

Offline Application Quick Start Guide

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 you if:

- your organisation is not using a compatible payroll software system, or
- your payroll software cannot generate relevant appendices, or
- you have to make amendments to submitted records.

Quick Start

Getting started

Installation (for first time users only)

1. At IRAS website www.iras.gov.sg, choose e-Services (from Quick links) > Offline Application (under e-Submission).
2. Click 'Offline Application Version 3.X' to download and install the Offline Application.

Launch the application

1. Launch by double-clicking the 'AIS Offline Application' icon from the desktop.




2. Main Menu successfully launched.



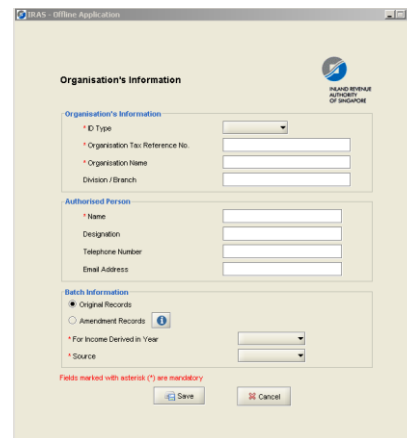
Step 1 – Create a Profile


Create a Profile

1. When using the Offline Application, you have to create a profile in order to store your employees' employment income information entered.
2. Click .

Enter Organisation Information

1. Enter "Organisation's Information", "Authorised Person" and "Batch Information". Mandatory fields are marked with (*).



2. Select Original Records for your first submission. Note that Amendment Records should be selected only if you want to amend submitted records.
3. Click  to save the profile.

When saving the profile

1. Use a proper naming convention. It can be based on the organisation name and the year the income is derived in (e.g. "XXXXXX PTE LTD, 20XX.profile").
2. Remember the location where the profile is saved.
3. Profile details will be shown at Main Menu if profile is successfully saved.

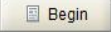


Step 2 – Employees Income Information

Prepare employment income information

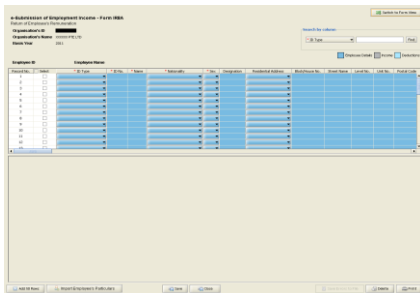
1. Click the respective form to highlight the form type.

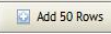




2. Click  to enter the template.


Enter information in **Grid View** OR

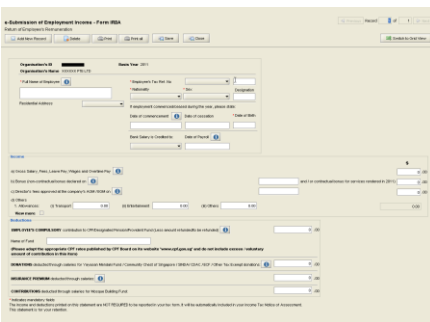
1. If you maintain your payroll records using Excel spreadsheets, you may prefer this view as it allows you to copy & paste information directly.
2. Either copy & paste the information from Excel spreadsheet or enter the information directly into the cells. Each row contains 1 employee record. Mandatory fields are marked with (*).



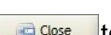


3. To add more rows, click .
4. To delete or print the record, select the record first.
5. Save regularly to check for errors. If there are errors, rectify the errors first. Then click  again to ensure that records have no errors.
6. Upon completing the entries, click  to return to main menu.

Enter information in **Form View**

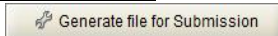
1. Click  to access the Form View if you prefer to enter directly onto a form layout.
2. Enter the information directly into the fields. Each form contains 1 employee record. Mandatory fields are marked with (*).



3. Click  to move on to the next employee.
4. Save regularly to check for errors. If there are errors, rectify the errors first. Then click  again to ensure that records have no errors.
5. Upon completing the entries, click  to return to main menu.

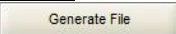
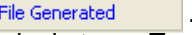
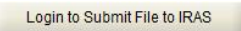
Step 3 – Verify Information Entered

Summary of Information Entered

1. At main menu, click . Users will be brought to the summary page.
2. Check information entered to ensure data accuracy and completeness. Ensure all employees' NRIC/FIN and respective salary information is entered correctly.

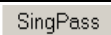
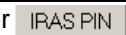
Step 4 – Generate file for Submission

Generate File


1. Click .
2. Ensure that all the files that have been prepared are generated. If no errors are detected, you will see the message .
3. Proceed to login to *myTax Portal* to submit the information by clicking .

Step 5 – Login to *myTax Portal* to submit

Login to *myTax Portal*

1. You will be brought to *myTax Portal*.
2. At the top rightmost box, select **My Organisation's/Business' Tax Matters**. Then click  or  to login.
3. Login is different for each user.

SingPass users:

At SingPass webpage, enter SingPass ID and SingPass and click <Submit> to proceed. Then enter the organisation's Tax Reference No. and click .

IRAS PIN users:

Enter NRIC/FIN, IRAS PIN and the organisation's Tax Reference No. and click .

Submit the file

1. Upon successful login, the **Upload Data File** page will be shown. The forms, that are prepared from the Offline Application, will be shown in the table.

File for submission to IRAS


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

S/No	Form(s)
1	IR8A
2	IR8S
3	A8A
4	A8B

Forms prepared

File location: C:\Documents and Settings\Administrator\xyz\My Documents\xxxxx.iras

Location of File for submission to IRAS

2. Browse/choose the indicated **xxxxx.iras** file for submission to IRAS.
3. Click  to submit the file to IRAS.

Successful Upload

1. Upon successful upload, the **Upload Data File Acknowledgement** page will be shown.
2. Print the acknowledgement page or take down submission reference number for future reference.