



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Frequently Asked Questions e-Submission of Commission Income



Questions

1. What are the benefits of submitting the commission income information to IRAS?2
2. What do I need to do if I have received notices from IRAS to collect, retain and submit the identification and income information of my commission agents but I did not pay/ will not be making any payments to commission agents (including non-individuals)?.....3
3. My organisation did not receive any notice from IRAS informing me to collect, retain and submit the identification and income information of my commission agents. Am I required to submit the commission income information to IRAS for my commission agents?.....4
4. I am the only sales agent in my sole-proprietorship business; or my partner(s) and I are the only sales agents in the partnership business. Do I/ we need to submit my/ our commission income information to IRAS via the e-Submission of Commission Income?.....4
5. IRAS had requested commission income data using Section 65B(3) of the Income Tax Act 1947 (ITA) in the past, but is now requesting the information under a new provision. Why is there a change in approach?5
6. How do I submit the commission income information to IRAS?5
7. What should you do if your commission agents inform you that the pre-filled income in their electronic Income Tax Returns differ from your records?6
8. How long does it take for the amended commission income to be reflected in the Individual Income Tax Returns of the commission agents?6
9. What are the fields in the electronic Income Tax Return that a commission agent can edit during e-Filing?7

Answers

1. What are the benefits of submitting the commission income information to IRAS?

Submitting the commission income information to IRAS brings about the following benefits to both the commission-paying intermediaries, as well as the commission agents that the organisations make payments to:

Commission-paying intermediaries	Self-employed commission agents
<ul style="list-style-type: none"> ✓ Ensure greater accuracy in the organisation's records, which in turn: <ul style="list-style-type: none"> • minimises potential disputes with commission agents regarding their income; and • helps you better comply with IRAS' record keeping requirements on your expenditure. 	<ul style="list-style-type: none"> ✓ Easy and convenient for SEPs to file the Income Tax Returns as income is pre-filled ✓ Minimise errors during the self-declaration process ✓ Allow automatic computation of business expenses based on the Fixed Expense Deduction Ratio (FEDR) if the qualifying conditions are met ✓ Qualifying SEPs will not be required to file their Income Tax Returns if they are selected for No-Filing Service (NFS) ✓ Facilitate administration of government grants for SEPs

[BACK TO TOP](#)

2. What do I need to do if I have received notices from IRAS to collect, retain and submit the identification and income information of my commission agents but I did not pay/ will not be making any payments to commission agents (including non-individuals)?

<p>For NEW organisations that have never submitted any commission income information to IRAS under the e-Submission of Commission in the past</p>	<p>For EXISTING organisations that have previously submitted commission information to IRAS under the e-Submission of Commission but did not make any payments to commission agents in the preceding year</p>
<p>Complete the registration form at go.gov.sg/iras-commission.</p> <p>Please select 'No' when completing Questions 3 and 4 of the registration form and declare that your organisation:</p> <ul style="list-style-type: none"> • did not pay/ does not have the intention to pay commission or any other income in the current year to commission agents; and/ or • does not have the intention to pay commission or any other income next year onwards for services provided by commission agents. 	<p>Complete the declaration/ enquiry form at go.gov.sg/iras-commission-enquiry.</p> <p>When completing the declaration/ enquiry form, please declare that your organisation:</p> <ul style="list-style-type: none"> • did not make payments to commission agents in the preceding year; and/ or • did not pay/ does not have the intention to make any payments to commission agents in the current and future years.

If your organisation makes such payment(s) in the future, please inform us by submitting a new registration form at go.gov.sg/iras-commission.

[BACK TO TOP](#)

3. My organisation did not receive any notice from IRAS informing me to collect, retain and submit the identification and income information of my commission agents. Am I required to submit the commission income information to IRAS for my commission agents?

If your organisation pays commission to commission agents who are not your employees (including non-individuals), you will need to register for the e-Submission of Commission Income by completing the [registration form](#).

[BACK TO TOP](#)

4. I am the only sales agent in my sole-proprietorship business; or my partner(s) and I are the only sales agents in the partnership business. Do I/ we need to submit my/ our commission income information to IRAS via the e-Submission of Commission Income?

You do not need to submit the commission income information via the e-Submission of Commission Income. You and your partner(s) should report the commission income as part of your respective trade, business, profession or vocation income when filing the Income Tax Returns.

- If your organisation has received the notice from IRAS to collect and retain the identification and income information of commission agents, inform us by completing the registration form at go.gov.sg/iras-commission; and
- selecting "No" to Questions 3 and 4 of the registration form and declare that your organisation:
 - did not pay/ does not have the intention to pay commission or any other income in the current year to commission agents; and/ or
 - does not have the intention to pay commission or any other income next year onwards for services provided by commission agents.

[BACK TO TOP](#)

5. IRAS had requested commission income data using Section 65B(3) of the Income Tax Act 1947 (ITA) in the past but is now requesting the information under a new provision. Why is there a change in approach?

While Section 65B(3) of the ITA allows IRAS to obtain information concerning another person's income from any person, the new provision is introduced to provide greater clarity and certainty on third parties' obligations in terms of collection, retention and transmission of income information to IRAS.

[BACK TO TOP](#)

6. How do I submit the commission income information to IRAS?

Income data can be transmitted electronically to IRAS via the following digital modes:

- a) Online data entry in [myTax Portal](#);
- b) Uploading the [standard Excel template](#) defined by IRAS in [myTax Portal](#); or
- c) Application Programming Interface (API).

For more information, you may refer to [Submit commission records](#).

[BACK TO TOP](#)

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

If there is an error in the income records of the commission-paying organisation, the organisation should submit an amendment file to IRAS.

[BACK TO TOP](#)

8. How long does it take for the amended commission income to be reflected in the Individual Income Tax Returns of the commission agents?

Commission agents may view the amended information in [myTax Portal](#) within 7 days after the commission-paying organisation has submitted the amended records to IRAS. If the amended records are not reflected by the filing due date (i.e. 18 Apr), the commission agent should amend the 'Revenue (Total Sales/ Income)' field to reflect the correct amount and submit the Income Tax Return by 18 Apr to avoid late filing penalties. However, the amended information will not be displayed if the amendment is submitted after 18 Apr or if the commission agent had already filed the Income Tax Return.

[BACK TO TOP](#)

9. 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 (Total Sales/Income)' field, commission agents can:

- enter their claim for allowable business expenses incurred in the 'Allowable Business Expenses' field, if they do not want to adopt the FEDR which is automatically computed
- edit the 'Nature of Business'
- update 'Accounting Period' fields

Sole-Proprietorship/ Self-employed Income 1

Business Name
Please select

Nature of Business
OTHER COMMISSION AGENT / AGENCY

Date of Commencement
(For NEW business only)
DD/MM/YYYY

Accounting Period From: 01/01/2023 Accounting Period To: 31/12/2023

Did you register your agency/business with ACRA?
 Yes No **Select 'No' if the commission agent is an individual.**

Business Registration No.
(Applicable if you set up an agency/business or you registered your agency/business with ACRA, if not, please leave it blank)
 Leave this field empty if the commission agent is an individual.

4-Line Statement The details of your Commission Income are shown on the [Income, Deductions and Reliefs Statement \(IDRS\)](#) . Amend the amount in the Revenue field below if your total income is different, and declare all other sources of commission income (e.g. referral and co-brokering income).

Revenue (Total Sales/Income)	\$S	165000	.00	FIXED ASSETS DETAILS
Gross Profit/Loss	\$S	165000	.00	
Less: Allowable Business Expenses ⓘ	\$S	1000	.00	
Adjusted Profit/Loss	\$S	164000	.00	

From the Year of Assessment 2020, 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.

Note:

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 the actual allowable business expenses incurred, the commission agent should select the 'Actual Allowable Business Expenses' option button. Please refer to [Fixed Expense Deduction Ratio \(FEDR\) for self-employed persons](#) for more details.

Please also 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. Commission agents should not reclassify their commission income to other income sources, such as employment income.

[BACK TO TOP](#)

Published by
Inland Revenue Authority of Singapore

Published on 4 Jan 2024

The information provided is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. The contents are correct as at 4 Jan 2024 and are provided on an "as is" basis without warranties of any kind. IRAS shall not be liable for any damages, expenses, costs or loss of any kind however caused as a result of, or in connection with your use of this user guide.

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

© Inland Revenue Authority of Singapore