

Income Tax Filing Guide for Partnership (FORM P)

Filing Due Date : 15 Apr 2020

Filing is compulsory if you have received a notification to file.



General Information for the Year of Assessment (YA) 2020

This set of information aims to provide a better general understanding of taxpayers' tax obligations and is not intended to comprehensively address all possible tax issues that may arise.

This information is correct as at 1 Jan 2020. While every effort has been made to ensure that this information is consistent with existing laws and practices, should there be any changes, IRAS reserves the right to vary our position accordingly.

Change in Partnership Particulars	<ul style="list-style-type: none">• For change of precedent partner/partner(s), complete item 1 and/or item 2 on page 1 of the Form P.• For change in business status, complete item 3 on page 1 of the Form.• Please update Accounting and Corporate Regulatory Authority (ACRA) or relevant regulatory authorities for any changes in partnership particulars.
Income to be Declared	<ul style="list-style-type: none">• Income to be declared includes all income accruing in or derived from Singapore or received in Singapore in the accounting year ended in 2019. Please declare your income in Singapore dollar.• The precedent partner must complete and send in the Form P even if no business was done or if loss was incurred. Where no partner (or general partner in the case of a Limited Partnership) is personally present in Singapore, the attorney, agent, manager or factor of the partnership is responsible for completing and submitting Form P to IRAS.• The precedent partner is required to inform all the partners of their share of profit or loss and any other income from the partnership and advise the partners to declare their share of profit or loss and any other income in their Individual Income Tax Returns (Form B).• If there was no business done in the year 2019, you need to cross the box [X] for no business done on the "Declaration" section on the front page of Form P.• Please ensure that the Form is signed before submitting it to IRAS.
How do I e-File Form P?	<ul style="list-style-type: none">• You are encouraged to e-File Form P. E-Filing service is available from 1 Feb 2020. Simply log in to myTax.iras.gov.sg for your business' tax matters using CorpPass. With effect from 1 Sep 2018, CorpPass (corporate digital identity for business) will be the only method for online business transactions with the Government. If you have not registered or set up CorpPass, you can refer to the step by step guides in our website under e-Services > Others > CorpPass.• If you e-File the partnership income by 29 Feb 2020, your partners will be able to view their share of partnership income in their individual Form B.• The e-filing due date is 18 Apr 2020.
Submission of Supporting Documents	You do not need to send in supporting documents together with your Form P unless they are specifically required for verification. However, you need to maintain proper accounts and records of your business and retain your accounts and all records such as invoices, bills, etc. for five years.
Non-Filing of Form P	There are penalties for not filing a tax return by the filing due date (15 Apr 2020) or filing an incorrect tax return. For non-filing by the due date, you may be punishable under Section 94 of the Income Tax Act and be fined up to \$1,000.
Need Help?	Visit IRAS' website at www.iras.gov.sg and "Ask Jamie" for quick tax answers or chat with us online. Alternatively, you can contact us via the following modes: Call: (+65) 6356 8300 Email: via myTax.iras.gov.sg (using myTaxMail)

Income Declaration

1. Trade, Business, Profession or Vocation

If you are carrying on a trade, business, profession or vocation, you need to prepare statement of accounts so that your business income and expenses can be readily determined. Please report the summary of your accounts as follows:

- Revenue**
- Gross Profit/Loss**
- Allowable Business Expenses**
- Adjusted Profit/Loss**

- If the partnership's revenue is \$500,000 or more, you need to submit a profit and loss account and a balance sheet certified by you as true and correct. You also need to complete and submit Appendix 1 (Section A) and Appendix 2 of Form P.
- For revenue of less than \$500,000, you are **not required** to submit the certified statement of account.
- If the partnership has branches, you need to include the aggregate amount of the respective items on page 2 of the Form. You also need to send in the 4-line statement showing the revenue, gross profit or loss, allowable business expenses and adjusted profit or loss for each branch.

Income Declaration

1a) Revenue

This is the total receipts, before deduction of expenses of your business during the accounting year ended in 2019. This will include:

- sale proceeds from goods sold
- payments/fees received or receivable for services provided
- bills (paid or unpaid) sent to customers
- the selling price of goods or materials expended for non-business use e.g. goods taken for your own use, or for your family or friends.

The Wage Credit Scheme (WCS) payments will be automatically included by IRAS and you do not need to separately declare the receipt.

1b) Gross Profit/Loss

This is the amount of revenue after deducting cost of goods sold. If your business activities do not involve the sale of goods, gross profit is equal to the amount of revenue.

1c) Allowable Business Expenses

Expenses based on estimates are not acceptable. Only expenses incurred wholly and exclusively in the production of your income are allowable.

Allowable Business Expenses	Disallowable Business Expenses
<p>Employee/Staff Costs</p> <ul style="list-style-type: none"> • salary, bonus, allowances of your employees • compulsory CPF contributions by you as an employer • cash top-ups by you on your employees' behalf, to your employees' retirement or special accounts under the Retirement Sum Topping-up Scheme, subject to conditions • cash contributions by you on your employees' behalf, to your employees' Supplementary Retirement Scheme (SRS) accounts, subject to each employee's SRS contribution cap for the year in which the contribution was made • medical expenses <p>Finance and Professional Costs</p> <ul style="list-style-type: none"> • accountancy fees • interest on money borrowed for use in the business • legal fees incurred in recovering trade debts, renewal of leases 	<p>Employee/Staff Costs</p> <ul style="list-style-type: none"> • partners' salaries, allowances, bonuses, CPF contributions, interest on capital and any other expenses • employer's CPF contribution exceeding CPF statutory limit • employees' medical expenses exceeding the allowable amount <p>Capital Expenses</p> <ul style="list-style-type: none"> • depreciation of fixed assets • loan repayment and hire purchase instalment payment • purchase of fixed assets • renovation costs (except for qualifying expenditure deductible under Section 14Q) <p>Other Disallowable Expenses</p> <ul style="list-style-type: none"> • expenses incurred on using private hire cars or private cars (E, Q or S-plate cars) • domestic or private expenses • amount payable in respect of income taxes, output tax paid/payable by a GST registered taxable person • penalties, fines/late payment charges • interest on loan taken up for private use • donations

Section A

	Allowable Business Expenses Running Costs <ul style="list-style-type: none"> • business licence renewal fee • cost of travelling on public transport in the course of business • rent, utility and telephone charges for the business • capital allowances on fixed assets purchased for business use • trade debts which become bad and irrecoverable during the accounting period • upkeep of business premises, equipment and machinery • upkeep of motor vehicles such as motorcycles, pick-ups, vans, buses and lorries • qualifying expenditure incurred on renovation or refurbishment works on business premises, subject to certain conditions • expenses specifically allowed under Land Intensification Allowance • revenue expenses incurred for business purposes within one year prior to the deemed date of commencement of business (i.e. the first day of the accounting year in which a business earns its first dollar of business receipt) 	Disallowable Business Expenses
	Calculating Capital Allowances <ul style="list-style-type: none"> • The general rules for capital allowance on plant and machinery are: <ul style="list-style-type: none"> i) an initial allowance of 20% of the capital expenditure incurred during the year; and ii) an annual allowance at the prescribed rate for wear and tear based on the Sixth Schedule of the Income Tax Act; • accelerated capital allowance instead of the initial and annual allowance mentioned above may be claimed on all plant and machinery. The capital expenditure can be written off over a three-year period; • for computers, prescribed automation equipment, website, industrial robots, generator and other equipment under S19A(5), S19A(7) to S19A(9), a claim may be made for 100% of the capital expenditure to be written off in one year; • assets costing no more than \$5,000 each may be written off in one year, subject to the condition that the total claim for 100% write-off of all such assets is no more than \$30,000 per YA; • where plant and machinery has been sold, scrapped or destroyed, a balancing allowance is given if the tax written down value exceeds the sale or disposal proceeds. If the sale or disposal proceeds exceed the tax written down value, a taxable balancing charge is imposed. The balancing charge is restricted to the total amount of capital allowance allowed previously in respect of the asset sold/disposed; • When a new partner joins or an existing partner withdraws from the partnership, and Section 24 is elected, capital allowances are only allowed to the buyers who own the assets as at the end of the accounting year ended 2019 in which there is a change of partners of the partnership. No capital allowances will be allowed to the sellers. For more information on how to compute your capital allowance, please refer to our Capital Allowance Calculator at www.iras.gov.sg>Quick Links>Calculators>Capital Allowance Calculator or refer to www.iras.gov.sg > businesses > Deductions for Self-Employed (Reliefs, Expenses, Donations) > Capital Allowances (CA) on fixed assets. 	
1d) Adjusted Profit/Loss	This is the amount derived from gross profit or loss after deducting the allowable business expenses and any capital allowances claimed i.e. [d] = [b] - [c] mentioned in item 1 (Trade, Business, Profession or Vocation) under Section A 'Income Declaration' on page 2 of the Form.	
1e) Partner's Salary, Bonus & CPF	This is the amount of salary, bonus or CPF received or due to you as a partner of the partnership.	

1f) Partner's Other Benefits	All payments in cash or in-kind received or due to you as a partner constitute your income arising from the partnership.
1g) Divisible Profit/Loss	This is the amount derived from adjusted profit/loss after deducting partners' salaries, allowances, bonuses, CPF contributions, interest on capital and any other expenses paid on behalf of all the partners i.e. [g] = [d] - [e] - [f] mentioned in item 1 under Section A 'Income Declaration' on page 2 of the Form.

Details of Interest and Other Types of Income	
Section B	1. Interest <ul style="list-style-type: none"> You do not need to declare interest received from any deposit with approved banks or licensed finance companies in Singapore as it is tax-exempt. Please provide details of interest income from deposits with non-approved banks or finance companies which are not licensed in Singapore, pawnshops and loans to companies and persons in Section B on page 2 of the Form. Please refer to the MAS website at https://eservices.mas.gov.sg/fid for the list of approved banks and licensed finance companies in Singapore.
	2. Rent from Property <ul style="list-style-type: none"> You need to provide the full address of each property. For each property, please include details of the gross rent (inclusive of rental of furniture and fittings, service charges received from the tenant) and expenses incurred. You can only claim expenses incurred solely for the purpose of producing the rental income and during the period of tenancy. Examples of deductible expenses are property tax, mortgage interest, fire insurance, repairs and maintenance expenses and commission. You cannot claim non-deductible expenses such as penalty imposed for late payment of property tax, payment of back year's property tax, expenses (e.g. commission, advertising and legal costs) incurred to secure the first tenant, cost of initial purchase and depreciation of furniture and fittings, cost of initial repairs and renovations, loan repayment, cost of additions and alterations to property. Rental deficits (i.e. excess of deductible expenses incurred to rent out the property over the gross rental received from that property) cannot be offset against other sources of income.
	3. Royalty and Other Singapore Income <ul style="list-style-type: none"> Please provide details of gross income and statement of expenses incurred, if any. You need to declare any other income which does not fall within any of the other classifications of income.
	4. Foreign Income <p>Any foreign-sourced service income received in Singapore will be exempted from tax if it has been subjected to tax in the foreign jurisdiction from which profits or income is received and where the highest corporate tax rate of that foreign jurisdiction is at least 15%. For more information, please refer to the IRAS e-Tax Guide "Tax Exemption for Foreign-Sourced Income" available on IRAS website.</p>

Partnership Allocation	
Section C	<ul style="list-style-type: none"> Limited Liability Partnership (LLP)/ Limited Partnership (LP) <ul style="list-style-type: none"> An LLP or LP is required to report the contributed capital of each of the limited partner. An LP will also be required to indicate whether a partner is a general or limited partner. A limited partner's share of trade loss and capital allowance from an LLP or LP that can be offset against other income is restricted to the capital contributed by the limited partner. Without information on the capital contribution, the limited partner's share of adjusted loss and capital allowance will be disregarded. <p>For more information, please refer to the IRAS e-Tax Guides "Income Tax Treatment of Limited Liability Partnerships (LLPs)" and "Income Tax Treatment of Limited Partnerships (LPs)" available on IRAS website.</p>
	<ul style="list-style-type: none"> Donation to Approved Institutions of Public Character (IPC) <ul style="list-style-type: none"> For YA2019 to YA2022, a tax deduction of 2.5 times the value of the donation will be given on all cash or specific donations made to approved IPCs and other approved recipients, and for cash donations made through approved grant-making philanthropic organisations to IPCs. Tax deductions for such donations will automatically be reflected in the Allocation of Profit/Loss to Partners of the donors based on information transmitted by the IPCs. IRAS will not accept claims for tax deduction based on donation receipts. All businesses are required to provide their names and Unique Entity Numbers (UEN) directly to the IPCs when making cash donations.