

Amendment to e-IR21

- Q1. Can I delete the e-IR21 that was saved and submitted previously?
- Q2. What should I do if I need to make changes to the e-IR21 after it has been submitted?

View Filing Status

- Q3. How do I know if I have e-filed successfully?
- Q4. Can I also view filing and tax clearance status of IR21 filed via post/fax?
- Q5. How do I retrieve a saved draft e-IR21 for viewing, editing and submission?

Q1. Can I delete the e-IR21 that was saved and submitted previously?

A1. No, to withdraw a submitted e-IR21, you would need to inform IRAS separately.

Q2. What should I do if I need to make changes to the e-IR21 after it has been submitted?

A2. You must complete another e-IR21 (Additional or Amended e-IR21).

Q3. How do I know if I have e-filed successfully?

A3. If your e-filing is successful, you will see an Acknowledgement Page after you click Submit. You may also confirm your submission at the IR21 Status page. For successful submission, the status will be updated to "Submitted" and an acknowledgement number will be displayed.

Q4. Can I also view filing and tax clearance status of IR21 filed via post/fax?

A4. Yes, preparers / approvers authorised to perform e-Filing of IR21 will be able to view the filing and tax clearance status of IR21 filed via post/fax.

Q5. How do I retrieve a saved draft e-IR21 for viewing, editing and submission?

A5. At *myTax Portal* – My Messages page, click on What I Need To Do > File Form / Return hyperlink and you will be able to see the message "Draft e-IR21 pending filing" or "Approve and submit e-IR21" (for Approvers only). Click on the message to go to the IR21 Status page.

Alternatively, you may click on View/Edit/Submit IR21 link at left hand side menu to go to IR21 Status page. You may retrieve a saved draft e-IR21 based on any of the following search criteria:

- Search by Employee's ID.
- List by Filing Status: - Draft / Pending Approval / Submitted/ All the status.

View/Edit/Submit IR21

Click on the Employee's Name or ID hyperlink at IR21 Status page to retrieve the draft e-IR21. If the saved draft e-IR21 is more than 21 days from the last update date, it will automatically be purged by the system.

Preparers are able to retrieve/edit/delete saved e-IR21 prepared by himself and other preparers in the same organisation.

Approvers are able to retrieve/edit/delete saved e-IR21 prepared by all preparers, himself and other approvers in the same organisation.