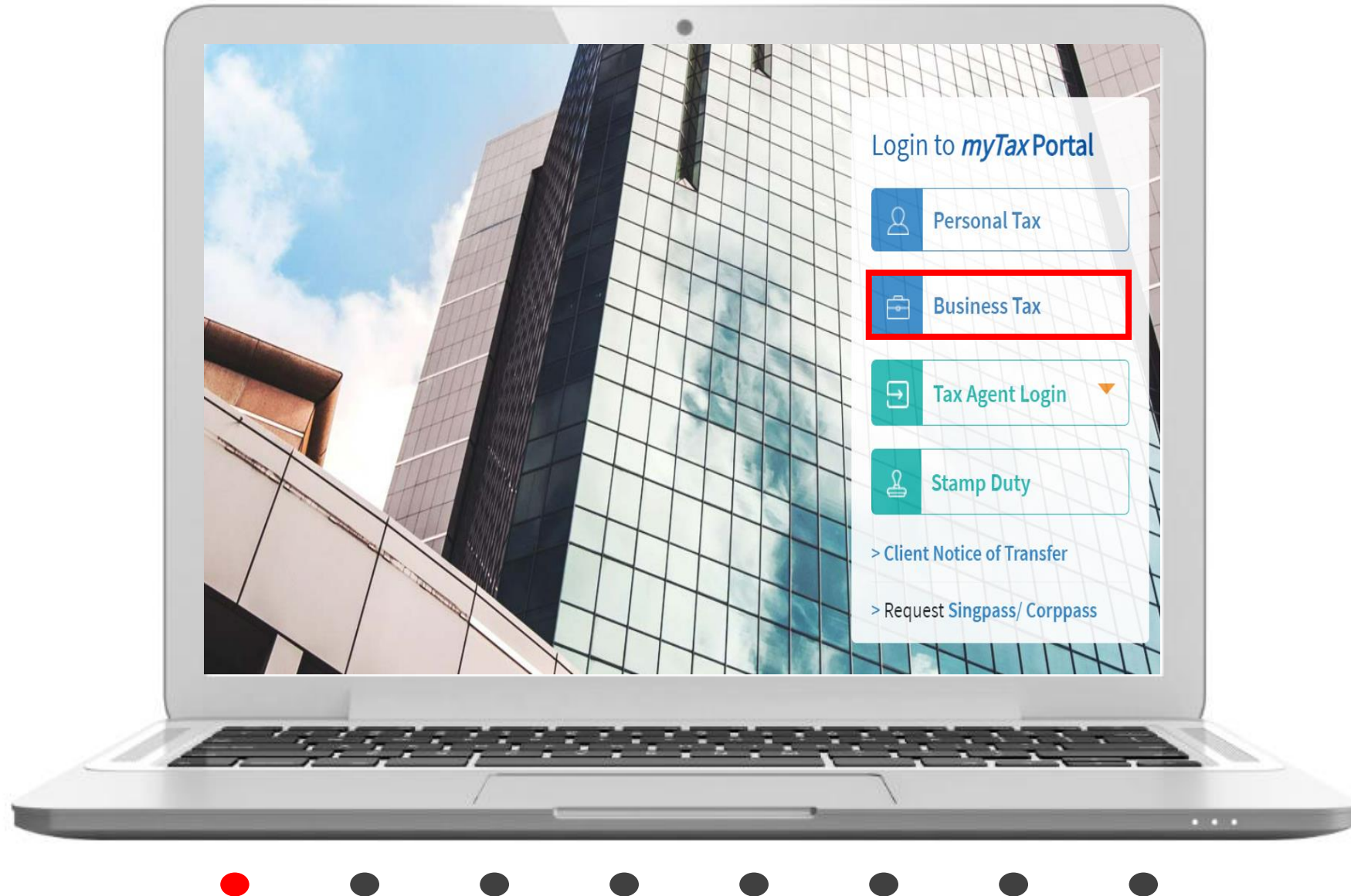




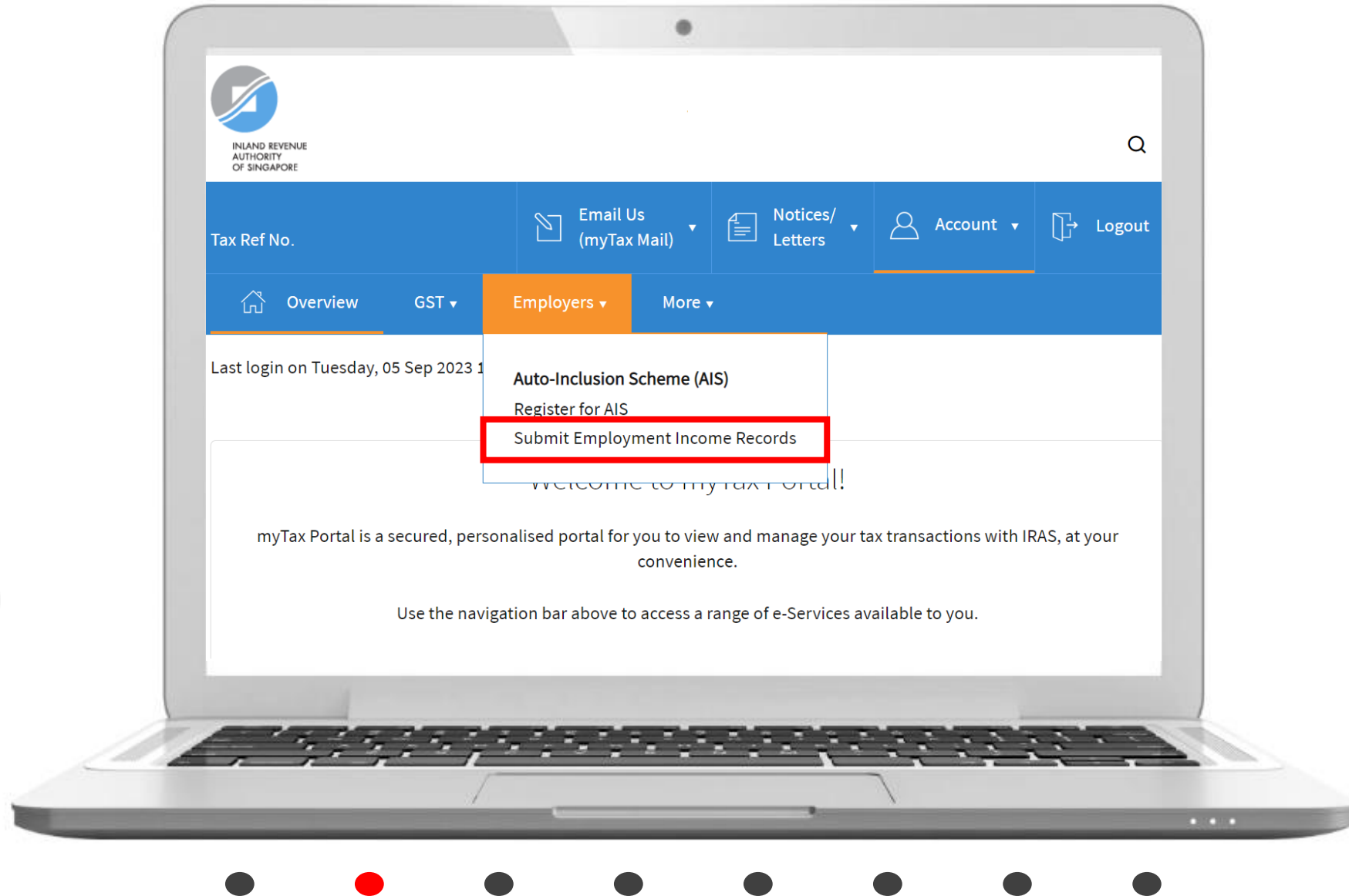
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Quick guide to prepare and submit for AIS at myTax Portal (Online Application)

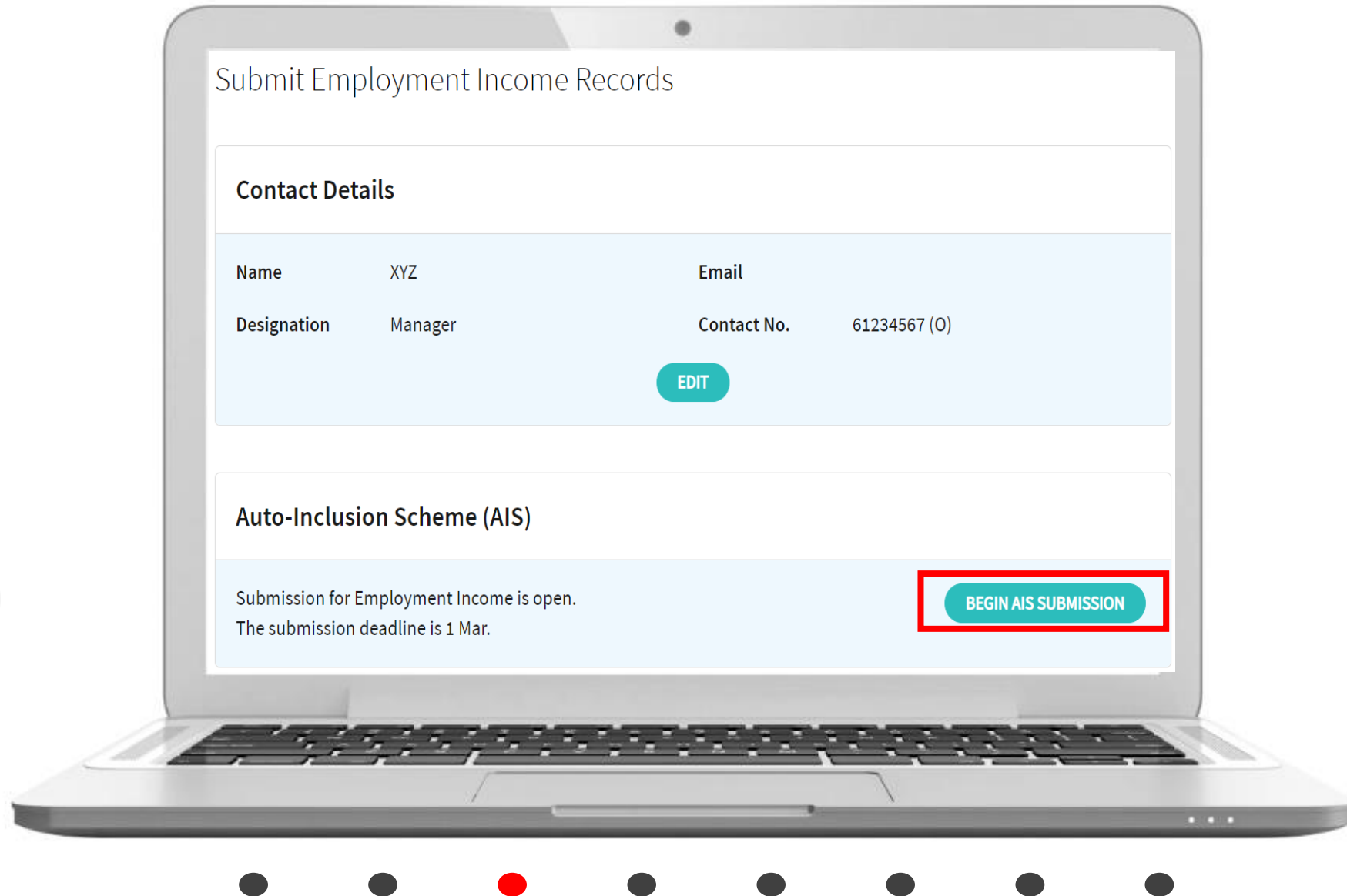


- Login to myTax Portal at mytax.iras.gov.sg.

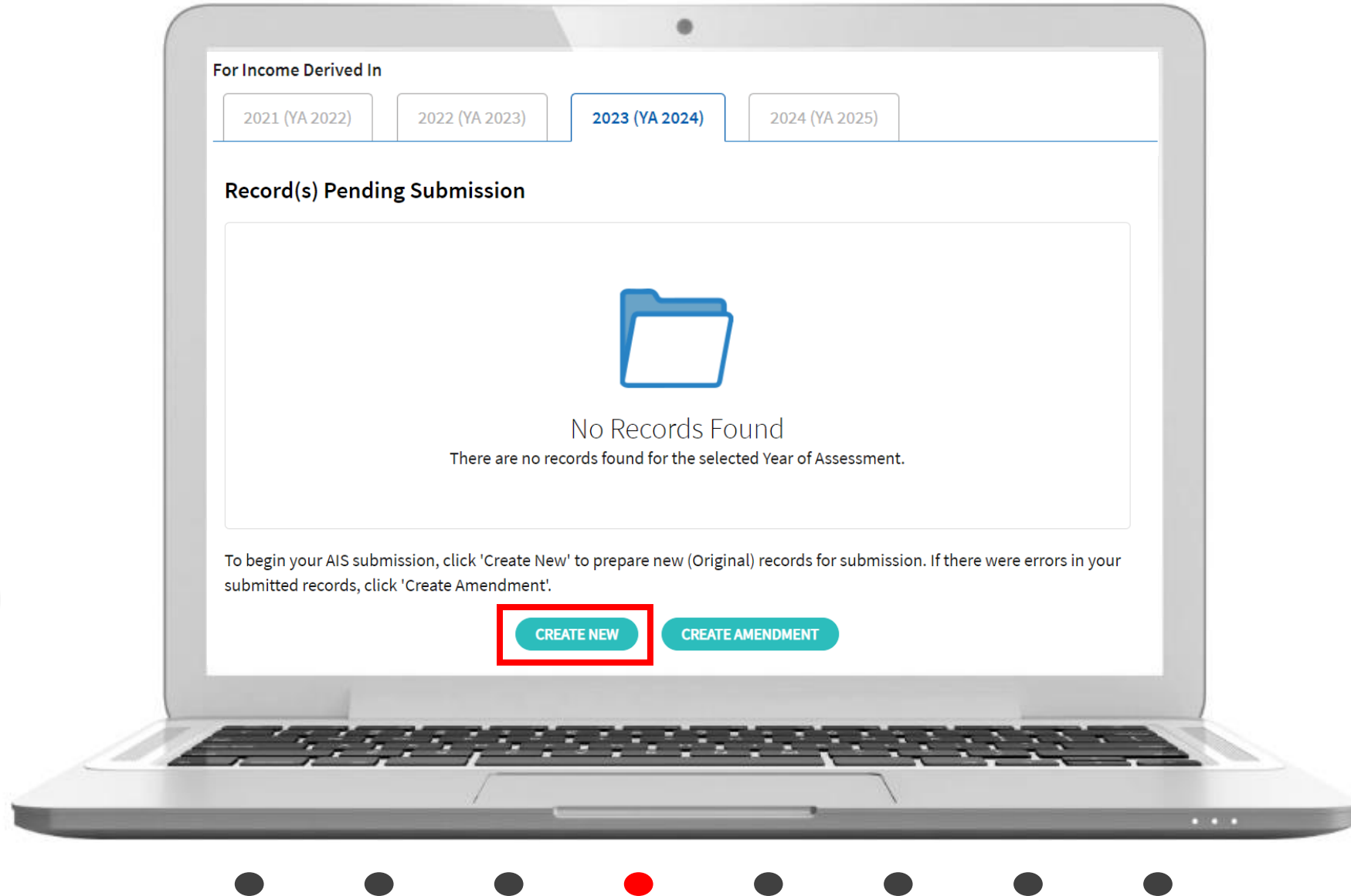
Quick guide to prepare and submit for AIS at myTax Portal (Online Application)



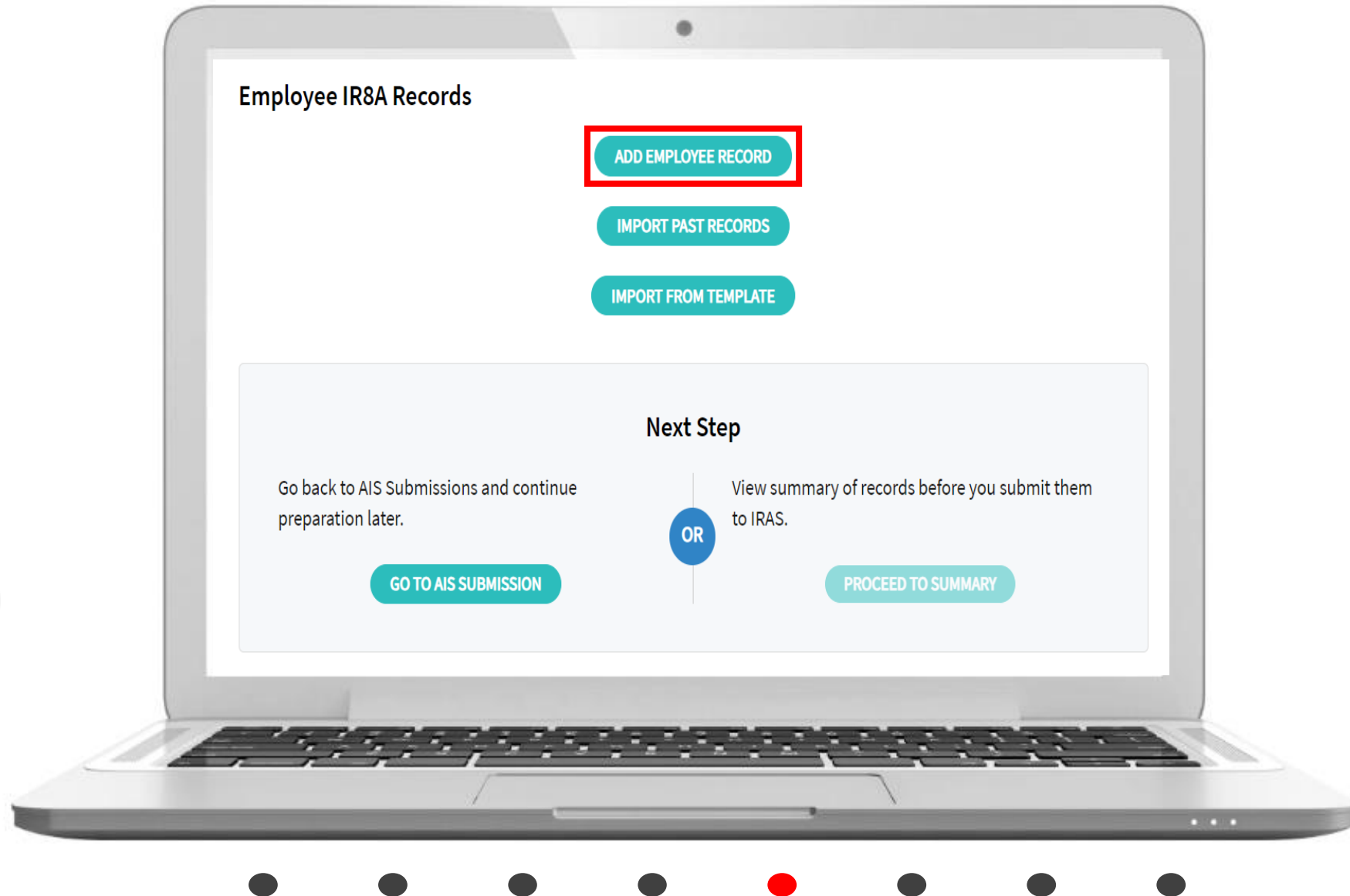
- Mouse over **'Employers'** and select **'Submit Employment Income Records'**.



- Click on the **'Begin AIS submission'** button.



- Select the relevant tab, e.g. 2023 (YA 2024) and click on the **'Create New'** button.



- Click on **'Add employees records'** button. You may also use **'Import past records'** to import the employees' personal particulars from past submitted submission records.

Quick guide to prepare and submit for AIS at myTax Portal (Online Application)

Income ⓘ

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay	SS	<input type="text" value="0"/>	.00
b) Bonus (non-contractual bonus paid on) <input type="text" value="dd/mm/yyyy"/> <input type="calendar"/>	SS	<input type="text" value="0"/>	.00
and/ or contractual bonus for service rendered in 2022			
c) Director's fees approved at the company's AGM/ EGM on <input type="text" value="dd/mm/yyyy"/> <input type="calendar"/>	SS	<input type="text" value="0"/>	.00
d) Others (Appendices) EDIT DETAILS	SS		0.00

Deductions ⓘ

Employee's Compulsory contribution to (Less amount refunded/ to be refunded) SS .00

Central Provident Fund

Designated Pension or Provident Fund Name of Fund

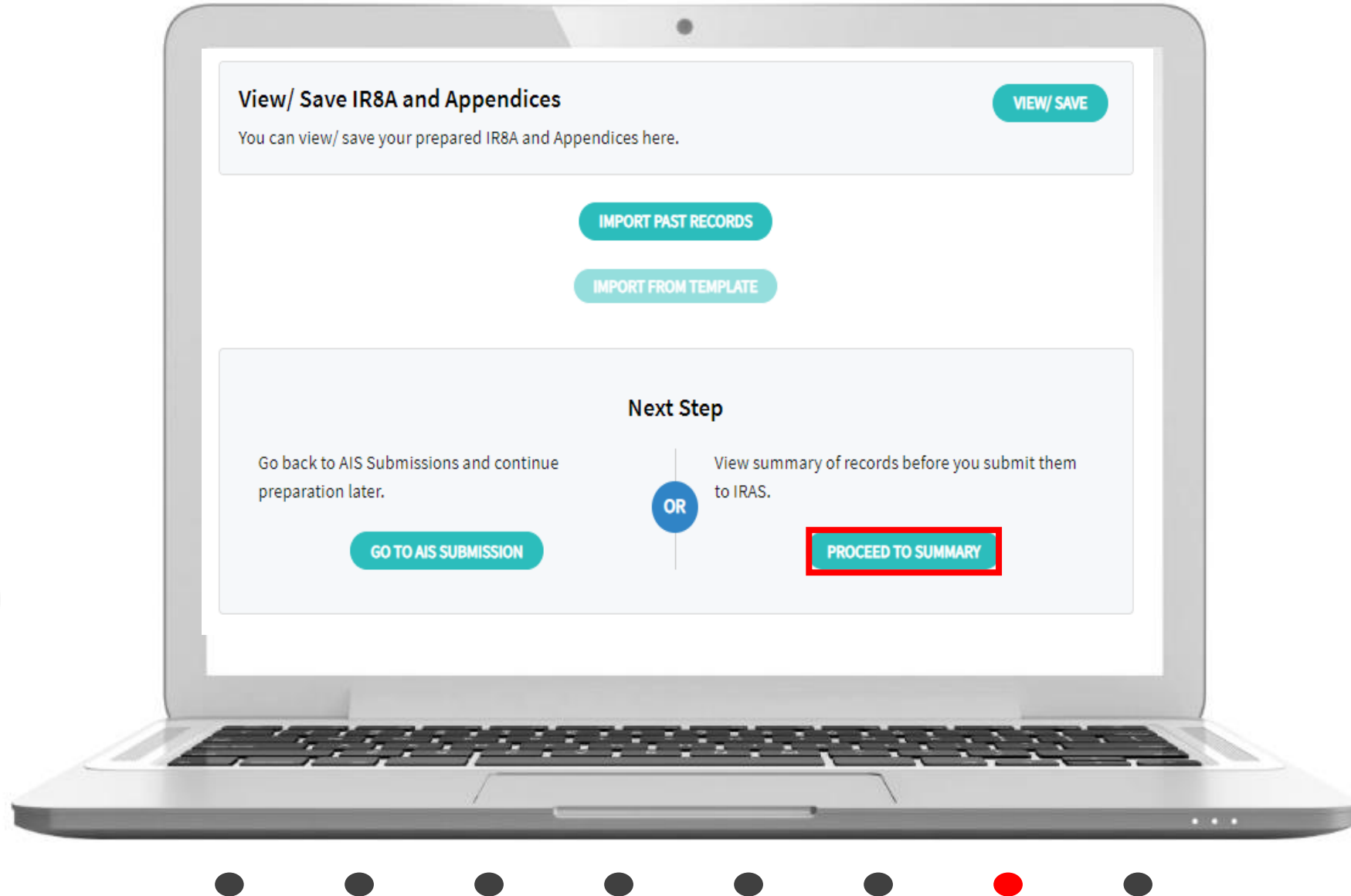
Donations deducted through salaries: SS .00
* Yayasan Mendaki Fund/ Community Chest of Singapore/ SINDA/ CDAC/ ECF/ Other tax exempt donations

Contributions deducted through salaries to Mosque Building Fund SS .00

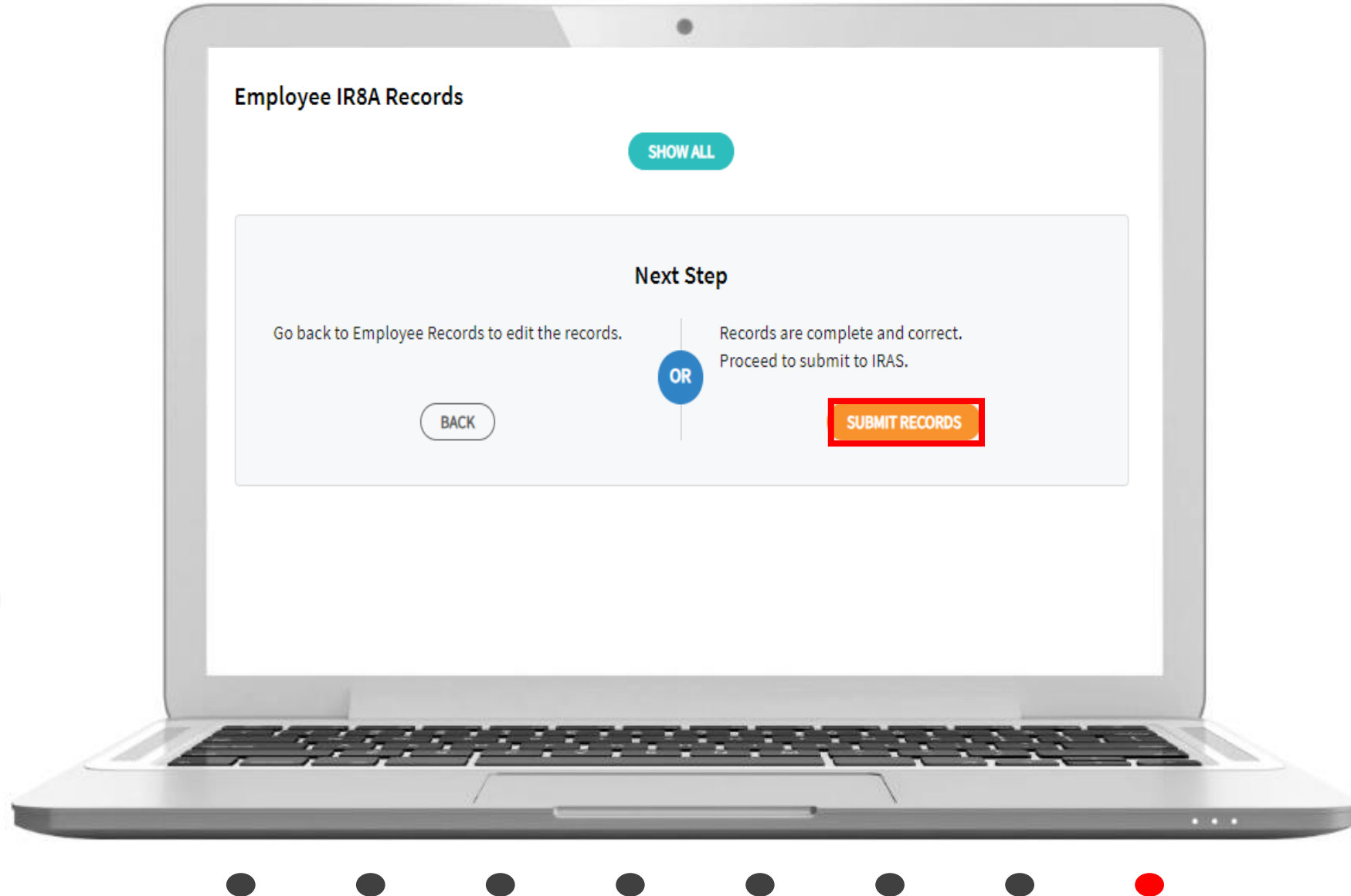
Life insurance premiums deducted through salaries SS .00

[SAVE](#)

- Enter employee's details in the Form IR8A.
- Click on **'Edit Details'** to display and enter other income information and appendices if necessary.
- Click on the **'Save'** button.



- Scroll down to the bottom of the page.
- Click on the “**Proceed to Summary**” button.



- Scroll down to the bottom of the page.
- Click on the “**Submit Records**” button.

Published by
Inland Revenue Authority of Singapore

Published on 24 Jan 2024

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