

# Online Application Quick Start Guide

The Online 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

- with preferably less than 10 employees, or
- do not have a compatible payroll software system, or
- cannot generate relevant appendices from their payroll software, or
- have to make amendments to previous submitted records using Online Application.

## Quick Start for First Time Users

### Getting Started

**Important Note:** Before logging in to *myTax* Portal, please ensure that authorisation has been done via *EASY*.

#### Log in to *myTax* Portal

1. At IRAS website [www.iras.gov.sg](http://www.iras.gov.sg), click



2. Select  **My Organisation's/ Business' Tax Matters** at the top rightmost box. Then click  or  to login.

3. Login is different for each user:

#### SingPass users:

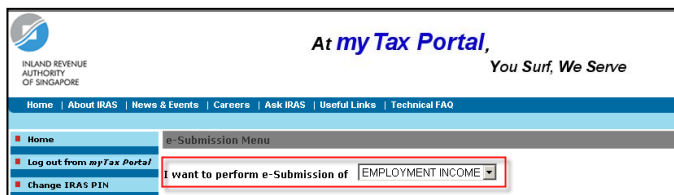
At SingPass webpage, enter SingPass ID and SingPass and click <Submit> to proceed. Then enter the organisation's Tax Reference No. and click .

#### IRAS PIN users:

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

### Proceed to e-Submission for Employment Income

1. Upon logging in, select  **e-Submission** under e-Services at the left hand menu.
2. Select "I want to perform e-Submission for EMPLOYMENT INCOME."



### Step 1 – Contact Profile (For first time login)

#### If you have accessed the Online Application previously

1. You will be directed to the e-Submission Menu for Employment Income.
2. Proceed to "Step 2 – Create Employment Income File".

#### If you are logging in for the first time

1. You will be prompted to fill up the Contact Profile page.
2. Enter your organisation's contact person's information. Mandatory fields are marked with (\*).



3. Click  to save the contact information.
4. Upon saving the profile, click  to proceed to the e-Submission Menu.

## Step 2 – Create Employment Income File

### Launch the Online Application

1. Select [Click](#) to proceed to the Online Application Menu.

At myTax Portal, You Surf, We Serve

Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

Home e-Submission Menu

Log out from myTax Portal

Change IRAS PIN

e-Services For

e-Submission **File EMPLOYMENT INCOME online [Click](#)**

General CST Services View Status

Tax Resources View/Edit Contact Person's Details

e-Tax Guides e-Submission of EMPLOYMENT INCOME - General Info

Downloadable Forms

Average Exchange Rates

Tax Treaties For information on Employer, click [here](#)

Contact IRAS Back to Home Page

### Create Employment Income File

Before you create your employees' income records, you must first create an employment income file to store the records.

1. At the Online Menu, select "Create New Employment Income File" and click [Continue](#).

At myTax Portal, You Surf, We Serve

Online Menu

Please select option

Create New Employment Income File

View/Print/Edit/Submit IR8A

[Continue](#) [Back to e-Submission Menu](#)

\* To avoid data errors, please have only 1 browser open when doing your online entries  
\* Use the hyperlinks provided to navigate between pages. Do not use the <Back> button on the browser

2. At the drop down list for "Year Ended 31 Dec", select the year which the income information is derived in. After completing the remaining required fields, click [Save & Continue](#).

At myTax Portal, You Surf, We Serve

Employer's Information

Year Ended 31 Dec: **2011**

Organisation Tax Reference No. XXXXXX PTE LTD

Organisation Name

Division/Branch

Date Of Incorporation

Approver

Name

Contact Person for this file (if different from Approver)

Name

Designation

Email Address

Telephone No.

Prepared By

[Save](#) [Save & Continue](#) [Click](#)

## Step 3 – Create Employee Records

After creating an employment income file, you may begin to create your employees' income record(s).

1. Enter your employee's particulars. Mandatory fields marked with (\*).

At myTax Portal, You Surf, We Serve

IR8A (Return of Employee's Remuneration)

IR8A Appendix 8A Appendix 8B Employer's Information

ID Type: NRIC ID No.: S0000000A Name: JUDY LEE

Please SAVE before you proceed to the next page.

(1) Employee's Particulars (2) Details of Income / Deductions

Residential Address

Residential Address  Local Address  Local Address (C/O)  Foreign Address  Not Available

Bank Salary is Credited To

Date of Payroll (DD/MM/YYYY)

\* Mandatory Fields

[Save](#) [Save & Continue](#) [Clear](#) [Create Menu](#)

2. Click [Save & Continue](#) or [\(2\) Details of Income / Deductions](#) to proceed with the preparation of your employee's IR8A information.

3. To access the Form IR8S, Appendix 8A or Appendix 8B, select the respective hyperlinks located on the top of the page:

[IR8S](#) [Appendix 8A](#) [Appendix 8B](#)

4. To return to the IR8A page from the respective supporting forms (Form IR8S, Appendix 8A and Appendix 8B), click on [Return to IR8A](#) located at the top left of the page:

At myTax Portal, You Surf, We Serve

IR8S (Details of Employer's Contributions to CPF)

[Return to IR8A](#) [Summary](#)

ID Type: NRIC ID No.: [REDACTED] Name: JUDY LEE

Please SAVE before you proceed to the next page.

5. To add a new employee record, click [Add New IR8A](#).

## Step 4 – Submit File

### Verify Information

1. Click **Summary** or **View Summary** to proceed to the summary page and verify the information entered before submitting.

2. Verify the information shown on the Summary Page.

Summary		File No.	Creation Date	Status	Prepared By
		11010811R8A002705	01/08/2011	Draft	[Redacted]

Total	No. of Records	IR8A	Salary	Bonus	Director's Fees	Others	CPF (Designated Pension or Provident Fund)	Donations	NBF
1	1	1	40,000	5,000	0	0	0	0	0

### If you are a 'Preparer': Save File for Approval

'Preparers' do not have access to submit the file.

1. Click **Save for Approval**. The status of the file will change to 'Pending Approval'.
2. You may then inform the 'Approver' to retrieve and submit your prepared file. The steps are available in the last section of this guide.

### If you are as 'Approver': Submit File

'Approvers' may proceed to submit the file.

1. Click on **Save for Approval**. The status of the file will change to 'Pending Approval'.
2. Click on **Submit**, followed by **OK** to submit the file to IRAS.

### Successful Upload

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

## Retrieving a Prepared File

1. To retrieve a previously prepared file, select "View /Print/Edit/Submit IR8A" after launching the Online Application and click **Continue**.

2. Select "All" and click **Search**.

3. All files created for your company will be reflected in a table:

No.	File No./Submission Reference No.	Year Ended	Status	Salary (S)	Bonus (S)	Director's Fees (S)	Others (S)	CPF (S)	Donations (S)	NBF (S)	Creation Date	No. of Records	Prepared By	Remarks
1	11010811R8A002705	2011	Pending Approval	40000	5000	0	0	0	0	0	01/08/2011	1	[Redacted]	
2	100110811R8A002704	2010	Draft	0	0	0	0	0	0	0	01/08/2011	0	[Redacted]	

### To View Records of File Prepared

1. Click on the File No./Submission Reference No. of the file:

No.	File No./Submission Reference No.
<input type="checkbox"/>	1 11260711R8A001780

### To Submit File Prepared

1. Select the check box for the file you want to submit and click **Submit**.

No.	File No./Submission Reference No.
<input checked="" type="checkbox"/>	1 11260711R8A001780