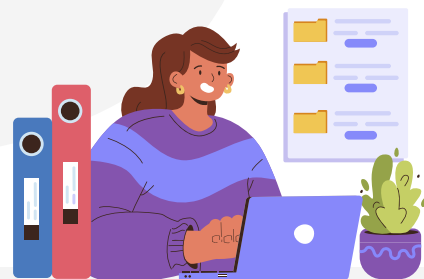


# Employees, Avoid These Common Filing Mistakes



## 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.

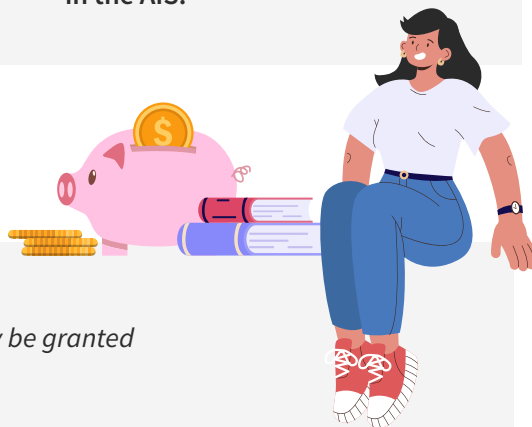


*"My employer is sending my employment details to IRAS. Therefore, I do not have to file a tax return."*



Only employees who have received the No-Filing Service letter/SMS do not need to file a tax return. If you did not receive the notification, you are still required to submit your tax return even if your employer is in the AIS.

## 2. INCORRECT RELIEF CLAIMS



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



Tax reliefs and rebates are only allowed if you have met the qualifying conditions. Do not make claims for reliefs that you are not eligible for. If you are e-Filing, reliefs correctly granted last year will be automatically included in your tax assessment if you remain eligible based on our available information. Please check and confirm the reliefs claims before you e-File your tax return.



## 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.

## 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."*



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.

PROCEED

SUBMIT



## 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.