

Useful Information for Employees (including Directors) of Organisations Participating in the Auto-Inclusion Scheme for Employment Income

Checklist of Dos' and Don'ts for e-Filing

Dear colleagues

As our organisation is participating in the Auto-Inclusion Scheme for Employment Income for the Year of Assessment 2010, e-Filing should be a breeze for you.

Do note the "Dos' and Don'ts" when e-Filing your income tax return via **myTax Portal** from **1 Mar 2010**.

Do

- File your Income Tax Return when you receive any of the following notification from IRAS: a SingPass letter, IRAS PIN mailer, paper form or SMS to file.
- Declare any **other income** (e.g. rental income) and indicate your claims for **tax relief** (e.g. child relief, parent relief) where applicable.
- e-File by 18 Apr 2010.

Don't

- Do not enter the **employment income and deductions from our organisation which have been auto-included on your behalf**. If you are completing the paper form, you should enter '0' for your employment income and any donations, CPF contributions and life insurance premiums deducted from your salary.

If you have received a **No-Filing Service (NFS)** letter and you do not have other income or changes to your reliefs, you do not need to file.

Benefits of e-Filing (myTax Portal) and GIRO

e-Filing via **myTax Portal** gives you an immediate acknowledgement.

e-Filing via **myTax Portal** is easy as you just need to confirm the pre-filled information and declare additional income or reliefs (if any) on your tax return.

The GIRO payment scheme allows payment in interest-free instalments. You can sign up at selected AXS stations (for DBS customer) or download the GIRO application form from www.iras.gov.sg (Quick links > Payment > Individuals).

Simply log into **myTax Portal** at <https://mytax.iras.gov.sg> to e-File, with your SingPass / IRAS PIN.

At **myTax Portal**, you will also be able to view the following:

- A Demo or Video Guide on e-Filing
- E-Filing Frequently Asked Questions (FAQs)
- The status of your returns (have your returns been received or processed?)
- Your Account Summary / Payment
- Your Correspondence with IRAS or Notices of Assessment (past and current)

Thank you.

<Signed off by HR Dept of Employer in Auto-Inclusion Scheme for Employment Income>