

e-Submission of Employment Income

User Guide for Offline Application

The Offline Application is a free application provided by IRAS. It allows employers to prepare and submit their employees' employment income information to IRAS electronically.

This application is suitable for employers:

- who do not have a compatible payroll system
- cannot generate relevant appendices from their payroll software or
- have to make amendments to submitted records.

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Download and Install Offline Application

Install the application (for first time users only)

1. At IRAS website www.iras.gov.sg > choose **e-Services** (from Quick links)

The screenshot shows the IRAS website homepage. The 'Quick links' section on the right has 'e-Services' highlighted with a red box. A red arrow points from the 'e-Services' link to the 'Offline Application' link in the 'e-Submission' column of the table below.

2. Select **Offline Application** (under e-Submission)

Individuals	Businesses	Property	GST	e-Submission	Others
Demo/User Guide and FAQs	Demo/User Guide and FAQs	User Guide and FAQs	Demo/User Guide and FAQs	Demo/User Guide and FAQs	Demo/User Guide and FAQs
Popular e-Services	Popular e-Services	Popular e-Services	Popular e-Services	Popular e-Services	Popular e-Services
<ul style="list-style-type: none">File Individual Income Tax Form B1/BView and Settle Late / Non-Filing of Income Tax Forms, Accounts and Documents	<ul style="list-style-type: none">View DINView Officer-in-chargeFile ECIFile Form C<ul style="list-style-type: none">Online applicationOffline application	<ul style="list-style-type: none">Enquire about the Annual Value and name(s) of property owner(s) (e-VL)Authorise lawyers to submit completed e-Notice of Transfer (e-NT)Subscribe to Integrated Legal Requisition System (InterReq)e-File for Owner-Occupier's Tax Rates	<ul style="list-style-type: none">View Register of GST Registered Businessese-File GST Return(s)Request for GST F7	<ul style="list-style-type: none">e-Submission of Employment Income<ul style="list-style-type: none">Online ApplicationOffline ApplicationValidation & Submission Applicatione-Submission of Donatione-Submission of Commission	<ul style="list-style-type: none">EASYe-StampingView Account Summary/PaymentsView Correspondence /NoticesView Return Status
More...	<ul style="list-style-type: none">File new IR 21 onlineFile Partnership Income Tax Return Form PApply for Certificate of Residence More...	More...	More...		More...

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3. Select 'Offline Version 3.X' to download and install the Offline Application.

The screenshot shows the IRAS e-Services page. The breadcrumb trail is: Quick links > e-Services > e-Submission of Employment Income > Offline Application. The page title is 'Offline Application'. Below the title, there is a paragraph explaining that users can enter employee details directly or copy from an Excel spreadsheet. The 'Using the Offline Application' section contains a table with two columns: 'FAQs' and 'Guidelines'. The 'Guidelines' column lists three steps: 1. Ensure that your computer has Java Runtime Environment Version 6 and above (with links for Java Setup Quick Start Guide and Offline Application Quick Start Guide). 2. Refer to the step-by-step user guide (with link for Offline Application Quick Start Guide). 3. Download the Offline Application and start preparing the employment income information. A red box highlights the link 'Offline Application Version 3.0' (Java application, 2331KB) under step 3. The 'Recommended hardware/software requirement' section lists the operating system as Windows 2000, Windows XP, and Windows Vista, and Java Runtime Environment Version 6 and above.

4. Click <Run> to proceed.

The screenshot shows a Windows Security warning dialog box. The title bar is 'Warning - Security'. The main text says: 'The application's digital signature cannot be verified. Do you want to run the application?'. Below this, the application details are listed: Name: AIS Offline Application, Publisher: IRAS, From: http://www.iras.gov.sg. There is a checkbox labeled 'Always trust content from this publisher...' which is currently unchecked. At the bottom, there are two buttons: 'Run' and 'Cancel'. A yellow arrow points to the 'Run' button with the word 'Click' written next to it. A red box highlights the 'Run' button. At the bottom left, there is a warning icon and a message: 'The digital signature cannot be verified by a trusted source. Only run if you trust the origin of the application.' with a 'More Information...' link.

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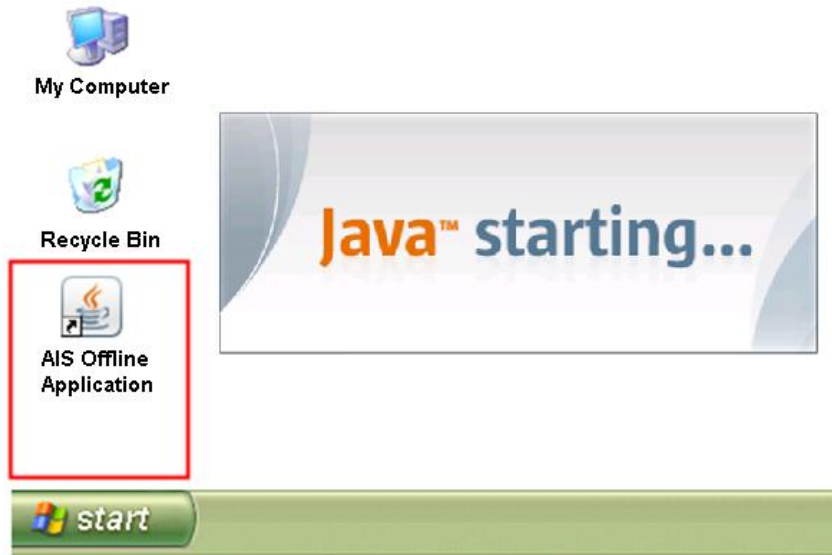


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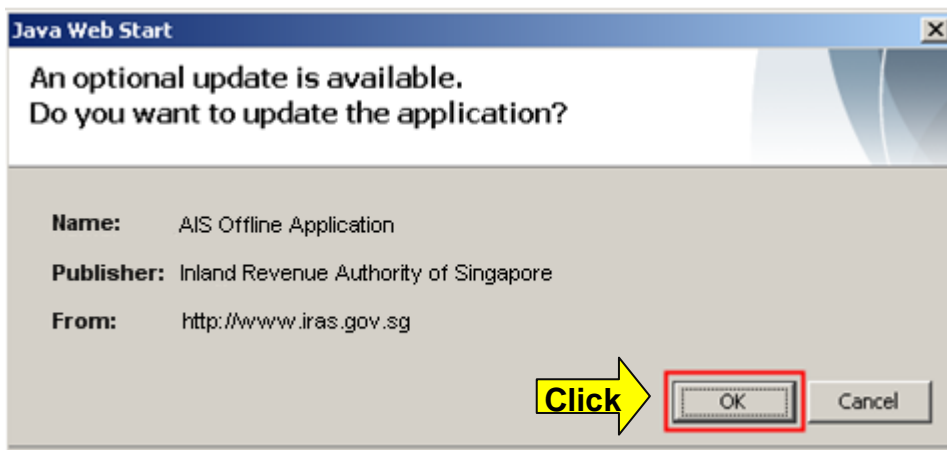
5. Upon successful download, you will see an 'AIS Offline Application (version 3.X)' icon on the desktop. The Offline Application will launch automatically at first installation.



Launch the application (for existing users)

If you have installed the Offline Application in your PC, you can launch the application directly from your desktop.

1. Ensure that you are connected to the internet so that the application can check for updates to the latest version available.
2. Double click on the icon to launch the application.
3. You will receive a message prompt. Click **<OK>** to update the application.



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Step 1: Create / Open Profile

What is a profile?

A profile stores the information prepared for submission.

Create a new profile

Employers have to create a new profile for every submission.

1. At the Main Menu, click **<Create Profile>** to enter the organisation information.

The screenshot shows the 'IRAS - Offline Application' main menu. The window title is 'IRAS - Offline Application'. The menu includes 'File' and 'Help'. The Inland Revenue Authority of Singapore logo is on the left. A blue button reads 'e-Submission of Employment Income'. Below this is a form with fields for 'Profile Name', 'Organisation's ID', 'Organisation's Name', 'Basis Year', and 'Batch Information'. At the bottom, there are buttons for 'Create Profile' (highlighted with a red box and a yellow arrow labeled 'Click'), 'Open Profile', 'Begin', 'Generate file for Submission', and 'Exit Program'. A 'Terms of Use' link is at the bottom left.

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- At Organisation's Information, enter the details required. Note that:
 - All mandatory fields are marked with (*).
 - Select Original Records for first submissions or Amendment Records for amendment to submitted records.

3. Click **<Save>** to proceed.

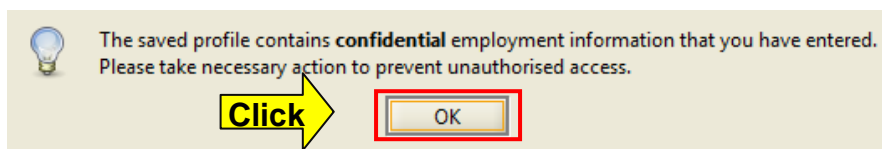
4. Select the desired path to save the file and enter the file name.



Best practice when saving a profile:

- ✓ Use a proper naming convention based on the organisation name and the year the income is derived in. (e.g. "XXXXXX PTE LTD, 20XX.profile")
- ✓ Remember the location where you save your profile

5. Click **<Save>**, and then **<OK>** at the popup message. Profile details will be shown at Main Menu if profile is successfully saved.



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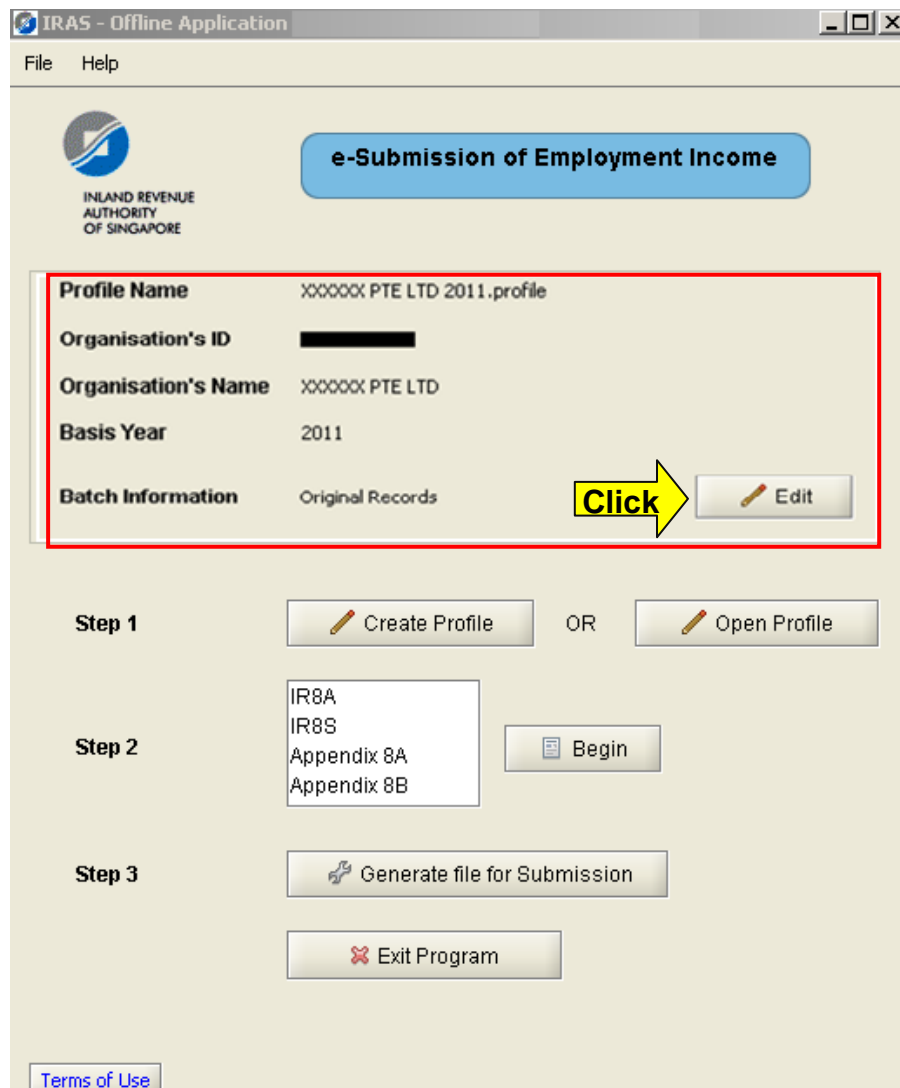
Open an existing profile

Employers usually open existing profiles either to continue with their preparation of income information or to view submitted information.

1. At the Main Menu, click **<Open Profile>**.
2. Browse for an existing profile, and then click **<Open>**. Note that the file extension for a profile is *.profile*. Profile details will be shown at Main Menu if profile is successfully opened.

Edit organisation information in a profile

1. At Main Menu, click **<Edit>** to make the changes for organisation information.



2. After editing, click **<Save>** to update your changes. Changes will be shown at Main Menu.

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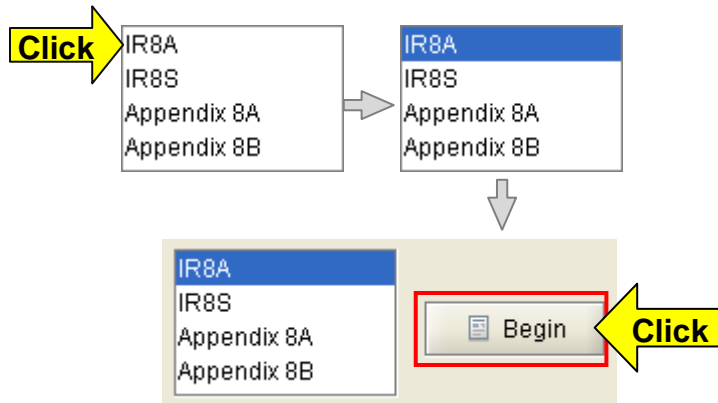
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Step 2: Enter employees' income information

Form Types

As an employer, you must prepare Form IR8A and Appendix 8A, Appendix 8B or Form IR8S (where applicable) for all your employees (who are employed in Singapore) by **1st Mar** each year.

1. At Step 2 within the Main Menu, select the form to prepare and click **<Begin>** to enter the form template.



2. Employers may choose either the *Grid View* or the *Form View* for the preparation of employees' income information. Preparation for all 4 form types are available in both views.

Form IR8A (Grid View)

By default, the Grid View will be shown first. The Grid View is suitable for employers who use Excel spreadsheets to maintain their payroll records as it allows the user to copy and paste information directly.

The screenshot shows the 'Form IR8A - Grid Entry' window. It includes a search bar for 'ID Type', a table with columns for 'Record No.', 'Select', 'ID Type', 'ID No.', 'Name', 'Nationality', 'Sex', 'Designation', 'Residential Address', and 'Block/house No.'. The table has 13 rows. Below the table is an error log table with columns 'S/No', 'Record No', 'Column', and 'Error'. At the bottom, there are buttons for 'Add 50 Rows', 'Import Employee's Particulars', 'Save', 'Close', 'Save Errors to File', 'Delete', and 'Print'.

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Preparing Information in *Grid View*

Functions in *Grid View*

- 1** Enter information: When entering information, the corresponding employee ID and name will be displayed above the grid. Note that mandatory fields are marked with (*).
(👉 Best practice: Ensure that NRIC/FIN is correct and correspond to the income and deduction details prepared for.)
- 2** Drop-down lists: If you copy and paste information from Excel spreadsheet, ensure that the information matches one of the selection in the drop-down lists (▾).
- 3** Decimal places:
 - Fields that are defaulted to "0" do not accept cents, thus enter dollar value for income fields and rounded-up dollar value for deduction fields. (e.g. \$25,000 for salary of \$25,000.90; and \$201 for donation of \$200.20).
 - Fields that are defaulted to "0.00" require entry of cents.
- 4** Add new rows: Before you copy and paste information from MS Excel Spreadsheet, add sufficient rows first. 50 rows are added at each click.
- 5** Import from existing profile: You can import your employees' personal particulars from an existing profile, usually from a profile that you have prepared for past year's submission.
- 6** Save records: Saves and validates the information entered.
(👉 Best practice: Save regularly to check for errors. If there are errors, rectify the errors first before proceeding to the next step.)
- 7** Select records: To print IR8As or delete records, you have to select the records first.
- 8** Find records: Enter full information to search for your employee's record.
- 9** Errors in records: Upon saving, records with errors will be shown at the bottom screen. You have to rectify all errors and click **<Save>** again to validate the information. You can click **<Save Errors to File>** to save the errors into an Excel file (in .csv format) as reference if you need to rectify the erroneous payroll information in your Excel spreadsheet.
If there are no errors detected upon saving, the message "No errors found" is displayed.
- 10** Form view: Click **<Switch to Form View>** to start entering information into a form template.
- 11** Exit to main menu: Click **<Close>** to save the entered information and exit to Main Menu.

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Form IR8A (Form View)

To navigate to Form View, click **<Switch to Form View>** at the top right corner within the Grid View. The Form View is suitable for employers who prefer to enter information directly into a form format.



The more commonly used fields are shown up front. Click **<View more>** to display and enter other income information where necessary.

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Preparing Information in Form View

Functions in Form View

- 1** Enter information: Mandatory fields are marked with (*).
(👉 Best practice: Ensure that NRIC/FIN is correct and correspond to the income and deduction details prepared for.)
- 2** Decimal places:
 - Fields that are defaulted to "0" do not accept cents, thus enter dollar value for income fields and rounded-up dollar value for deduction fields. (e.g. \$25,000 for salary of \$25,000.90; and \$201 for donation of \$200.20).
 - Fields that are defaulted to "0.00" require entry of cents.

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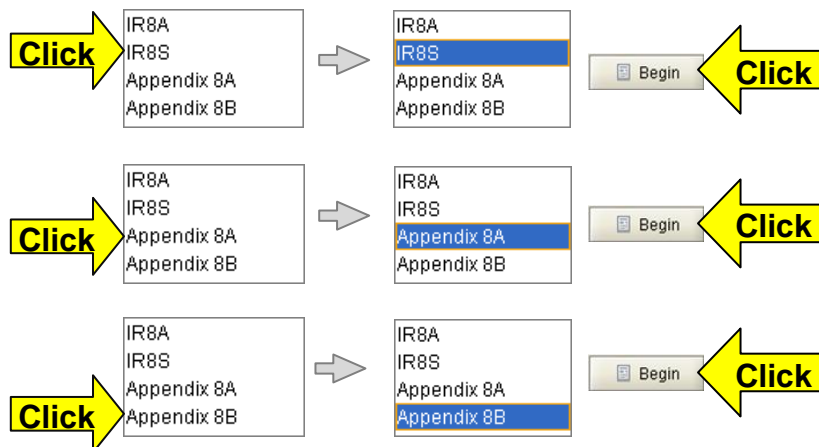
- 3 Appendices: You have to complete and save the supporting forms (Form IR8S, Appendix 8A and Appendix 8B) first to populate the corresponding amounts into 7th, 8th and 9th fields under in "d) Others".
- 4 Add new records: Click **<Add New Record>** to proceed to a new form and enter information for the next employee. You can click **<Previous>** or **<Next>** to move from one employee record to another.
- 5 Delete record: Delete current employee record.
- 6 Print forms: Select **<Print>** to print current employee's form or **<Print all>** to print all employees' forms
- 7 Save records: Saves and validates the information entered.
(👉 Best practice: Save regularly to check for errors. If there are errors, rectify the errors first before proceeding to the next step.)
- 8 Errors in records: Upon saving, records with errors will be highlighted in red and details of the error will be shown at the bottom of each section. You have to rectify all errors and click **<Save>** again to validate the information. If there are no errors detected upon saving, none of the fields will be highlighted in red.
- 9 Grid view: Click **<Switch to Grid View>** to start entering information into a grid template.
- 10 Exit to main menu: Click **<Close>** to save the entered information and exit to Main Menu.

Preparing supporting forms

Form IR8A has to be completed for all employees. The supporting forms have to be completed where applicable.

Form Name	The form must be completed if:
Appendix 8A	Benefits-in-kind are provided to your employees.
Appendix 8B	Employees derived gains or profits from Employee Stock Option (ESOP) Plans or other forms Employee Share Ownership (ESOW) Plans.
Form IR8S	You have made excess CPF contributions on your employees' wages.

1. Select the form to prepare and click **<Begin>**.



- 2. Preparation process is similar to that of Form IR8A. You can choose to enter the information using either the Grid View or Form View.
- 3. Upon saving, the application will then populate the corresponding figures to the employee's Form IR8A record according to the employee's ID number.

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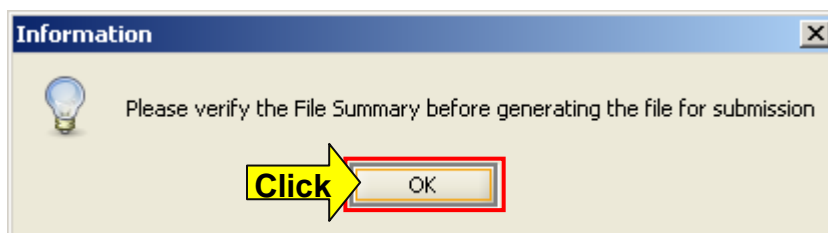
Step 3: Verify Information Before Submission

Verify information entered

1. Ensure that all information has been entered and you have closed all form templates (either Grid View or Form View).
2. At Step 3 within Main Menu, click **<Generate file for Submission>**.



3. Click **<OK>** to proceed.



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4. Verify the information entered.

Note: If there is incorrect information, close the summary page and return to Step 3 to rectify the incorrect information.



Best practice:

- ✓ Verify that the Organisation Information, File Summary and Total Salary amount derived in the year for IR8A is accurate and correct.
- ✓ Ensure that all the information entered is in order, where the number of records prepared for each form type is correct.
- ✓ Ensure that the ID number and corresponding salary information entered are complete and accurate.

e-Submission of Employment Income - Summary

Organisation's Information

Organisation Tax Reference No. [REDACTED]
Organisation Name [REDACTED]
Division / Branch [REDACTED]

Details of Authorised Person

Name [REDACTED]
Designation [REDACTED]
Telephone Number [REDACTED]
E-mail Address [REDACTED]

File Summary

For Income Derived in Year: 2011
Source: Private Sector
File Type: Original
File Status: XML File Generated
File Serial: 120937
Date of File Creation: 02/09/2011

IR8S

File Name [REDACTED]
No. of Records [REDACTED]

A8A

File Name [REDACTED]
No. of Records [REDACTED]

A8B

File Name [REDACTED]
No. of Records [REDACTED]

Deductions

CPF/Designated Pension or Provident Fund: 0.00
Total Gross Amount of gains - S10(1)(b) 0.00
Donations: 0.00
Total Gross Amount of gains - S10(1)(g) 0.00
MBF: 0.00

ID Type	Employee ID	Employee Name	Salary	Bonus	Director's Fee	Others	CPF/Designated Pension or provident fund	Donation	MBF	Form IR8S	Appendix 8A	Appendix 8B
NRIC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
NRIC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

5. If you require hardcopy reference for the information submitted, click <Print> to print the file summary together with the employees' IR8A information.

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Step 4: Generate File for Submission

Generate File

1. Click **<Generate File>** to proceed.

e-Submission of Employment Income - Summary

Organisation's Information

Organisation Tax Reference No. [REDACTED]
Organisation Name [REDACTED]
Division / Branch [REDACTED]

Details of Authorised Person

Name [REDACTED]
Designation [REDACTED]
Telephone Number [REDACTED]
E-mail Address [REDACTED]

File Summary

For Income Derived in Year	2011	
Source	Private Sector	
File Type	Original	
File Status	XML File Generated	
File Serial	120937	
Date of File Creation	02/09/2011	

IR8S

File Name	
No. of Records	

IR8A

File Name	
No. of Records	2

Income

Salary	50000
Bonus	0.00
Director's Fees	0.00
Others	0.00

A8A

File Name	
No. of Records	

A8B

File Name	
No. of Records	

Deductions

CPF/Designated Pension or Provident Fund	0.00	Total Gross Amount of gains - S10(1)(b)	0.00
Donations	0.00	Total Gross Amount of gains - S10(1)(g)	0.00
MBF	0.00		

ID Type	Employee ID	Employee Name	Salary	Bonus	Director's Fee	Others	CPF/Designated Pension or provident fund	Donation	MBF	Form IR85	Appendix 8A	Appendix 8B
NRIC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
NRIC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

2. Check that files are generated for respective forms prepared.

If there are still errors detected

The list of errors will be listed in the table at the bottom of the screen.

- If there are many errors, you can click **<Save Errors to File>** to save the errors into a CSV file for reference when rectifying the errors. The CSV file can be opened with Microsoft Excel Application.
- Close the Generate File page and return to Step 2 to rectify the incorrect information.

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Errors detected:

Generate File Step 5 Login to Submit File to IRAS

Upon successful generation, click on 'Login to Submit File to IRAS':

IR8A : File not generated

IR8S : File not generated

App 8A : File not generated

App 8B : File not generated

Please rectify errors stated in the grid below:

Click Save Errors to File

Form Type	Record No	Column	Error
IR8A	6	Designation	ID Type cannot be Malaysia I/C or Pa...

If files are generated successfully

- Ensure that you are connected to the internet.
- Click **<Login to Submit File to IRAS>**, then click **<OK>**.

No errors detected:

Generate File Step 5 Login to Submit File to IRAS

Upon successful generation, click on 'Login to Submit File to IRAS':

IR8A : File Generated

IR8S : File not generated

App 8A : File not generated

App 8B : File not generated

Save Errors to File

Click Login to Submit File to IRAS

Click OK Cancel

Confirmation Messages

1. A total of 1 file(s) will be submitted.
2. Ensure you are connected to the Internet.
3. Please proceed to close the application upon successful submission.

Form Type	Record No	Column	Error
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Step 5: Submit File to IRAS via myTax Portal

Login as Staff

Only staff authorised with 'Approver' role will be able to login to submit file(s) to IRAS.

To authorise your staff (or yourself) with the 'Approver' role:

- You will need:
 - e-Services Access Code
 - Organisation UEN
 - Own SingPass/IRAS Pin
 - NRIC/FIN of staff (or yourself) who will be e-Submitting the information on organisation's behalf
- Refer to user guide at IRAS website for authorisation process.
 - At www.iras.gov.sg > e-Services (under Quick links) > e-Submission of Employment Income (under e-Submission) > e-Submission of Employment Income

1. Select **<My Organisation's/Business' Tax Matters>**.

2. Click either **<SingPass>** or **<IRAS PIN>**.

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Welcome to myTax Portal

myTax Portal is a safe and secure one-stop personalised portal for taxpayers to transact with IRAS electronically.

GIRO your TAX WIN CASH! GIRO your tax and win cash prizes totalling \$360,000 in our annual lucky draws. Congratulations to the 203 winners of our 1st lucky draw on 17 May 2011! Stay with GIRO for more chances to win in our next [lucky draw](#).

Step 1 - I am logging in for

- My Personal Tax Matters (such as Individual Income Tax, Property Tax, etc)
- My Organisation's/Business' Tax Matters
- My Client's Tax Matters

Step 2 - I am logging in using

> Request SingPass or IRAS PIN

Log in to EASY To authorise employees or third parties to access government e-services

If you are logging in on behalf of your organisation

Please ensure that you have

- The Organisation's Tax Reference Number
- Been authorised by your Organisation via [EASY](#)

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i) Using SingPass:

1. Enter <SingPass ID> and <SingPass> password, then click <Submit>.

2. Enter <My Organisation Tax Reference Number>, then click <Login>.

Please enter the correct Organisation Tax Reference Number as follows:	
Local Companies with UEN - yyyynnnnX format	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) [previously known as "ROC"]
Foreign Companies issued with either UEN - TyyPQnnnX format	Select "UEN-OTHERS" and enter the number (e.g. T08FC1234A) [previously known as "ROC"]
Local Businesses (exclude sole-proprietorships for GST)/Partnerships with UEN - nnnnnnnX format	Select "UEN-BUSINESS" and enter the number (e.g. 52912345A) [previously known as "ROB"]

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ii) **Using IRAS PIN:**

1. Enter **<My Tax Reference Number>**, **<My IRAS PIN>** and **<My Organisation Tax Reference Number>** and click **<Login>**.

I am logging in for my organisation's/business' tax matters

My Tax Reference Number : NRIC (e.g. S1234567Z, F1234567A)

My IRAS PIN :

My Organisation Tax Reference Number : UEN-LOCAL CO

Login **Click**

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" selection list. Please see table below.

[Forgotten your PIN?](#)

Login as Third Party

1. Select **<My Client's Tax Matters>**.
2. Click either **<IRAS PIN>** or **<SingPass>**.

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Welcome to myTax Portal

myTax Portal is a safe and secure one-stop personalised portal for taxpayers to transact with IRAS electronically.

GIRO your tax and win cash prizes totalling \$360,000 in our annual lucky draws. Congratulations to the 203 winners of our 1st lucky draw on 17 May 2011! Stay with GIRO for more chances to win in our next [lucky draw](#).

WIN CASH!

If you are logging in on behalf of your organisation

Please ensure that you have

- The Organisation's Tax Reference Number
- Been authorised by your Organisation via **EASY**

Step 1 - I am logging in for

- My Personal Tax Matters (such as Individual Income Tax, Property Tax, etc)
- My Organisation's/Business' Tax Matters
- My Client's Tax Matters**

Step 2 - I am logging in using

SingPass **IRAS PIN**

> Request **SingPass** or **IRAS PIN**

Log in to EASY To authorise employees or third parties to access government e-services

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i) Using SingPass:

1. Enter <SingPass ID> and <SingPass> password, then click <Submit>.

2. Enter <My Organisation Tax Reference Number> and click <Login>.

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3. Click on **<e-Submission>** on the left hand menu.

4. Enter **<Tax Reference No.>** of your client/ third party. Click **<Retrieve>**.

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ii) Using IRAS PIN:

1. Enter <My Tax Reference Number>, <My IRAS PIN> and <My Organisation Tax Reference Number> and click <Login>.

I am logging in for my client's tax matters

I am logging in for my client's tax matters with SID *

* Staff IDs given to Tax Agents

My Tax Reference Number : NRIC (e.g. S1234567Z, F1234567A)

My IRAS PIN :

My Organisation Tax Reference Number : UEN-LOCAL CO

Login **Click**

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" selection list. Please see table below.

[Forgotten your PIN?](#)

2. Click on <e-Submission> on the left hand menu.

Home

Log out from myTax Portal

Change IRAS PIN

e-Services For

- Corporate Tax
- Goods & Services Tax

Partnership

- How to e-file Form P
- View Return Status
- View Correspondence/Notices

Property Tax

\$45 Withholding Tax

Tax Clearance

Employer Deduction

e-Submission **Click**

Messages

- What I Need To Do
- Useful Tax Info
- Correspondence & Notices
- Last Completed Portal Transactions
- What's New

Please remember to LOGOUT and CLOSE the browser after you have completed your filing.

IR 5 08/01/2011-33R

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3. Enter <Tax Reference No.> of your client/ third party. Click <Retrieve>.

Upload File to IRAS

1. Upon successful login, you will be brought to the Upload Data File page. The file (s) that you have prepared and the file location will be displayed.
2. Click <Browse> or <Choose File> to select the file for upload.

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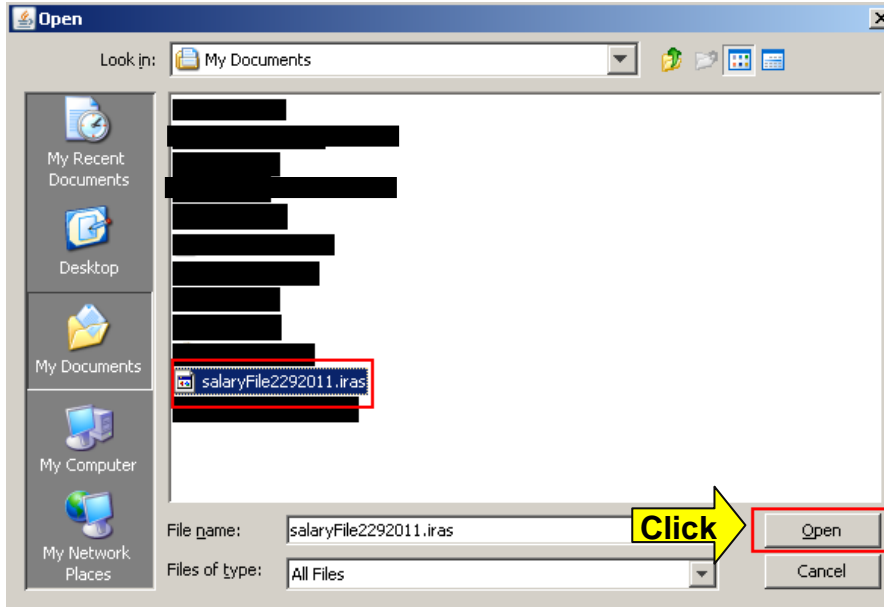


[Step 5: Submit File to IRAS via myTax Portal](#)

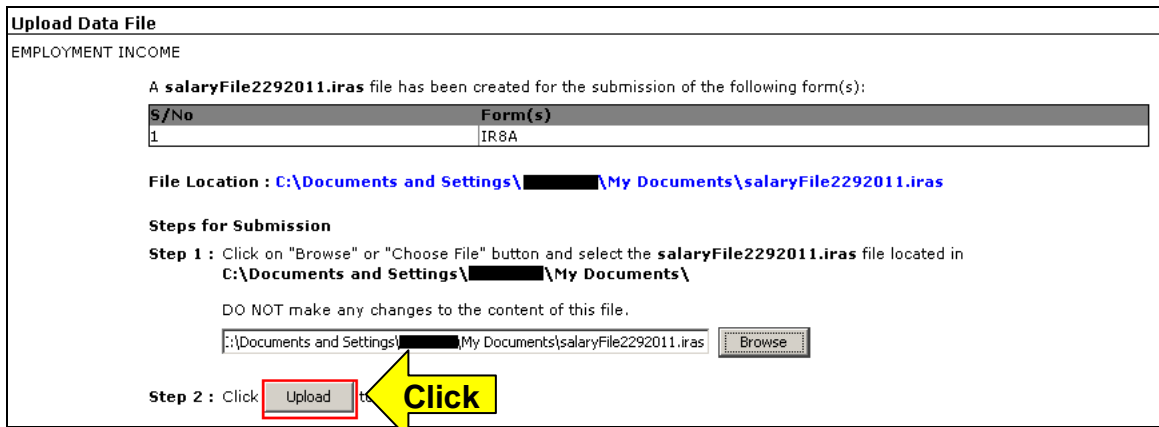
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3. Browse or choose the **xxxxx.iras** file for submission and click **<Open>**.



4. Click **<Upload>** to submit the file to IRAS' database.



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Successful Upload

1. Upon successful upload, you will see the 'Upload Data File Acknowledgement' page. This Acknowledgement page denotes the end of your submission process.
2. Click **<Print Acknowledgement Page>** or take down the submission reference number for future reference.

Upload Data File Acknowledgement	
EMPLOYMENT INCOME	
Organisation Tax Reference No.	: [REDACTED]
Organisation Name	: XXXXXX PTE LTD
Agent ID	:
Agent Name	:
Approver ID	: [REDACTED]
Approver Name	: XXXXXX
File Name	: [REDACTED]_09020811IR8A533424_IR8A.xml
File Status	: SUBMITTED
Submission Reference	: ES11220911IR8A5376158803 ←
Date of Submission	: 25/08/2011
Time of Submission	: 16:23
Organisation Name	: XXXXXX PTE LTD
Organisation ID	: [REDACTED]
You have uploaded the employment income file successfully. Thank you for participating in this e-Submission of Employment Income. Please print this acknowledgement page for your record before you proceed to log out.	
Print Acknowledgement Page	Back to e-Submission Menu
Log out from myTax Portal	

3. Click **<Back to e-Submission Menu>** if you wish to return to the main e-Submission Menu. Otherwise click **<Log out from myTax Portal>** to log out from *myTax Portal*.

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Amend Submitted Records

Create Amendment Profile

For erroneous records submitted, employers are required to prepare an amendment file to amend the submitted records.

1. At Main Menu, click **<Create Profile>**.
2. At Organisation's Information, enter the details required. Note that:
 - All mandatory fields are marked with (*).
 - Select **Amendment Records** for amendment to submitted records.

Organisation's Information

INLAND REVENUE AUTHORITY OF SINGAPORE

Organisation's Information

- * ID Type
- * Organisation Tax Reference No.
- * Organisation Name
- Division / Branch

Authorised Person

- * Name
- Designation
- Telephone Number
- Email Address

Batch Information

- Original Records
- Amendment Records
- * For Income Derived in Year
- * Source

Fields marked with asterisk (*) are mandatory

Save Cancel

Guidelines for Preparing Amendment File

You can amend submitted information only for **income and/or deduction** amounts.

- Submit only the difference in amounts
- Do not submit the overall revised value
- Prepare only for the affected employee(s)
- Leave all other fields not affected by the amendment blank
- Amendment file must be submitted by 31 March

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Example 1:

Actual Salary = \$28,000

Original Salary submission = \$24,000

Amendment record at Salary field should show as **\$ 4,000**

Example 2:

Actual Bonus = \$3,000

Original Bonus submission = \$5,000

Amendment record at Bonus field should be shown as **\$-2,000**

Please refer to our guideline at IRAS website for a detailed explanation on how to prepare amendment file on specific scenarios.

Amendment Guideline

www.iras.gov.sg > choose [e-Services](#) (from Quick links) > select [e-Submission of Employment Income](#) (under e-Submission) > [Making amendments to submitted information](#).

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Preparing Appendix 8A for those with multiple places of residence

Q: How to prepare Appendix 8A for employees with more than 1 place of residence?

Note:

- The Offline Application does not auto-compute the amount for each of the multiple places of residence. Thus, you have to first manually compute the value for each of the places of residence provided for your employee.
- You can only prepare forms with multiple places of residence in *Form View*.

1. Enter the information for the 1st place of residence, and then check on **<Manual Computation>**.

2. Click **<Yes>** to proceed.

3. The field corresponding to the value of place of residence will then be enabled, together with **<Add Additional Place of Residence>**. Enter the value for the place of residence provided for your employee.

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- Click **<Add Additional Place of Residence>** to enter information for next place of residence.
- A new Appendix 8A will be shown. For subsequent places of residence for the same employee, the employee's personal particulars will be disabled.

- Repeat step 4 and 5 for subsequent places of residence.
- The total value of residence, together with the amounts from other benefits will be automatically summed up by the Offline Application and populated in Form IR8A.

Display at Grid View:

At *Grid View*, the first Appendix 8A entered will be tagged as “Main” and subsequent ones will be tagged as “Additional”.

Record No.	Select	Multiple A8A	* ID Type	* ID No	* Name	Value of Place of Residence
1	<input type="checkbox"/>	Main				
2	<input type="checkbox"/>	Additional				
3	<input type="checkbox"/>					0.00
4	<input type="checkbox"/>					0.00
5	<input type="checkbox"/>					0.00
6	<input type="checkbox"/>					0.00
7	<input type="checkbox"/>					0.00
8	<input type="checkbox"/>					0.00
9	<input type="checkbox"/>					0.00
10	<input type="checkbox"/>					0.00
11	<input type="checkbox"/>					0.00
12	<input type="checkbox"/>					0.00
13	<input type="checkbox"/>					0.00

Deleting Appendix 8A record with multiple places of residence:

Additional appendices can be deleted without affecting the main appendix. However, if you delete the main appendix, all additional appendices will be deleted too.

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Updates on Changes to the Offline Application

Q: What are the updates to the latest Offline Application?

If you are an existing user of the Offline Application, you may notice that there are some changes made to the application.

Below is a quick highlight on the changes to the latest version of the Offline Application.

1. Main Menu

- The **<Enter Organisation's Information>** function has been renamed to **<Create Profile>**.
- A new function, **<Open Profile>** has been added to allow employers to open existing profiles.
- A new function, **<Edit>** has been added to allow employers to edit organisation information.
- The **<Import Employee's Particulars>** function has been removed from the Main Menu and brought to the individual Form IR8A/IR8S/Appendix 8A/8B Grid View templates.

Previous:

File Help

INLAND REVENUE AUTHORITY OF SINGAPORE

e-Submission of Employment Income

Step 1

Step 2

Step 3

Step 4

[Terms of Use](#)

Latest:

File Help

INLAND REVENUE AUTHORITY OF SINGAPORE

e-Submission of Employment Income

Profile Name

Organisation's ID

Organisation's Name

Basis Year

Batch Information

Step 1 OR

Step 2

Step 3

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2. Form IR8A

- The 'Designation' field has been converted into a non-mandatory free text field.
- The validation for 'Address' field has been refined. Please ensure that the addresses for your employees are entered correctly. If you do not have the address for your employee, please leave the field blank.
- The commonly used income fields are shown upfront at the Form View and more fields have been collapsed into **<View More>**.

3. Appendix 8A

- At 'Value of the Place of Residence' section, manual computation is now enabled. Employers can now manually compute the value of place of residence and add multiple places of residence where applicable.
Note: Employers have to manually compute the value of place of residence if there are multiple places of residence.
- You can refer to item 14 of Appendix 8A Explanatory Notes on how to determine value of place of residence. (www.iras.gov.sg > Forms (from Quick links) > Business and Employers > 6c - Appendix 8A explanatory notes)

4. Generate File at Step 4

- By default, all the files without errors are selected for submission. Employers can now choose which file(s) is to be submitted by ensuring that the checkbox is selected .
- For example: If you want to submit the Form IR8A only, uncheck the box next to the other files that are generated. Ensure that only the files to be submitted are selected .

<input checked="" type="checkbox"/>	IR8A :	File Generated
<input type="checkbox"/>	IR8S :	File not generated
<input type="checkbox"/>	App 8A :	File Generated
<input type="checkbox"/>	App 8B :	File not generated

5. Upload Data File

The Upload Data File page has been simplified from 3 steps to 2 simple steps. To select the file for submission, you can either click **<Browse>** / **<Choose File>** or copy and paste the link (in blue) provided. Then, click **<Upload>** the file to IRAS.

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Previous Version

Upload Data File
EMPLOYMENT INCOME

Please ensure you are using the latest Offline Application (v2.3) or Validation & Submission Application (v2.3).

The following file(s) will be submitted to IRAS:

S/No	File Name	Form Type
1	IR8A.xml	IR8A

Follow the steps below to submit file(s):

Step 1 : Highlight and copy (Ctrl+C) the following path in bold.

C:\Documents and Settings\inlwsa\Local Settings\Temp\salaryFile248201059464.iras

Step 2 : Paste (Ctrl+V) the path in the empty textbox.

inlwsa\Local Settings\Temp\salaryFile248201059464.iras

If the textbox is disabled, please click the "Browse" button. In the pop-up box, paste the path in the <file name> field.

Step 3 : Click to submit file(s).



New Version

Upload Data File
EMPLOYMENT INCOME

A salaryzippedfile692011.iras file has been created for the submission of the following form(s):

S/No	Form(s)
1	IR8A IR8A.xml

File Location: C:\Documents and Settings\INLHARA\My Documents\salaryzippedfile692011.iras

Steps for Submission

Step 1 : Click on "Browse" or "Choose File" button and select the salaryzippedfile692011.iras file located in C:\Documents and Settings\INLHARA\My Documents\

DO NOT make any changes to the content of this file.

C:\Documents and Settings\INLHARA\My Documents\sala

Step 2 : Click to submit the file.