INLAND REVENUE
AUTHORITY
OF SINGAPORE

IRAS e-Tax Guide

Submission of Income Information by Commission-Paying Organisations

Published by
Inland Revenue Authority of Singapore

Published on 17 Oct 2025

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1. Aim

1.1. This guide outlines the responsibilities of commission-paying organisations that have been notified by IRAS to collect, retain and submit identification and income information of self-employed persons.

2. At a glance

2.1. From Year of Assessment 2024, commission-paying organisations that receive written notices from IRAS are required under Section 68A of the Income Tax Act 1947 to collect, retain and submit identification and income information of self-employed commission agents to IRAS. IRAS will then automatically pre-fill the transmitted income information into the commission agents' Individual Income Tax Returns.

2.2. This guide covers:

- the overview of requirements under Section 68A of the Income Tax Act 1947;
- the guiding principles on collection and submission of identification and income information of self-employed commission agents; and
- the information to be collected and submitted to IRAS by commission-paying organisations.

3. Glossary

3.1. The following terms and acronyms are used through this guide.

IRAS	Inland Revenue Authority of Singapore
ITA	Income Tax Act 1947
Agent	A person who acts for another person
Commission	An amount of money that is paid to another person for selling goods or services and that increases with the amount of goods or services that are sold
FAQ	Frequently Asked Questions
FEDR	Fixed Expense Deduction Ratio
Intermediaries	Refers to commission-paying organisations that make payments to self-employed commission agents
NFS	No-Filing Service
Related party	Under Section 2 of the ITA, related party, in relation to a person (X), would refer to: • a person who directly or indirectly controls X • a person who is being controlled directly or indirectly by X; or • a person, who together with X, is directly or indirectly under the control of a common person.
Representative	A person who represents another or others in some special or particular capacity, or standing for or in place of another or others.
SEPs	Self-employed persons In this guide, the term refers to <u>only individuals that entered into</u> an agreement or arrangement with a commission-paying organisation to carry on any trade, business, profession or vocation for which they derive income chargeable to tax under the Income Tax Act 1947. In the context of this guide, this would include both registered SEPs (e.g. sole-proprietorships) and non-registered SEPs (e.g. freelancers)[1].
Written notices/ Notices	Refers to notices issued by IRAS informing intermediaries to collect, retain and submit identification and income information of self-employed commission agents: 1) Notice to Collect and Retain Identification Information and Income Information under Section 68A(2)(a) of the Income Tax Act 1947 2) Notice to Submit Identification Information and Income Information under Section 68A(2)(b) of the Income Tax Act 1947

[1] In the context of this guide, partners in a partnership would not be included within the scope of SEPs. To ease compliance efforts on intermediaries, they are not required to collect, retain and submit information for partnerships for now.

4. Background

4.1. To simplify tax filing and ease compliance for SEPs, IRAS introduced the pre-filling of income initiative. This process involves obtaining income information from intermediaries, such as commission-paying organisations, and automatically pre-filling the SEPs' Individual Income Tax Returns using the income information transmitted by intermediaries.

4.2. To extend the benefits of simplified tax filing to more SEPs, Section 68A of ITA was introduced in 2023 to mandate collection, retention and submission of income information by intermediaries, by way of written notices.

4.3. IRAS will adopt a phased implementation approach to onboard intermediaries, starting with commission-paying organisations.

4.4. The envisaged benefits include:

To commission-paying organisations	To self-employed commission agents
✓ Ensure greater accuracy in the organisations' records, which in turn: • minimise potential disputes with SEPs regarding their income; and • help organisations better comply with IRAS' record-keeping requirements on expenditures.	✓ Easy and convenient for SEPs to file the Income Tax Returns as the commission income is pre-filled ✓ Minimise errors during the self-declaration process ✓ Allow automatic computation of business expenses based on the FEDR if the qualifying conditions are met ✓ Qualifying SEPs will not be required to file their Income Tax Returns if they are selected for NFS ✓ Facilitate administration of future government grants for SEPs, if any

5. Overview

Section 68A(2) of ITA

5.1. Under Section 68A(2)(a), IRAS may by written notice require any person (X) that falls within a prescribed class of persons to collect and retain for a period not exceeding 5 years, specified identification and income information of any person or each person within a class (Y) that entered into an agreement or arrangement with X for Y to carry on any trade, business, profession or vocation where Y derives income chargeable under the ITA; and

5.2. Under Section 68A(2)(b), IRAS may by written notice require X to provide IRAS any retained information of Y in a form and manner and within the time specified in the notice.

Income Tax (Section 68A - Prescribed Classes of Persons) Rules 2023

5.3. Intermediaries that have received written notices from IRAS are required to comply with Rule 2(1) of the Income Tax (Section 68A - Prescribed Classes of Persons) Rules 2023.

5.4. Under Rule 2(1), Section 68A of ITA applies to any person (X) who has entered into an agreement or arrangement with another person (Y) under which X, or a related party of X, pays a commission, fees, or similar payment to Y to:

- act as an agent or representative of X or a related party of X, in the supply of goods or services by X to another person [Rule 2(1)(a)]; or
- promote the supply of goods or services by X or a related party of X, to another person [Rule 2(1)(b)].

5.5. IRAS has developed a set of guiding principles to ease the compliance efforts of intermediaries. These principles aim to provide clarity on the scope of information that commission-paying organisations should collect and submit. Further details on the guiding principles of Section 68A(2) of ITA and Rule 2(1) can be found in Section 6 of this guide.

6. Guiding Principles

Type of Persons to be included

6.1. In both Section 68A(2) of the ITA as well as under Rule 2(1), X would refer to the commission-paying organisation, while Y would typically refer to the commission agent, but could also cover persons beyond commonly known ‘commission agents’, as long as the commission-paying organisations have an arrangement or agreement with the person as described in the rule.

6.2. As part of the arrangement or agreement, Y would have to be deriving trade, business, profession, or vocation income, which are sourced and taxable in Singapore.

6.3. Rule 2(1)(a) applies where Y is either an “agent”, a “representative” of X or X’s related party, while Rule 2(1)(b) applies where Y is engaged by X or X’s related party.

6.4. Intermediaries who receive collection notices under Section 68(2)(a) of the ITA are required to comply only with the collection obligations stated in their respective notices. These notices will specify the agreements or arrangements to which their Section 68A obligations apply.

6.5. Examples of persons Y who have received commission, for whom commission-paying organisations X are required collect and submit information for, include but are not limited to the following:

Person Y	Person X
Real estate agent	Organisation that falls under one of the following categories: • Real estate agency/ Realty firm/ Property agency • Property/ Real estate consultancy/ brokerage
Insurance agent	Organisation that falls under one or more of the following services: • Insurance (Life and General) • Reinsurance (Life and General)
Financial advisor/ Remisiers	Organisation that falls under one of the following categories: • Securities and brokerage firm • Investment firm • Asset Management firm • Wealth Management firm • Bank
Distributor	Multi-level Marketing (MLM) organisation

Sale agent/ Sale representative	Organisation that falls under one of the following categories: • Management & Consultancy Services • Employment Agency • Transport/ Logistics firm • Healthcare Services (e.g., dental clinic, private clinic) • Hospitality and Events (e.g. MICE, event management, tourism) • Wholesaler/ Manufacturer

6.6. Organisations that are not included in the above list but pay commission or similar payments to self-employed individuals are encouraged to voluntarily inform IRAS. Organisations can inform IRAS by completing the form at go.gov.sg/iras-self-declaration-form to register to receive IRAS' notices to collect and submit the identification and income information of the commission agents. This proactive approach ensures compliance from the organisations and allows more SEPs to benefit from having their income information pre-filled in their Income Tax Returns.

Type of persons to be excluded

6.7. Intermediaries are not required to collect, retain and submit information for:

S/N	Type of persons to be excluded	Examples
A	Employees who are under a contract of service with the intermediary[2]	Commission paid to a car sales representative who is employed as an employee of the organisation.
b	Non-individual commission agents. This includes companies and partnerships. Should intermediaries be required to provide information for these entities in future, IRAS will provide written notice in advance	Commission or fees paid to real estate agents who operate as a company or partnership.
c	Third party vendors or contractors (including individuals) that are engaged by the intermediary to supply specific goods or services to the intermediary.	• Payments or fees paid to a marketing agency for advertisement • Payment or fees paid to engage a social media influencer or via a 3rd party

[2] For commission paid to an agent or representative who is an employee of the organisation, the organisation/employer should declare such income in the employee's Form IR8A. If the organisation/employer is participating in the Auto-Inclusion Scheme (AIS) for Employment Income, it will submit its employees' income information directly to IRAS electronically.

	This includes vendors or contractors that receive payment or fees to promote the goods or services of X	agency for marketing or promotional campaigns • Payments or fees paid to a professional service provider for outsourced HR and payroll services • Payment of fees paid to an external training provider who is not a self-employed commission agent of the organisation
d	Persons (including individuals) who do not have a contract for services with X	Referral fees paid to individuals for referring sale leads or businesses to the intermediaries <u>Such scenarios include:</u> • Referral fees paid to consumers for referring their family/ friends to join an online selling/ online payment platform. • Fees paid to a family/ friend for tenancy referral, where the individual is doing such referral on an ad-hoc basis and is not carrying on a trade, business, or vocation as a real estate agent
e	Overseas commission agents (including individuals) who do not: • carry out work in Singapore; or • have a permanent establishment[3] in Singapore.	Commission paid to an individual multi-level marketing (MLM) distributor who is • based entirely overseas; • did not perform any services in Singapore, and • do not have a fixed place of business in Singapore

[3] Permanent establishment refers to a fixed place of business through which the business of an enterprise is wholly or partly carried on and normally includes a place of management, a branch, an office, etc.

Summary on type of person to collect, retain and submit information for

To collect, retain and submit for	Do not collect, retain and submit for
✓ Individual commission agents who are SEPs carrying on a trade, business, profession or vocation	× Individual who are not carrying on trade, business, profession or vocation (e.g. employees, consumers who receive fees for making ad-hoc referrals)
✓ Overseas individual commission agents who: • carried out work in Singapore; or • have a permanent establishment in Singapore	× Overseas commission agents who: • did not conduct any work in Singapore; or • did not have a permanent establishment in Singapore
	× Non-individual commission agents (e.g., companies and partnerships)
	× Third party vendors or contractors

Threshold on number of commission agents

6.8. IRAS will onboard commission-paying organisations in phases, starting with organisations that make payments to **20 or more** commission agents. This is to ease the transition of commission-paying organisations into the mandatory requirements of collection and submission of information to IRAS.

6.9. IRAS will identify organisations that may make payments to self-employed commission agents. These organisations will be requested to inform IRAS at go.gov.sg/iras-self-declaration-form of the number of individual self-employed commission agents that they make payment to within the calendar year. If they make payments to **20 or more** commission agents, they will then receive the notices to collect, retain and submit the identification and income information to IRAS.

6.10. Commission-paying organisations that make payments to less than 20 self-employed commission agents within a calendar year (January to December) may wish to voluntarily submit identification and income information to IRAS can register at go.gov.sg/iras-self-declaration-form by 30 September every year. They will subsequently receive IRAS notices to collect and submit the identification and income information of the self-employed commission agents. For more information on voluntary registration, please refer to Annex B.

6.11. Organisations that have been submitting identification and income information of commission agents to IRAS annually will continue to submit the income information to IRAS, regardless of the number of commission agents that the organisation makes payment to. This is because these organisations have already eased into the collection and submission requirements, and this will also ensure that the SEPs who are currently enjoying pre-filling and possibly NFS will continue to do so.

7. Preparing and submitting Information to IRAS

Type of identification information

7.1. Intermediaries are required to collect and submit the following identification information of self-employed commission agents:

Individual	Sole-proprietorship
• Identification Number (e.g., NRIC number/ FIN/ Passport number) • Full Name • Date of Birth • Nature of Activity[4]	• Identification Number (i.e. UEN) • Registered Name • Nature of Activity[4]

7.2. Intermediaries may use the Excel submission template to track records and upload it via the 'Submit Self-Employment Income Records' digital service for submission to IRAS.

Type of income

7.3. Section 68A(2)(a) of the ITA allows IRAS to require intermediaries to collect and submit income other than commission, fees or similar payment that are paid or payable to commission agents from carrying on a trade, business, profession or vocation in Singapore, as specified in the written notice.

7.4. Non-exhaustive examples of other income include but are not limited to the following:

a) Trainer's fees[5] (e.g. trainer's fees paid to self-employed commission agents for conducting seminars to other agents)
b) Retail profits (e.g. margin earned by Multi-Level Marketing (MLM) agent from the sales of the MLM agencies' products and services)
c) Referral fees (e.g. fees for introducing new customers)
d) Allowances (e.g. marketing, entertainment and travel allowance provided to the commission agent)
e) Incentives
    - To motivate the commission agents to perform (e.g. to increase sales of product)
    - To reward the commission agent's performance (e.g. rewards for meeting sales targets, performance bonuses)

[4] Examples are nature of activity of commission agents are Insurance agent, Real estate agent, Distributor. Please refer to the Excel submission template for the full list which organisations should indicate when submitting the information to IRAS.
[5] Trainer's fees are only reportable if they form part of the commission agent's service agreement or arrangement with the intermediary. If the organisation has engaged a trainer as a vendor/ contractor under a separate arrangement, they are excluded from the scope of collection and submission under Paragraph. 6.6(c). For details, please refer to Annex A – FAQ 2(h).

Submission of information

7.5. Organisations that have received the Notice to Collect and Retain Identification Information and Income Information under Section 68A(2)(a) of the ITA are required to collect and retain identification and income information of their commission agents. The Notice will be sent to organisations prior to the year where they are required to start collecting and retaining the information. For instance, Company A that received a notice from IRAS in November 2025 will have to collect and retain the income information from January 2026 onwards.

7.6. Organisations that have received the Notice to Submit Identification Information and Income Information under Section 68A(2)(b) of the ITA are required to submit identification and income information of their commission agents earned from January to December in the preceding year to IRAS[6]. The Notice will be sent to organisations prior to the year that they are required to submit the information to IRAS. For instance, Company A that received a notice from IRAS in November 2025 will have to submit the income information for January to December 2026 to IRAS by 1 March 2027.

7.7. The **due date** to submit the identification and income information is **1 March** every year. Organisations can start submitting the required information from 2 January and are encouraged to submit the information early by 8 February to enable your eligible commission agents to benefit from No-Filing Service (NFS), which means potentially doing away with the need to file a tax return. Doing so after 8 February will mean that they no longer be eligible for NFS.

7.8. For more information on submission of identification and income information to IRAS, please refer to Annex B.

8. Contact Information

8.1. For enquiries or clarification on this guide, please contact us via myTax Mail at myTax Portal or submit an enquiry form at go.gov.sg/iras-commission-enquiry.

[6] These companies would have received the 'Notice to Collect and Retain Identification Information and Income Information' in prior years.

Annex A – FAQs on Preparing of Information

1. What are taxable for the commission agents and should be included as their income?

S/No	Questions	Answers
a.	Should benefits-in-kind (e.g. vouchers, accommodation, and flight tickets) given to commission agents after achieving a target be included in the submission?	Yes, if the benefits-in-kind were given to reward the commission agents for their services rendered.
b.	Should lucky draw prizes received from the commission-paying organisations be included in the submission?	Lucky draw prizes that the commission agents received from company events are generally not taxable as they are once-off gifts given to foster goodwill/ relationship. Therefore, they need not be included as part of the income earned by the commission agent.
c.	Should rebates (e.g. rebates given when a specific targeted sales amount is achieved) given to commission agents be included in the submission?	Yes, these rebates (including cash and product rebates) are taxable as they are rewards in recognition of the performance and service provided by the commission agents.
d.	Should reimbursements and subsidies of personal expenses incurred by the commission agents (e.g. medical fees, car park charges) be included in the submission?	Yes, reimbursements and subsidies provided by the organisations are taxable on the agents as they are a form of incentive payments. They should be reported as part of the income of the agents.
e.	Commission-paying organisations provide commission agents with letterheads, stationery, name cards and items related to their office (e.g. telephone, furniture and fixtures). should these be included in the submission?	No, these items are provided to the commission agents to enable them to carry out their activities as an agent and are not taxable benefits.
f.	To incentivise and retain the commission agents, the commission-paying organisation takes up a group insurance policy for them and pays for the premiums. Should the premiums be included in the submission?	Yes, the insurance premiums paid by the commission-paying organisations are taxable benefits as they are incentives provided to the commission agents.

g.	The commission-paying organisations may reimburse the agency leaders for expenses they have incurred such as roadshows initiated and organised by the agency leaders and exam fees of their downlines, if certain targets set by the commission-paying organisations are met. Should these reimbursements be included in the submission?	Yes, such reimbursements are taxable on the agency leaders as they are incentives to motivate and reward them for meeting targets. Therefore, the reimbursed amounts should be included in the submission. However, the agency leaders can claim the expenses they have incurred as deductions in their Individual Income Tax Returns if qualifying conditions are met.
h.	Should ceding commission or brokerage paid to commission agents be reported to IRAS?	Yes, commission-paying organisations are required to submit details for ceding commission and brokerage paid to commission agents.
i.	Should cash tokens of appreciation given for sales referral be included in the submission?	Yes, information on such payments should be included in the submission.

2. Whose commission income information should be included?

S/No	Questions	Answers
a.	When is commission considered as income earned?	Commission is considered as income earned and should be submitted to IRAS when it is accrued (due and payable) to the agent, regardless of the payment date, (i.e. once there is a liability to pay to the commission agent for the services rendered). **For payment contingent upon meeting of future conditions** If the payment is conditional on the performance of the commission agent (e.g. achieving a certain target and/or length of service), the commission is considered accrued when the target has been achieved and the payment information should be submitted to IRAS. However, if such payment is paid in advance before the conditions are met, the commission will be submitted to IRAS at the time of payment. Please see point (b) below if there is a recovery of payment.
b.	How should commission-paying organisations report the commission income if the amount is subsequently recovered from the commission agents?	There are generally 3 types of situations where the commission income is subsequently recovered from the commission agents: • Claw back of commission, bonus and incentives due to refunds of premiums to policyholder • Claw back of sign-on bonus • Balanced Scorecard adjustments To simplify tax compliance, commission-paying organisations can deduct the amount recovered from the commission agent against the agent's gross commission income and submit the net amount to IRAS in the year the amount was recovered from the agent.

		Commission-paying organisations are strongly encouraged to include, as part of their internal process, a note in the commission agents' annual statement of income/ earnings (that the organisation will prepare for their commission agent) for the year in which the adjustment is made. While this annual income statement is not a statutory requirement for the purpose of submission to IRAS, organisations are highly encouraged to inform the commission agents that the amount recovered has been deducted against their annual gross commission income and remind them not to claim the amount recovered as an allowable business expense when filing their tax returns.
c.	Should gross income submitted by the commission-paying organisations include GST?	No, GST does not form part of the income of the commission agent and should not be included in the submission.
d.	Should commission income be reported in Singapore or foreign currency? What is the exchange rate that we should use?	Commission income should be reported in Singapore currency. Commission-paying organisations may consolidate the amount of commission in foreign currency accrued to a commission agent in a year and apply any of the following rate to compute the commission in Singapore currency equivalent: • The exchange rates recorded in their books, or • The average exchange rates published by the Monetary Authority of Singapore (MAS), which can also be found in the Exchange Rate Search Function on IRAS' website.

e.	What is the commission amount to be submitted if the commission-paying organisations have deducted fees (e.g. for the use of office space, telephone charges) from the gross commission earned by the commission agents?	The commission-paying organisations should submit the gross commission before deductions. The commission agents can claim the allowable business expenses that they have incurred as tax deductions against the commission income when they are filing their Income Tax Returns, provided that the expenses are incurred and wholly and exclusively to earn the commission incomes and such expenses are not specifically disallowed under the ITA. For details and examples of allowable business expenses, please refer to IRAS website on Business expenses and deductions.
f.	How should commission-paying organisations (e.g. real estate agencies) submit co-broking transactions for their commission agents (e.g. salesperson)?	If Salesperson A has entered into a co-broking deal with Salesperson B through their respective real estate agencies, both salespersons will receive their share of commission (co-broking fees) from their own real estate agencies for the services they rendered. The real estate agencies should submit the commission earned by their respective salesperson to IRAS.
g.	Should MLM agencies submit the commission information of agents who purchase solely for private consumption? How should they submit the commission information if they are able/ unable to segregate their agents between consumers (i.e. those purchasing solely for private consumption) and distributors?	For MLM agencies who are able to segregate their agents between consumers and distributors*, they should only submit the commission information of distributors and not those who made purchases for private consumption. These agencies would need to inform IRAS by submitting a form at go.gov.sg/iras-commission-declaration. This needs to be done before the submission of the commission information for that year. Further instructions on

		submission would be provided from IRAS thereafter. However, if the agency is not able to segregate their agents into distributors and those who purchase solely for private consumption, the agency is required to submit commission information for <u>all</u> their agents. **The MLM agency must have proper systems and controls to ensure accurate segregation.*
h.	The commission agent (e.g. insurance/ real estate agent) may also be paid trainer fees for conducting seminars to the agents. How should the commission-paying organisations report such trainer's fees?	The commission-paying organisations should include all trainer's fees as part of the commission agents' income when submitting their income information to IRAS.
i.	How should commission-paying organisations submit income information for joint membership (e.g. Multi-Level Marketing's joint membership)?	Commission agents under joint membership should inform their commission-paying organisations on their share of commission income earned by the respective joint account holders and commission-paying organisations should submit the commission income based on the share of each commission agent accordingly. If the commission agents have not informed the commission-paying organisations of their share of commission income, the commission-paying organisations may submit the commission income of the commission agents based on the organisation's stipulated allocation. If the commission agents disagree with the income submitted, they should inform the commission-paying organisations of the correct share of commission income earned by the respective account holders. The commission-paying

		organisations will be required to submit an amendment file to IRAS. Please refer to amend submitted commission income records for more information.

Annex B – FAQs on Collection and Submission of Identification and Income Information

1. What do I need to do if I have received IRAS' notices/ letters but I did not pay/ will not be making payments to commission agents?

For organisations that received the "Declaration Form for Organisations Engaging Self-Employed Commission Agents" letter from IRAS	For organisations that received the "Notice to Submit Identification Information and Income Information" from IRAS
Complete the declaration form at go.gov.sg/iras-self-declaration-form. Select 'No' when completing Questions 4 of the form and declare that your organisation did not make commission payment to self-employed commission agents (who are not your employee) in the current year	Select the 'NIL submission' option when you are submitting your commission records to IRAS via myTax Portal for the year(s) in which your organisation did not make commission payments to self-employed commission agents. However, if your organisation will also not be making payment to self-employed commission agents in the future, please complete a one-time declaration form at go.gov.sg/iras-commission-declaration so that we can withdraw your organisation from the mandatory submission requirement going forward. When your organisation starts to make commission payments in the future, please inform IRAS by submitting a new registration form at go.gov.sg/iras-self-declaration-form.

2. My organisation did not receive any IRAS notices to collect and submit identification and income information of self-employed commission agents, even though my organisation made payment to such agents. Am I required to submit the information of my commission agents to IRAS?

Your organisation is not required to collect, retain and submit the self-employed commission agents' information to IRAS if your organisation:

- Did not receive any written notice from IRAS; and/ or
- Did not make payment to **20 or more** self-employed commission agents.

If your organisation makes payment to **20 or more** self-employed commission agents but did not receive the written notices, you can inform IRAS by completing the declaration form at go.gov.sg/iras-self-declaration-form so that

IRAS can subsequently send you Notices to collect and submit their identification and income information to IRAS.

Notwithstanding, organisation that did not receive notices and make payment to **less than 20** self-employed commission agents may still voluntarily register to submit their information by completing the declaration form at go.gov.sg/iras-self-declaration-form. IRAS will follow up via email and send you notices to collect, retain and submit their identification and income information to IRAS.

3. My organisation makes payments to less than 20 commission agents but wishes to voluntarily submit the agents' income information to IRAS. What should I do?

For voluntary submission of income information, please complete the registration form at go.gov.sg/iras-self-declaration-form. Upon successful registration, your organisation will receive an email and notices from IRAS providing further details on the submission process.

4. When do I submit the identification and income information of my commission agents to IRAS?

Organisations can start submitting the required information from 2 January, and the due date to submit the required information is 1 March every year.

Organisations are strongly encouraged to submit the information early by 8 February to enable your eligible commission agents to benefit from No-Filing Service (NFS), which means potentially doing away with the need to file tax returns.

5. How do I submit the identification and income information of my commission agents to IRAS?

Organisations can submit the required information electronically to IRAS via the following digital modes:

a. Via 'Submit Self-Employment Income Records' digital service at myTax Portal; or
b. Application Programming Interface (API)

For more information on the submission process, please refer to submit commission records on IRAS' website.

6. What should you do if your commission agents inform you that the pre-filled income in their electronic Income Tax Returns differs from their records?

Organisations should find out what are the reasons for the discrepancy. If the income difference is due to an error in the transmitted amount, the organisation must submit an amendment to IRAS. Please refer to amend submitted commission income records for more information.

If the amended records submitted by the intermediaries are not reflected in their tax return by the filing due date (i.e.18 April), the commission agent should amend the 'Revenue' field to reflect the correct amount and submit the Income Tax Return by 18 April to avoid late filing penalties.

7. How long does it take for the amended commission income to be reflected in the individual Income Tax Return of the commission agents?

Commission agents may view the amended income information in myTax Portal 5 working days after the organisation has submitted the amended records to IRAS. If the amended records submitted by the intermediaries are not reflected by the filing due date (i.e. 18 April), the commission agent should amend the 'Revenue' field to reflect the correct amount and submit the Income Tax Return by 18 April to avoid late filing penalties.

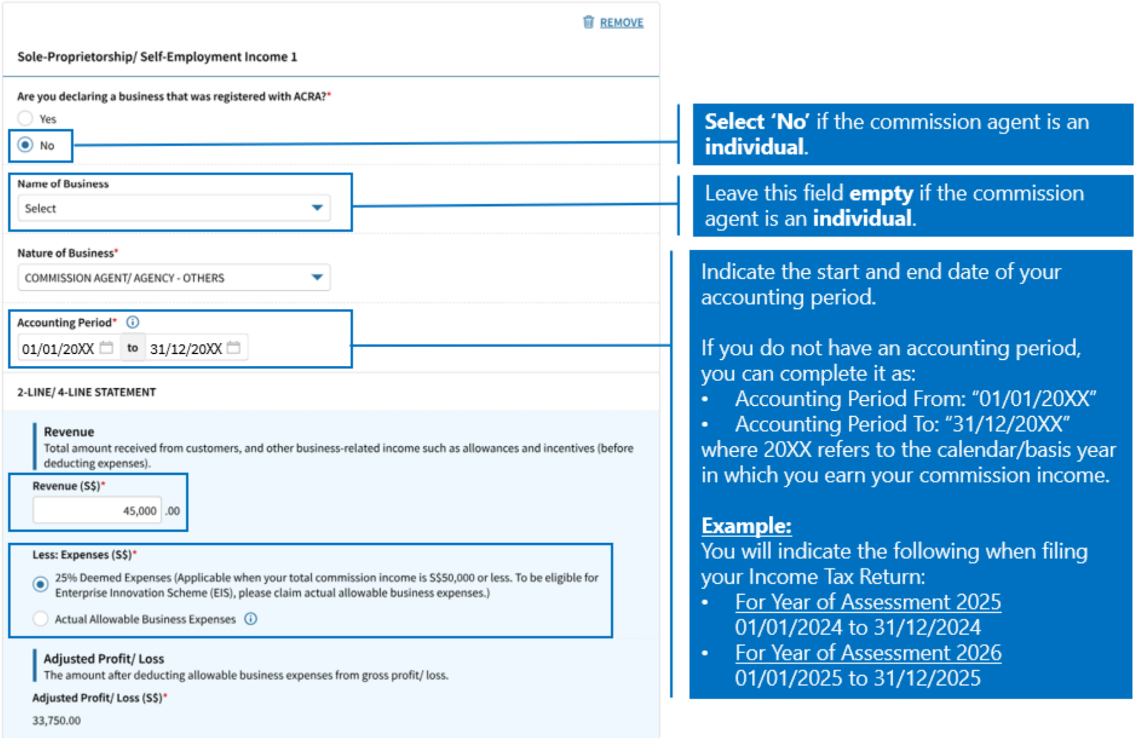
However, the amended income information will not be displayed if the commission agent has already filed their Income Tax Return or received their tax bill before the amendment is submitted by the organisation. For such cases, self-employed commission agents will have to wait for their income tax bill (i.e. Notice of Assessment) and file an amendment via the 'Amend Tax Bill' digital service at myTax Portal.

Therefore, it is crucial for commission-paying organisations to ensure that the information that they submit to IRAS is accurate upfront. If there are still errors in the submission and the organisation makes an amendment, it is also crucial for the organisation to inform the self-employed commission agents of the error and subsequent amendment, so that they can verify their accuracy of their tax bill and make changes, if necessary.

8. What are the fields in the electronic Income Tax Return that a commission agent can edit during e-Filing?

Apart from amending the pre-filled income in the 'Revenue' field, commission agents can:

- enter their claim for actual allowable business expenses incurred in the 'Allowable Business Expenses' field, if they do not want or are not eligible to claim the 25% Deemed Expenses (i.e. FEDR)^ option;
- edit the 'Nature of Business'; and/ or
- update 'Accounting Period' fields.



^ Commission agents with annual gross commission income of $50,000 or less can choose to claim tax deductions based on 25% of their gross commission income instead of the actual allowable business expenses incurred by them.

The '25% Deemed Expense' option is checked by default in the electronic Income Tax Return. Should commission agents choose to claim tax deductions based on actual allowable business expenses incurred, the commission agent should select the 'Actual Allowable Business Expenses' option. Please refer to Fixed Expense Deduction Ratio (FEDR) for self-employed persons for more details.

Please note that commission agents, being self-employed persons, should declare their income under item 2 'Trade, Business, Profession or Vocation" of the Income Tax Return. Self-employed commission agents should not reclassify their commission income to other income sources, such as employment income.