



My Duty
Collect

IOSS Registration Process



MyDutyCollect facilitates the collection and payment of IOSS Taxes to the EU tax authorities on behalf of eCommerce customers around the globe.

**We are based in
Dublin, Ireland**



Our onboarding process
is broken down into a
number of steps

Step 1: KYC Process

Step 2: Approval or Review

**Step 3: Final Documents
(Order Form among others)**

Step 4: Payment Confirmation

**Step 5: Account Creation:
submission to the Irish Tax
Authorities**



IOSS REGISTRATION PROCESS

MY DUTY COLLECT

01 **KYC Process**
(Onboarding Questionnaire
proof of address and
Certificate of incorporation)

As a first step to registering a new customer we undertake a KYC process and request some documentation in order to verify a new business, this includes a questionnaire and some business validation documentation (copy of your company certificate of incorporation and proof of address)

02 **Approval or Review**

As a second step in the IOSS Registration process with My Duty Collect, we undertake an internal process/risk analysis based on your company details

03 **Final Documents**

Once the KYC process is approved, we will send our Order Form and a copy of the IOSS Agreement (which includes the Bank Deposit section), Power Of Attorney Document, Agent Link Form & Billing Process

As an intermediary for IOSS, we are legally representing client companies, and the requested documentation helps to guide our onboarding and validation process

IOSS REGISTRATION PROCESS

MY DUTY COLLECT

04

Payment Confirmation
(details will be provided)

For payments, please use your Company's name as the Reference Message. Please send your proof of payment to:

iossbilling@mydutycollect.eu

05

**Account Creation/
Submission to Revenue***

After receiving confirmation on the payment, we now proceed to create your IOSS account

06

IM Number

It might take us 2 to 4 days to get your IM Number, depending on **Revenue***



My Duty
Collect