



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Frequently Asked Questions

e-Submission of Commission Income



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Answers

1. What is the definition of Commission?

Commission is the amount paid or payable to persons (includes non-individuals) for services rendered to bring in the sales/revenue for the organisation during the year. It includes referral fees and other allowances, incentives, etc.

Characteristics of a Commission Earner:

- The person is not an employee of your organisation and you do not have to contribute CPF for him/her.
- The payment is made under a contract for service (verbal or in writing) with the commission earner.

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

IRAS will pre-fill the submitted commission income information to the electronic tax returns of the individual commission earners. This will simplify the tax filing experience.

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3. Do I need to participate in e-Submission of Commission Income if my organisation is a trustee in Singapore?

If your organisation pays commission to persons (including non-individuals) other than your employees, you will need to register for e-Submission of Commission Income.

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4. Do I need to participate in the commission scheme if I am the only sales agent in my sole-proprietorship business or I and my partner(s) are the only sales agents in the partnership business?

You do not need to participate in the e-Submission of Commission scheme. You and your partner(s) should report the commission income as part of your trade income when filing your Income Tax Returns.

If you have received a letter/email from IRAS to participate in e-Submission of Commission Income, inform us by:

- completing the registration form at go.gov.sg/iras-commission, and
- select "No" to question 3 – "We pay commission for services provided by commission earners who are not our employees".

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5. What should commission earners do if the pre-filled commission amount in their electronic tax return differs from their record?

Commission earners should:

- amend the 'Revenue Income' field to the correct amount
- proceed to e-File
- clarify with their commission-paying organisation.

If there is an error, the commission-paying organisation should also submit an amendment file to IRAS.

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6. What are the fields in the electronic tax return that a commission earner can edit during e-Filing?

Other than amending the pre-filled commission income in the 'Revenue (Total Sales/Income)' field, commission earners can:

- enter their claim for business expenses incurred in the 'Allowable Business Expenses' field
- 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: 01/01/2021 Accounting Period To: 31/12/2021

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

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)	SS	165000	.00	FIXED ASSETS DETAILS
Gross Profit/Loss	SS	165000	.00	
Less: Allowable Business Expenses ⓘ	SS	1000	.00	
Adjusted Profit/Loss	SS	164000	.00	

From Year of Assessment 2020, commission earners with annual gross commission income of \$50,000 or less can elect to deduct a deemed amount of expense based on 25% of their gross commission income

Note: The '25% Deemed Expense' option is checked by default in the electronic tax return. Should commission earners choose to claim actual expenses, please select the 'Actual Allowable Business Expenses' option button. Find out more on [Pre-filling of Income and Fixed Expense Deduction Ratio for Self-Employed Persons \(SEPs\)](#).

Please also note that commission earners, being self-employed persons, should declare their income as trade income (i.e. under item 2 "Trade, Business, Profession or Vocation"). Commission earners should not reclassify their commission income to other income sources, such as employment income.

7. How soon can commission earners view their amended commission online?

Commission earners may view the amended information about seven days after the commission-paying organisation has submitted the information. However, the amended information will not be displayed if the amendment is updated after 18 Apr or if the affected commission earner has already completed his/her individual tax filing.

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8. What do I need to do if I am currently participating in the e-Submission of Commission Income but have not paid commission income to non-employees this year?

Inform us at esub_comm@iras.gov.sg with your organisation's name and UEN. Please note that this does not exempt you from the scheme and you would be expected to respond to our letters/emails to submit commission income information in future years.

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9. What do I need to do if I will no longer be paying commission income to non-employees?

Inform us at esub_comm@iras.gov.sg with your organisation's name and UEN.

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