

Individual Income Tax Filing Guide for Self-Employed (Form B)



Filing Due Date: 15 Apr 2018

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

General Information for the Year of Assessment (YA) 2018

<p>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.</p> <p>This information is correct as at 1 Jan 2018. 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.</p>	
Need Help?	<p>Visit IRAS' website at www.iras.gov.sg.</p> <ul style="list-style-type: none"> To find out information on general tax matters and the income tax rates for YA2018; To use the 'Personal Reliefs Eligibility Tool' to check your eligibility for tax reliefs; To use the 'Rental Calculator' to compute your rental income; To use the Income Tax Calculator to compute your income tax liability. <p>Contact us via the following modes: Call: 1800 3568300 Email: via myTax.iras.gov.sg (using myTax Mail)</p>
Submission of Documents	<ul style="list-style-type: none"> Do not send in supporting documents such as receipts for insurance premiums, donations, course fees, etc. together with your Form B unless you are asked to do so. All documents sent in will not be returned and may be destroyed. You are required to keep proper records and documents of the income, deductions and reliefs declared in your tax return. Please retain all your records, receipts and documents for any claim for reliefs or expenses for at least 5 years for verification purposes.
Other Information	<ul style="list-style-type: none"> Drop the cents; enter the dollars only. For example, for \$850.80, fill in \$850. If your business is registered with ACRA (Accounting and Corporate Regulatory Authority), please fill in the business registration number in the boxes provided at item 1a(4) Unique Entity Number on page 2 of Form B. Do not enter "-" for business registration number, for example, if your business registration number is 521234-00X, fill in 52123400X. If you are a partner of a partnership business, enter your salary/ bonus/ CPF/benefits derived from the partnership in section 1b [PARTNERSHIP 1] on page 2. Do not enter this income in section 2 [EMPLOYMENT] on page 2. If you are carrying on a trade, business, profession or vocation, you are required to maintain, for at least 5 years, a proper set of books of accounts and other records of your business to enable us to ascertain your income and allowable business expenses readily. From YA2018, the total amount of personal income tax reliefs will be capped at \$80,000 per YA. You should continue to claim the personal reliefs if you have met the qualifying conditions. If the total amount of reliefs claimed exceeds \$80,000, the total tax reliefs will be capped at \$80,000.

Completing Page 2 of Form B and Appendix 1 on Multiple Trade Income

1. Trade, Business, Profession or Vocation	<p>a. Sole-Proprietorship/Self-Employed income (e.g. Insurance Agents, Taxi Drivers and Hawkers)</p> <ul style="list-style-type: none"> You are required to prepare certified statements of accounts (profit and loss account and balance sheet) and keep proper records of your business transactions as these can be required for verification. You are required to report the summary of your accounts as follows: Revenue Gross Profit/Loss Allowable Business Expenses Adjusted Profit/Loss For <u>revenue of \$500,000 or more</u>, you are required to submit a profit and loss account and a balance sheet certified by you as true and correct. For <u>revenue of less than \$500,000</u>, you are not required to submit the certified statement of account. For <u>revenue of \$100,000 or less</u>, you only need to report a 2-line statement i.e. Revenue and Adjusted Profit/Loss. <ul style="list-style-type: none"> If your financial accounts are maintained in a currency other than the Singapore dollar, you should ensure that the certified Statement of Accounts to be furnished to the Comptroller is prepared in that currency. However, the 4-line statement in your tax return should be declared in Singapore currency.
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	<ul style="list-style-type: none"> The Wage Credit Scheme (WCS) payments will be automatically included by IRAS and you do not need to separately declare the receipt.
<p>1. Trade, Business, Profession or Vocation (cont'd)</p>	<p>Revenue: this is the total receipts, before deduction of expenses, of your business during the accounting year ended 2017 and will include:</p> <ul style="list-style-type: none"> Sales proceeds from goods sold; Payment/fees received or receivable for services provided; Bills (paid or unpaid) sent to customers; The selling price of goods/materials expended for non-business use e.g. goods taken for your own use, or for your family or friends. <p>Gross Profit/Loss: this is the amount of revenue after deducting cost of goods sold. If your business does not involve the sale of goods, then the gross profit is equal to the amount of your revenue.</p> <p>Allowable Business Expenses: these are expenses incurred wholly and exclusively in the production of your income. Expenses based on estimates are not acceptable.</p> <p>For more information on the allowable and disallowable business expenses, please refer to www.iras.gov.sg > Businesses > Deductions for Self-Employed (Reliefs, Expenses, Donations) > Business Expenses.</p> <p>Calculating Capital Allowances</p> <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. Accelerated capital allowance instead of the initial and annual allowance mentioned above may be claimed on all plant and machinery (including motor cars, motorcycles, and light goods vehicles). 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) 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 disposed. If the business revenue is \$500,000 or more and you are claiming capital allowances against trade, business or professional income, please furnish the details of assets purchased/disposed of on a separate sheet. 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. <p>Adjusted Profit/Loss: this is the amount derived from gross profit/loss after deducting allowable business expenses and capital allowances.</p>

<p>2. Employment</p>	<p>b. Partnership</p> <ul style="list-style-type: none"> • Enter your share of divisible profit/loss, salary, CPF, interest, rent, other Singapore income, foreign income derived through partnership. • Please check with your precedent partner on your share of income from the partnership. • You can claim tax deduction on expenses such as subscriptions paid to professional bodies which are not charged to the partnership's profit and loss account provided that such expenses have not been claimed against your other income. • If you are the precedent partner of a partnership, you must also submit a separate partnership income tax return (Form P). • If you are a partner of more than one partnership, please complete Appendix 1 (Part 2) and transfer the total trade income from Section 3 therein to Section 1 item c on page 2 of Form B. <p>Employment Income Auto-Included in the Assessment (refer to www.iras.gov.sg for the list of employers participating in the Auto-Inclusion Scheme (AIS) for Employment Income)</p> <ul style="list-style-type: none"> • Do not give details of your employment income as we get this information directly from your employer. We will automatically include the information in your assessment. Enter a '0' instead. • Do not give details of your NSman pay as we get this information directly from MINDEF/Singapore Police Force/Singapore Civil Defence Force. Enter a '0' instead. <p>Employment Income NOT Auto-Included in the Assessment</p> <ul style="list-style-type: none"> • Enter the amount of salary, bonus, director's fees and other types of employment income as per your Form IR8A in items 2 (a) to 2 (d) respectively on Page 2 of Form B. Other employment income include part-time income, allowances, benefits-in-kind, gratuities, pension (excluding Singapore Government pension) and other taxable benefits in cash or in kind such as stock option gains, etc. • If you have not received your Form IR8A from your employer by 31 Mar 2018, you can give an estimate of your earnings for 2017. However, please send your Form IR8A to IRAS when you receive it. • Please send in the Form IR8A/S and/or Appendix 8A/8B if: <ul style="list-style-type: none"> (a) Your income tax is borne by your employer; or (b) You received stock option gains; or (c) You are claiming Not Ordinarily Resident (NOR) concession <p>Employment Expenses</p> <ul style="list-style-type: none"> • You can claim expenses incurred for official duties which were not reimbursed by your employer. For example, travelling expenses (other than expenses incurred on motor cars), entertainment expenses, subscriptions paid to professional bodies, Zakat Fitrah and Zakat Harta and Mosque Building Fund (other than those deducted through your salary if your employer is on the AIS for Employment Income). • Please attach with your tax return a schedule of the actual expenses incurred stating the nature of expense, date and amount incurred. Please retain all receipts for verification purposes and note that estimates are not acceptable. Do not enter a claim for Zakat Fitrah or Zakat Harta payment if you are an NRIC/FIN holder who has provided the information to the Majlis Ugama Islam Singapura (MUIS). The amount will be automatically deducted against your respective income source based on the information from MUIS.
<p>Other Income (Completing Page 4 of Form B)</p>	
<p>1. Interest</p>	<ul style="list-style-type: none"> • Do not declare interest received from any deposit with approved banks or licensed finance companies in Singapore as it is tax-exempt. • However, you are required to declare interest income from deposits with non-approved banks or finance companies which are not licensed in Singapore, pawnshops, loans to companies and persons, etc. • Please refer to the MAS website at https://masnetvc.mas.gov.sg/FID.html for the list of approved banks and licensed finance companies in Singapore.
<p>2. Rent from Property</p>	<ul style="list-style-type: none"> • The gross rent is inclusive of rental of furniture and fittings. You can claim expenses incurred solely to earn the rental income during the period of tenancy.

<p>2. Rent from Property (cont'd)</p>	<p>Reporting Rental Income</p> <ul style="list-style-type: none"> If you derived rent from renting: <ul style="list-style-type: none"> a property which is solely or jointly owned in 2017, please provide the details including the full amount of gross rent/expenses incurred and enter your share of the net rent based on legal ownership. a part of your property (e.g. 1 room), you are required to apportion the claimable expenses incurred based on the number of rooms rented out. Do not claim non-deductible expenses such as penalty imposed for late payment of property tax, payment of back year's property tax, expenses incurred to secure the first tenant (e.g. commission, advertising and legal costs), cost of initial purchase and depreciation of furniture and fittings, costs 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. To compute your rental income, you can refer to our 'Rental Calculator' at www.iras.gov.sg. <p>Claiming Rental Expenses For Tenanted Residential Property only</p> <ul style="list-style-type: none"> You can claim rental expenses incurred to derive passive rental income from a residential property in Singapore, based on either: <ul style="list-style-type: none"> Mortgage interest and an amount of deemed rental expenses at 15% of the gross rent, subject to conditions; or The amount of actual rental expenses incurred if this is more beneficial to you. A residential property does not include any property that has been given approval for any non-residential use (e.g. child care centre and workers' dormitory). For more information, please refer to the IRAS e-Tax guide "Simplification of Claim of Rental Expenses for Individuals" available in IRAS website. <p><u>For rental expenses based on the deemed rental expenses</u></p> <ul style="list-style-type: none"> We will automatically allow 15% of the gross rent as rental expenses. You are not required to keep records of the rental expenses incurred. You can also claim any mortgage interest incurred on the loan taken to purchase the property rented out. However, you are required to keep the supporting documents relating to the mortgage interest for at least 5 years for verification purposes. The deemed expenses basis must apply consistently to all other tenanted residential properties. <p>The deemed expenses basis is not applicable under the following circumstances:</p> <ul style="list-style-type: none"> You did not incur any deductible expense (apart from mortgage interest) in respect of the rental income derived; or You derived the rental income through a partnership in Singapore; or You derived the rental income from a property held under a trust. <p><u>If you opt to claim rental expenses based on the actual rental expenses incurred</u></p> <ul style="list-style-type: none"> Please retain supporting documents (e.g. tenancy agreements, bank mortgage statements, invoices and receipts) for at least 5 years for verification purposes. <p>Claiming Rental Expenses For Tenanted Non- Residential Property only</p> <p>You can only claim the actual rental expenses incurred. You are required to keep the supporting documents for at least 5 years for verification purposes</p>
<p>3. Royalty</p>	<ul style="list-style-type: none"> Royalty is income received for the right to use copyrights, patents, trademarks, etc. For royalties received for any literary, dramatic, musical or artistic work (except payment for work published in newspaper and periodicals), the taxable amount is the royalties or other payments remaining after allowable deductions or 10% of the gross amount, whichever is the less.
<p>4. Charge</p>	<ul style="list-style-type: none"> Charge includes income received under a deed or an order of court. Alimony and maintenance payment received by a female individual from her ex-husband, whether paid voluntarily or under a Court Order/Deed of Separation is exempt from tax.
<p>5. Estate / Trust Income</p>	<ul style="list-style-type: none"> Estate/trust income includes any income distribution (estate income) received from an estate under administration or your share of entitlement of income (trust income) from a private trust or an estate held in trust. For estate income, please declare the income in the year you received it. For trust income, please declare your share of the income in the year you are entitled to it. You are not required to declare capital distribution and exempt income.

6. Gains or Profits of an Income Nature not included under the above categories	<ul style="list-style-type: none"> • These include any income which does not fall within any of the other classifications of income stated above. • An example is dividends received from NTUC Healthcare Co-operative Ltd (excluding dividend received from NTUC Fairprice Co-operative and NTUC Income Insurance Co-operative Ltd which are auto-included).
8. Income Not Previously Reported	<ul style="list-style-type: none"> • If you have received income for any prior year that was not been previously reported (from 1 Jan 2013 onwards), please state the type of income, the date on which the income was received, the period which the income relates to and the amount of income. • For director's fees, state the date on which the fees were approved at the company's Annual General Meeting or Extraordinary General Meeting.

Completing Page 3 of Form B and Appendix 2: Personal Reliefs and Deductions	
General Information on Donations / Reliefs	<p>Donations/Reliefs Auto-Included in Tax Assessment</p> <ul style="list-style-type: none"> • You do not need to claim the following donations/reliefs. They will be auto-included in your tax assessment based on your eligibility and records from the relevant parties: <ul style="list-style-type: none"> (a) Donations made directly to approved Institutions of Public Character (IPCs) (b) Donations made to an approved IPC through salary deduction and your employer is on the AIS for Employment Income (c) Earned Income Relief (d) CPF Cash Top-Up (e) Supplementary Retirement Scheme (SRS) (f) NSman Relief (for NSman, wife or parent of NSman) <p>Donations/Reliefs NOT Auto-Included in Tax Assessment</p> <ul style="list-style-type: none"> • Please ensure that you meet all the qualifying conditions before you enter the amount of claim in the relevant boxes on Page 3 of Form B. • Penalties may be imposed for any wrongful claim of reliefs. We will disallow your claim and withdraw the relief upon review of your assessment. • If you are claiming the Handicapped-related tax relief(s) for the first time, please complete the "Application for Claim of Handicapped-Related Tax Reliefs" form downloadable from www.iras.gov.sg > Quick Links > Forms > Individuals.
5. Donations	<ul style="list-style-type: none"> • If your employer is not on the AIS for Employment Income, enter the amount of 2.5 times the value of the donation (rounded up to the nearest dollar) deducted through your salary, to an approved IPC. The donation amount is shown in the Form IR8A.
6a. Spouse / Handicapped Spouse Relief If you have claimed this relief, no other person is allowed to claim any other relief (e.g. Parent/Handicapped Parent Relief), other than Grandparent Caregiver Relief, on your spouse.	<p>Spouse Relief</p> <ul style="list-style-type: none"> • You can claim: <ul style="list-style-type: none"> (a) \$2,000 if you were living with or supporting your spouse in 2017; or (b) up to \$2,000 if you are legally separated from your wife and you have paid maintenance to her in the previous year under a Court Order/Deed of Separation. • The total deduction for Spouse Relief must not exceed \$2,000. • You cannot claim Spouse Relief if your spouse had an annual income of more than \$4,000 in 2017. For this purpose, the income includes taxable income (e.g. trade, employment, rental), tax-exempt income (e.g. bank interest, dividends and pensions) and foreign-sourced income (regardless of whether it has been remitted to Singapore). <p>Handicapped Spouse Relief</p> <ul style="list-style-type: none"> • You can claim: <ul style="list-style-type: none"> (a) \$5,500 if you have supported a physically or mentally handicapped spouse in 2017; or (b) up to \$5,500, if you are legally separated from your handicapped wife and you have paid maintenance to her in the previous year under a Court Order/Deed of Separation. • The total deduction for Handicapped Spouse Relief must not exceed \$5,500.

	<ul style="list-style-type: none"> A male resident individual is not allowed to claim any relief for the alimony he has paid to his ex-wife under a Court Order. 																
<p>6b. Child Relief</p> <p>If you have claimed this relief, no other person is allowed to claim any other relief (e.g. Handicapped Brother/Sister Relief), on the same child.</p>	<ul style="list-style-type: none"> You can claim Qualifying Child Relief (QCR)/Handicapped Child Relief (HCR) if you have a child born to you and your spouse/ex-spouse, a step-child or a legally adopted child. You can divide your claim amount for QCR or HCR as agreed between you and your spouse/ex-spouse. If you are claiming for the 5th and subsequent children, please provide the details on a separate sheet and enter the total claim in the 5th row of 6(b) on Page 3 of Form B. <p>Qualifying Child Relief (QCR)</p> <ul style="list-style-type: none"> You can claim \$4,000 for each unmarried child that you have supported, who was: <ul style="list-style-type: none"> (a) under 16 years old at any time during 2017; or (b) studying full-time at a school, college, university or other educational establishment in 2017 if the child was 16 years old and above; and (c) not having an annual income of more than \$4,000 in 2017. For this purpose, the income includes taxable income (e.g. trade, employment, NS pay/allowances and income from internship and attachment), foreign-sourced income (regardless of whether it has been remitted to Singapore) and <p>Handicapped Child Relief (HCR)</p> <ul style="list-style-type: none"> You can claim \$7,500 if you have supported an unmarried child who was physically or mentally handicapped in 2017. <p>Working Mother's Child Relief (WMCR)</p> <ul style="list-style-type: none"> A working mother who was married, divorced or widowed can claim WMCR for her unmarried child who was a Singapore citizen as at 31 Dec 2017 and has fulfilled all the qualifying conditions under QCR or HCR. 																
<p>6b. Child Relief (cont'd)</p>	<p>Total QCR/HCR + WMCR = \$50,000 per child* Total WMCR is capped at 100% of the mother's earned income</p> <p>*QCR/HCR, regardless of whether it is claimed by the father or mother, will be allowed first. WMCR will be limited to the balance after the QCR/HCR claim is allowed.</p> <ul style="list-style-type: none"> You must indicate the order for each child at item 6(b) on Page 3 of Form B. WMCR will then be calculated automatically based on your eligibility. 																
<p>6c. Parent Relief/ Handicapped Parent Relief</p>	<ul style="list-style-type: none"> You can claim this relief if you have supported your parents, grandparents or great-grandparents or those of your spouse in 2017. Your or your spouse's parents/grandparents/great-grandparents must have lived in Singapore[^] in 2017 and met all the following conditions: <table border="1"> <thead> <tr> <th>Conditions</th> <th>Parent Staying with any claimant</th> <th>Handicapped Parent Staying with any claimant</th> <th>Parent Not Staying with any claimant[#]</th> <th>Handicapped Parent Not Staying with any claimant[#]</th> </tr> </thead> <tbody> <tr> <td>55 years of age or above in 2017</td> <td rowspan="2">\$9,000</td> <td rowspan="2">\$14,000 (Age and income criteria are not applicable)</td> <td rowspan="2">\$5,500</td> <td rowspan="2">\$10,000 (Age and income criteria are not applicable)</td> </tr> <tr> <td>Not in receipt of annual income* of more than \$4,000 in 2017</td> </tr> <tr> <td>The amount of relief can be shared among all eligible claimants who wish to</td> <td colspan="2">If at least one of the claimants stays with the dependant, the amount of Parent or Handicapped Parent Relief to be shared is \$9,000 or \$14,000 respectively.</td> <td colspan="2">If none of the claimants stays with the dependant, the amount of Parent or Handicapped Parent Relief to be shared is \$5,500 or \$10,000 respectively.</td> </tr> </tbody> </table>	Conditions	Parent Staying with any claimant	Handicapped Parent Staying with any claimant	Parent Not Staying with any claimant [#]	Handicapped Parent Not Staying with any claimant [#]	55 years of age or above in 2017	\$9,000	\$14,000 (Age and income criteria are not applicable)	\$5,500	\$10,000 (Age and income criteria are not applicable)	Not in receipt of annual income* of more than \$4,000 in 2017	The amount of relief can be shared among all eligible claimants who wish to	If at least one of the claimants stays with the dependant, the amount of Parent or Handicapped Parent Relief to be shared is \$9,000 or \$14,000 respectively.		If none of the claimants stays with the dependant, the amount of Parent or Handicapped Parent Relief to be shared is \$5,500 or \$10,000 respectively.	
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	claim Parent / Handicapped Parent Relief for the same dependant(s)		
6d. Grandparent Caregiver Relief (GCR) You cannot claim this relief if someone else has claimed GCR for the same caregiver.		<ul style="list-style-type: none"> You can claim either Parent Relief or Handicapped Parent Relief but not both, for the same dependant, up to a maximum of 2 dependants. If the relief is shared, all claimants must agree on the basis of apportionment before claiming Parent/ Handicapped Parent Relief for the same dependant(s). Otherwise, the Comptroller of Income Tax will apportion the relief equally among all claimants. If you have claimed this relief, no other person is allowed to claim any other reliefs (e.g. Spouse Relief), other than Grandparent Caregiver Relief, for the same dependant(s). <p>^ "Lived in Singapore" means that the dependent is staying in Singapore permanently, except for temporary absences (e.g. short overseas vacation) in 2017. In case of a foreign dependant: generally, if he/she stays in Singapore for a period at least 8 months in 2017, he/she will be regarded as living in Singapore.</p> <p>* Income includes taxable income (e.g. trade, employment, rental), tax-exempt income (e.g. bank interest, dividends and pensions) and foreign-sourced income (regardless of whether it has been remitted to Singapore).</p> <p># If they did not live with you in the same household in Singapore, you must have incurred at least \$2,000 to support each of them in 2017.</p>	
6e. Handicapped Brother/Sister Relief You cannot claim this relief if someone else has claimed any other reliefs (except GCR), for the same sibling(s) or sibling(s)-in-law.		<ul style="list-style-type: none"> You can claim a deduction of \$3,000 against your earned income for one of your or your spouse's/ex-spouse's parent or grandparent if you are a working mother who is married, divorced or widowed. In addition, your or your spouse's/ex-spouse's parent or grandparent was: <ul style="list-style-type: none"> (a) living in Singapore in 2017; and (b) looking after any of your children* who was a citizen of Singapore and was 12 years old or younger in 2017; and (c) not carrying on any trade, business, profession, vocation or employment during the year 2017. Indicate your claim for GCR at item 6(d) on Page 3 of Form B. *Refers to a child who was born to you and your spouse/ex-spouse, a step-child or a legally adopted child. 	
6f. Provident Fund		Compulsory Contributions to CPF/Approved Pension or Provident Fund by Singapore Citizens and Singapore Permanent Resident Employees <ul style="list-style-type: none"> Such contributions must not be more than the statutory contributions under the CPF Act. <ul style="list-style-type: none"> (a) The ordinary wage ceiling for CPF contributions is \$6,000 per month. (b) The total ordinary wages (OW) ceiling will be capped at \$72,000 (i.e. 12 months x \$6,000) per year and the overall income cap on compulsory CPF contributions is \$102,000 (i.e. 17 months x \$6,000). (c) Additional wages will be capped at an amount equal to the difference between \$102,000 and the amount of OW. Do not claim this relief if any of your employment income is auto-included as we get this information directly from your employer who is on AIS. 	

	<p>Voluntary contributions to one's own Medisave Account If you were a Singapore Citizen or Singapore Permanent Resident in 2017, you can claim your voluntary cash contribution within the annual CPF contribution cap of \$37,740 (i.e. 17 months x \$6,000 x 37%) and within your basic healthcare sum, that is specifically directed by you to be paid to your own Medisave Account. Such voluntary contribution must not have been claimed by you as a self-employed person.</p> <p>Compulsory Contributions to CPF by Self-Employed Persons (Medisave Contribution) If you are a self-employed person (Singaporean or Singapore Permanent Resident), you are required to make compulsory Medisave contribution if you earned a net trade income of more than \$6,000 in 2017. For more details on the Medisave contribution rates, please refer to the CPF Board website at https://www.cpf.gov.sg.</p> <p>The total tax relief for your compulsory and voluntary CPF contributions will be capped at 37% of your net trade income assessed or \$37,740 whichever is the less. This relief will automatically be included based on the contribution records transmitted by CPF Board.</p>
<p>6g. Life Insurance</p>	<ul style="list-style-type: none"> • You can claim the insurance premiums that you have paid for insurance policies on your life or your wife's life. • Premiums paid for insurance policy on your child's life are not allowed. • To claim this relief, your total compulsory employee CPF contribution, self-employed Medisave/Voluntary CPF contribution and voluntary cash contribution to your Medisave account in 2017 is less than \$5,000 and you must have paid the insurance premiums in 2017. • If your policies are taken on or after 10 Aug 1973, the insurance company must have an office or branch in Singapore. • You may claim the lower of: (a) the difference between \$5,000 and your CPF contribution; or (b) up to 7% of the insured value of your own/your wife's life or the amount of insurance premiums paid.
<p>6h. Course Fees</p>	<p>You can claim the actual course fees incurred, up to a maximum of \$5,500 if you have:</p> <ul style="list-style-type: none"> (a) studied any course or attended any seminar/conference in 2017: (i) leading to an approved academic, professional or vocational qualification; or (ii) relating to your current trade, business, profession, vocation or employment; or (b) completed any course, seminar/conference between 1 Jan 2015 and 31 Dec 2016 and this course, seminar/conference is related to your new trade, business, profession, vocation or employment that commenced in 2017. <ul style="list-style-type: none"> • Allowable course fees include registration fees or enrolment fees, examination fees, tuition fees and aptitude test fees (for computer courses). You cannot claim living expenses, expenses for textbooks, travelling expenses and any amount paid or reimbursed by your employer/ any other organisation for the course. • This relief does not apply to polytechnic/university graduates for their polytechnic/university course fees if they have never exercised any employment or carried on any trade, business, profession or vocation before. Vacation jobs or internships are not considered employment for the purpose of this relief. <p>If your assessable income is less than \$22,000, you can defer your claim for course fees. Please visit www.iras.gov.sg for more details.</p>
<p>6i. Foreign Maid Levy (FML)</p>	<p>You can claim twice the amount of FML paid for one maid in 2017 against your earned income if you were:</p> <ul style="list-style-type: none"> (a) a married woman who lived with your husband in 2017; or (b) a married woman and your husband was not resident in Singapore in 2017; or (c) separated from your husband, divorced or widowed and in 2017, had children who lived with you and for whom you could claim child relief. <p>It does not matter whether the levy was paid by you or your husband. You can claim the lower of the following:</p> <ul style="list-style-type: none"> (a) twice the amount of FML paid, up to \$1,440 (if you qualify for the concessionary levy of \$60 per month) or \$6,360; or (b) the amount of your earned income.

Parenthood Tax Rebate (PTR)*	You can claim PTR if you are a married, divorced or widowed tax resident of Singapore who has a child:
	<ul style="list-style-type: none"> (a) born to you and your spouse/ex-spouse in 2017; or (b) legally adopted in 2017 before he/she reached 6 years of age; or (c) born to you and your spouse/ex-spouse before you were married to your spouse/ex-spouse and your marriage was registered before your child reached 6 years of age.
	The child must be a Singapore Citizen:
	<ul style="list-style-type: none"> (a) at the time of birth or within 12 months thereafter; or (b) at the time of legal adoption or within 12 months thereafter; or (c) at the time of the marriage of his/her parents or within 12 months thereafter.
	<ul style="list-style-type: none"> • The order of your children is determined based on the date of birth, date of legal adoption or date of marriage of parents, as the case may be, for all your children in the same household regardless of whether the child is a qualifying child for the purpose of PTR. • Any sibling who is deceased shall be taken into account in determining the number of siblings a child has at the time of his/her birth, adoption or marriage of his/her parents, as the case may be. • The amount of rebate is: <ul style="list-style-type: none"> (a) 1st child: \$5,000; (b) 2nd child: \$10,000; (c) 3rd and subsequent child: \$20,000 per child
	<p>You and your spouse can share the PTR based on an apportionment agreed by both of you. The PTR can be offset against your and/or your spouse's income tax. If the income tax payable for that YA is less than the rebate, any unutilised rebate will be automatically offset against the income tax payable for subsequent years until the rebate has been fully utilised.</p>
	<p>If you are claiming PTR for the first time, complete item 7 in Appendix 2 and send in a photocopy of the following, if applicable:</p>
	<ul style="list-style-type: none"> (a) legal adoption papers in the case of an adopted child; and/or (b) marriage certificate for marriage registered outside Singapore.
	<ul style="list-style-type: none"> • To avoid double claims for PTR, no child will be considered as a member of two households. Thus, children from a previous marriage will be included in the family unit of only one parent after taking into consideration the rights of custody, care and control and the living arrangements of the child.
	<ul style="list-style-type: none"> • Any unutilised amount can be transferred online at myTaxPortal from your account to your spouse's account.
	<ul style="list-style-type: none"> ❖ If your qualifying child is given up for adoption to another family, you and your spouse will forfeit the remaining PTR balance in respect of this child from the YA following the year the child is given up for adoption.
	<ul style="list-style-type: none"> ❖ Divorcees are allowed to continue utilising their PTR balances after their divorce. If the divorcee has remarried, he/she will not be allowed to share his/her PTR balances for a child from a previous marriage with his/her new spouse.