

Process Id#: 3218
Process Name: Process Tax Payments RCT & PSWT
Date Last Updated: 11/01/2022

Description: Describes business process to process tax payments to Revenue for Relevant Contracts Tax and Professional Services Withholding Tax

Article 30 Process as carried out by the NSSO as a processor on the instruction of the PSB:

As required under Article 30 (2) of the GDPR:

Data Stage	Process		Owner	Storage Location	Personal / Sensitive Data	Data Items
Usage	1	FSS selects all available withholding tax invoices with a pay group of "ROS" on Oracle	Payments User - FSS	Oracle	Supplier	Supplier details, contact details, order numbers, bank information
Transfer	2	FSS ensures the Oracle system group the invoices into payments by PSB and tax type to build the payment batch	Payments User - FSS	Oracle		
Transfer	3	PSB confirm approval to process return on their behalf once via the tax return and payment template form. The PSB must ensure that funds are available in their Payables bank account	PSB	Jitbit	N/a – PSB activity	
Usage	4	FSS review and reconcile the proposed payments to the revenue general ledger control accounts	Payments User - FSS	Off System		
Usage	5	FSS accesses if any exceptions present and add or remove them from the payment process as is necessary	Payments User - FSS	Off System		

Capture	6	FSS ensures the payment instructions are generated on the system and are formatted to be ready for transmission	Payments User - FSS	Oracle	Supplier	Supplier details, contact details, order numbers, bank information
Transfer	7	FSS marks selected invoices as paid as the payment process is complete	Payments User - FSS	Oracle	Supplier	Supplier details, contact details, order numbers, bank information
Usage	8	Revenue, based on the AP return, will generate a ROS Debit Instruction. This is the instruction that Revenue uses to withdraw funds from the PSBs accounts	Revenue - External	Off System	N/a – Revenue activity	
Usage	9	This Debit Instruction is processed by Revenue	Revenue - External	Off System		
Release	10	Bank transfer funds to Revenue's central bank account	Bank - External	Off System	N/a – Bank activity	