only appear if changed since previous submission This will appear until Revenue knows that the payroll operator has updated the Employee PPSN in their own system i.e. until Revenue receives a submission with the new Employee PPSN
13.	Employment ID	employmentID	Conditional	The value of this field will be the Employment ID provided to Revenue by the employer when setting up the employment. If the RPN is being triggered as a result of the employee setting up the employment via Jobs and Pension or contacting Revenue, the value of this field will not be populated. Max length 20	Used to uniquely identify each employment for the employee.
14.	Employer Reference	employerRef	Optional	Employee internal staff identifier.	Used to uniquely identify the unique employment for the employer and employee.
15.	Income Tax Calculation Basis	incomeTaxCalcBasis		PAYE calculation basis used in the submission. Options allowed are Cumulative, Week1 and Emergency.	Used to indicate the correct tax basis to be applied.
16.	Exclusion Order	exclOrder	Optional	Set to "true" if an exclusion order is on file for the employee. This field is not included if an exclusion order is not on file for the employee	Used to indicate if there is an exclusion order on file for the employee for the specified period.

Data item line number	Name	Column Name		Description and validation	Context
17.	Effective Date	RPNeffective Date	Optional	First day on which the RPN specified will apply. Max length 10 • If the RPN is issued before the start of the tax year in question this will be set to January 1st of the tax year. • If the RPN is issued during the tax year in question the date is dependent on the calculation basis of the RPN as follows: o If the calculation basis is Cumulative the date will be set to January 1st of the year. o If the calculation basis is Week 1 the date will be set to the date the RPN issued. Date format yyyy-mm-dd Min date 2019-01-01 Date can be in the future	The instruction can be used from this date until updated again.
18.	End Date	RPNEndDat e	Optional	The date the RPN ends. Date format yyyy-mm-dd Min date 2019-01-01 Max length 10 Last date on which the RPN specified will apply. After this date a new RPN should be requested.	Applicable to Tax Basis Week 1. For Cumulative instruction the date will be the XXXX-12-31. This will appear if applicable.
19.	Pay for Income Tax to Date	totalPayDat e		This will include total income liable to Income Tax to date – including previous employment income. In the case of recommencements, this includes previous pay from that employer in the same tax year. This number will contain two decimal places. This field will be populated where the Income Tax Calculation Basis is cumulative.	When multiple employments exist, RPN must include correct previous employment income. This will include only the previous Pay and Tax that should be applied.

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Data item line number	Name	Column Name	Description and validation	Context
20.	Income Tax Deducted to Date	taxDeductedToDate	Total amount of employee's Income Tax deducted to date. In the case of recommencements, this includes previous tax from that employer in the same tax year. This number will contain two decimal places. This field will be populated where the Income Tax Calculation Basis is cumulative.	Total Income Tax paid to date. Taking into account any PAYE refunded through any unemployment repayment claim(s).
21.	Yearly Tax Credit	yearlyTaxCredit	Amount of tax credits available to the employee for the year the RPN relates to. This number will contain two decimal places. Positive number only	Net Tax Credits. Amount of tax credits available to the employee for the year the RPN relates to. Amount of tax credits available for use in the PAYE calculation. Breakdown is displayed to employee through PAYE Services.
22.	Tax Rate 1 Percent	taxRate1	The lower rate of tax for the year the RPN relates to. Positive number only	Rate to be applied for any income below Rate 1 Cut Off.
23.	Yearly Rate 1 Cut Off	yearlyTaxRate1	Rate 1 cut off for the year the RPN relates. Positive number only	Breakdown is displayed to employee through PAYE Services
24.	Tax Rate 2 Percent	taxRate2	The higher rate of tax for the year the RPN relates to. Positive number only.	Rate to be applied for any income above Rate 1 Cut Off
25.	Employee is exempt from PRSI in Ireland	exemptPRSI	Set to "True" if employee has been granted an exemption from paying PRSI in Ireland. This field is not included if employee is not exempt from paying PRSI.	This will appear only where DSP carries out a review and determines that the individual should be exempt from paying PRSI in Ireland. This must not be confused with PRSI exempt income. Will only appear where available.
26.	PRSI Class and Subclass	PRSIClass	PRSI Class and Subclass that the employee should be updated to	This will appear only where DSP updates the class or where DSP knows the individual is on the wrong class (i.e. where a review has been carried out by DSP) Will only appear where available
27.	USC Status	USCStatus	Ordinary	Used to deduct correct amount of USC.

Data item line number	Name	Column Name		Description and validation	Context
				Exempt	
28.	USC Rate 1 Percent	USCRate1		USC Rate 1 Percent applicable to USC Status Ordinary in the year the RPN relates to. This number will contain two decimal places. Positive number only	Current rate 0.5%.
29.	Yearly USC Rate 1 Cut Off	USCCutOff1		Yearly USC rate 1 cut off applicable to USC Status Ordinary in the year the RPN relates to. This number will contain two decimal places. Positive number only.	
30.	USC Rate 2 Percent	USCRate2		USC Rate 2 Percent applicable to USC Status Ordinary in the year the RPN relates to. This number will contain two decimal places. Positive number only.	Current rate 2.5%.
31.	Yearly USC Rate 2 Cut Off	USCCutOff2		Yearly USC rate 2 cut off applicable to USC Status Ordinary in the year the RPN relates to. This number will contain two decimal places. Positive number only	
32.	USC Rate 3 Percent	USCRate3		USC Rate 3 Percent applicable to USC Status Ordinary in the year the RPN relates to. This number will contain two decimal places. Positive number only	Current rate 5%.
33.	Yearly USC Rate 3 Cut Off	USCCutOff3		Yearly USC rate 3 cut off applicable to USC Status Ordinary in the year the RPN relates to. This number will contain two decimal places. Positive number only	
34.	USC Rate 4 Percent	USCRate4		Yearly USC rate 4 cut off applicable to USC Status Ordinary in the year the RPN relates to. This number will contain two decimal places. Positive number only	Current rate 8%.

Data item line number	Name	Column Name		Description and validation	Context
35.	Yearly USC Rate 4 Cut Off	USCCutOff4		Yearly USC rate 4 applicable to USC Status Ordinary in the year the RPN relates to. This number will contain two decimal places. Positive number only	
36.	Pay for USC to Date	payUSCDate		Net pay subject to USC. This number will contain two decimal places. This field will be populated where the Income Tax Calculation Basis is cumulative.	This will include total income liable to USC to date – including previous employment income and any additional declared income liable to USC e.g. Rental Income. This will appear if available.
37.	USC Deducted To Date	USCDeductedDate		Total amount of employee's USC deducted to date. This number will contain two decimal places. This field will be populated where the Income Tax Calculation Basis is cumulative. Positive number only	Total USC paid to date. Taking into account any USC refunded through any unemployment repayment claim(s). This will appear if available
38.	LPT to be Deducted	LPTDeducted		Local Property Tax amount due. Positive number only	Amount of LPT to be deducted through payroll.
39.	No RPNs			Not Found	No RPNs can be retrieved - included in 7 above
40.	Validation Errors			TBC are we including these?	TBC are we including these?
41.	Code			""	""
42.	Path			""	""
43.	Description			""	""

Submission Request Line Items