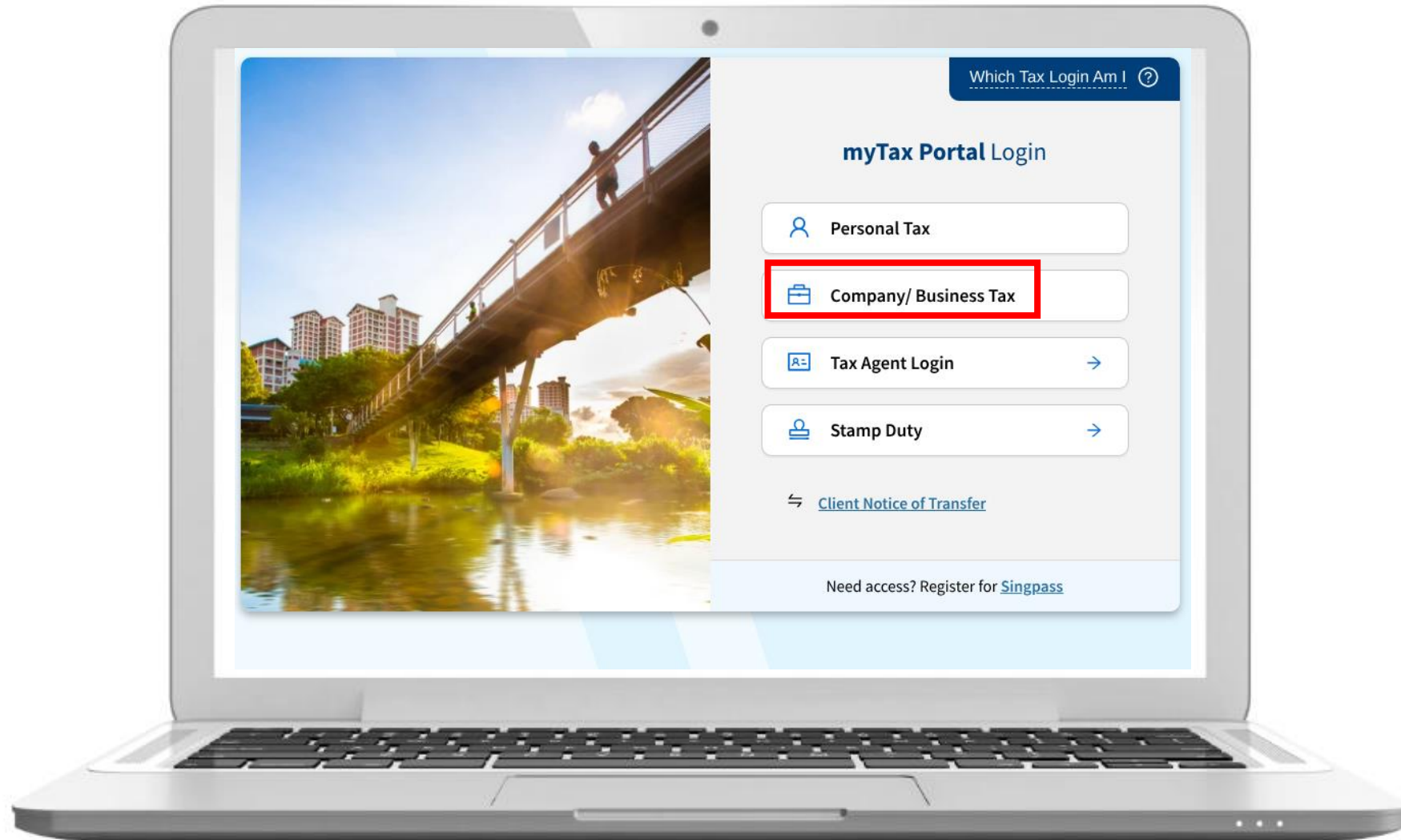


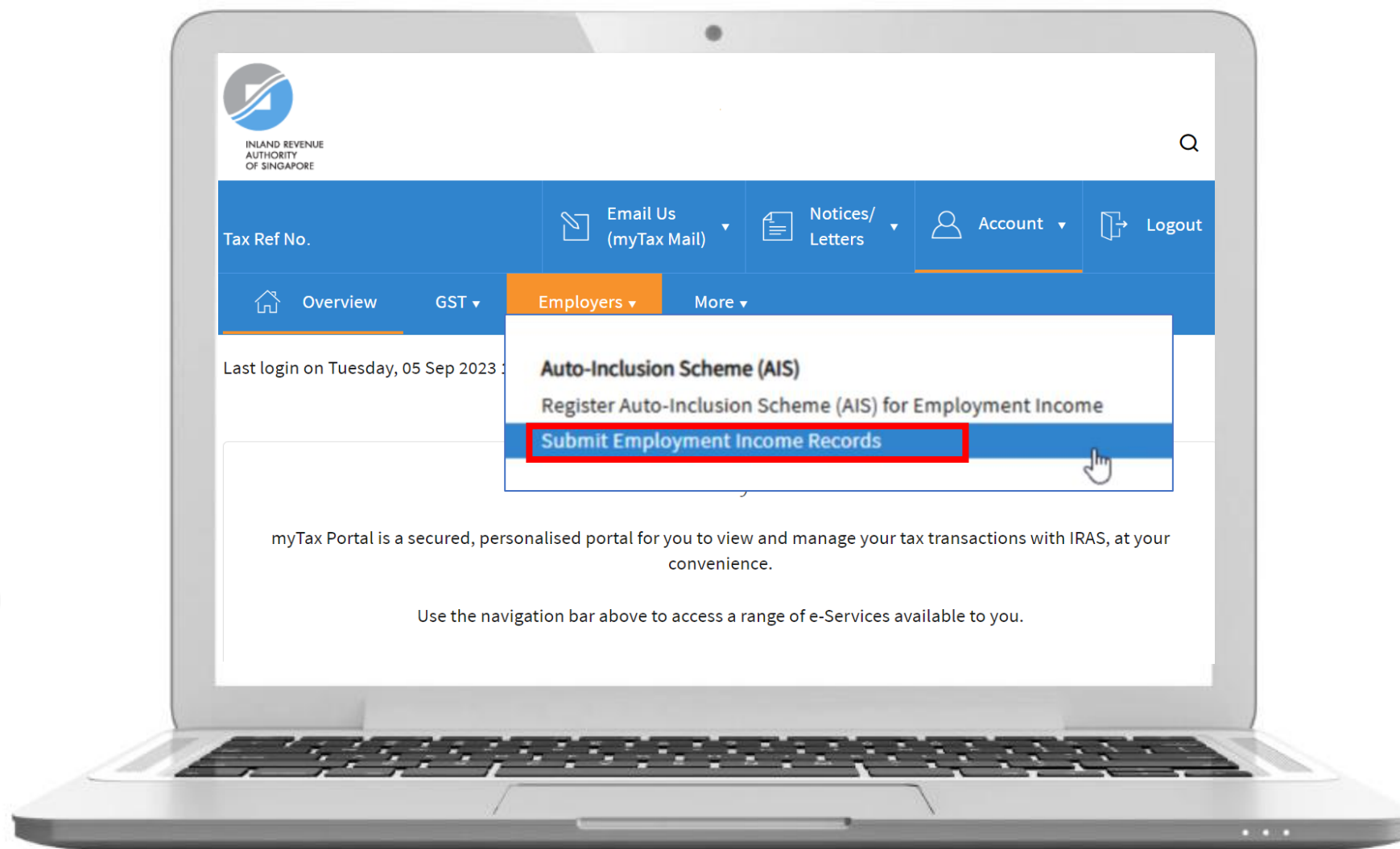


INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

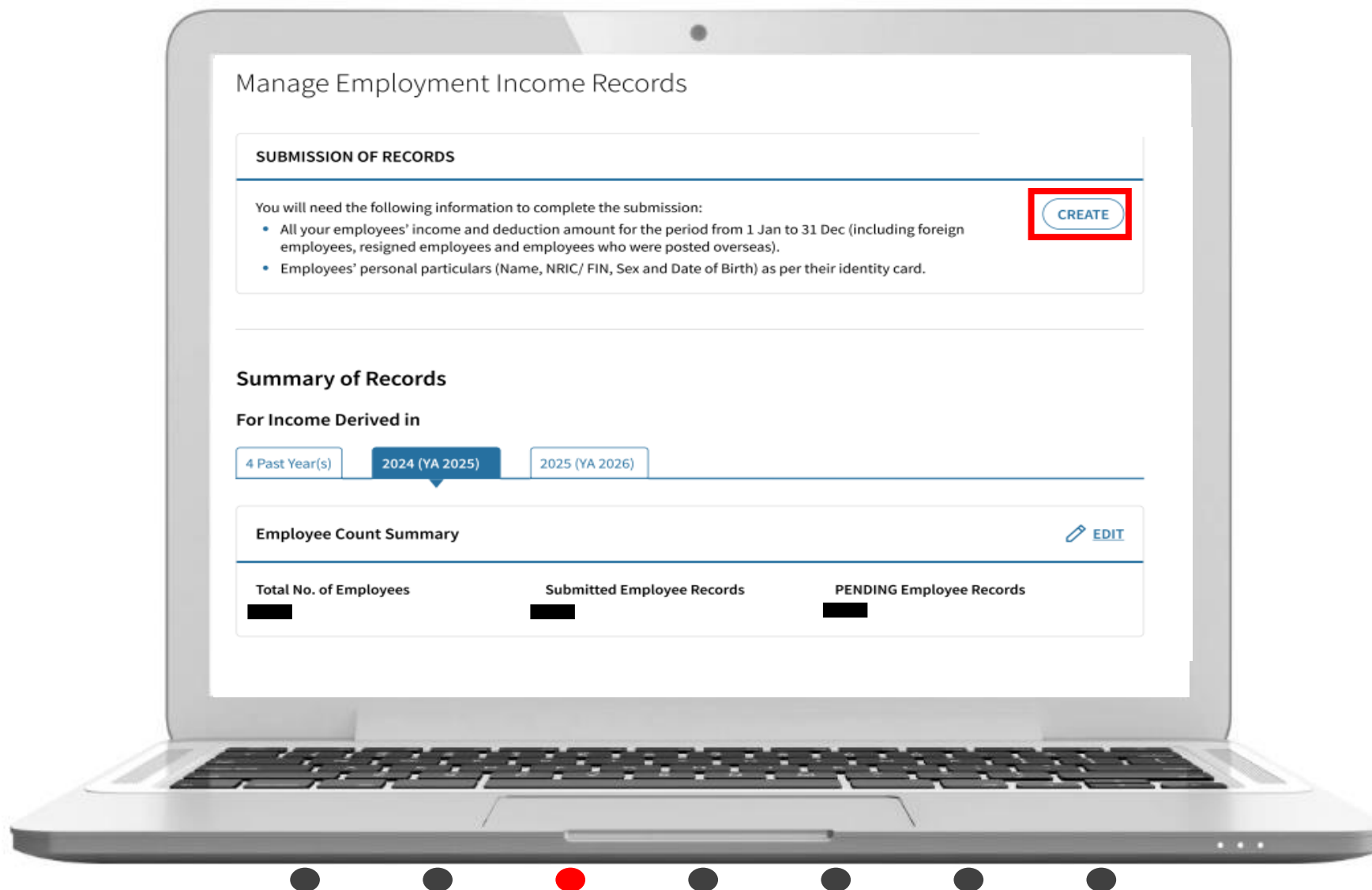
# Quick Guide on using Submit Employment Income Records Digital Service (Revision and Amendment submission methods)



- Login to myTax Portal at **mytax.iras.gov.sg**.



- Mouse over “**Employers**” and select “**Submit Employment Income Records**”.



- Click on the **“Create”** button.

**Getting Started**

**For Income Derived In\***

2025 (YA 2026) ▼

**What do you want to do?\***

☐ Submit new (original) records

☒ **Modify previously submitted data**

☐ Submit NIL Return

**How would you like to modify the submissions\***

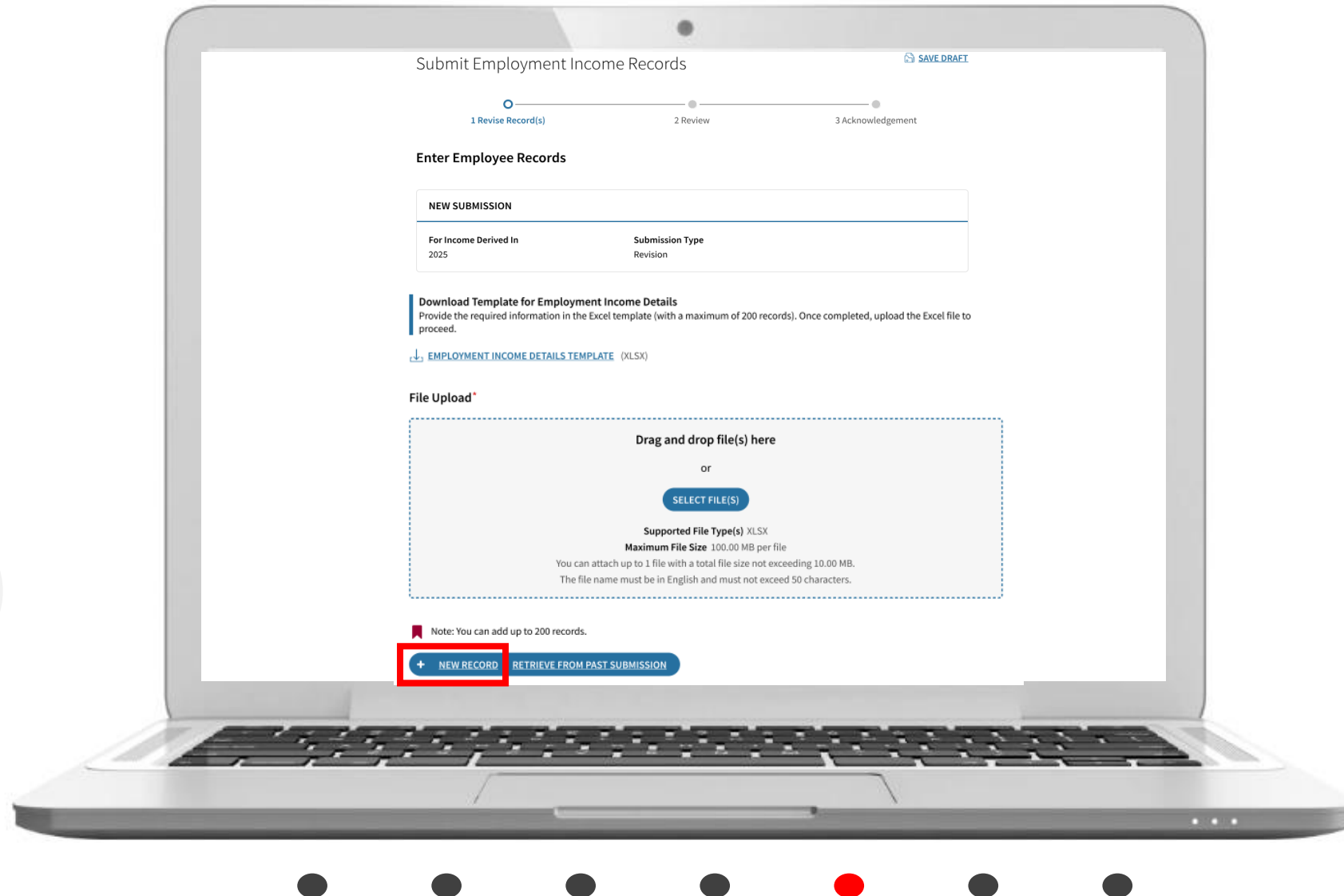
☐ Amendment - To report income/deductions differences to previously reported employee records

☒ **Revision - To override previously reported employee records**

**PROCEED**

**⚠ Select one of these methods when preparing your amendments.**  
Choose carefully as it affects how your records will be processed and the amounts that you need to submit.

- Choose the correct year from the dropdown list, select “**Modify previously submitted data**”, choose your preferred amendment method.
- Click on the “**Proceed**” button.



- Click on the “**New Record**” button. You may also use “**Retrieve from Past Submission**” to import the employees’ personal particulars from previously submitted records or upload the Excel file using the prescribed template.  
**Note:** Retrieve from past submission and import using excel template feature will be available from mid-Oct 2025.

## Quick Guide on using Submit Employment Income Records Digital Service (Revision and Amendment submission methods)

Depending on your chosen option on page 5:

- **Revision submission**  
Enter the full and correct values for all relevant fields, as this will overwrite the previous record(s).
- **Amendment submission**  
Provide only the difference in values (i.e., add the additional amount or subtract the over-reported amount). Leave unaffected field blank.

- For revision submission, enter the full and correct amounts for all relevant fields. For amendment submission, enter the difference in amounts (i.e., add the additional amount or negative value to amend the over-reported amount). Leave unaffected field blank. Prepare Appendix 8A and/or Appendix 8B where necessary.
- Click on the “**Update**” button to save the form.

Contact Details for this Submission

Declarant Information

Authorised Person

[Redacted]

Contact Person

Name (as in NRIC/ Passport)

[Redacted]

Designation

[Redacted]

Email Address

[Redacted]

Contact No.

+65 [Redacted]

Declaration

☐ I declare that the information given in this form is true, correct and complete.\*

BACK SUBMIT

- Provide the contact details for this submission.
- Tick the **Declaration** checkbox.
- Click on the “**Submit**” button. Upon successful submission, you will receive an acknowledgment page **with the acknowledgement number**.



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