Application for Auto-Inclusion Scheme for Employment Income

INLAND REVENUE AUTHORITY OF SINGAPORE

- This form may take you about 5 minutes to complete.
- Please fax this form to **6351 3302**.
- Correspondences pertaining to the Auto-Inclusion Scheme for Employment Income will be mailed to your registered business address.
- An acknowledgment e-mail will be sent to the stated email address within 10 working days upon receipt of the application form. (No acknowledgement will be sent if no e-mail address is provided.)

Particulars of Organisation

Organisation Name: _____

Unique Entity Number (UEN): _____

To Comptroller of Income Tax
Attention: Auto-Inclusion Team
Electronic Interface Branch
Accounting & Processing Division

1. We would like to join the Auto-Inclusion Scheme for Employment Income from the Year of Assessment 2013 (details of employment income for year 2012) onwards.

2. We will submit ALL our employees' (including directors') income information electronically to IRAS from the Year of Assessment 2013.

3. We maintain our payroll using
(tick where applicable)

☐ Microsoft Excel/Access
☐ Payroll software developed internally (by IT Department, etc)
☐ Payroll software purchased off-the-shelf
Name of Payroll Software: _____
Name of Payroll Vendor: _____
☐ Others (via voucher, manual book-keeping, etc) _____

4. As at today, we have:
Total number of resident and non-resident employees (including full-time, part-time and directors): _____
Total number of employees who have left the organisation during the year: _____

Particulars of contact person from the organisation ^

Name (Mr/Mrs/Mdm/Ms): _____ Designation: _____
(delete where appropriate)

Telephone Number: _____ Fax Number: _____

E-mail address:

(In block letters)

Signature: _____ Date: _____

^ If you have an alternate contact person (e.g. payroll agent), please email the contact details to ais@iras.gov.sg.

For enquiries on Auto-Inclusion Scheme for Employment Income, please call 1800-356 8015, fax 6351 3302 or email to ais@iras.gov.sg.