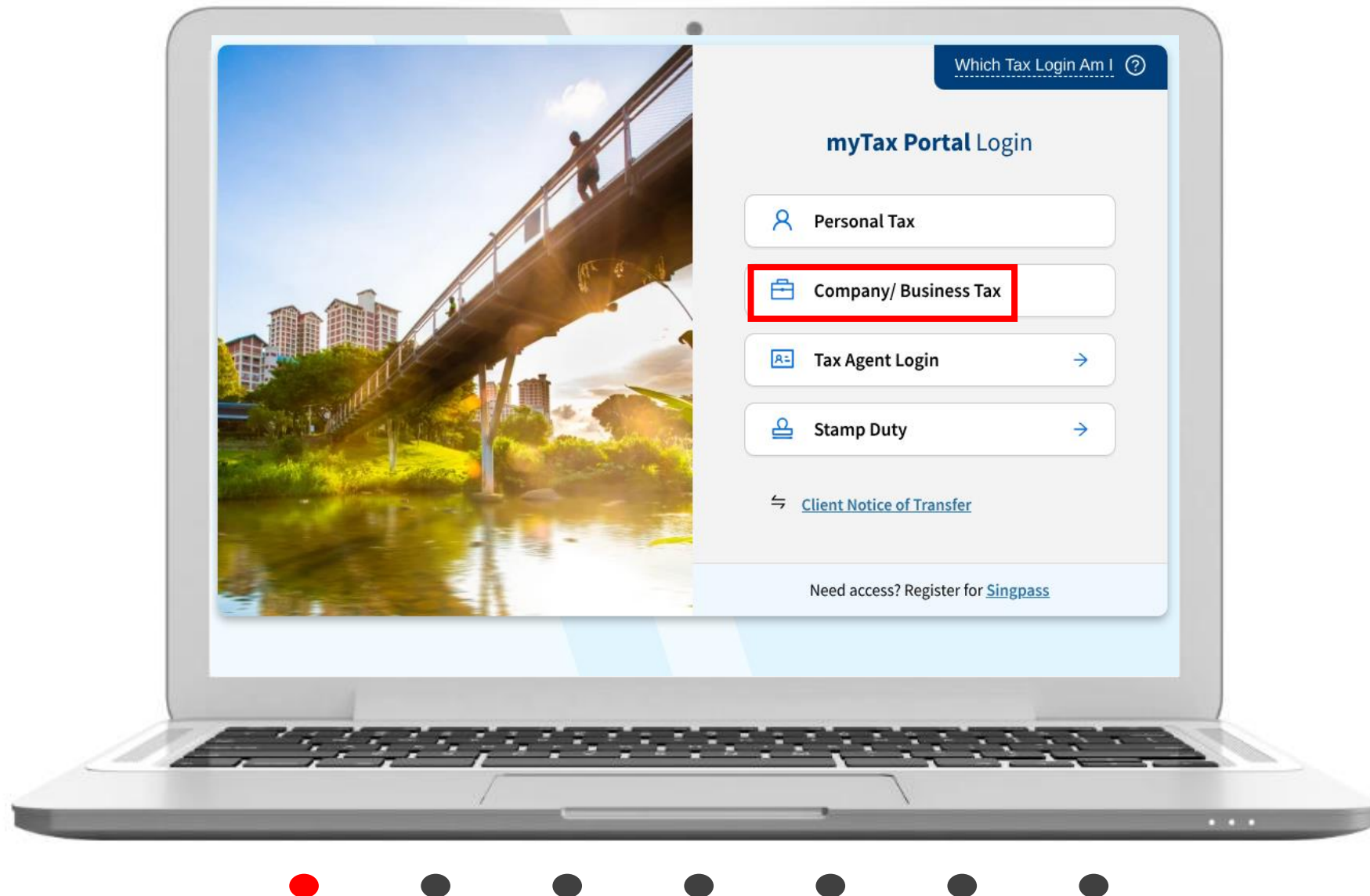
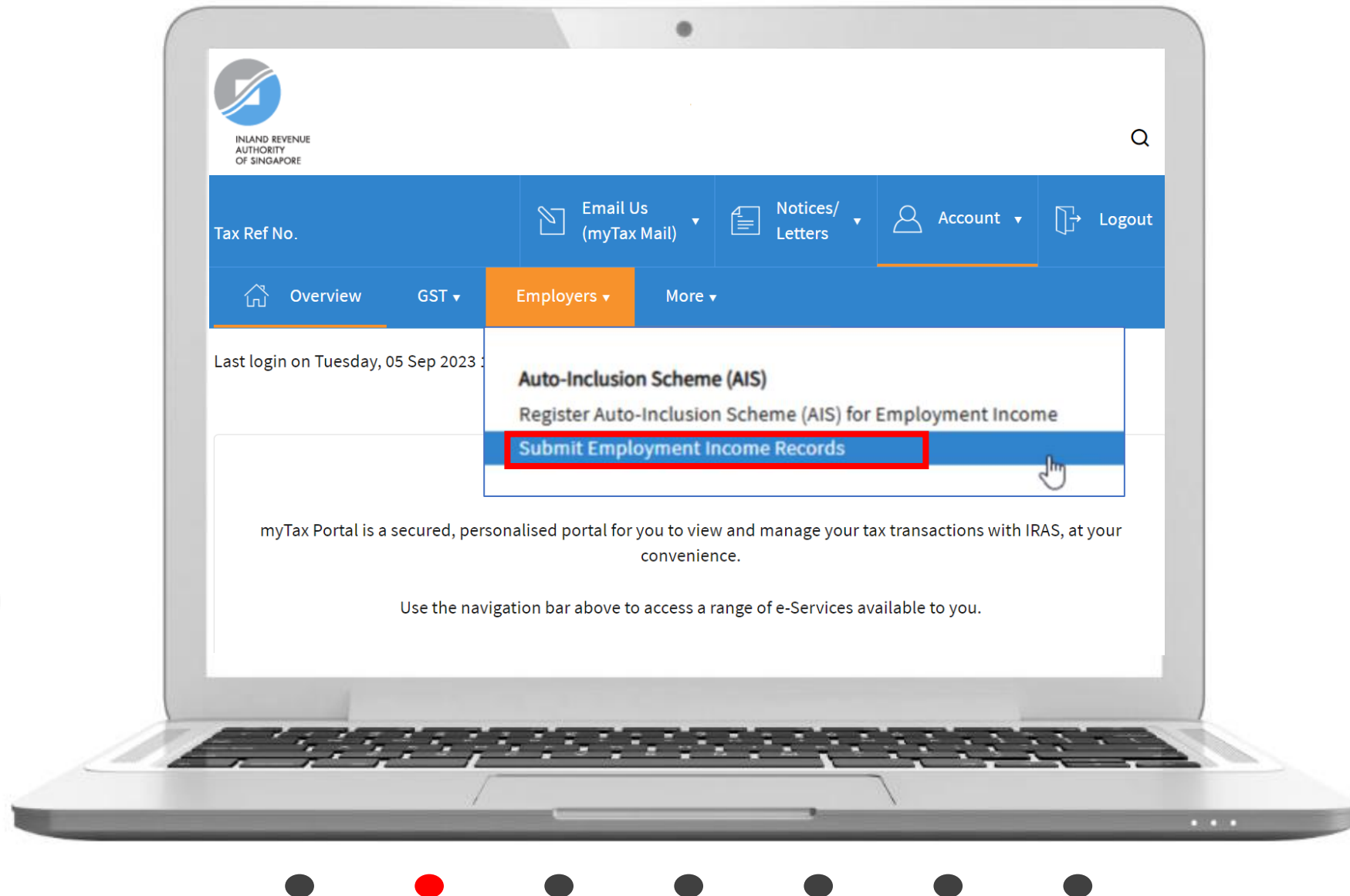


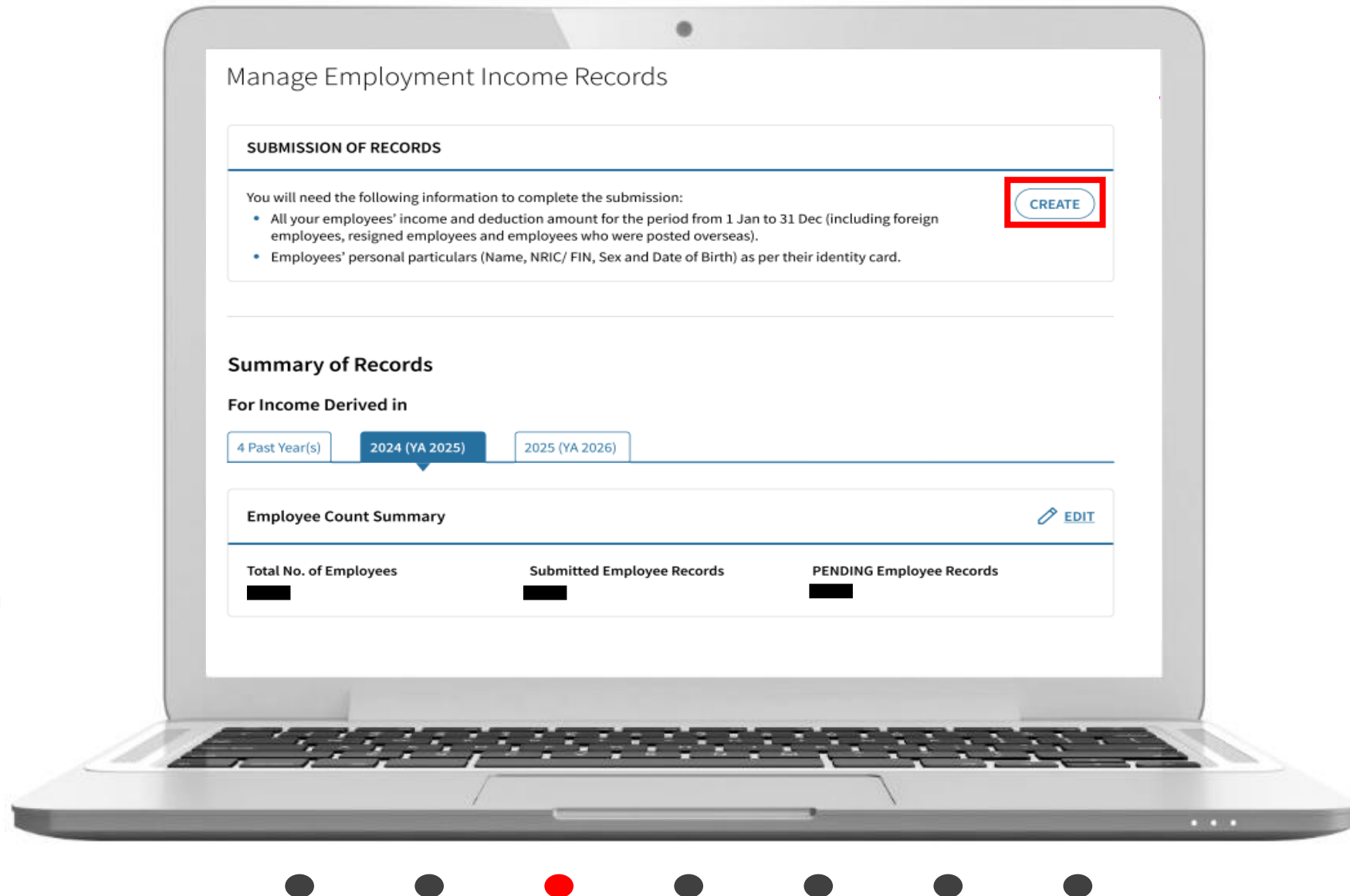
Quick guide on using the Submit Employment Income Records Digital Service (Original Submission)



- 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?*

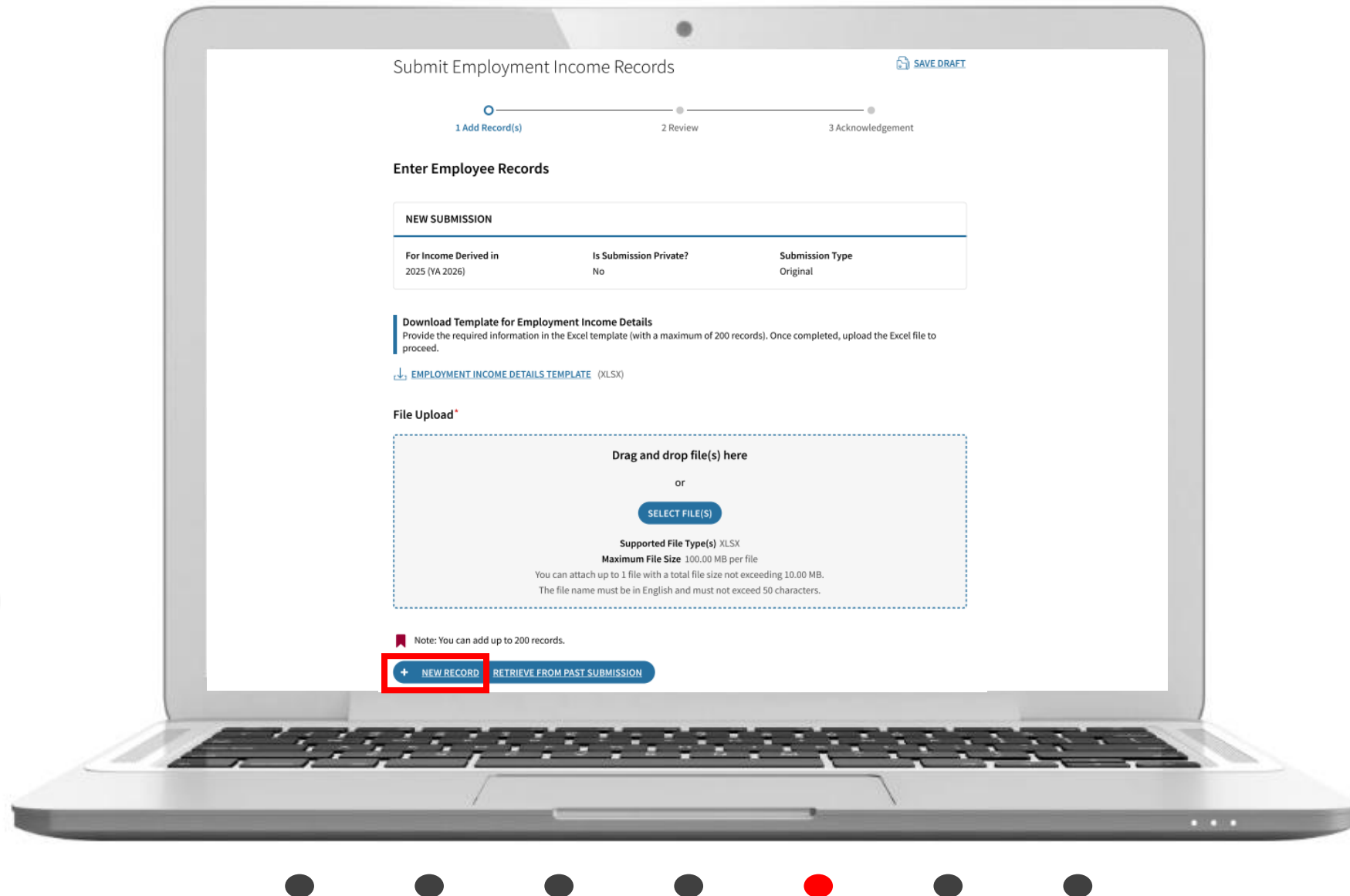
☒ Submit new (original) records

☐ Modify previously submitted data

☐ Submit NIL Return

PROCEED

- Choose the correct year from the dropdown list, select **“Submit new (original) records”**
- 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 submission 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.

IR8A Details Appendix 8A Appendix 8B

Income Details

Employment Income

a. Gross Salary, Fees, Leave Pay, Wages and Overtime Pay S\$.00

b. Bonus (Non-contractual and/ or Contractual for Services Rendered in 2025) S\$.00

Date of Non-contractual Bonus Payment

c. Director's Fees Approved at the Company's AGM/EGM S\$.00

Date of Approval

d. Other Employment Income

1. Allowances S\$.00

2. Gross Commission S\$.00

3. Lump Sum Payment

3a. Gratuity/ Notice Pay/ Ex-gratia Payment S\$.00

3b. Compensation for Loss of Office S\$.00

- By default, you will be on the “**IR8A Details**” tab. If you need to prepare Appendix 8A or Appendix 8B, select the relevant form.
- Enter the employees’ annual income information in the respective fields.
- Click on the “**Update**” button to save the form.

Contact Details for this Submission

Declarant Information

Authorised Person

██████████

Contact Person

Name (as in NRIC/ Passport)

██████████

Designation

██████████

Email Address

██

Contact No.

+65 ██████████

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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