

# Employees, Avoid These Common Filing Mistakes





## 1. NOT FILING YOUR INCOME TAX RETURN

"I did not earn any income last year and therefore do not have to file a tax return."



Although you did not earn any income last year, you are still required to submit your tax return if IRAS has notified you through a letter/ SMS to file.



"My employer is sending my employment details to IRAS. Therefore, I do not have to file a tax return."



You must file an income tax return if you have received a notification/ SMS from IRAS. As your employer had submitted your income information, you do not need to fill up the 'Employment Income' section during your tax filing.

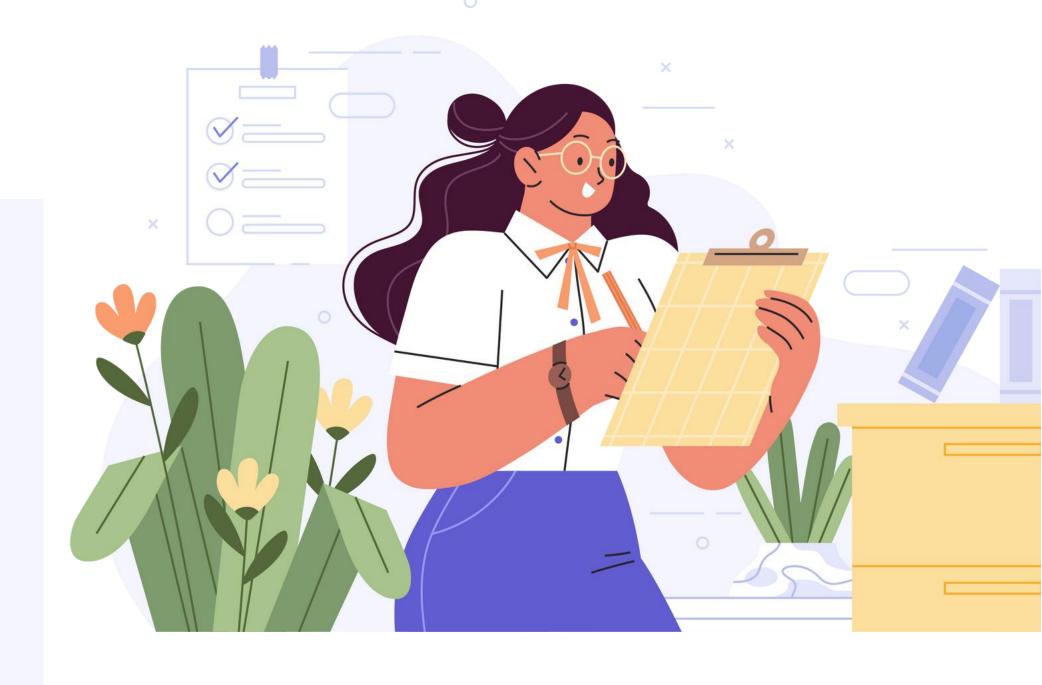
# 2. INCORRECT RELIEF CLAIMS



"I claimed certain reliefs last year and will automatically be granted them again this year."



Tax reliefs and rebates are granted only upon meeting the qualifying conditions. When e-Filing, reliefs will be pre-filled based on the previous year's tax bill. However, you should check your current eligibility for each claim to avoid potential tax adjustments during IRAS review.



# 3. SUBMITTING DOCUMENTS NOT REQUESTED FOR



"I declared rental income and claimed actual expenses. I should therefore submit documents to support these claims."



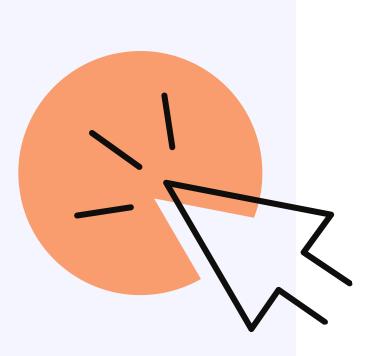
The documents you need to submit will be listed in the Consolidated Statement. Please submit them as attachments when you e-File or via myTax Mail at myTax Portal.

You should keep proper records for 5 years so that your income earned and expenses claimed can be readily determined. IRAS may request for these records with supporting documents for verification.

# 4. NOT CLICKING THE 'SUBMIT INCOME TAX RETURN' BUTTON



"I clicked 'Edit My Tax Form' to declare other income and make claims for reliefs. After that, I clicked 'View Statement' and exited once I confirmed that my Consolidated Statement was accurate."





**PROCEED** 

SUBMIT

You are still two steps away from completing your e-Filing! Click 'Proceed' at the Consolidated Statement page and then 'Submit' at the My Declaration page. An Acknowledgement Page will be displayed upon successful submission.



### 5. MAKING ERRORS IN YOUR DECLARATION



"I forgot to make claims for some reliefs before submitting my tax return."



You can re-file once within 7 days of your previous submission, or by 18 Apr, whichever is earlier.





