



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

## User Guide

### Guide to Fit IR8A & Appendices Printout within a Page

(using Submit Employment Income Records at myTax  
Portal)

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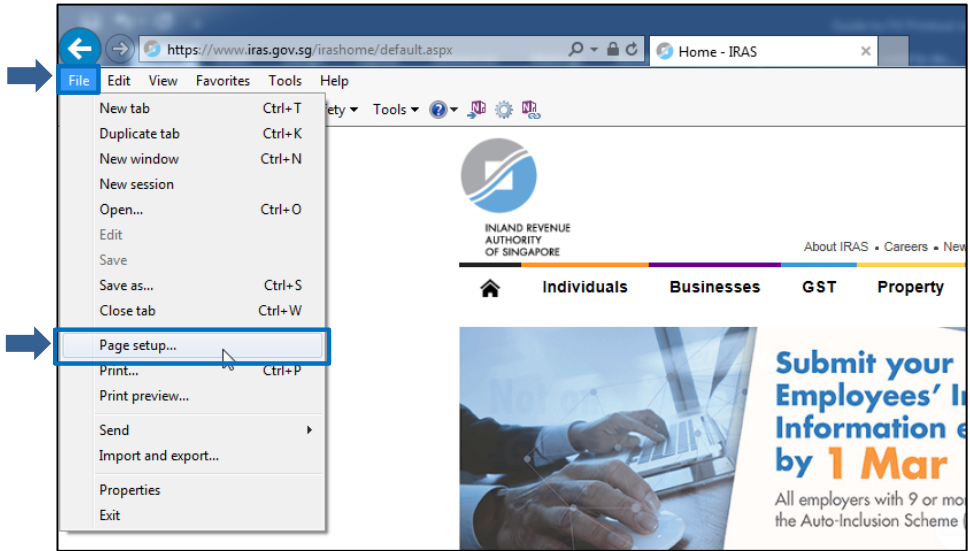
## Overview

Customised browser settings may cause some users to encounter issues with printing IR8A forms and appendices when using Submit Employment Income Records at myTax Portal (Online Application). For example, the IR8A forms and appendices printouts show headers/ footers or the printout for one form takes more than one page.

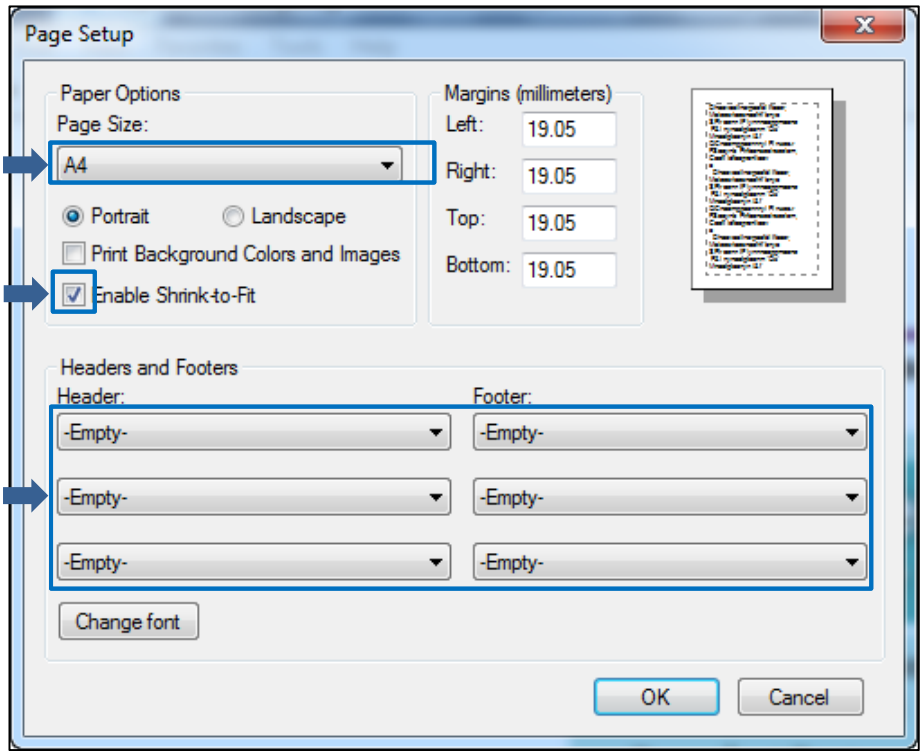
This guide illustrates on how employers can update their browsers'/ printers' settings to fit the forms' printouts within a single page.

Where possible, employers are encouraged to save the softcopy of the IR8A & appendices rather than printing out the physical forms.

# Using Internet Explorer

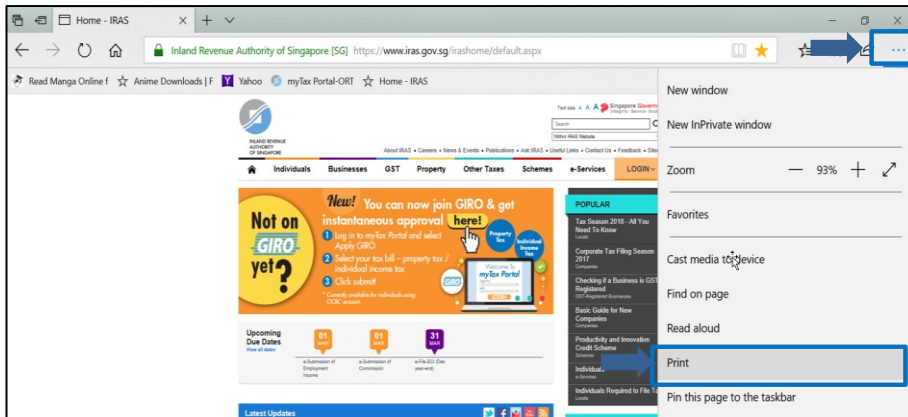



- Launch the Internet Explorer.
- Select <File>, <Page setup...> from the taskbar.

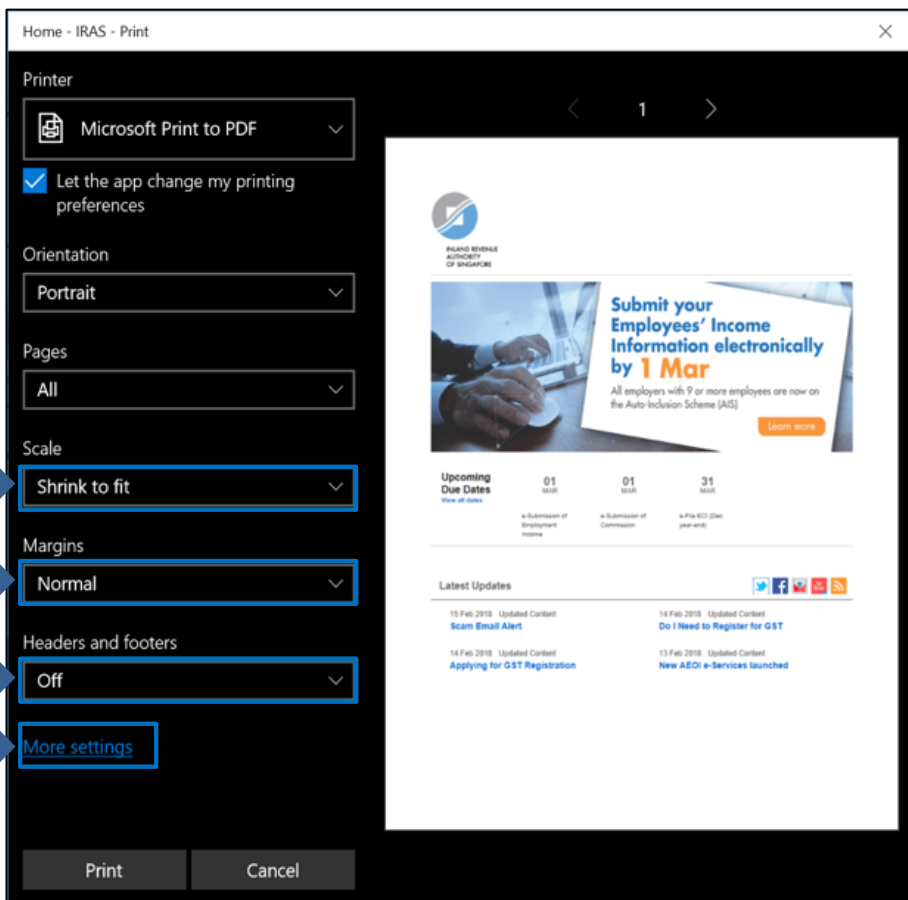


- Under the Page Size, select <A4> and <Enable Shrink-to-Fit>.
- Ensure the selection for Headers and Footers are <-Empty->.
- Click <OK> to save settings.

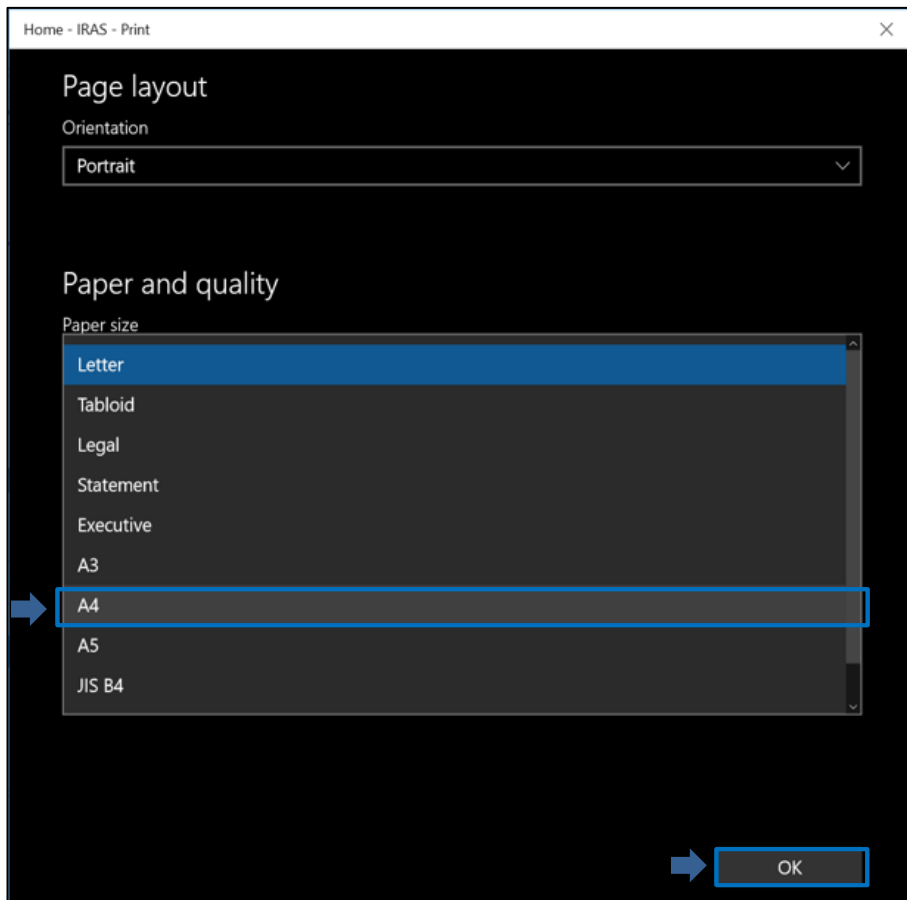
## Using Microsoft Edge



- Launch Microsoft Edge.
- Click .
- Select <Print> from the drop down menu at the taskbar.

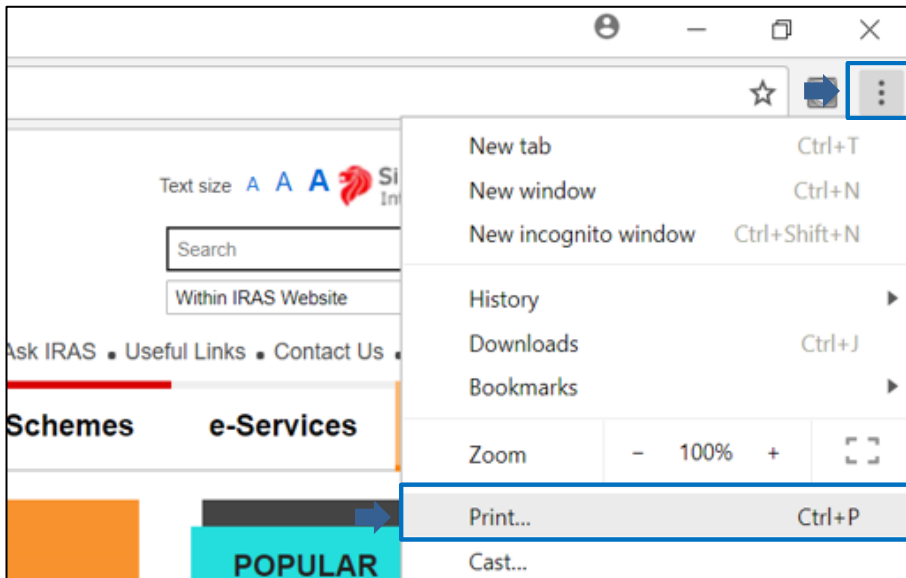



- Ensure that the following selection are as follows:  
Scale: <Shrink to fit>  
Margins: <Normal>  
Headers and footers: <Off>
- Click <More settings> to update the paper size option.

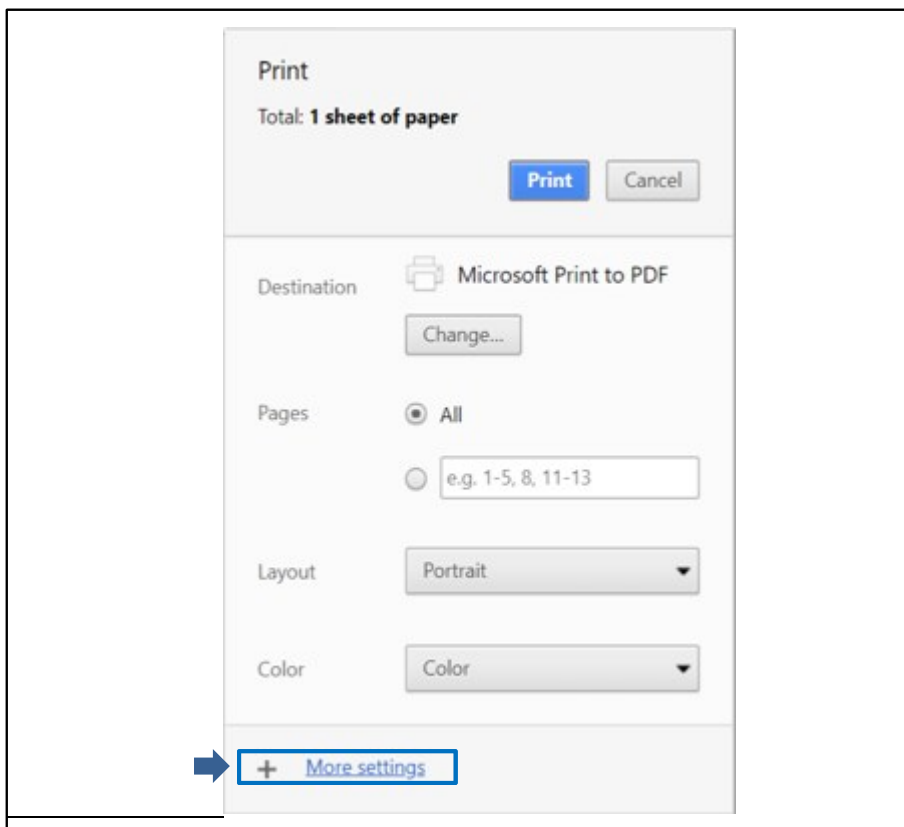


- Select the Paper size with <A4>.
- Click <OK>.

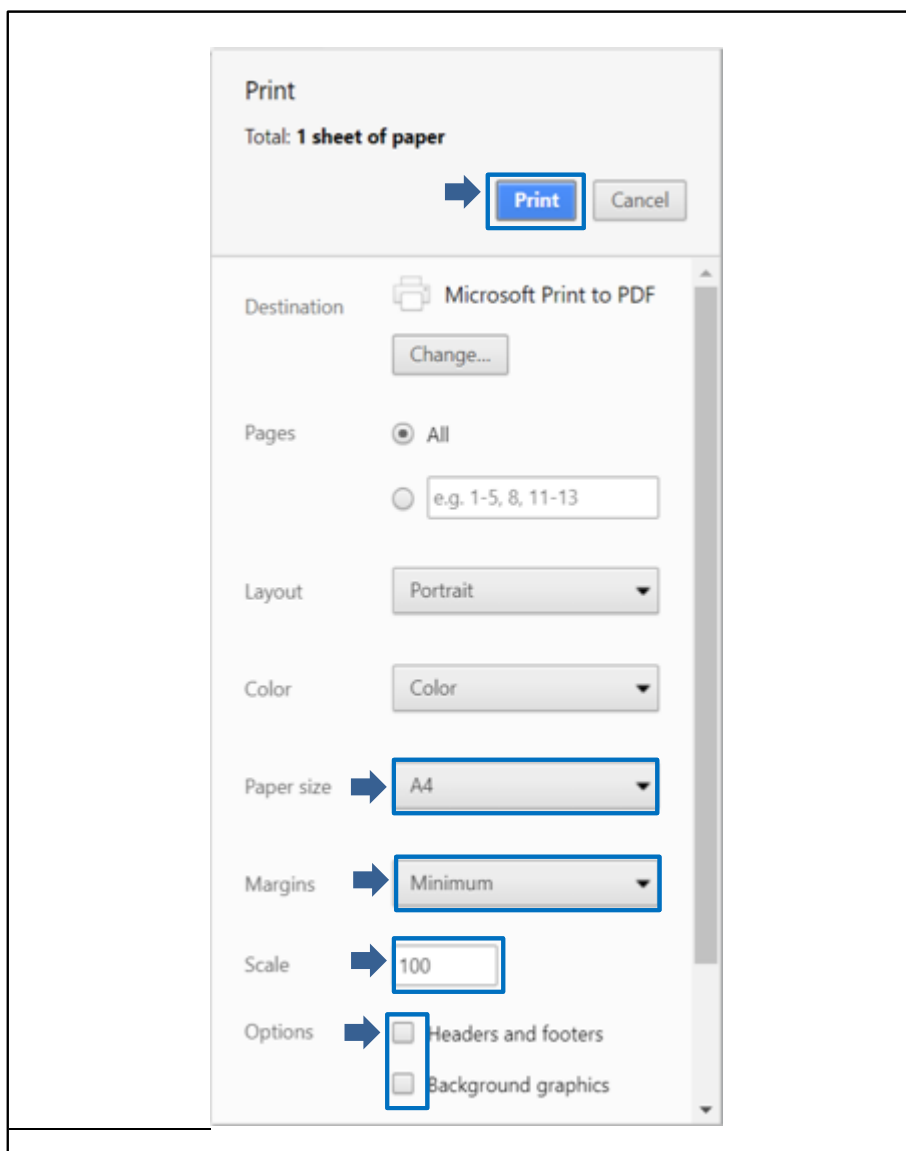
## Using Google Chrome



- Launch Google Chrome.
- Click .
- Select <Print...> from the drop down menu at the taskbar.



- Click <More settings>.

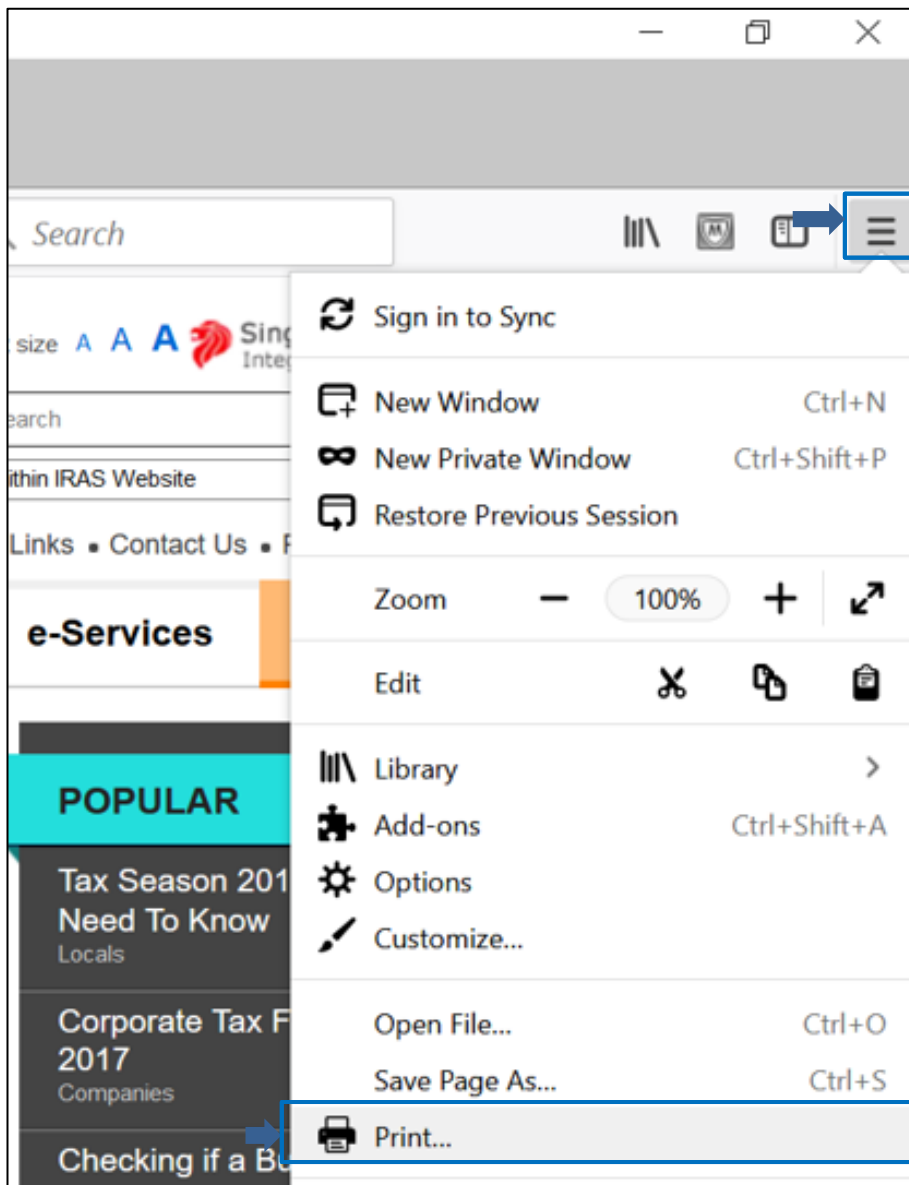



- Ensure that the following selection are as follows:  
Paper size: <A4>  
Margins: <Minimum>  
Scale: <100>  
Options: <Checkboxes not ticked>
- Click <Print>.

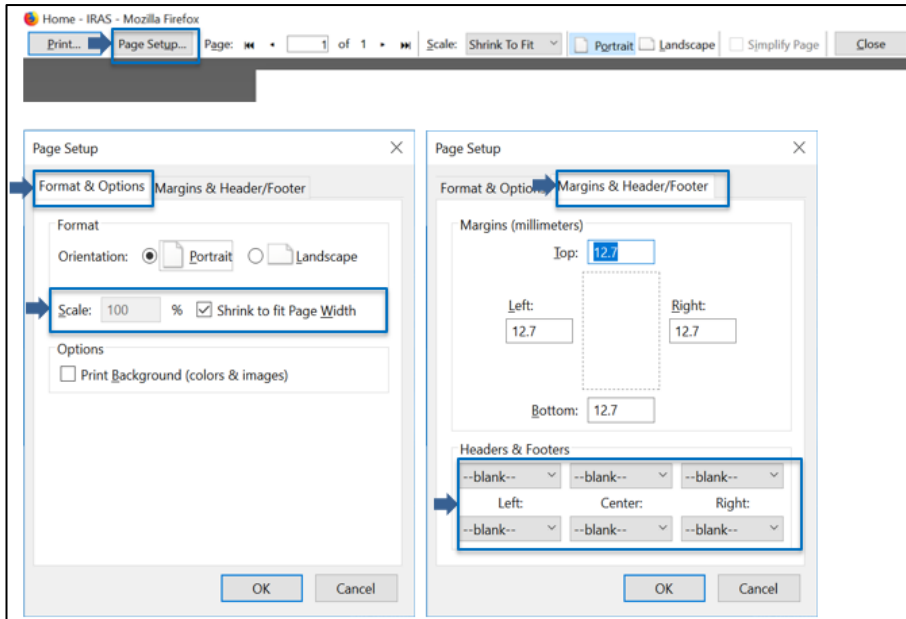


## Using Mozilla Firefox/ Safari

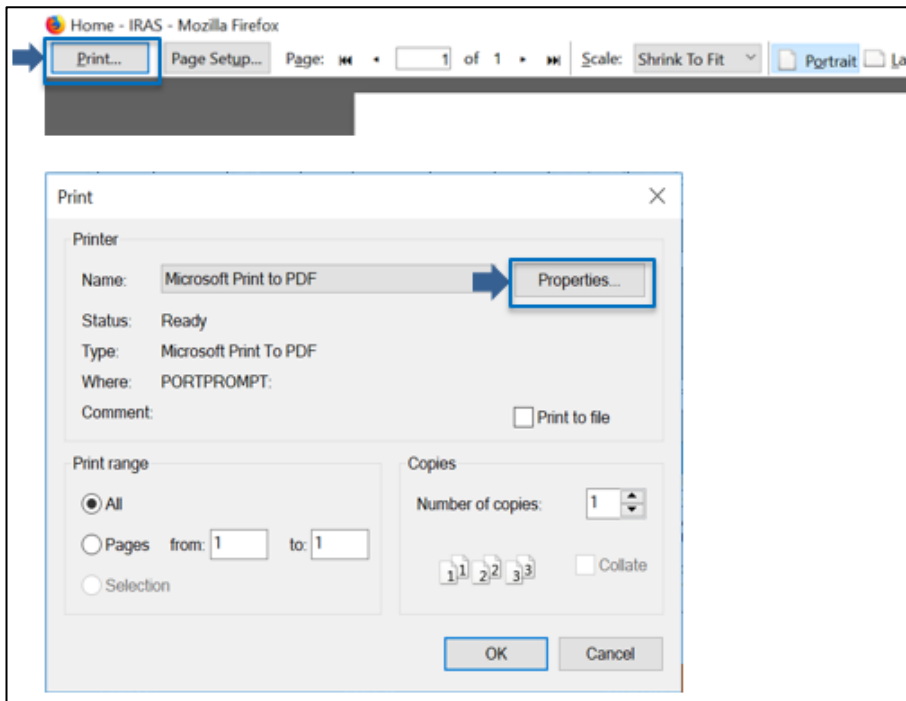
Note: Safari users can follow the same steps in adjusting the settings in Mozilla Firefox.



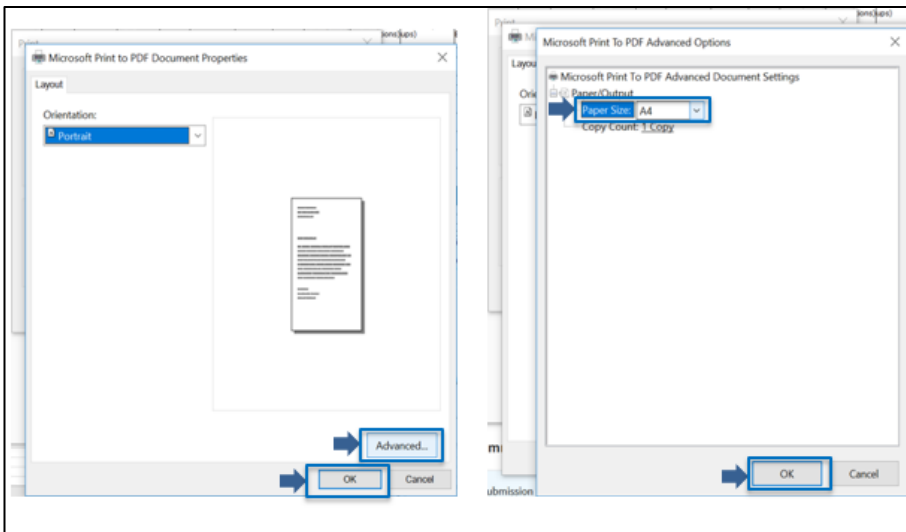
- Launch Mozilla Firefox.
- Click 
- Select <Print...> from the drop down menu at the taskbar.



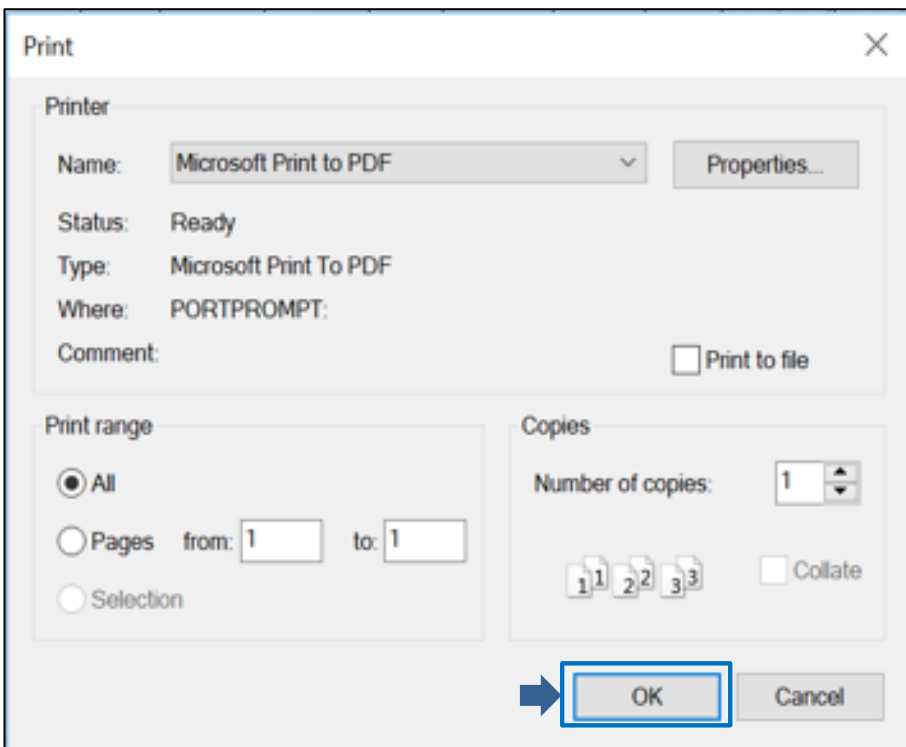
- Click <Page Setup...>.
- At Format & Options, ensure the Scale is 100 and check the box next to Shrink to fit Page Width.
- Select the appropriate tabs to update the preferences.
- At Margins & Header/Footer, ensure the selection for Headers and Footers are <--blank-->.
- Click <OK>.



- Click <Print...>.
- Click <Properties...>.



- Click <Advanced...>.
- Select paper size as <A4>.
- Click <OK>.



- Click <OK> to save the print job.

## Contact Information

For enquiries on this user guide, please call 1800 356 8015 or email [ais@iras.gov.sg](mailto:ais@iras.gov.sg).

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