



e-Submission of Employment Income

User Guide for Validation and Submission Application

The Validation and Submission Application is a free application provided by IRAS. It allows employers to validate and submit files (.txt or .xml) generated from a supporting payroll software to IRAS.

This application is suitable for you if your organisation is using a supporting payroll software system, either

- Developed internally, or
Contact us at esub-tech@iras.gov.sg for file specification details.
- Purchased off-the-shelf
List of payroll vendors supporting IRAS' file format specification (www.iras.gov.sg > e-Services (under Quick links) > e-Submission of Employment Income (under e-Submission) > Are you using a supporting payroll software?)

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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 contains a list of services, with 'e-Services' highlighted in a red box. A red arrow points from this link to the 'Businesses' category in the main content area, which lists various services for companies and partners.

2. Select **Validation and Submission Application** (under e-Submission).

The screenshot shows the IRAS website's 'e-Submission' category. The 'Validation and Submission Application' link is highlighted in a red box. A red arrow points from this link to the 'Businesses' category in the main content area, which lists various services for companies and partners.

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	<ul style="list-style-type: none">View DINView Officer-in-chargeFile ECIFile Form COnline applicationOffline applicationFile new IR 21	<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	<ul style="list-style-type: none">View Register of GST Registered Businessese-File GST Return(s)Request for GST F7More...	<ul style="list-style-type: none">e-Submission of Employment IncomeValidation and Submission ApplicationOnline ApplicationOffline Application	<ul style="list-style-type: none">EASYe-StampingView Account Summary/PaymentsView Correspondence /NoticesView Return StatusMore...

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

INLAND REVENUE AUTHORITY OF SINGAPORE

Singapore Government
Integrity • Service • Excellence
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Printer friendly Text Size A A A

e-Services

Quick links > e-Services > Other e-Services > e-Submission of Employment Income >

Validation and Submission Application

If you are using a supporting payroll software (developed internally by your company or bought from a payroll vendor) to generate text (.txt) file or Extensible Markup Language (.xml) file, please download the Validation and Submission Application to ensure that the files comply with IRAS's specifications before submitting it to IRAS.

Using the Validation and Submission Application

FAQs	Guidelines
How do I get started using the application?	<ol style="list-style-type: none">Ensure that your computer has Java Runtime Environment Version 6 and above<ul style="list-style-type: none">Java Setup Quick Start Guide (310KB)Refer to the step-by-step user guide<ul style="list-style-type: none">Validation and Submission Application Quick Start Guide (28 KB)Download the Validation and Submission Application and start preparing the employment income information<ul style="list-style-type: none">Validation & Submission Application Version 3.0 (Java Application, 692KB)
How do I rectify the errors listed?	Please contact your payroll vendor or IT Department on how to rectify the error.
Recommended hardware/software requirement	<ul style="list-style-type: none">Operating system Windows 2000, Windows XP and Windows Vista Java Runtime Environment Version 6 and aboveHardware requirements Pentium 4 PC and above with 1 GB RAM (recommended 2GB RAM) 512Kbps speed Broadband with connection to a local ISPBrowser

e-Submission

- [e-Submission of Commission](#)
- [e-Submission of Donation](#)
- [e-Submission of Employment Income](#)

4. Click <Run> to proceed.

Warning - Security

The application's digital signature cannot be verified.
Do you want to run the application?

Name: AIS Salary File Validation and Submission Application
Publisher: iras
From: http://www.iras.gov.sg

Always trust content from this publisher.

Click Run Cancel

The digital signature cannot be verified by a trusted source. Only run if you trust the origin of the application. More Information...

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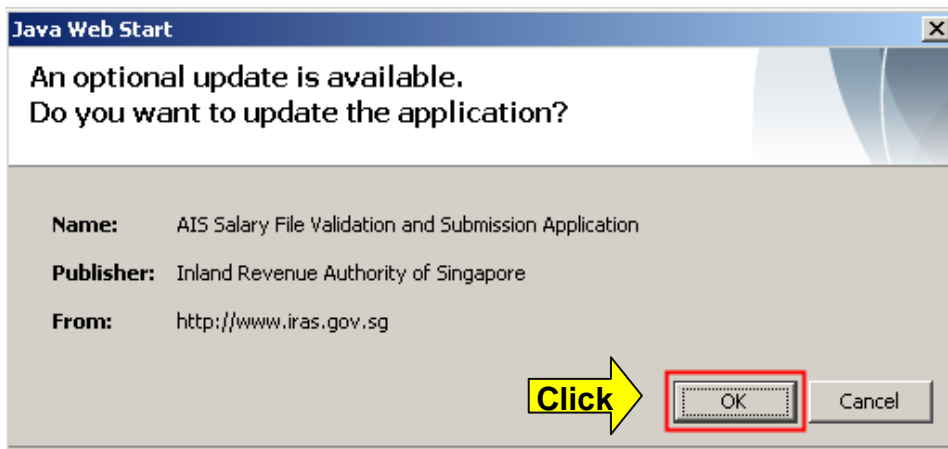
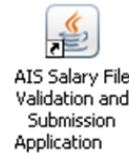
5. Upon successful download, you will see an '**AIS Salary File Validation and Submission Application (version 3.X)**' icon on the desktop. The Validation and Submission Application will launch automatically at first installation.



Launch the application (for existing users)

If you have installed the Validation and Submission 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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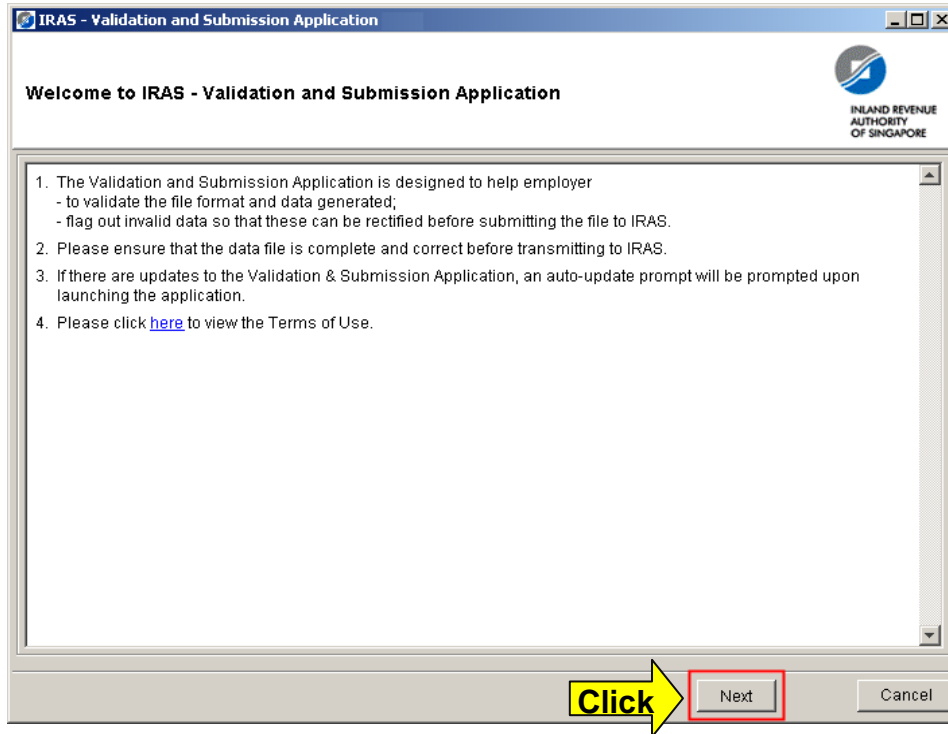
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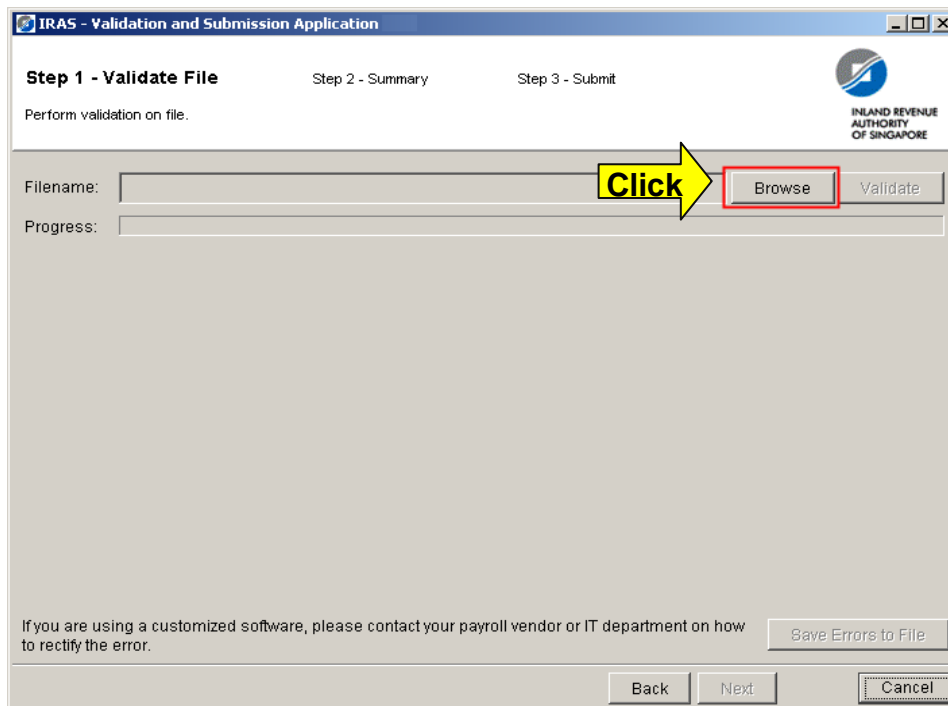
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Step 1 - Validate File(s)

1. Once the Main Menu is successfully launched, click **<Next>** to proceed.



2. Click **<Browse>** to select the file generated from your supporting payroll software.



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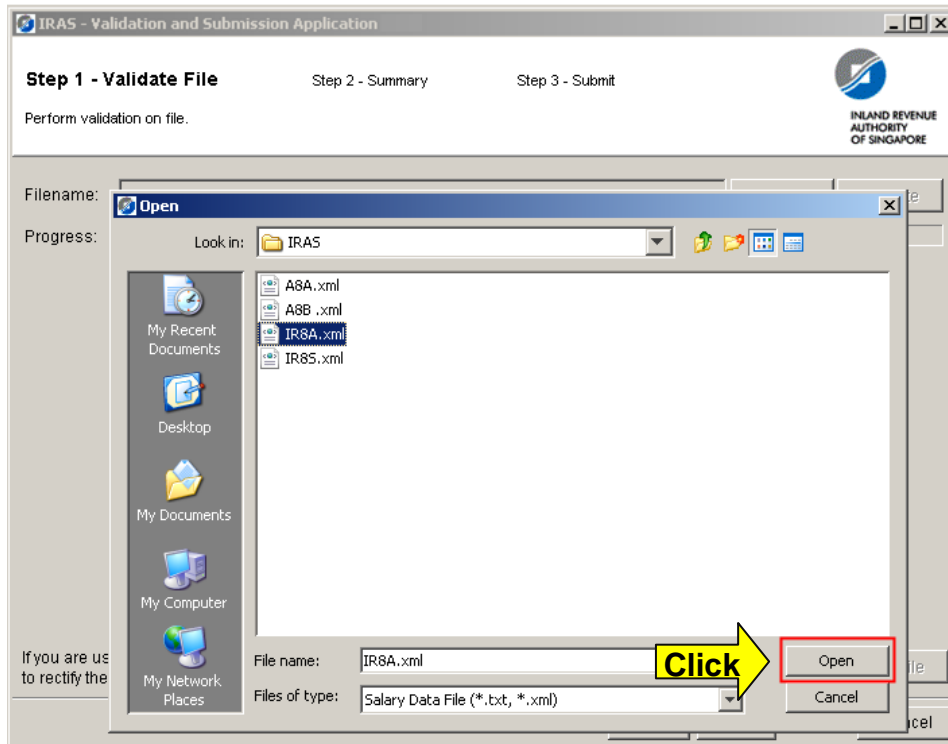


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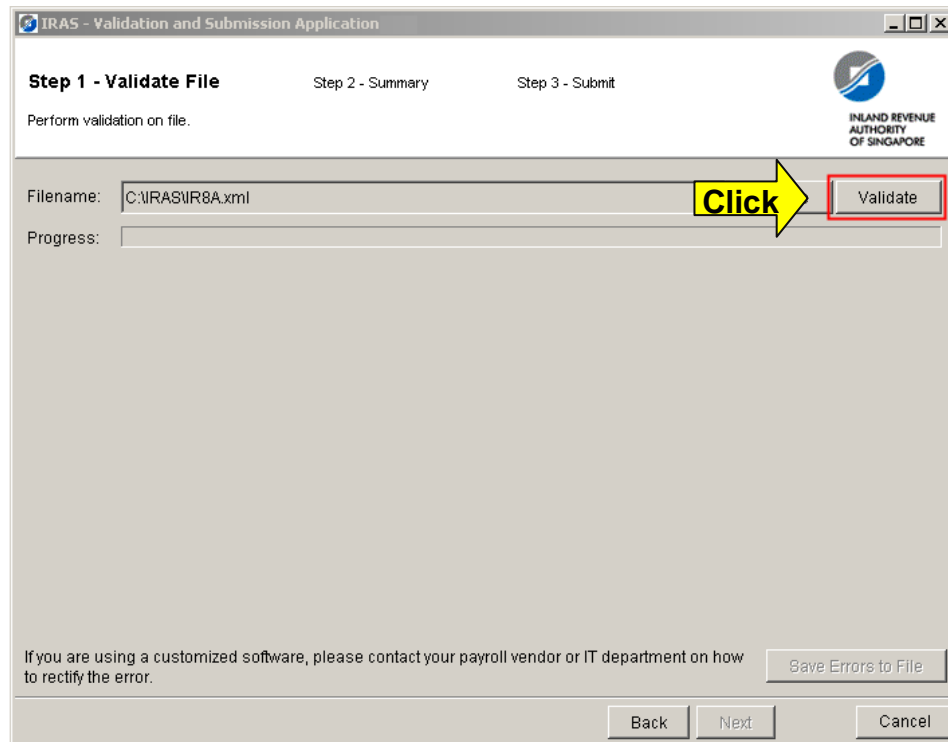
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3. The file generated from your supporting payroll software should be either a text file (.txt) or an Extensible Markup Language file (.xml). Select the file to validate and click **<Open>**.



4. Click **<Validate>** to start the validation process.



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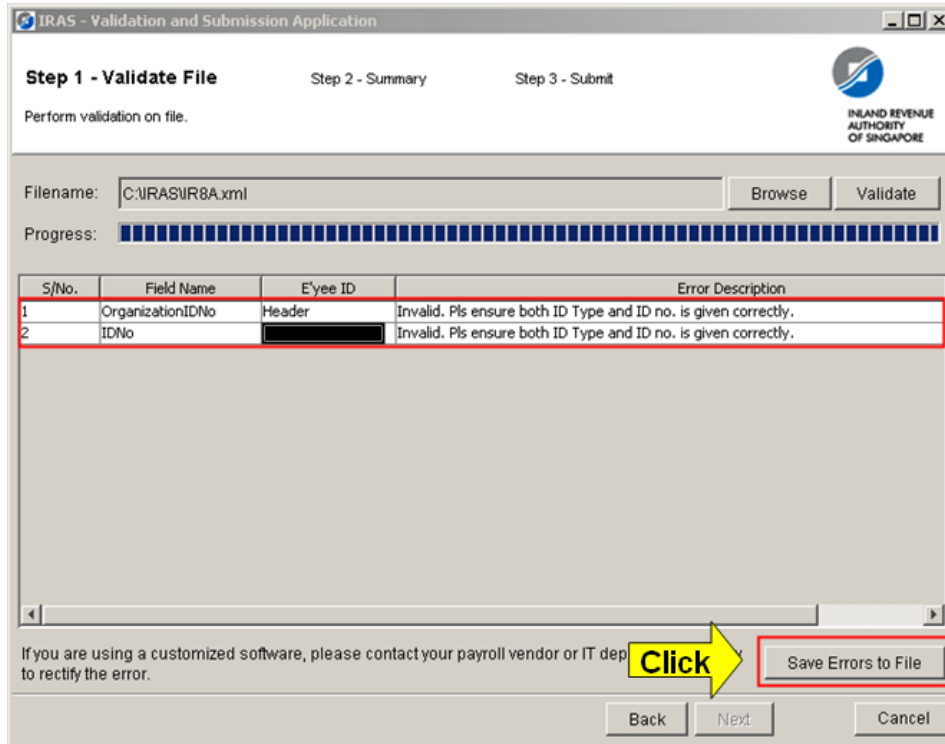
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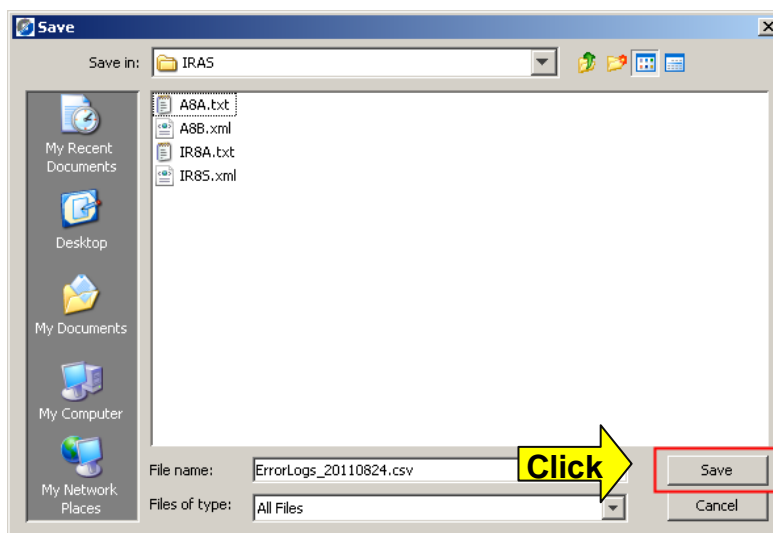
[Frequently Asked Questions](#)

If there are error(s) detected:

1. The errors will be listed as shown below. You need to rectify all the errors within your payroll software before you generate a new file for submission to IRAS.
2. Click **<Save Errors to File>** if you wish to save the list of error(s) for easy reference. The file, containing the error(s), will be saved in MS Excel spreadsheet format.



3. Select the desired path to save the list of errors and click **<Save>**.



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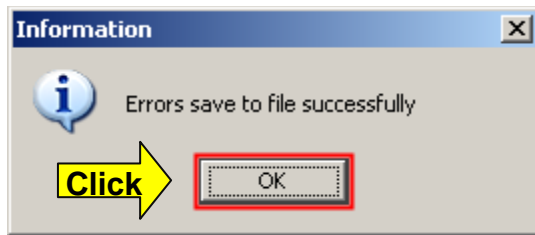
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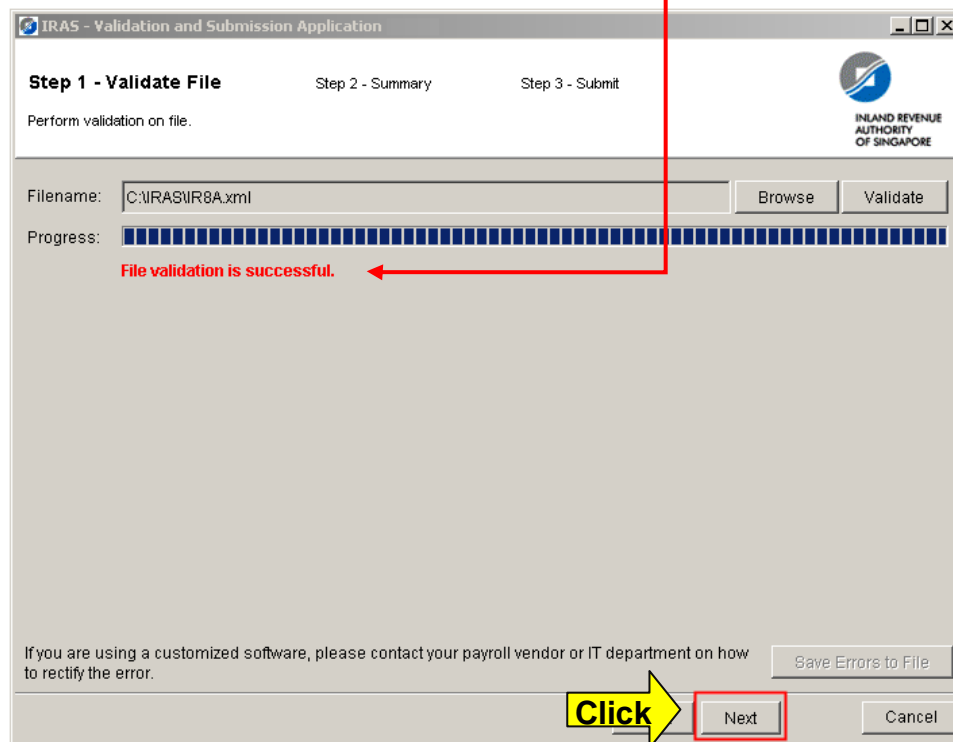
4. Click **<OK>** to proceed.



5. Please contact your vendor or IT Department if you are unsure on how to rectify the error(s).

If there are no error(s) detected:

1. You will receive the message **'File validation is successful.'**



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

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Step 2 - Summary

1. Please verify the summary of the file(s) before submission to IRAS.

When verifying the summary:

- Ensure data accuracy in all submissions as we are unable to delete/ignore any submitted files.
 - All employees' NRIC/FIN and respective salary information are correct.
 - If tax is NOT borne by employer, ensure that the "Employee's Income Tax borne by employer" field is blank or set to "N".
- Ensure corresponding figures in various forms tally.
 - Submit Form IR8S if there are excess CPF contributions by employer.
 - Submit Appendix 8A if there are benefits-in-kind.
 - Submit Appendix 8B if there are gains/profits from share options.

2. You can view individual employee's record below the file summary. Each row represents one employee record.

(Note: The individual employee's record summary is applicable to Form IR8A only.)

If you have more than 1 file for submission:

1. Click **<Validate Another File>**. You can validate up to a maximum of 4 files.
2. Repeat 'Validate File(s)' for the validation process.

IRAS - Validation and Submission Application

Step 1 - Validate File **Step 2 - Summary** Step 3 - Submit

Select file for Submission.

Summary of File

File Name: C:\IRAS\IR8A.xml
Organisation Name: XXXXXX PTE LTD
Organisation ID: [REDACTED]
Form Type: IR8A Batch Indicator: 0
Basis Year: 2011
No. of Records: 3

Income	Deduction
Salary: \$ 120,000	CPF/Designated Pension or Provident Fund: \$ 7,000
Bonus: \$ 60,000	Donation: \$ 35
Director's Fee: \$ 0	MBF: \$ 0
Others: \$ 17,500	

ID Type	Employee ID	Employee Name	Salary	Bonus	Director's Fee	Others	CPF/Designated Pension or provident fund	Donation	MBF	Form IR8S
NRIC	[REDACTED]	JACQUELINE KOH	50000.0	20000.0	0.0	10000.0	5000.0	20.0	0.0	N
NRIC	[REDACTED]	TOMMY TAN	40000.0	30000.0	0.0	5000.0	2000.0	5.0	0.0	N
Passport No	[REDACTED]	ZAMIR	30000.0	10000.0	0.0	2500.0	0.0	10.0	0.0	N

Click on file name to display summary details.

Please click Submit to proceed to submit file to IRAS.

Click

Submit File via *myTax Portal*

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Step 3 - Submit File(s) to IRAS via *myTax Portal*

1. Click **<Login to Submit>** once you are ready to submit your file(s).

IRAS - Validation and Submission Application

Step 1 - Validate File **Step 2 - Summary** Step 3 - Submit

Select file for Submission.

[Salary Files]
✓ IR8A.XML

Summary of File

File Name: C:\IRAS\IR8A.xml
Organisation Name: XXXXXX PTE LTD
Organisation ID: [REDACTED]
Form Type: IR8A Batch Indicator: 0
Basis Year: 2011
No. of Records: 3

Income	Deduction
Salary: \$ 120,000	CPF/Designated Pension or Provident Fund: \$ 7,000
Bonus: \$ 60,000	Donation: \$ 35
Director's Fee: \$ 0	MBF: \$ 0
Others: \$ 17,500	

ID Type	Employee ID	Employee Name	Salary	Bonus	Director's Fee	Others	CPF/Designated Pension or provident fund	Donation	MBF	Form IR8S
NRIC	[REDACTED]	JACQUELINE KOH	50000.0	20000.0	0.0	10000.0	5000.0	20.0	0.0	N
NRIC	[REDACTED]	TOMMY TAN	40000.0	30000.0	0.0	5000.0	2000.0	5.0	0.0	N
Passport No	[REDACTED]	ZAMIR	30000.0	10000.0	0.0	2500.0	0.0	10.0	0.0	N

Click on file name to display summary details.
Please click Submit to proceed to submit file to IRAS.

Click → Login to Submit Exit

2. Read the warning message carefully and verify that you are submitting the file(s) for the correct year which the income is derived in.
3. Click **<Yes>** to proceed.

Warning

! You are submitting file(s) for income derived in year 2011. Please confirm if this is correct.

Click → Yes No

4. At the confirmation message, ensure that you are connected to the internet and **do not close** the 'Validation and Submission Application' yet until you see the 'Upload Data File Acknowledgement' page.

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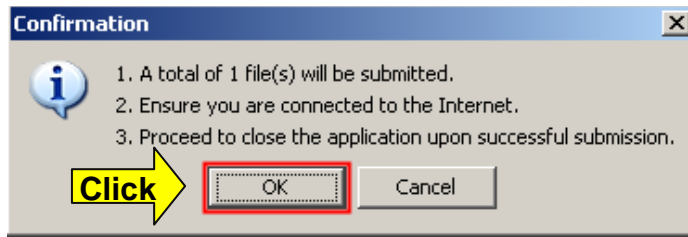


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5. Click **<OK>** to proceed. You will automatically be directed to *myTax Portal*.



6. You can either login as Staff (for staff of organisation) or Third Party (for agents) to submit files to IRAS.

Login as Staff

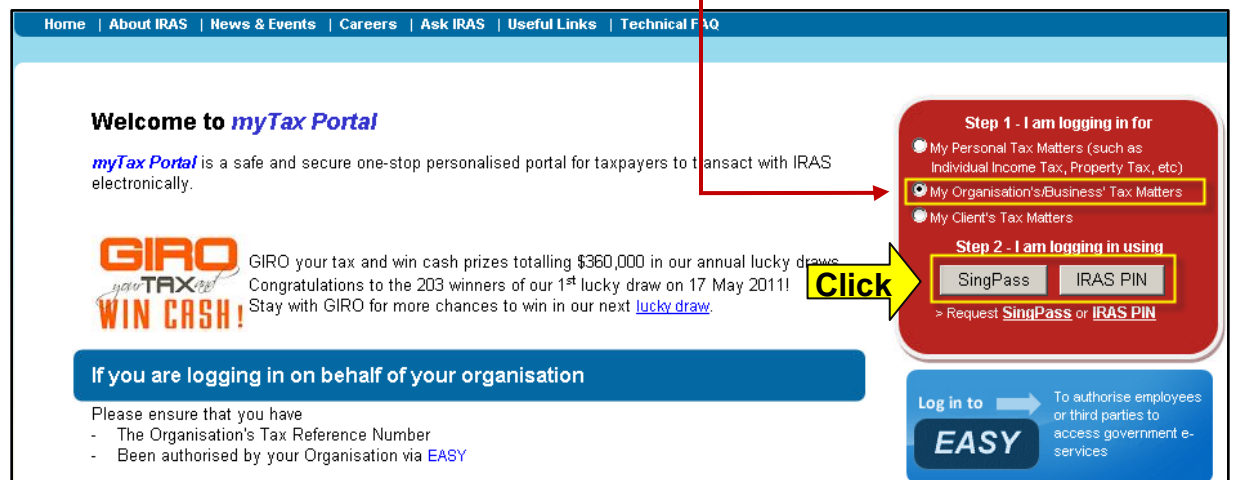
Only staff authorised with 'Approver' role will be able to login to submit file(s) to IRAS.

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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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 - TyyPQnnnnX 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 - nnnnnnnnX 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

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!
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](#).

Click

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>**.

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

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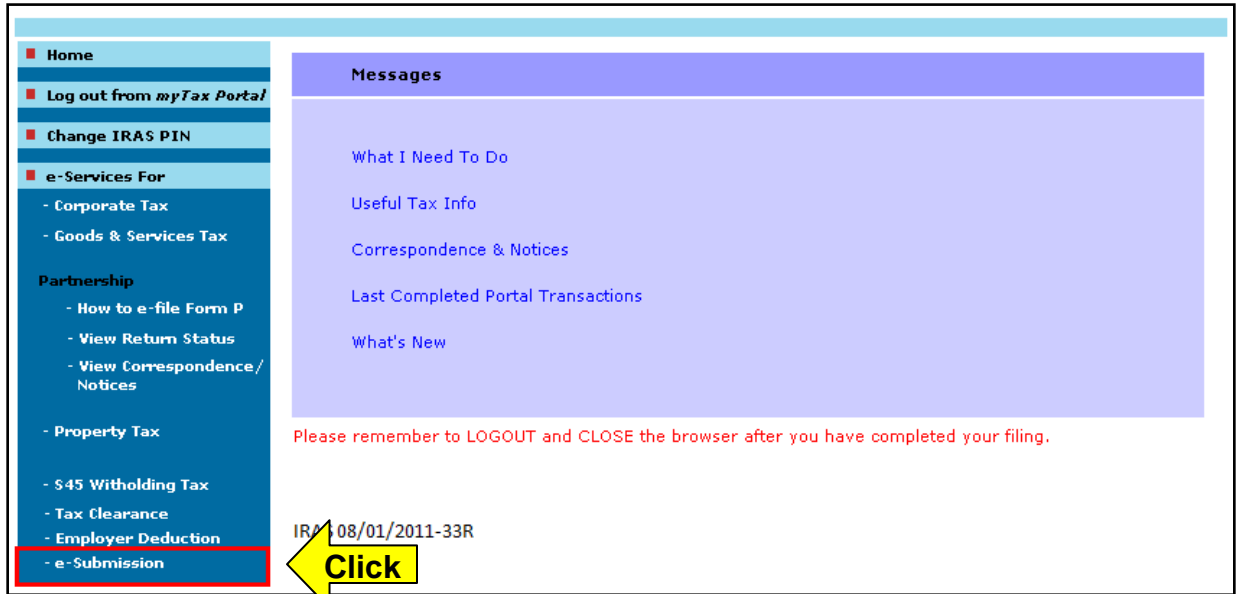
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•

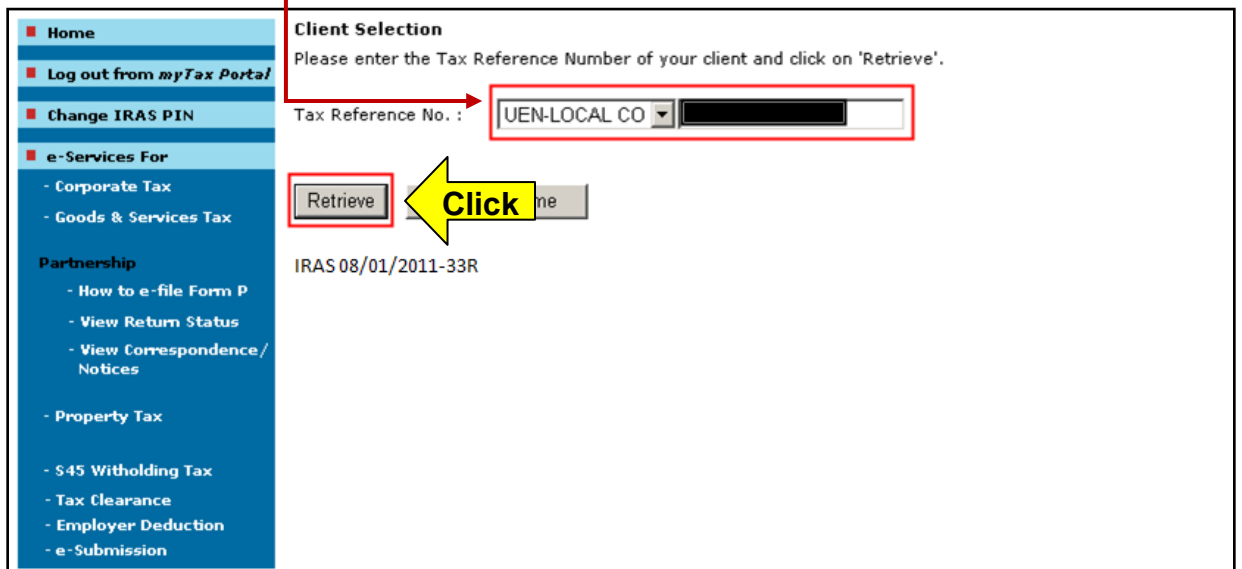
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5. Enter **<Tax Reference No.>** of your client/ third party. Click **<Retrieve>**.



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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 :

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.

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- View Return Status
- View Correspondence / Notices

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- **e-Submission**

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.

IP: S08/01/2011-33R

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

Client Selection
Please enter the Tax Reference Number of your client and click on 'Retrieve'.

Tax Reference No. : UEN-LOCAL CO []

Retrieve ← **Click**

IRAS 08/01/2011-33R

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.

Upload Data File
EMPLOYMENT INCOME

A salaryzippedfile2582011.iras file has been created for the submission of the following form(s):

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

File Location: C:\Documents and Settings\[redacted]\My Documents\salaryzippedfile2582011.iras

Steps for Submission

Step 1 : Click on "Browse" or "Choose File" button and select the salaryzippedfile2582011.iras file located in C:\Documents and Settings\[redacted]\My Documents\
DO NOT make any changes to the content of this file.
[] **Browse...** ← **Click**

Step 2 : Click **Upload** to submit the file.

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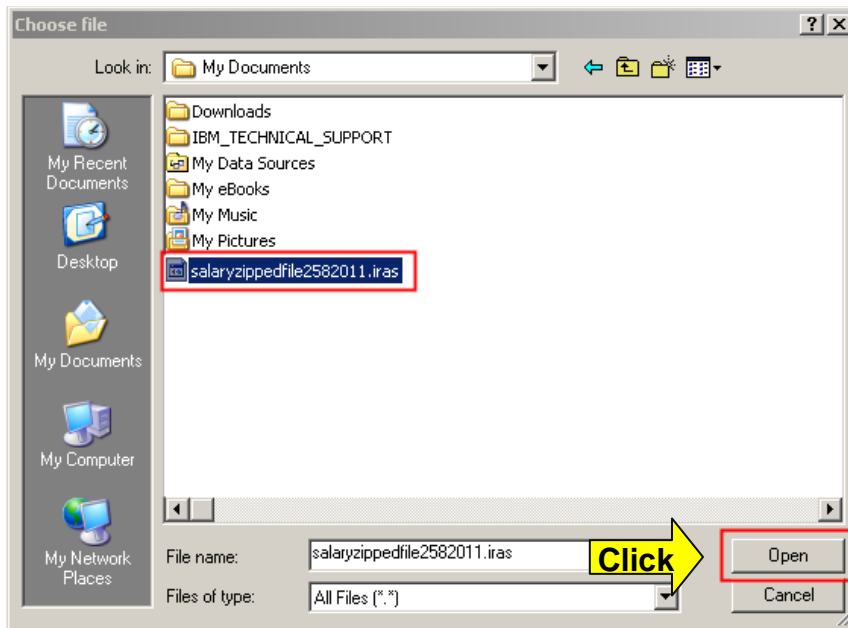
•

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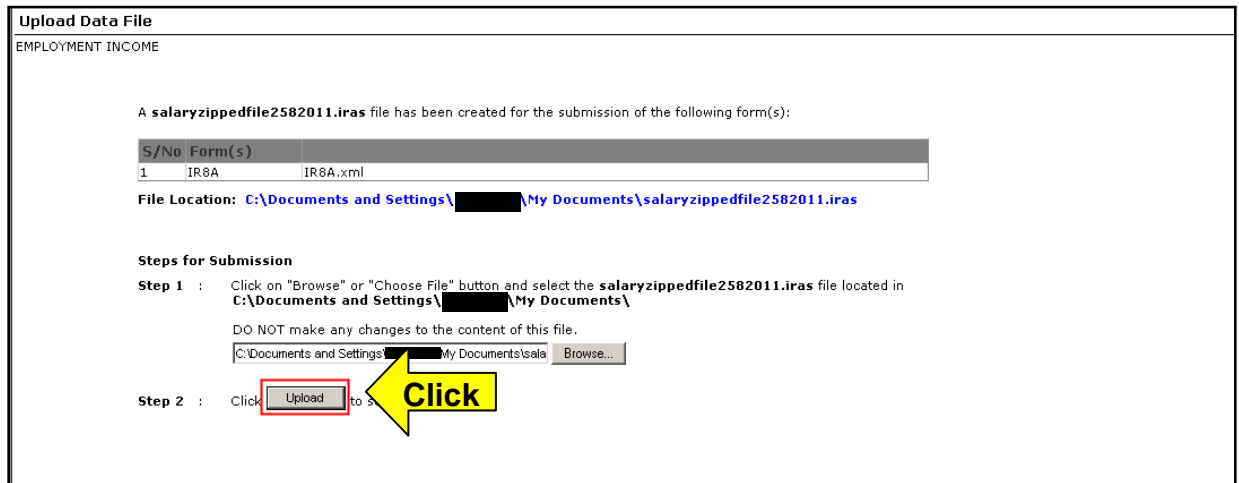
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3. Browse or choose the **xxxxx.iras** file for submission and click **<Open>**.



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.		
<input type="button" value="Print Acknowledgement Page"/>	<input type="button" value="Back to e-Submission Menu"/>	<input type="button" value="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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Amendment File

- For erroneous records submitted, employers are required to prepare an amendment file to amend the submitted records.
- Check with your payroll vendor or IT Department on whether your payroll software is able to generate an amendment file based on the amendment guideline below.
 - If yes, please proceed to prepare and generate the amendment file using your payroll software and use the 'Validation and Submission Application' to validate and submit the amendment file to IRAS.
 - If your payroll software is unable to support the generation of amendment file, please use the 'Offline Application' to prepare and submit your amendment file.
- Refer to IRAS' website at www.iras.gov.sg > choose **e-Services** (from Quicklinks) > **Offline Application** (under e-Submission) to download the Offline Application.

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

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 'Amendment File Guideline in 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**.

Updates on Changes to the Validation and Submission Application

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Q: What are the updates to the latest Validation and Submission Application?

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

Below is a quick highlight on the changes made to the latest version of the Validation and Submission Application.

1. Summary

The latest version of the Validation and Submission Application shows the individual employee's IR8A record at the bottom row of the file summary. This will facilitate the checking of information in the file before submission to IRAS.

Previous Version

IRAS - Validation and Submission Application

Step 1 - Validate File **Step 2 - Summary** Step 3 - Submit

Select file for Submission.

Summary of File

File Name: C:\IRAS\IR8A.xml
 Organisation Name: XXXXXX PTE LTD
 Organisation ID: [REDACTED]
 Form Type: IR8A Batch Indicator: 0
 Basis Year: 2011
 No. of Records: 3

Income		Deduction	
Salary:	\$ 120,000	CPF-Designated Pension or Provident Fund:	\$ 7,000
Bonus:	\$ 60,000	Donation:	\$ 35
Director's Fee:	\$ 0	MBF:	\$ 0
Others:	\$ 17,500		

Click on file name to display summary details.
 Please click Submit to proceed to submit file to IRAS.

Buttons: Validate Another File, Login to Submit, Exit

New Version

IRAS - Validation and Submission Application

Step 1 - Validate File **Step 2 - Summary** Step 3 - Submit

Select file for Submission.

Summary of File

File Name: C:\IRAS\IR8A.xml
 Organisation Name: XXXXXX PTE LTD
 Organisation ID: [REDACTED]
 Form Type: IR8A Batch Indicator: 0
 Basis Year: 2011
 No. of Records: 3

Income		Deduction	
Salary:	\$ 120,000	CPF-Designated Pension or Provident Fund:	\$ 7,000
Bonus:	\$ 60,000	Donation:	\$ 35
Director's Fee:	\$ 0	MBF:	\$ 0
Others:	\$ 17,500		

ID Type	Employee ID	Employee Name	Salary	Bonus	Director's Fee	Others	CPF (Designated Pension or provident fund)	Donation	MBF	Form IR8A
RIC	[REDACTED]	JACQUELINE KCH	50000.0	20000.0	0.0	10000.0	5000.0	20.0	0.0	N
RIC	[REDACTED]	TOMMY TAN	40000.0	30000.0	0.0	8000.0	2000.0	5.0	0.0	N
Report No		NAME	30000.0	10000.0	0.0	2500.0	0.0	10.0	0.0	N

Click on file name to display summary details.
 Please click Submit to proceed to submit file to IRAS.

Buttons: Validate Another File, Login to Submit, Exit

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2. Refined Validations for 'Address' Field

The validation for address field has been refined. Please ensure that:

- Address type ('Local Address', 'Local Address (C/O)', 'Foreign Address') have been chosen correctly. For example, if the selected address type is 'Foreign Address', you cannot select the country code as Singapore (301) or Others (999).
- Postal code for Singapore addresses must be valid. For example, the code must be 6-digits and cannot be '000000' or '999999'.

Note: If you do not have the address for your employee, please leave the field blank.

3. 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.

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.

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.

Step 2 : Click to submit the file.