

Working in Singapore

YOUR GUIDE TO SINGAPORE'S TAX SYSTEM



Before Annual Filing Season

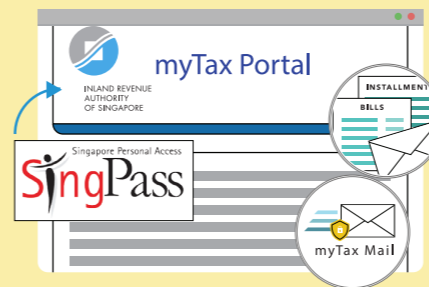
Here are some basic information to note. Income is taxed on a **preceding year basis** i.e. what you earn this year will be taxed next year. The annual filing season starts in early March and ends in mid-April. Here is what you can do for a hassle-free filing experience

1. Apply for your SingPass account

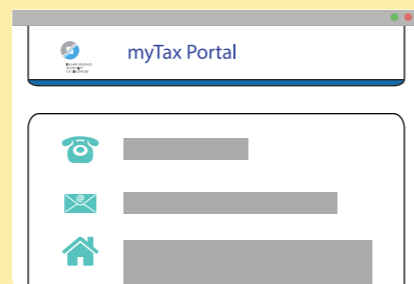
SingPass is your common user ID and password to access the Singapore government's online services.

We have a dedicated secure platform **myTax Portal** (mytax.iras.gov.sg) to handle your tax matters.

You can use SingPass to log in to **myTax Portal**. If you do not have SingPass, it can be requested online at mytax.iras.gov.sg > **Request SingPass**



At **myTax Portal**, you can view your tax bills, instalment plan and correspondences online. You can also email us at the secured email channel **myTax Mail**.



2. Update your contact details in myTax Portal

You can update your contact details in **myTax Portal** so that our letters and notices are sent to your latest address.

In **myTax Portal**, you can update your residential/ mailing address, local contact number and email address. Login using SingPass to: mytax.iras.gov.sg > **Update Contact Details**

Do you know?

Update your local mobile number and you will receive the following IRAS mobile services:

- Reminders to file and pay your tax
- Notification of your tax bill at myTax Portal



Filing Season (1 Mar - 18 Apr)

During the filing season from 1 March, do check your mailbox regularly for our tax package. The package you receive will provide more details on what you should do during the filing season. You may receive one of the following packages:

1. Filing package

File your tax at **myTax Portal** with your SingPass. If your employer is **not** participating in the AIS*, you can obtain a Form IR8A (Return of Employee's Remuneration for the Year ended 31 December) from your employer and proceed to file your Income Tax Return.

You need to declare the income received in the preceding year.

Example: Income earned in year 2016 is reported during the filing season from 1 March 2017 to 18 April 2017.

2. No-Filing Service (NFS) package

You do not need to file an Income Tax Return as you only had auto-included income in the preceding year.

If your employer is in AIS*, you do not need to report the employment income from that employer as it will be automatically included in your tax assessment.

*Under the Auto-Inclusion Scheme (AIS), employers submit the employment income information of their employees electronically to IRAS. The submitted information will be automatically included in the employees' income tax assessment.

Benefits of e-Filing instead of paper filing

Filing Convenience

1. Guidance with **i** i-Help
2. Income will be pre-Filled if employer is under AIS*
3. View estimated tax payable
4. Option to Save Draft up to 14 days
5. View your submission, i.e. Consolidated Statement 3 to 5 days after you e-Filed.

Instant Acknowledgement

Receive instant acknowledgement upon successful e-Filing.



Ways to reduce tax

Claim for common deductions:

- Allowable expenses
- Donations
- Reliefs (e.g. spouse and child)



If you are making a claim for the deduction, you can do so by filing your tax return.

For eligibility and conditions, visit our website:

www.iras.gov.sg > Individuals > Foreigners > Deductions for Individuals (Foreigners) (Expenses, Donations, Reliefs, Rebates)

After Filing Season

After processing your tax assessment, we will send your tax bill to your last known address based on our record. It is important that you inform us of any change to your mailing address promptly so that correspondences can reach you on time.

If you require assistance on how to read your tax bill, please refer to our website:

www.iras.gov.sg > [Individuals](#) > [Foreigners](#) > [Paying your taxes/ Claiming refunds](#) > [How to Read Your Tax Bill](#)

Pay Your Taxes

You have **30 days** from the date of tax bill to make payment. You can pay your taxes via the following modes:



1) GIRO (General Inter-bank Recurring Order)

Sign up for the 12 months interest-free instalments, or opt for one-time GIRO deduction.

Note: This is not applicable if you have ceased employment.



2) Electronic Modes:

- Internet Banking (via Bank's website – select Bill Payment)
- ATM card at any AXS station or SAM (Self Service Automated Machine)
- Use NETS over the counter at any Singapore Post Branch
NETS offers a debit service which allows cashless payment with a card and PIN issued by an authorised bank in Singapore. You will need to have an open account with the bank in order to use the services.

Do you know?

Applying for GIRO payment is easy. You can do so via the following 3 ways:

- at any AXS stations; or
- via internet banking; or
- complete a GIRO application form which is available at www.iras.gov.sg



Looking at a change in employer?

Is your employment contract about to end?

Are you returning home permanently?

If your answer is Yes to any of the above questions, your employer must ensure that you pay all your taxes before you leave. This is known as **Tax Clearance**.

Tax Clearance Process



1 Give notice to your employer

Your employer must inform IRAS as soon as they know you are leaving.

2 Employer notifies IRAS and withhold all monies due to you

Your employer informs IRAS by filing Form IR21 (Notification of A Non-Citizen Employee's Cessation of Employment Or Departure From Singapore).

They will also withhold all monies due to you until Tax Clearance has been finalised.

3 IRAS processes tax clearance

Employers can e-File or paper file the Form IR21. e-Filed Form IR21 will generally be processed within 7 working days. Paper-filed Form IR21 is usually processed within 21 days.

4 IRAS issues the tax bill

IRAS sends a Tax Clearance letter to inform your employer to pay tax using the monies withheld. A separate tax bill will be sent to you.

5 Pay your taxes

Your existing GIRO Instalment Plan, if any, will be terminated and you will need to settle all your taxes before departure.

If the monies withheld by your employer are sufficient to pay your tax, your employer will release the balance of the monies withheld to you after paying your tax to IRAS. Otherwise, you must settle the difference by making a one-off payment in the form of cash or a cashier's order at any Singapore Post Branch. Personal cheques will not be accepted.



Tax Residency

Resident Status	Tax Implications
Resident	All income is taxed at progressive resident rates from 0% to 22%. You may be able to claim deduction (e.g. relief, donation) to reduce your taxes.
Non-Resident	Employment income is taxed at 15% or progressive resident rates, whichever gives rise to a higher tax amount. Director fees and other income will be taxed at 22%.

In order to determine your tax residency, visit our website www.iras.gov.sg > [Individuals](#) > [Foreigners](#) > [Basic Guide for New Individual Taxpayers \(Foreigners\)](#)



Learn with IRAS

Check out eLearn.iras.gov.sg for a step-by-step online guide on filing your tax return.

Getting in touch with us

Feel free to surf our website at www.iras.gov.sg > [Individuals](#) > [Foreigners](#). Tax calculators are available to check and compute your individual income tax.

You are welcome to dial our helpline on **1800-356-8300** where our friendly call centre officers will assist you during office hours (Monday to Friday, 8 a.m. to 5 p.m.).

You can also email us anywhere, anytime using a secured email channel [myTax Mail](#) at [myTax Portal](#).

Stay connected with us!

- www.facebook.com/irassg
- www.twitter.com/iras_sg



2 step verification or 2FA is required when you use SingPass to log in to myTaxPortal. To check if you have successfully set up your 2FA, please log in to www.singpass.gov.sg.

This information guide 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 3 Oct 2016.

While every effort has been made to ensure that this information is consistent with existing law and practice, should there be any changes, IRAS reserves the right to vary our position accordingly.