

# TWSS Reconciliation

March 2021

# Guidance Documentation

- Revenue have published two guidance documents for the TWSS reconciliation process at;
- <https://www.revenue.ie/en/employing-people/documents/twss/twss-reconciliation-employer-guidance.pdf>
- <https://www.revenue.ie/en/employing-people/documents/twss/twss-prsi-corrections.pdf>

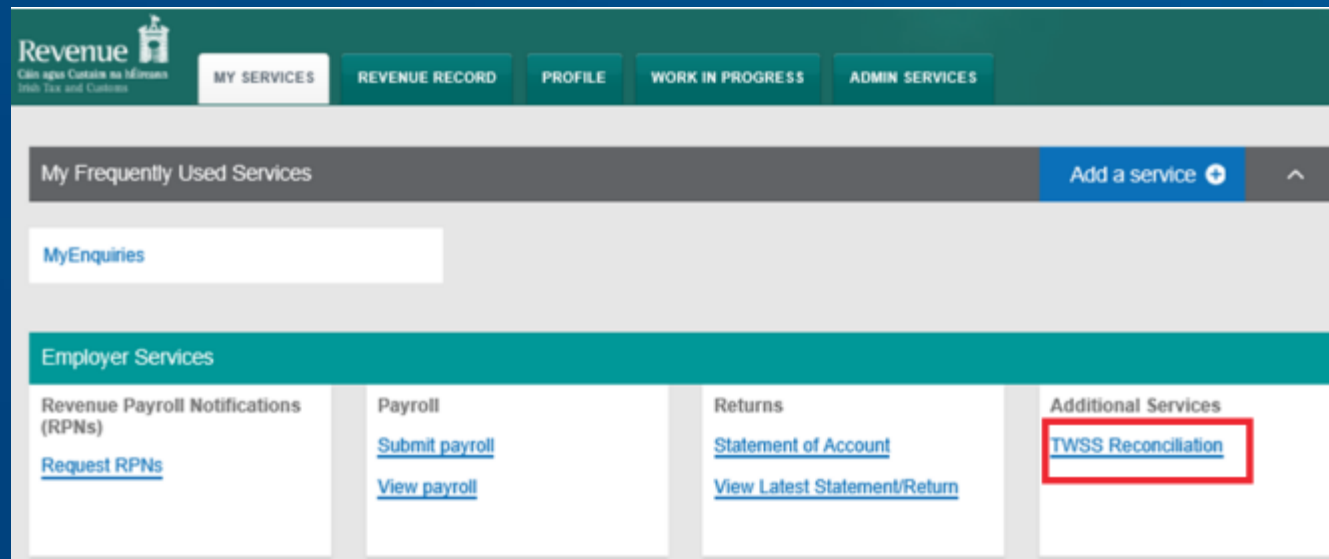
# TWSS Reconciliation

- The final stage of TWSS Reconciliation has gone live on ROS
- 41% of employers who participated in TWSS are considered to be “Balanced” and only need to accept their reconciliation.
- An employer is “Balanced” if all J9 payments made to employees have been reported, and the total difference between what the employer paid and what Revenue have calculated that the employee was entitled to is less than €500.

# TWSS Reconciliation

- Employers can download a TWSS Reconciliation CSV File from ROS
- Employers will have until 30th June to finalise the reconciliation – There is no need to panic!
- The CSV file lists all J9 payslips where a subsidy was refunded to the employer.
- The CSV file shows a *“Reconciled Balance”* for each J9 payslip. This indicates if any monies are due to be repaid to Revenue, refunded to the employer or balanced.

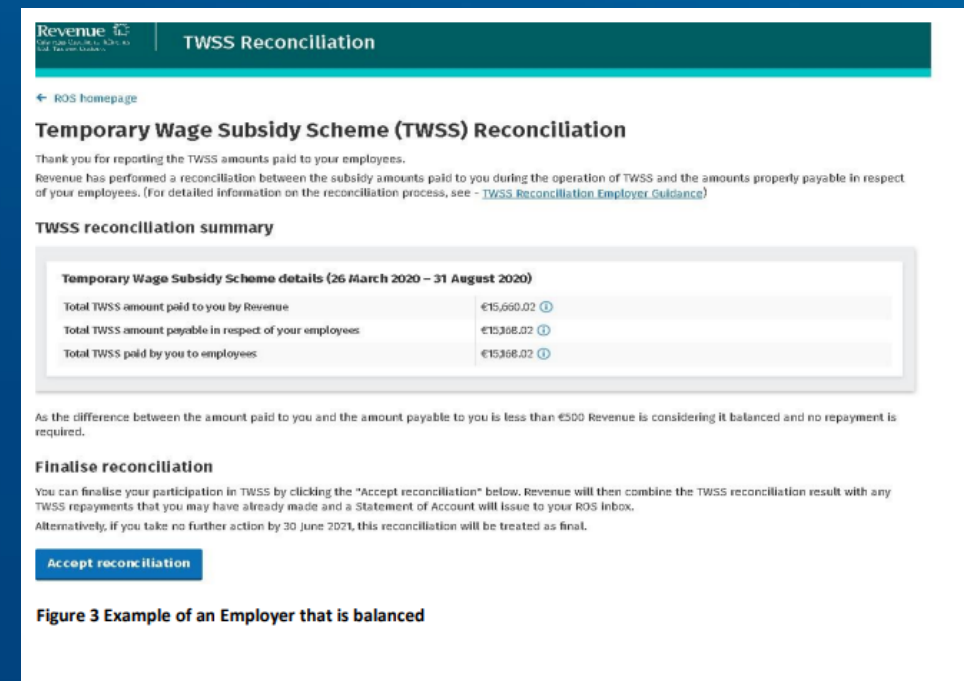
# Downloading the CSV File



The screenshot displays the Revenue website interface. At the top left is the Revenue logo with the tagline 'Cáin agus Cúnta na Míreanna' and 'Irish Tax and Customs'. A navigation bar contains links for 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below this is a 'My Frequently Used Services' section with an 'Add a service' button. A search bar labeled 'MyEnquiries' is present. The main content area is titled 'Employer Services' and is divided into four columns: 'Revenue Payroll Notifications (RPNs)' with a 'Request RPNs' link; 'Payroll' with 'Submit payroll' and 'View payroll' links; 'Returns' with 'Statement of Account' and 'View Latest Statement/Return' links; and 'Additional Services' with a 'TWSS Reconciliation' link highlighted by a red rectangular box.

# Employer is Balanced

- All J9 payslips have been reported.
- The final balance owed to revenue is less than €500
- Reconciliation can be **Accepted**
- No CSV to download



Revenue.ie  
 TWSS Reconciliation

← ROS homepage

### Temporary Wage Subsidy Scheme (TWSS) Reconciliation

Thank you for reporting the TWSS amounts paid to your employees.  
 Revenue has performed a reconciliation between the subsidy amounts paid to you during the operation of TWSS and the amounts properly payable in respect of your employees. (For detailed information on the reconciliation process, see - [TWSS Reconciliation Employer Guidance](#))

#### TWSS reconciliation summary

Temporary Wage Subsidy Scheme details (26 March 2020 – 31 August 2020)	
Total TWSS amount paid to you by Revenue	€15,660.02
Total TWSS amount payable in respect of your employees	€15,368.02
Total TWSS paid by you to employees	€15,368.02

As the difference between the amount paid to you and the amount payable to you is less than €500 Revenue is considering it balanced and no repayment is required.

#### Finalise reconciliation

You can finalise your participation in TWSS by clicking the "Accept reconciliation" below. Revenue will then combine the TWSS reconciliation result with any TWSS repayments that you may have already made and a Statement of Account will issue to your ROS Inbox. Alternatively, if you take no further action by 30 June 2021, this reconciliation will be treated as final.

[Accept reconciliation](#)

**Figure 3 Example of an Employer that is balanced**

# Employer owes more than €500

- All J9 payslips have been reported.
- The final balance owed to revenue is **more than €500**
- Reconciliation can be **Accepted**
- CSV can be downloaded to check.

## Temporary Wage Subsidy Scheme (TWSS) Reconciliation

Revenue has performed a reconciliation between the subsidy amounts paid to you during the operation of TWSS and the amounts properly payable in respect of your employees. (For detailed information on the reconciliation process, see - [TWSS Reconciliation Employer Guidance](#))  
A summary of your reconciliation is set out below.

### TWSS reconciliation summary

#### Temporary Wage Subsidy Scheme details (26 March 2020 – 31 August 2020)

Total TWSS amount paid to you by Revenue	€153,245.42
Total TWSS amount payable in respect of your employees	€152,395.50
Total TWSS paid by you to employees	€152,395.50
<b>Total result</b>	
TWSS owed to Revenue	€849.92

Please take time to review the result. To help you review your position, a complete record of the TWSS related payslip information you provided and Revenue's reconciliation calculation is available to download in Comma Separated Value (CSV) format below.

### Download employer reconciliation result

[Download reconciliation detail CSV](#)

### Finalise reconciliation

To finalise your reconciliation click on the "Accept reconciliation" button below. Revenue will then combine the TWSS reconciliation result with any TWSS repayments that you have already made and calculate any balance of TWSS monies either owed to you or due to be repaid to Revenue and a Statement of Account will issue to your ROS inbox.

If you are due further TWSS amounts a payment will issue to your nominated TWSS bank account.

If you owe TWSS amounts to Revenue you can avail of normal payment options, including debt warehousing. (See [Making payments and debt warehousing](#)).

[Accept reconciliation](#)

You have until 30 June 2021 to make any necessary corrections. After that date, your reconciliation will be treated as final.

### Reconciliation corrections

This reconciliation is calculated based on the information you have provided. If the information you have provided is not correct and does not reflect what actually occurred, you can correct this by submitting revised payroll information through your payroll package, through direct entry in ROS or alternatively, you can [upload a subsidy paid CSV](#) in a pre-defined format. Please note that any corrections will be reflected in your employees' tax records and may lead to an adjustment to their liabilities. You must retain any documentation and records supporting any corrections for six years.

[Upload subsidy paid](#)

[View upload result](#)

Figure 4 Example of an Employer that owes TWSS to Revenue

# Not all J9 Payslips Reported Yet

- Some employers may not yet have reported the amounts of TWSS paid to their employees for all active J9 Payslips.
- In most cases the employer is missing a small number of payslips.
- CSV File can be downloaded to check which payslips are “**Unreported**”
- Reconciliation cannot be accepted or finalised yet.



# Understanding the figures in the CSV

Spreadsheet Column	Column Name	Notes
Column G	"subsidyPaid"	<p>The amount of subsidy paid to the employee that the employer has reported to revenue.</p> <p>If the employer has not reported anything this will say "Unreported"</p> <p>All "Unreported" and "Active" payslips will need to be reported to Revenue</p>
Column K	"subsidyPayable"	<p>This is the amount of subsidy that the employee was entailed to as calculated by Revenue.</p>
Column M	"reconciliationSubsidy"	<p>The amount of subsidy that Revenue are accepting for the Payslip.</p> <p>If the "<b>subsidyPaid</b>" (G) figure is within €5 of the "<b>subsidyPayable</b>" (K) amount then then employers figure is accepted.</p> <p>Otherwise it is the lower of the two figures</p>

# Understanding the figures in the CSV

Spreadsheet Column	Column Name	Notes
Column N	"twssTotal"	<p>This is the amount of TWSS that Revenue refunded the employer for this payslip.</p> <p>This would be €410 per week up to the 3<sup>rd</sup> May after which the amount was as calculated by Revenue</p>
Column O	"reconciledBalance"	<p>This is the difference between the "reconciledSubsidy" (M) "twssTotal" (N) already paid by Revenue.</p> <p>A zero indicates that there is nothing outstanding</p> <p>A positive number indicates the amount that the employer owes Revenue</p> <p>A negative amount indicates an amount owed back to the employer</p>

# Common Questions

# I have already made payments to Revenue but they are not showing in the reconciliation!

- The CSV file is a line by line breakdown of the subsidy payments only – it does not include any details of bulk repayments made by the employer to Revenue.
- Any payments that you have made back to Revenue will be shown after you have “Accepted” your reconciliation.
- These payments will be shown in the final Statement Of Account.

- See Section 4.4.1 (Page 13) of the Revenue Guide for more details about the Statement Of Account

#### 4.4.1. Statement of Account (SOA).

A statement of account will issue to the employer's, and agent's, ROS inbox when:

- The employer accepts the reconciliation, or
- after having accepted reconciliation,
  - The employer makes a correction that updates the reconciliation balance value, or
  - Revenue makes an adjustment to the Employer's TWSS account.

In all correspondence please quote:  
 Registration No: SRA V520 AUC140 2212316 Branch Manager  
Business Division - Dublin North & City Centre  
9/15 Upper O'Connell Street  
Dublin 1  
 Notice No: 7175717-00030W SARA-ER-ADAMS INC Enquiries 01 738361  
DAME STREET Pagel of  
DUBLIN 2 16 Mar 2021  
ADD3  
ADD4

Dear Sir/Madam,

I enclose a summary statement of account for Temporary Wage Subsidy Scheme for the accounting period(s) 26/3/2020 to 31/8/2020 for your information.

Yours faithfully,

Branch Manager  
Business Division - Dublin North & City Centre

Description	Date	Receipt No.	Debit	Credit
<b>Temporary Wage Subsidy Scheme 26/3/2020 to 31/8/2020</b>				
Payment	12/2/2021	936565		2,000.00
Wage Subsidy	23/3/2021	000000	24,264.21	
Reconciliation	23/3/2021	000000		20,095.91
<b>Total</b>			24,264.21	22,095.91
<b>Balance €:</b>			2,168.30	
<b>Statement Balance €:</b>			2,168.30	

**Figure 12 Example of an Employer TWSS Statement of account.**

A "Statement Balance" value in the Debit column represents a liability due to Revenue from the employer. The statement of Account will include a summary of all the financial transactions on the Employers TWSS account and may include the following entries.

Description	Meaning
Wage Subsidy	The Total TWSS amount paid to you by Revenue, this does not include the USC and Income tax refunds made during TWSS.
Reconciliation	This is the total TWSS amount that should have been paid to you by Revenue.
Payment	Payment received from you via RevPay or Electronic Funds Transfer.
Manual Credit	A TWSS credit value to you applied by a Revenue caseworker
Manual Debit	A TWSS debit value to you applied by a Revenue caseworker
From: PAYE EMP May20	A TWSS credit value transfer from another tax to your TWSS account and it shows the period and tax type it was transferred from.
To: PAYE EMP May20	A TWSS debit value transfer to another tax from your TWSS tax account and it shows the period and tax type it was transferred to.

# The amounts shown in the CSV file don't match what Revenue paid me at the time?

- In the early days of TWSS most employees were still being taxed on a **"Cumulative"** basis – therefore many were also receiving tax refunds.
- Revenue included these tax refunds in the payments made to employers so that the employer would not be out of pocket at the time.
- So remember the payments made to you by Revenue include TWSS + Tax Refunds

# What is the best report in CollSoft to compare against the Revenue CSV file?

CollSoft Payroll 2020 Version 21.0 Build 198 - Wine & Dine Gourmet Experience (Sample Company) (8000511WH)

File Company Employee Payroll Reports Revenue Returns ROS Tools Help

Back Home Fwd

User Report / Data Export  
Employee Register  
Employee Profile  
Holidays  
Employee's Days Off

Statements Tax Cards Backup Restore Quick Calc Certs

TWSS Reconciliation CSV

COVID-19 Subsidy Schemes  
Detail By Date  
Detail By Employee  
Total By Employee  
Total By Week No

Payroll Submissions  
Gross To Net  
Gross To Net (By Cost Centre)  
Hours Worked  
Payment Analysis  
Cost Centre Analysis  
Additions  
Deductions  
Benefit In Kind  
Other Employer's Costs  
Pension Contributions  
Loans  
Rates Of Pay  
CWPS  
CSO  
Public Service Pension Levy

Batch Reports

31 Form End Of Year tasks such as preparing your P35 or printing P60's  
[Click for more](#)

TWSS Test

**PAYROLL SUBSIDIES REPORT**

REG NO: 1234567 T

01/01/2020 - 31/12/2020

Payment Date	Name	PPSN	Employment ID	Gross Pay	PAYE/USC		EWSS	PRSI Credit	Ins Weeks	PRSI Class
					TWSS	Refunds				
26/03/20	Bloggs, Joe	7020150R	EMPID0000002	110.00	390.21	0.00	0.00	0.00	1	J9
26/03/20	Collins, Jason	2796292D	EMPID0000006	120.00	319.00	0.00	0.00	0.00	1	J9
02/04/20	Bloggs, Joe	7020150R	EMPID0000002	167.23	390.21	0.00	0.00	0.00	1	J9
02/04/20	Collins, Jason	2796292D	EMPID0000006	136.72	319.02	0.00	0.00	0.00	1	J9
09/04/20	Bloggs, Joe	7020150R	EMPID0000002	115.55	390.22	0.00	0.00	0.00	1	J9
16/04/20	Bloggs, Joe	7020150R	EMPID0000002	115.55	390.22	0.00	0.00	0.00	1	J9
23/04/20	Bloggs, Joe	7020150R	EMPID0000002	115.55	390.22	0.00	0.00	0.00	1	J9
24/04/20	Kelleher, Patrick	3188716A	EMPID1900001	30.03	70.11	0.00	0.00	0.00	5	J9
30/04/20	Bloggs, Joe	7020150R	EMPID0000002	115.55	390.22	0.00	0.00	0.00	1	J9
07/05/20	Bloggs, Joe	7020150R	EMPID0000002	115.22	390.22	0.00	0.00	0.00	1	J9
14/05/20	Bloggs, Joe	7020150R	EMPID0000002	115.55	390.22	0.00	0.00	0.00	1	J9
21/05/20	Bloggs, Joe	7020150R	EMPID0000002	115.55	390.22	0.00	0.00	0.00	1	J9
28/05/20	Bloggs, Joe	7020150R	EMPID0000002	115.55	390.22	0.00	0.00	0.00	1	J9
28/05/20	Collins, Jason	2796292D	EMPID0000006	105.75	350.00	0.00	0.00	0.00	1	J9
29/05/20	Kelleher, Patrick	3188716A	EMPID1900001	30.03	70.11	0.00	0.00	0.00	4	J9

# When will I have to pay any money that I owe back to Revenue?

- If your reconciliation shows that you owe money back to Revenue then this will be due when you accept your reconciliation.
- If you are using Tax Warehousing then any liability will be automatically warehoused.
- You have until 30<sup>th</sup> June to finally accept your reconciliation – you don't have to accept it today!
- If you need to delay your Payment then you may need to delay accepting your reconciliation.



#### **4.4.2. Paying TWSS due to Revenue/Availing of Debt Warehousing.**

For employers who are owed a further amount of TWSS, this amount will be paid by Revenue to the employer's bank account after the Employer accepts their reconciliation.

##### **Tax Debt Warehousing**

Some employers will have a reconciliation balance to repay to Revenue. If an employer has difficulty in meeting this payment there is an option to [warehouse](#) the debt in line with Revenue Covid 19 policies. Employers who are eligible to avail of [Tax Debt Warehousing](#) can warehouse the TWSS reconciliation balance.

For employers already availing of debt warehousing, this liability will be automatically warehoused when they "Accept" the reconciliation.

##### **Paying TWSS due to Revenue**

Employers not eligible for, or not availing of debt warehousing, can pay any outstanding reconciliation balance on ROS.

Employers, and their TWSS linked ROS Agents, will be able to make TWSS payments via RevPay using credit card, debit card or bank account (see [section 6 of FAQ v18](#)).

At present there is no facility to make a Phased Payment Arrangement (PPA) but this is being developed.

# I have an outstanding TWSS payslip that I cant report to Revenue using CollSoft

- This has most likely occurred because the payslip was manually edited on ROS after it was submitted from CollSoft.
- This will have broken the link between CollSoft and Revenue for this particular payslip and it prevents CollSoft from making corrections.
- We are working on an update to overcome this problem and enable you to re-establish the link. We expect this update to be released in the next week or so.

# Paying Employee's TWSS Tax Liabilities

- CollSoft Update will be released in the next few days.

# Final Thoughts

- You have until 30<sup>th</sup> June 2021 to finally accept your reconciliation – take your time and study the CSV file carefully.
- If you have any questions please contact our helpdesk ([helpdesk@collsoft.ie](mailto:helpdesk@collsoft.ie))
- Please bear with us as we work our way through your queries – much of this is new to us as well and we are learning on the job as we look at the various problems that users have 😊

# Questions and Answers?