

User Guide File S45 Form via S45 Offline Data Entry (ODE) Application



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S45 Offline Data Entry (ODE) Application

1. **S45 ODE Application** is a Java application which allows user to prepare single or multiple records of payees offline, and submit as a single file to IRAS via the e-Services portal.

2. It contains validation features to ensure essential information is completed appropriately before submission.

3. It allows users to import withholding tax records of single or multiple payees from ODE Import Template.

Pre-requisite to use ODE Application

- Windows 7, Windows 8.1 and Windows 10
- Internet Explorer version 11 and above or Mozilla Firefox version 49 and above or Google Chrome version 54 and above or Microsoft Edge
- Java Runtime (JRE) version 1.6, update 14 and above.

Downloading ODE Application and Import Template

Name of \$45 e-Service	Description	Information Needed	Estimated Submission and/or Processing Time	Guides/FAQ
S45 Offine Data: Entry (ODE) Application v3.15 (Latest update on Apr 2021)	For Payers who want to prepare multiple records offline and then submit in bulk. Java application that helps to upload the completed 'S45 COE Import Template' for submission to IRAS.	Your entity's tax reference Your Singpass Your client's tax reference number (For tax agents only) Complete S45 ODE Import Template Note: Please follow the steps to delete and re-install the ODE application shown in e-Filing S45 Withholding Tax, if you are not able to upload the ODE file due to previous version detected during your submission to IRAS.	Submission 5 minutes Processing Acknowledgement page will be displayed upon successful submission by the Approver.	User Guide (FDF, 1.942MB) (FDF, 1.942MB) (FDF, 112KB)
S45 ODE Import Template (XLS, 652KB) (Latest update on Nov 2020)	For Payers who want to prepare multiple records offline and then submit in bulk. Excel template that allows Payers to key in multiple records of payee offline.	Particulars of the Payee and details of the payment made to Payee	N.A.	

Step	Action/ Note
1	Select S45 Offline Data-Entry (ODE) Application to download
2	Select S45 ODE Import Template to download
	 Note: The ODE Application and Import Template can be downloaded from IRAS Website > e-Services > Others > Withholding Tax. URL Address: www.iras.gov.sg/irashome/e- Services/Other- Taxes/Withholding-Tax/

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File		Home Insert Page Layo	ut Formulas Da	ata Review	View Help ACROBAT	𝒫 Search	
Past Y		🖹 🗸 🔓 Encrypt Document	Arial	io → A^ A` <u>&</u> ~ <u>A</u> ~		Sensitivity	Conditional Format as Formatting Y Table Y
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5			highlighted in green belo		ader name will cause the file format to t	country/ region of RESIDENCE	EMAIL
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5 6 7 S / 17 18 19	NO F 10 11 12	Mandatory fields are in RED				COUNTRY/ REGION OF	EMAIL
5 6 7 S 17 18 19 20	NO F 10	Mandatory fields are in RED				COUNTRY/ REGION OF	EMAIL
7 S 7 S 17 18 19 20 21	NO F 10 11 12 13 14 15	Mandatory fields are in RED				COUNTRY/ REGION OF	EMAIL
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5 6 7 17 18 19 20 21 22 23 24 25	NO 10 11 12 13 14 15 16 17 18	Mandatory fields are in RED				COUNTRY/ REGION OF	EMAIL
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7 S 7 S 17 17 18 19 20 21 21 22 23 24	NO 7 10 11 12 13 14 15 16 17 18 19	Mandatory fields are in RED				COUNTRY/ REGION OF	EMAIL

Step	Action/ Note							
1	Select the relevant form type depending on the nature of payment							
2	Key in your record(s) into the Import Template							
3	Save the Import Template in your desired location							
	 Note: Limitation of Import Template are as follow: Maximum of 500 records per form type or 2000 records per import template. Date of Payment for record should not exceed 2 years period. 							

IRAS - S45 Offline Data Entry application V3.8	- 0 X		
File Tools Help		Step	Action/ Note
Welcome to IRAS - \$45 Offline Data Entry Application	INLAND REVENUE AUTHORITY OF SINGAPORE	1	Launch the ODE Application
The S45 Offline Data Entry (ODE) application allows the Payer to prepare single or multiple S45 forms offline, and submit as a single file directly to IRAS via e-Service portal.	٨	2	Select Proceed
Important Points to Note			
1 Please accept any ODE version updates when prompted, as only file validated via the latest ODE version can be submitted.			
2 The due date for the submission and payment are based on Singapore local time. For a more accurate computation of Withholding tax and penalties, please sync your local PC's date and time with Singapore local date and time before you start filing.			
3 Each ODE file can only contain Date of Payment transactions up to a 2 year period. Please submit a separate file for transactions that are more than 2 years.			
4 All fields marked with " are mandatory.			
Terms and Conditions of Use			
Please read these terms and conditions carefully. By downloading and/or using this application and the online e-Services, you agree to be bound by the following terms and conditions. If you do not accept any of these terms or conditions, you must immediately discontinue your access and/or usage of this application and the online e-Services.			
1 User's Responsibility Any person accessing or using this service shall not abuse the service and shall not interfere or attempt to interfere with the proper working of the Service nor of any system or network connected thereto.			
2 Privacy & Security Subject to Section 6 of the Income Tax Act, IRAS will not disclose any personal information obtained from the user unless otherwise required by law.			
3 Limitation of liability Under no circumstances shall IRAS be held liable vis-ä-vis any person for whatsoever loss, cost, damage, claim or expense such person may suffer or incur, howsoever arising from any one or more of the following: a. any access, user, abuse or misuse of the Service by any person; b. any inaccuracy in any information received via or processed by the Service;	¥		
	Proceed Cancel		

IRAS - S45 Offline Di File Teolo Lloin	ata Entry applica	ation V3.8		Step	Action/ Note
File Tools Help	WHAT			1	Select New
INLAND REVENUE AUTHORITY OF SINGAPORE		Step 1 :	Please click here to download the latest Excel S45 ODE import template. Fill in the withholding tax information and save the file onto your computer.		
		Step 2 :	Create a new S45 Data Entry File or Open an existing S45 Data Entry File		
		Step 3 :	Import Record from ODE template or View File Summary File Summary		

💈 IRAS - S45 Offline Da	ta Entry application V3.8			Step	Action/ Note
File Tools Help		1	Enter Payer's Tax Reference and Name		
	Enter Payer's Info	ormation		2	Select Save
INLAND REVENUE AUTHORITY OF SINGAPORE	Tax Reference No*	UEN-LOCAL CO V 1935XXXXXZ			
Payer Info	Name *	ABC PTE LTD			
File Summary					
Add Record		🧇 Save 📄 Clear			
Import From Excel					
Search Payee					
Submit to IRAS					

😰 IRAS - S45 Offline Data Entry application V3.8 🛛 — 🛛 🛛 🗙	Step	Action/ Note
Set Password	1	Enter New Password
	2	Re-enter Password to confirm
New Password	3	Select OK
Confirm Password Confirm Password Case Sensitive. 8-16 characters. Composed of alphanumeric. Please note that you would have to create a new S45 Data Entry File if you have misplaced or forgotten the password.		 Note: You are required to create a password for every ODE file created. Password can be repeatedly used. Password should consist of :- (a) Length of 8 to 16 characters (b) A mixture of upper, lower case and alphanumeric characters. IRAS would not be able to recover the password, if it is misplaced/ forgotten.

Save		Step	Action/ Note
Save in:	My Documents	1	Enter File name, e.g. WHT submission for Feb 2019
Recent Items	My Data Sources My Received Files	2	Select desired location to save ODE file
	OneNote Notebooks Outlook Files	3	Select Save
Desktop			
My Documents			
Computer			
Network	File name: Save Files of type: S45 Offline Data Entry Application Data File (*.s45) Cancel		

Rite Summary Select Import from Page's Name ACC FFE ITD Page Name O 000 000 Page Name O 000 000 Page Name O 000	🚺 IRAS - S45 Offline Dat	ta Entry application	V3.8 - Al	BC PTE LTD - Feb 2019	9.s45								- 0	Char	A at:		
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O Form IR37D 0 0.00 0.00 ● All Forms 0 0.00 0.00 Image: Clear Image: Print Image: Clear Image: Clear Result List S/N Name of Payment Date of Payment/ Period of Payment/ Taxable Income Re-gross Taxable Tax Rate Tax Payable (\$5) Penalty on Premature	🕄 <u>Search Payee</u>) Form PMP	0	0	0.00			0.00									
All Forms O O.00 O.00 Clear Print Result List S/N Name of Payee Nature of Payment/ Date of Payment/ Period of Payment/ Taxable Income Re-gross Taxable Tax Rate Tax Payable (55) Penalty on Premature	Submit to IRAS) Form IR37	c 🕚	0	0.00			0.00									
Clear Print Result List SN Name of Payee Nature of Payment Date of Payment/ Period of Payment/ Taxable Income Re-gross Taxable Tax Rate Tax Payable (\$\$) Penalty on Premature) Form IR37	D 🕚	0	0.00			0.00									
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S/N Name of Payee Nature of Payment Date of Payment/ Period of Payment/ Period of Payment/ Taxable Income Re-gross Taxable Tax Rate Tax Payable (S\$) Penalty on Premature Disposal/ Withdrawal Engagement From Engagement To (S\$) Income (S\$) (%) Withdrawal (S\$)		Result List															
		S/N Name	of Payee	Nature of				Period of Payment/ Engagement To	Taxable Income (S\$)	Re-gross Taxabl Income (S\$)	e Tax Rate (%)	Tax Payable (S\$	Penalty on Premature Withdrawal (S\$)				
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				0 re	cord(s) found.	Add	Edit 🛛 🖉 View	v 🔘 Delete	📄 Export to I	Excel 📄 In	nport from Ex	el					

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File Tools Help								Step	Action/ N	lote
	Import Re	cord from Excel				Browse import		1	Select Bro	owse
Paver Info File Summary			rted from Excel with the form a blank row in the data. All th		n be downloaded from the			2		e Import Template) from the location vas saved
Add Record Import From Excel Search Payee		S/N Excel row no. Form	Type Payee Name	Field Name	Error Description			3	Select Op	en
≪ <u>Submitto IRAS</u>			Open Look in: Recent Items Desktop		fice Templates urces d Files otebooks		• 6	3 🖻 🛄		
			My Documents Computer	File name:	Excel Files				Open Cancel	12

💈 IRAS - S45 Offline Dat	ta Entry applicati	ion V3.8 - ABC PTE LTE) - Feb 2019.s4	45					
File Tools Help								Step	Action/ Note
	Import Re	ecord from Exce	el					1	Select Import
INLAND REVENUE AUTHORITY OF SINGAPORE	Select File	C:\Users\IRAS\Des	ktop\S45 OD	E Import Template-FE	EB 2019.XLS	En Bro	wse 🚺 Import		
Payer Info		The data can only b	e imported fr	om Excel with the forn	nat provided by IRAS. It can	be downloaded from the Web pa	ge or this link.		
File Summary		Note: please do NC)T leave blan	crow in the data. All th	ne rows after the blank row	will not be imported.			
Add Record		S/N Excel row no.	Form Type	Payee Name	Field Name	Error Description			
Import From Excel									
Search Payee									
Submit to IRAS									
							Save Errors to Excel		

🧔 IRAS - S45 Offline Dat	ta Entry applicati	on V3.8 - ABC PTE LTD) - Feb 2019.s	45					
File Tools Help								Step	Action/ Note
INLAND REVENUE AUTHORITY OF SINGAPORE	Import Re	C:\Users\IRAS\Des		E Import Template-	FEB 2019.XLS	📄 Bro	wse import	1	Select OK to confirm the number of record(s) to be imported
🖊 Payer Info		The data can only b	e imported fr	om Excel with the fo	rmat provided by IRAS. It can b	e downloaded from the Web pa	age or this link.		
Eile Summary		Note: please do NO	T leave blan	k row in the data. All	the rows after the blank row w	ill not be imported.			
Add Record		S/N Excel row no.	Form Turpo	Payee Name	Field Name	Error Description			
Import From Excel		S/N EXCEITOWING.	Form Type	rayee Name	rieu valie	Error Description			
🕄 Search Payee					Confirmation	×			
✓ <u>Submit to IRAS</u>					Are you sure to i IR37 - 3 record(s OK	Cancel			
							Save Errors to Excel		

IRAS - S45 Offline Dat File Tools Help	ta Entry applicati	on V3.8 - ABC PTE LTD	- Feb 2019.s4	45*				Step	Action/ Note
INLAND REVENUE AUTHORITY OF SINGAPORE	Import Re Select File Importing	cord from Exce		E Import Template	e-FEB 2019.XLS	1	Select OK to acknowledge the number of record(s) successfully imported		
Payer Info File Summary					format provided by IRAS. It can All the rows after the blank row	be downloaded from the Web p will not be imported.	age or this link.		
Add Record		S/N Excel row no.	Form Type	Payee Name	Field Name	Error Description			
Search Payee Submit to IRAS					Import	×			
					Total of 3 re	cord(s) imported.			
							Save Errors to Excel		

👰 IRAS - S45 Offline Dat	ta Entry applicati	on V3.8 - ABC PTE LTD	- Feb 2019.s4	45*					
File Tools Help								Step	Action/ Note
	Import Re	cord from Exce	I					1	Select File Summary
INLAND REVENUE AUTHORITY OF SINGAPORE	Select File	C:\Users\IRAS\Des	ktop\S45 OD	E Import Template-FEB 20	19.XLS	🗎 Bro	wse 🕼 Import		Note: Message Import Successfully
Payer Info File Summary					ovided by IRAS. It can be down		ge or this link.		will be shown
Add Record		Import successfully.							
Import From Excel Import From Excel Import From Excel		S/N Excel row no.	Form Type	Payee Name	Field Name	Error Description			
Submit to IRAS									
							Save Errors to Excel		

le Tools Help	t Entry application V3.	o- 400	F 16 LTU - P60 2019	30									- 0	Step	Action/ Note
New Ctrl+N Open Ctrl+O	File Summary													1	Select File
Save Ctrl+S Save As Exit	Payer's ID Payer's Name	A	BC PTE LTD											2	Select Save to save the ODE file
Payer Info	Form Type		No of Records	<u>Total Tax Payal</u>	xle (\$) Total Pena	ties on Premature W	/ithdrawal (\$)								before exit
Elle Summary	O Form IR37	0	3	3	32.50		0.00								
Add Record) Form IR37A	0	0		0.00		0.00								
Import From Excel	O Form IR37B	0	0		0.00		0.00								
Search Pavee	O Form PMP	0	0		0.00		0.00								
Submit to IRAS	O Form IR37C	0	0		0.00		0.00								
	O Form IR37D	0	0		0.00		0.00								
	All Forms	0	3	3	32.50		0.00								
				🗐 Clear	🔒 Print										
	Result List														
	S/N Name of Pa		Nature of		Date of Payment/ Disposal/ Withdrawal	Period of Payment/ Engagement From	Period of Payment/ Engagement To	(54)	Re-gross Taxab Income (S\$)	(%)		Withd	rawal (5\$)		
	1 ABC PTY LTD 2 ABC PTY LTD		01. INTEREST FRO 03. ROYALTIES - IN			01/01/2019 01/01/2019	02/01/2019 02/01/2019	750.00				112.50 50.00	NA. NA		
	3 ABC PTY LTC			SISTANCE FEE		01/01/2019	02/01/2019	1.000.00	1	NA 1	7 1	170.00	NA		

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File Tools Help		Step	Action/ Note
Welcome to IRAS - \$45 Offline Data Entry Application	NAND HYINNE AUTORITY O'SHOACH	1	Launch the ODE Application
The S45 Offline Data Entry (ODE) application allows the Payer to prepare single or multiple S45 forms offline, and submit as a single file directly to IRAS via e-Service portal.	^	2	Select Proceed
Important Points to Note			
1 Please accept any ODE version updates when prompted, as only file validated via the latest ODE version can be submitted.			
2 The due date for the submission and payment are based on Singapore local time. For a more accurate computation of Withholding tax and penalties, please sync your local PC's date and time with Singapore local date and time before you start filing.			
3 Each ODE file can only contain Date of Payment transactions up to a 2 year period. Please submit a separate file for transactions that are more than 2 years.			
4 All fields marked with * are mandatory.			
Terms and Conditions of Use	_		
Please read these terms and conditions carefully. By downloading and/or using this application and the online e-Services, you agree to be bound by the following terms and conditions. If you do not accept any of these terms or conditions, you must immediately discontinue your access and/or usage of this application and the online e-Services.			
1 User's Responsibility Any person accessing or using this service shall not abuse the service and shall not interfere or attempt to interfere with the proper working of the Service nor of any system or network connected thereto.			
2 Privacy & Security Subject to Section 6 of the Income Tax Act, IRAS will not disclose any personal information obtained from the user unless otherwise required by law.			
Limitation of liability Under no circumstances shall IRAS be held liable vis-à-vis any person for whatsoever loss, cost, damage, claim or expense such person may suffer or incur, howsoever arising from any one or more of the following: a. any access, user, abuse or misuse of the Service by any person; b. any inaccuracy in any information received via or processed by the Service;	v		
Pi	roceed Cancel		

🧕 IRAS - S45 Offline D	ata Entry applic	ation V3.8				Action / Nata
File Tools Help				<u> </u>	Step	Action/ Note
ø	WHA.	t to do		1	L	Select Open
INLAND REVENUE AUTHORITY OF SINGAPORE		Step 1 : Step 2 :	Please click here to download the latest Excel S45 ODE import template. Fill in the withholding tax information and save the file onto your computer.			
			or Open an existing S45 Data Entry File			
		Step 3 :	Import Record from ODE template Import From Excel or View File Summary			

IRAS - S45 Offline File Tools Help	Data Entry application V3.8	Step	Action/ Note
	WHAT TO DO	1	Select relevant ODE file from the location it was saved
AUTHORITY OF SINGAPORE	Step 1: Please click here to download the latest Excel S45 ODE Open X	2	Select Open
	Look in: Desktop V IP III +	3	Enter password for the file
	Recent Items This PC Libraries Network Others	4	Select OK
	Image: Second	application	n V3.8 — □ ×
	Enter Password		
	∠ Enter Password ✓ OK	\$	≋ Cancel

	p1: Plea impo Fill ir onto	ise click here to download the late ort temptate in the withholding tax information a your computer.		Step 1	Action/ Note Select File Summary to view all record(s) prepared by Preparer
Ster	p1: Plea impo Fill ir onto	ort temptate. In the withholding tax information a		1	
	Fill in onto	ort temptate. In the withholding tax information a			
Step					
	or	ate a new S45 Data Entry File n an existing S45 Data Entry File	Copen		
Step	or	ort Record from ODE template	Import From Excel File Summary		
L					

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File Tools Help								Step	Action/ Note
	File Summary							1	Select Submit to IRAS
INLAND REVENUE AUTHORITY OF SINGAPORE	Payer's ID Payer's Name	ABC PTE LTD							
Payer Info	Form Type	No of Records Total Tax P	ayable (\$) Total Penal	ties on Premature W	ithdrawal (\$)				
E File Summary	🔿 Form IR37 🛛 🕥	3	332.50		0.00				
Add Record	🔿 Form IR37A 🛛 🚳	0	0.00		0.00				
Import From Excel	🔘 Form IR37B 🛛 🚳	0	0.00		0.00				
🕄 Search Payee	🔘 Form PMP 🛛 🚳	0	0.00		0.00				
Submit to IRAS	🔿 Form IR37C 🛛 🚳	0	0.00		0.00				
	🔿 Form IR37D 🛛 🚳	0	0.00		0.00				
	All Forms	3	332.50		0.00				
		E Cle	ar 📄 Print						
	Result List								
	S/N Name of Payee	Nature of Payment	Date of Payment/ Disposal/Withdrawal	Period of Payment/ Engagement From	Period of Payment/ Engagement To	Taxable Income (S\$)	Re-gross Ta Income (S\$		
	1 ABC PTY LTD	01. INTEREST FROM LOAN OR	N 01/01/2019	01/01/2019	02/01/2019	750.00			
	2 ABC PTY LTD 3 ABC PTY LTD	03. ROYALTIES - INTELLECTUA 08. TECHNICAL ASSISTANCE F		01/01/2019 01/01/2019	02/01/2019 02/01/2019	500.00 1,000.00			
	SABOFILID			01/01/2019	02/01/2019	1,000.00			
	<						>		
	3 record(s) found	d. 🔒 Add 🥒 Edit	🔲 View 🔘 I	Delete 📄 Expo	ort to Excel	Import from Excel			

💈 IRAS - S45 Offline D	ata Entry application V3.8 - ABC PTE LTD - Feb 2019.s45	– 🗆 X	Step	Action/ Note
File Tools Help			ыср	
	Submit to IRAS		1	Select Generate File
	1) Please generate file for submission.			
INLAND REVENUE AUTHORITY OF SINGAPORE	2) If there are any errors listed, please correct the errors before submission. Otherwise, all t	he records under this form type will not be submitted.		
A - 1.4	✓ Form IR37			
🖊 <u>Paver Info</u>	Form IR37A	🛦 No Record		
File Summary	Form IR37B	🛦 No Record		
Add Record	Form PMP	🛦 No Record		
Import From Excel	Form IR37C	🔬 No Record		
🔍 Search Payee	Form IR37D	🛦 No Record		
✓ Submit to IRAS	Cenerate File			

IRAS - S45 Offline Da	ata Entry application V3.8 - ABC PTE LTD - Feb 2019.s45 — 🗆 X	Step	Action/ Note
	Submit to IRAS	1	Select Login to Submit
INAND RYENUE AUTHORITY OF SINGAPORE	 Please generate file for submission. If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted. Form IR37 Form IR37A Form IR37B No Record 	2	Select OK to confirm the number of form type to be submitted and you are connected to the internet.
 Add Record Import From Excel Search Pavee Submit to IRAS 	 Form PMP Form IR37C Form IR37D Cenerate File Login to Submit File Summary S/N Form Type Date of Payment/Disposal/ No. of Record Total Tax Payable (\$\$) Total Penalties on Premature Withdrawal (\$\$) Premature Withdrawal (\$\$) 1 IR37 Jan 2019 3 332.50 NA NA Confirmation I A total of 1 form type(\$) will be submitted. 2. Please ensure that you are connected to the internet. OK OK Cancel		 Note: Your default web browser will be auto-launched. Late payment penalties, if any, is based on estimation. Please log in to myTax Portal, under View S45 Form Status for the actual penalties amount. Please do not close the ODE application until you have submitted the record and viewed the acknowledgement page successfully.
	E Export to Excel		



Tax Ref No.	Email Us • Account •	[]→ Logout	Step	Action/ Note
다. Overview GST • Employers • S	S45 ∗	Q Search	1	Select Select File and follow the path provided
				 Note: Please follow the path highlighted in black box to select the relevant file for submission.
File S45 Form				 <u>Do not</u> select the file based on the path in which you have saved the ODE file. The extension of the file to be selected should be .45x
1. File Upload	. Acknowledgement			instead of .45.
Offline Data Entry File Submission				
Please select the following file to submit: () C:\Users\IRAS\AppData\Local\Temp\testing1.s45x				
Select a file to upload		SELECT FILE		

ile Summary						
Driginal File Name testing1.s45					Step	Action/ Note
Augura i ne name (coolig1040					1	Enter details of declarant
Date of Payment/Disposal/	No of	Total Tax	Total Late Payment			
Withdrawal (Month)	Records	Payable (S\$)	Penalties (S\$)	Due Date	2	Select Upload
Feb-2018	1	111.11	14.43	16/04/2018		
Declaration						
Declaration						
I/My organisation certify that the pa	rticulars furnished	d are true and correct.				
Name of Declarant						
Designation *						
Contact No *						
Email						
		UPLOAD				

If you are on GIRO for payment of S45 Withholding Tax

INLAND REVENJE AND REVENJE OF SINGAPORE		Singapore Government Integrity - Service - Excelence Feedback Technical FAQ (PDF, 2.17 MB)
Tax Ref No.	Email Us (myTax Mail)	Account + 🗗 Logout
	S45 •	
File S45 Form		음 PRINT
1. File Upload	2. Acknowledgement	
Acknowledgement Page - Section 45 Wit	hholding Tax Form	
Successful Transmission		
Name	Tax Ref No.	
Acknowledgement No. 363278	Date / Time	30/08/2017 17:35
Original File Name ODE-AUG 2017.S45		

If you are on GIRO for payment of S45 Withholding Tax

Date of Payment/ Disposal/ Withdrawal (Month)	No of Records	Total Tax Payable (S\$)	Total Late Payment Penalties (S\$)	Due Date	GIRO Deduction Date
Summary of Filing Ba	ased on Sam	e Month of Pa	yment to Payee		
Contact No.	63511111		Email		
Submitted By		1	Designation	ACCOUNTAN	T
Declarant Informa	tion				
The Confirmation of Pay	ment for Tax Pay	able will be issued	upon successful GIRO	deduction.	
Please maintain sufficie Filing Based on the Mon			e GIRO deduction date	as shown in table "	Summary of
Payment					
Total Tax and Pena	alties Payabl	e			S\$ 460.58
Total Late Payment Pena	lties				S\$ 23.36
Total Tax Payable					5\$ 437.22

Date of Payment/ Disposal/ Withdrawal (Month)	No of Records	Payable (SS)	Payment Penalties (S\$)	Due Date	GIRO Deduction Date
Jun-2017	2	362.22	18.11	15/08/2017	25/09/2017
Mar-2017	1	75.00	5.25	15/05/2017	25/09/2017
Apr-2017	1	0.00	0.00	15/06/2017	25/09/2017
Total	4	437.22	23.36		

Step	Action/ Note
	 Note: Penalties will be imposed and deducted with tax amount payable via GIRO if filing is submitted after the due date. For errors discovered after filing, please complete Withholding Tax Filing Amendment Forms if no additional tax is payable. For amendments that will result in additional Withholding Tax payable, please e-file and pay the additional Withholding Tax immediately.

If you are <u>not</u> on GIRO for payment of S45 Withholding Tax



If you are <u>not</u> on GIRO for payment of S45 Withholding Tax

low do I make payment?					Step	Action/ Note
You are not on GIRO for withhold Please use this Please use this 150387470 Telegraphic Transfer (1 payment Electronic Modes (1 payment Cheque/Cashier's Order (indi	o No. 13063 for your ent slip no, for 1 te slip no. for 1 electr	onic payment)	e payment)			 Note: Please arrange for payment as per instruction. Indicate the Payment Slip number when making payment. For errors discovered after filing,
) Learn more on how you can arra Important Note Do not attach this acknowledger "Summary of Filing Based on the The confirmation of Payment for	nent page with you Same Month of Pa	r cheque. Payment ha yment to Payee* belo	w.	shown in table		please complete Withholding Tax Filing Amendment Forms if no additional tax is payable. For amendments that will result in additional Withholding Tax payable please e-file and pay the additional Withholding Tax immediately.
	45678 • Sama Manti	Designation Email	Proven			
Date of Payment/ Disposal/ Withdrawal (Month)	No of Records	Total Tax Payable (SS)	Total Late Payment Penalties (SS)	Due Date		
Feb-2018	1	111.11	14,43	16/04/2018		

Tools Help		
	Submit to IRAS	
INLAND REVENUE	1) Please generate file for submission.	
INLAND REVENUE AUTHORITY OF SINGAPORE	2) If there are any errors listed, please correct the errors before submission. Otherwise	e, all the records under this form type will not be submitted.
Payer Info	✓ Form IR37	V File Generated successfully
	Form IR37A	🔺 No Record
File Summary	Form IR37B	🔺 No Record
Add Record	Form PMP	🔺 No Record
Import From Excel	Form IR37C	🔺 No Record
Search Payee	Form IR37D	🛕 No Record
Submit to IRAS	Confirmation	×
	File Summary Have you uploaded the file and viewed the acknowledger	ment page successfully?
	S/N Form Type File was uploaded successfully. File was not up	bloaded. Total Late Payment (S\$) Penalties (S\$)
	1 IR37 Jan 2019 3 33	2.50 N.A. N.A.

Step	Action/ Note
1	Select File was uploaded successfully only upon successful uploading of the ODE file and viewing of the acknowledgement page
2	If you did not manage to upload the ODE file and view the acknowledgement page successfully, please select File was not uploaded and repeat steps from slide 22

Submit to IRAS Note: 1)Please generate file for submission. 2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted. • Once you have selected File was uploaded successfully, application will mark the entire file as submitted. • Park inform Br37 • On Record • No Record • Inmode Finem Br37 • No Record • No Record • Submit to IRAS • No Record • No Record • Submit to IRAS • No Record • No Record • Submit to IRAS • Orm IB370 • No Record • Submit to IRAS • No Record • No Record • Submit to IRAS • No Record • No Record • Submit to IRAS • No Record • No Record • Submit to IRAS • No Record • No Record • Submit to IRAS • Mo Generate File Login to Submit • Submit to IRAS • Moderate File Login to Submit • Sim form Type Deb of Paymet/ Docted Total Late Payment • Sim form Type 3 332:50 NA NA		ata Entry application V3.8 - ABC PTE LTD - Feb 2019.s45 X	Step	Action/Note
	File Tools Help	Submit to IRAS 1) Please generate file for submission. 2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted. Form IR37 Form IR37 Form IR37 Mo Record Form IR37B No Record Form IR37C Form IR37D Cenerate File Login to Submit	Step	 Once you have selected File was uploaded successfully, application will mark the entire file as submitted. To avoid duplicate submission of records, you are not allowed to re-

mary ame <u>e</u> R37 @ R37A @ IR37B @ PMP @	No of Records 3 0	<u>Total Tax Payable (\$)</u> 332.50 0.00	Total Penalties on Premature V					Note: At File Summary, the Form status be updated as Submitted on
ame <u>e</u> (R37) (R37A) (R37B) (R37B)	3	332.50	Total Penalties on Premature V					be updated as Submitted on
R37 0 R37A 0 R37B 0	3	332.50	<u>Total Penalties on Premature V</u>					dd/mana/www.bb/mana (o tho dot
R37A 6 R37B 6	0							dd/mm/yyyy hh:mm, i.e. the date and time you acknowledge succes
IR37B 🗿		0.00		0.00 Subm	itted on 16/02/2019	, 17:45		submission to IRAS under slide 32
	0			0.00				
		0.00		0.00				
rwP 🖤	0	0.00		0.00				
R37C 🕥	0	0.00		0.00				
R37D 🕥	0	0.00		0.00				
ms 🕥	3	332.50		0.00				
		Clear	🖨 Print					
t								
ame of Payee	Nature of P					Re-gross Ta		
PTY LTD	01. INTEREST FRO			02/01/2019		• •		
				02/01/2019				
	IR37D 0 rms 0 t lame of Payee PTY LTD PTY LTD	IR37D is 0 rms is 3 t	IR37D i 0 0.00 rms i 3 332.50 Image: Clear Image: Clear Image: Clear t Image: Clear Image: Clear Image: Clear Image: Clear Image: Clear Image: Clear Image: Clear Image: Clear Image: Clear	IR37D Image: Open constraints Open constraints	IR37D 0 0.00 0.00 rms 3 332.50 0.00 Image: Clear Print 0.00 0.00 Image: Clear Print Print Print t Disposal/Withdrawal Period of Payment/ Engagement Trom Period of Paym	IR37D 0 0.00 0.00 rms 3 332.50 0.00 Image: Clear Print 0 0.00 Image: Clear Print Image: Clear Print Image: Clear Date of Payment/ Disposal/Withdrawal Period of Payment/ Engagement From Engagement From Engagement To Paralle Income (\$\$) PTY LTD 01.INTEREST FROM LOAN OR IN 01/01/2019 01/01/2019 02/01/2019 750.00 PTY LTD 03. ROYALTIES - INTELLECTUAL 01/01/2019 01/01/2019 02/01/2019 750.00	IR37D 0 0.00 0.00 rms 3 332.50 0.00 Image: Clear Print Image: Clear Print t Image: Clear Print Image: Clear Print t Image: Clear Date of Payment/ Disposal/Withdrawal Period of Payment/ Engagement From Period of Payment/ Engagement To Re-gross Ti (\$\$) Re-gross Ti Income (\$\$ Income (\$\$) PTY LTD 01.INTEREST FROM LOAN OR IN 01/01/2019 01/01/2019 02/01/2019 750.00 PTY LTD 03.ROYALTIES - INTELLECTUAL 01/01/2019 01/01/2019 02/01/2019 500.00	IR37D 0 0.00 0.00 rms 3 332.50 0.00 Image: Clear Print 0.00 0.00 Image: Clear Print Image: Clear Print Image: Clear Period of Payment/ Disposal/Withdrawal Period of Payment/ Engagement From Prind SP Payment (S\$ Re-gross T Income (S\$ PTY LTD 01.INTEREST FROM LOAN OR IN 01/01/2019 01/01/2019 02/01/2019 750.00 PTY LTD 03. ROYALTIES - INTELLECTUAL 01/01/2019 01/01/2019 02/01/2019 750.00

Contact information For enquiries on this user guide, please call (65) 63567012 (Withholding Tax) or email myTax mail

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