

FAQ on Pre-filling of Income for Commission Agents

<p>1. How do I know if I am on the Pre-filling of Income initiative?</p>	<p>You may check the Commission-Paying Intermediary search engine to see if your organisation is required to collect, retain and submit the identification and income information of its commission agents to IRAS.</p> <p>Please note that commission agents who derive income through a sole-proprietorship and partnership in Singapore are excluded from this Pre-filling initiative.</p>
<p>2. I have commission income derived from one of the identified commission-paying organisations in the Commission-Paying Intermediary search engine. However, my commission income was not pre-filled in my tax return. What should I do?</p>	<p>You will need to declare your annual income in your Income Tax Return and submit it by 18 Apr. Please also inform your commission-paying organisation to submit your commission income.</p>
<p>3. My organisation has submitted my income information to IRAS. Am I still required to file the Income Tax Return?</p>	<p>Yes, you are required to file the Income Tax Return if you have received a filing notification from IRAS. You can log in to myTax Portal to check the pre-filled information and file. Penalties may be imposed for late filing or non-filing of the tax return. You are not required to file your Income Tax Return if you have received a notification from IRAS that you are on the No-Filing Service.</p>
<p>4. The income that is pre-filled in my electronic Income Tax Return is different from my commission statement. What should I do?</p>	<p>You may amend the 'Revenue (Total Sales/ Income)' figure that was pre-filled in the electronic Income Tax Return accordingly and submit it by 18 Apr.</p> <p>Please also clarify with your commission-paying organisation on the correct amount of income.</p>
<p>5. When can I view the amended commission records in myTax Portal after my organisation has submitted the amended records to IRAS?</p>	<p>You 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), please 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.</p> <p>However, the amended information will not be displayed if the amendment is submitted after 18 Apr or if you had already filed your Income Tax Return.</p>
<p>6. Will IRAS automatically revise the amount of income if my organisation has submitted amended records to IRAS after I have e-Filed my Income Tax Return and/ or received my tax bill?</p>	<p>The amended commission income will not be reflected in your income tax bill (i.e. Notice of Assessment) if you have already e-Filed your Income Tax Return or received your Notice of Assessment.</p> <p>You will need to file an amendment/ objection using the "Object to Assessment" digital service after you have received your Notice of Assessment by following the steps below:</p> <ul style="list-style-type: none"> • Log in to myTax Portal with your Singpass. • Select Individuals > Filing Matters > Object to Assessment. <p>If the amendment/ objection relates to a tax assessment for a prior YA, please send a myTax Mail with the revised 4-line statement in the following format:</p>

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| | <ul style="list-style-type: none">a) Revenueb) Gross profit/ lossc) Allowable business expensesd) Adjusted profit [i.e. (b) less (c)]. |
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Please note that you are required to submit the amendment/ objection within 30 days from the date of your Notice of Assessment.