

Validation & Submission Application Quick Start Guide

The Validation & 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 > Quick links > e-Services > e-Submission of Employment Income > Are you using a supporting payroll software?)

Quick Start

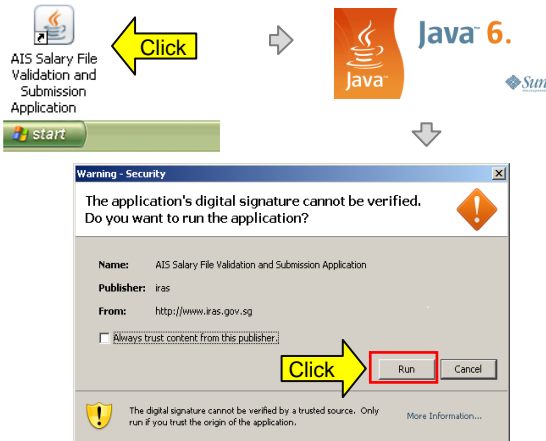
Getting started

Installation (for first time users only)

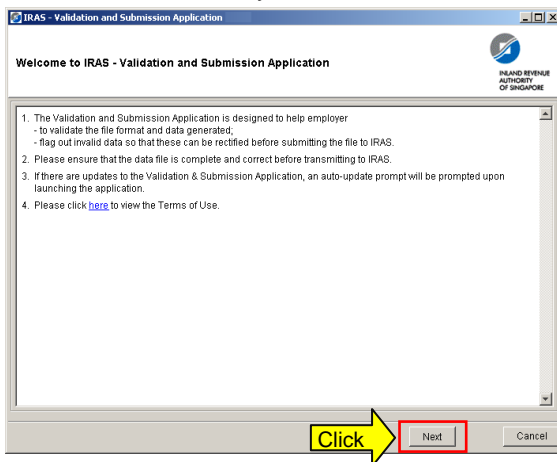
1. At IRAS website www.iras.gov.sg, choose e-Services (from Quick links) > Validation and Submission Application (under e-Submission).
2. Click 'Validation and Application Version 3.X' to download and install the Validation and Application.

Launch the application

1. Launch by double-clicking the 'AIS Salary File Validation and Submission Application' from the desktop.



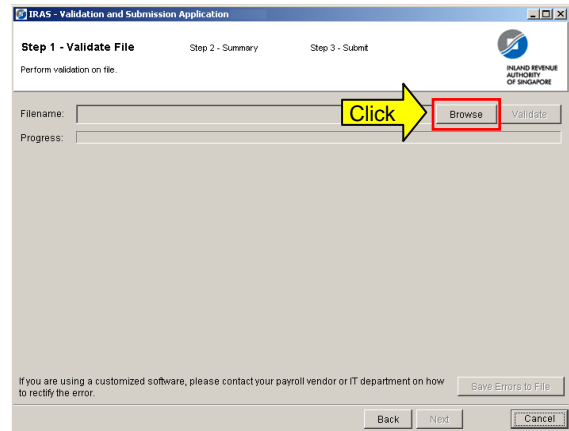
2. Main Menu successfully launched.



Step 1 – Validate File

Begin validating a file

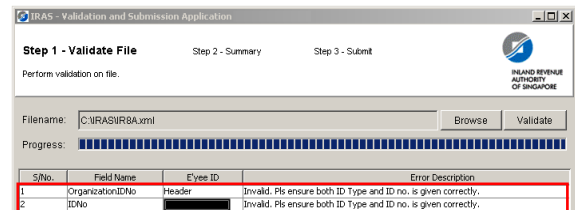
1. Click to proceed.
2. At Step 1, click to select the generated file from the payroll software.



3. Select the file to validate and click to load the selected file into the application file. Once done, the 'Validate' button will be enabled.
4. Click to start the validation process for the selected file.

If there are error(s) detected:

1. The error(s) will be listed as shown.



2. Please rectify all the errors within the payroll software and regenerate a file from the payroll software.

Step 1 – Validate File (Cont'd)

- To save the list of error(s), click .
- You can contact your payroll software vendor or IT Department if you are unsure on how to rectify the error(s).

If there are no error(s) detected:

- Once there are no errors, the message 'File validation is successful.' will be shown.
- Click to proceed.

Step 2 – Summary

Verify summary of file

- Please verify the summary of the file before submission to IRAS.
- You can view the individual employees' records at the bottom row of the file summary. Each row represents one employee's record.

The screenshot shows the 'IRAS - Validation and Submission Application' window. It is currently on 'Step 2 - Summary'. The 'Summary of File' section displays the following details:

- File Name: C:\IRAS\IR8A.xml
- Organization Name: XXXXXX PTE LTD
- Organization ID: [REDACTED]
- Form Type: IR8A Batch Indicator: 0
- Status Year: 2011
- No. of Records: 3
- Income: Salary: \$ 120,000; CPF Designated Pension or Provident Fund: \$ 7,000
- Deductions: Bonus: \$ 60,000; Director's Fee: \$ 0; MGF: \$ 0
- Others: \$ 17,500

Below the summary is a table of employee records:

IR Type	Employee No.	Employee Name	Salary	CPF	Director's Fee	Others	CPF Designated Pension or Provident Fund	Deduction	IR8A	Form IR8A
IR8A	[REDACTED]	ANGELINE KOH	50000.0	0.0	0.0	0.0	0.0	0.0	Y	
IR8A	[REDACTED]	TOHREN TAN	40000.0	0.0	0.0	0.0	0.0	0.0	N	
IR8A	[REDACTED]	DAVID	30000.0	0.0	0.0	0.0	0.0	0.0	N	

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

- Click if there is more file(s) to be submitted to IRAS.

Note: Maximum number of files per submission is 4. If there are more than 4 files to be submitted, you have to repeat the validation and submission process for the remaining files.

- Once ready, click to login to *myTax Portal* to submit the file(s).

Step 3 – Login to *myTax Portal* to submit

Login to *myTax Portal*

- You will be brought to *myTax Portal*.
- At the top rightmost box, select My Organisation's/Business' Tax Matters. Then click or to login.
- 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

- Upon successful login, the **Upload Data File** page will be shown. The files, that are prepared from the payroll software and validated with the Validation and Submission 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)	File Name
1	IR8A	XXXXXXXXXC_IR8A.xml
2	IR8S	XXXXXXXXXC_IR8S.xml
3	A8A	XXXXXXXXXC_A8A.xml
4	A8B	XXXXXXXXXC_A8B.xml

Files generated from payroll software

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

Location of File for submission to IRAS

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

Successful Upload

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