



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Submit Self-Employment Income Records Digital Service

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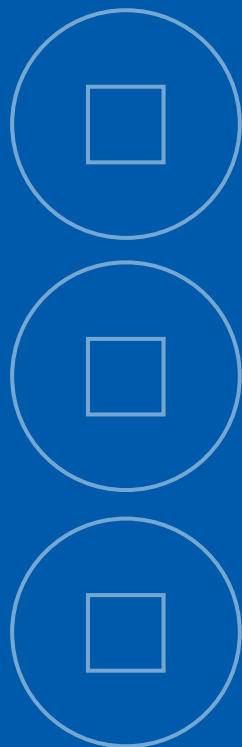
Please ensure your computer fulfils the [minimum hardware / software requirements](#).

### About 'Submit Self-Employment Income Records' Digital Service

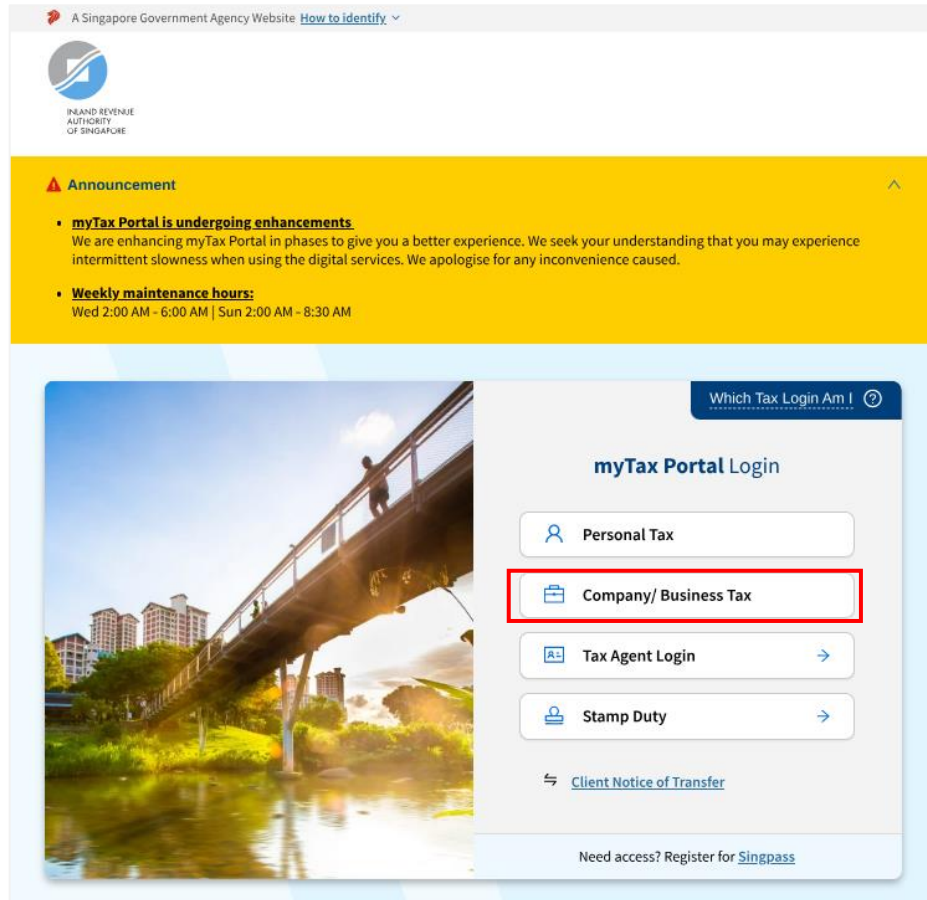
1. The 'Submit Self-Employment Income Records' digital service allows third-party intermediaries (TPIs) of self-employed persons (SEPs) to prepare and submit their income to IRAS via myTax Portal.
2. It is suitable for intermediaries who are **not using their own software** that is integrated with the relevant Application Programming Interface (API) service to manage and submit the information of their SEPs
3. TPIs may submit or amend records using any of the following methods:
  - **Bulk upload** of records using an [excel submission template](#) (with a maximum of 2,000 records per submission); or
  - **Manual entry** of individual records (with a maximum of 200 records per submission).



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# **Steps to Access the Digital Service**

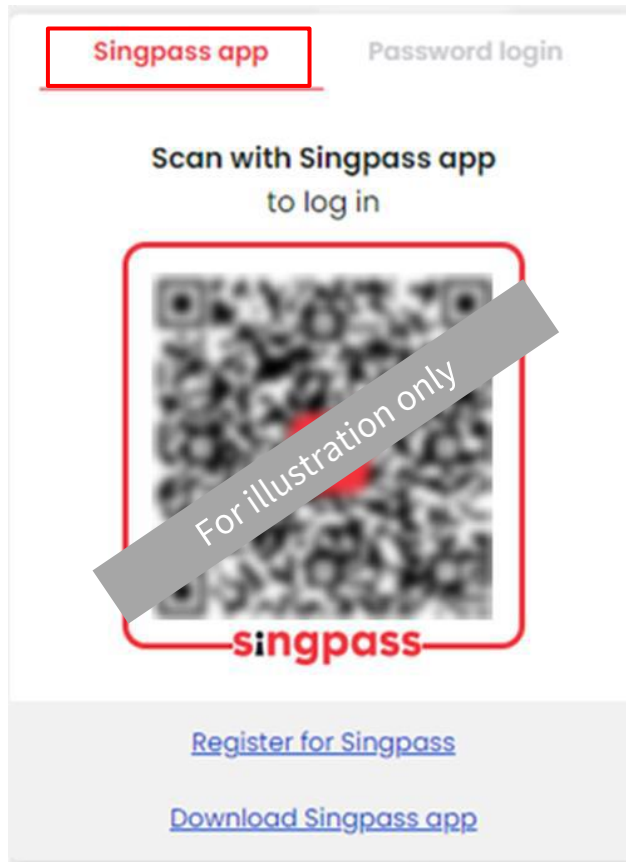


Before accessing “Submit Self-Employment Income Records” digital service, ensure that you and/or your staff have been authorised with the “SUBMISSION OF SELF-EMPLOYMENT INCOME RECORDS” e-service via the [Corppass](#) system.

[Learn how to authorise staff via the Corppass system.](#)

- Visit myTax Portal at [mytax.iras.gov.sg](https://mytax.iras.gov.sg)
- Select ‘**Company/ Business Tax**’
- You will be directed to the Singpass login page to log in with your Singpass

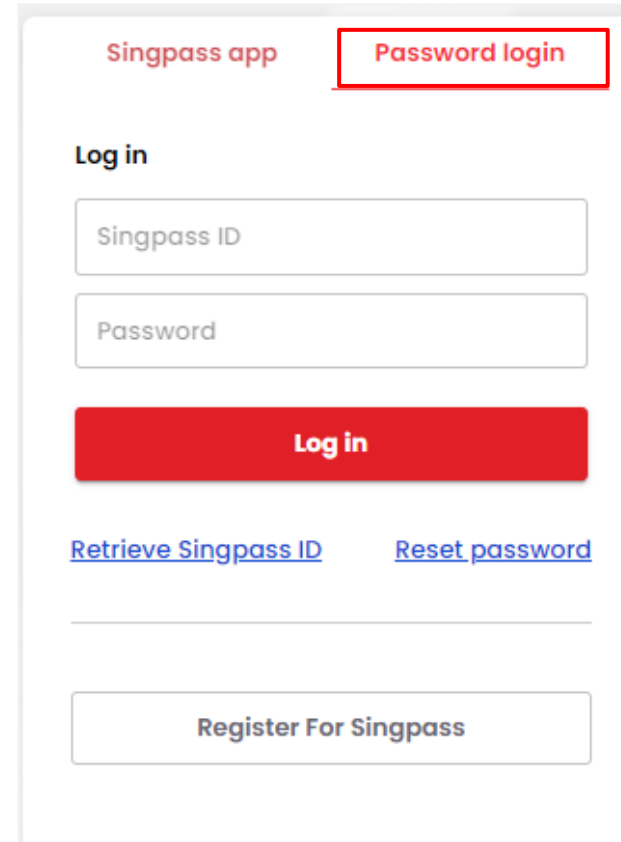
### A. Log in via Singpass Application



The screenshot shows the Singpass app login interface. At the top, there are two tabs: 'Singpass app' (highlighted with a red box) and 'Password login'. Below the tabs, the text 'Scan with Singpass app to log in' is displayed. A QR code is shown in the center, with a red box around it. A diagonal grey banner with the text 'For illustration only' is overlaid on the QR code. At the bottom, there are two links: 'Register for Singpass' and 'Download Singpass app'.

OR

### B. Log in via Password



The screenshot shows the Singpass app password login interface. At the top, there are two tabs: 'Singpass app' and 'Password login' (highlighted with a red box). Below the tabs, the text 'Log in' is displayed. There are two input fields: 'Singpass ID' and 'Password'. Below the input fields is a red button labeled 'Log in'. At the bottom, there are two links: 'Retrieve Singpass ID' and 'Reset password'. A 'Register For Singpass' button is located at the very bottom.

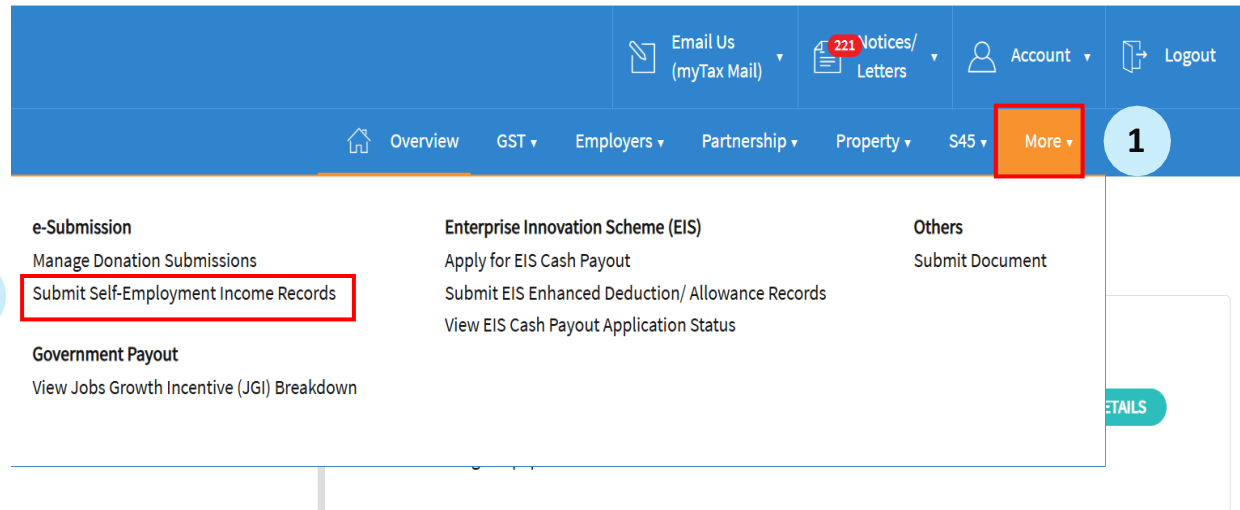
### A. Log in via Singpass Application

- Scan the QR code provided using your mobile Singpass application.
- You will be directed to Singpass for authentication. Thereafter, you will be directed to myTax Portal.

### B. Log in via Password

- Key in your 'Singpass ID' and 'Password'.
- Click '**Log in**' and complete the 2-Factor Authentication (2FA). Thereafter, you will be directed to myTax Portal.

## Steps to Access the Digital Service



- Click '**More**'.
- Under '**e-Submission**', select '**Submit Self-Employment Income Records**'.

### **NOTE:**

You can only access the digital service if:

- Your organisation has been **registered** as an organisation participating in the Submission of Self-Employment Income Records/ [Pre-filling of Income for Self-Employed Persons](#); **and**
- You **have been authorised** with the 'Approver' or 'Preparer' role for the 'Submission of Self-Employment Income Records' e-Service in the [Corppass](#) system.

Submit Self-Employment Income Records

**A**

**SUBMISSION OF RECORDS**

**B**

Please ensure that you have the following information ready for submission:

CREATE

- For Individuals: Particulars (e.g Name, ID no., Date of birth) and Gross Income.
- For Non-Individuals (e.g. sole-proprietorship): Name, ID no., and Gross Income.

**C**

**For Income Derived In**

2025 (YA 2026)

2024 (YA 2025)

4 Past Year(s)


Status


All Statuses


1 - 20 of 21 Record(s)

Status	Date	Type	Submission Details	Type of Intermediary	Actions
Received	2 Jan 2026	Original	<ul style="list-style-type: none"><li>No. of Records 1</li><li>Last updated by Jane Garner</li><li>Acknowledgement No: 1530000335</li></ul>	Commission-Paying Organisation	<a href="#">VIEW</a>

- This is the landing page for the ‘Submit Self-Employment Income Records’ digital service.
- At this page, you can perform the following:

- 

**A. Submit income records**  
For organisation that made payment to SEPs during the year
- 

**B. Submit NIL return**
- 

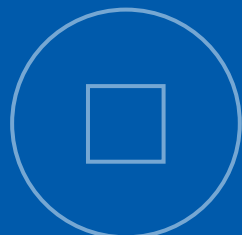
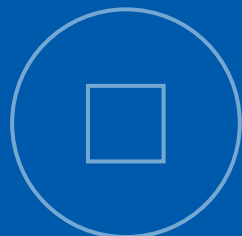
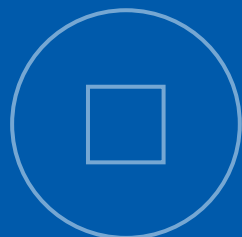
**C. View and retrieve previously submitted records (if any)**

Click on the options above select what you wish to do.





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# Steps to Submit Self-Employment Income Records

For organisation which makes payment to self-employed persons (SEPs) during the year

# Steps to Submit Self-Employment Income Records

1. Review & Update Authorised Person’s Contact Details
2. Input Records
3. Submit Records

## Submit Self-Employment Income Records

**SUBMISSION OF RECORDS**

Please ensure that you have the following information ready for submission:

- For Individuals: Particulars (e.g Name, ID no., Date of birth) and Gross Income.
- For Non-Individuals (e.g. sole-proprietorship): Name, ID no., and Gross Income.

CREATE

### For Income Derived In

2025 (YA 2026)





2024 (YA 2025)

4 Past Year(s)

### Status

All Statuses

1 - 20 of 21 Record(s)

Status 	Date 	Type 	Submission Details	Type of Intermediary 	Actions
Received	2 Jan 2026	Original	<ul style="list-style-type: none"><li>No. of Records 1</li><li>Last updated by Jane Garner</li><li>Acknowledgement No: 1530000335</li></ul>	Commission-Paying Organisation	<a href="#">VIEW</a>

- Click ‘**CREATE**’ to begin inputting your records for submission

# Steps to Submit Self-Employment Income Records



## 1. Review & Update Authorised Person's Contact Details

## 2. Input Records

## 3. Submit Records

### Update Contact Details for Submission of Employment Income/ Self-Employment Income/ Donation

You/ the recipient(s) will receive email notification for:

- Auto-Inclusion Scheme (AIS) for Employment Income
- Auto-Inclusion Scheme (AIS) for Donation
- Submission of Self-Employment Income by Intermediaries

You may update the contact person(s) for the following scheme(s):

#### Submission of Self-Employment Income by Intermediaries

[UNDO CHANGES](#)

Salutation\*

MR

Name\*

TEST TEST

Designation\*

Manager or higher

Mobile No.

+65 99002233

Office No.

+65 65431278

Email Address\*

test@test.com

1

2

☐ By using this service, I consent to the [Terms and Conditions of Use.\\*](#)

3

SAVE CHANGES

### For New Intermediaries and Existing Intermediaries without Contact Details

If you are logging in for the first time and/or have no existing contact details, you will be redirected to the “**Update Contact Details**” digital service to update your contact details for Self-Employment Income.

- Complete the **required** fields.
- At the end of the page, select the **checkbox** to agree with the Terms and Conditions of Use.
- Click ‘**SAVE CHANGES**’ to proceed.

# Steps to Submit Self-Employment Income Records



## Submit Self-Employment Income Records

< [BACK TO PREVIOUS](#)

### Verify Contact Details

The individual specified below will serve as the Main Contact Person for any enquiries regarding Self-Employment Income matters. If you are not the Main Contact Person but wish to provide your contact details for this submission, you may do so later under the "Contact Details for this Submission" section when submitting your records.

Salutation

Name

LEE LENG LING

Designation

Mobile No.

Office No.

+65 88076454

+65 87645321

Email Address

leelengling@taxagentpreparer.com

1

[How do I update the contact details?](#)

To update AIS scheme contact details, use the

Update Contact Details for Submission of Employment Income/ Self-Employment Income/ Donation

Digital Service

2

### For Existing Intermediaries with Contact Details

- Please verify that your contact details are accurate.
- To make changes:
  - Click “**How do I update the contact details**” to update your contact details.
  - Then select “**Update Contact Details for Submission of Employment Income/Self-Employment Income/Donation**” to proceed.

If you are not making any changes to your contact details, click on the button below to learn how to input your records for submission:

Step 2: Input Records

# Steps to Submit Self-Employment Income Records



## 1. Review & Update Authorised Person's Contact Details

## 2. Input Records

## 3. Submit Records

Update Contact Details for Submission of Employment Income/ Self-Employment Income/ Donation

[SAVE AS PDF/ PRINT](#)

### Acknowledgement

#### Successful Update

You have updated the organisation's Auto Inclusion Scheme/ e-Submission contact details.

Acknowledgement No.	1520000281	Date/ Time	2 Jan 2026 11:37 AM
Authorised Person	Julie		

A copy of this acknowledgement is available at [View Notices](#) digital service.

### Summary of Updates

#### Submission of Self-Employment Income by Intermediaries

Information	Details
Mobile No.	98765432

By using this service, I consent to the [Terms and Conditions of Use](#).

[SAVE AS PDF/ PRINT](#)

- After successfully updating your contact details, you will be directed to the “Acknowledgement Page”
- To proceed with submitting records, return to the “Submit Self-Employment Income Records” digital service by selecting “**More**” > “**Submit Self-Employment Income Records**” > “**CREATE**”.
- This will take you to the next steps: [Input Records](#)

# Steps to Submit Self-Employment Income Records



Getting Started

1

For Income Derived In\*

Select

2

Type of Intermediary\*

Select

3

What do you want to do?\*

☒ Submit new (original) record(s)

☐ Revise submitted record(s)

☐ Submit NIL return

How would you like to submit Self-Employment Income records?\*

☐ Add record(s) individually

☐ Upload Excel template

BACK

PROCEED

- Scroll down to the section on “**Getting Started**” and input the following:

Field	What to select
For Income Derived In	Select the <b>relevant year</b> you wish to submit the income (e.g. “2025 (YA 2026)”)
Type of Intermediary	<p>You will only be prompted to select this field if you are registered to submit for multiple type of self-employed persons (SEPs) (e.g. as a commission-paying organisation and as a point-to-point transport operator).</p> <p>Select the <b>applicable Type of Intermediary</b> you are submitting for the relevant SEPs</p>
What do you want to do?	Select “ <b>Submit new (original) record(s)</b> ” to add new records

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Getting Started

For Income Derived In\*

Select ▼

Type of Intermediary\*

Select ▼

What do you want to do?\*

- ☐ Submit new (original) record(s)
- ☐ Revise submitted record(s)
- ☐ Submit NIL return

How would you like to submit Self-Employment Income records?\*

4

- ☐ Add record(s) individually
- ☐ Upload Excel template

BACK

PROCEED

5

- Continue to input the following:

Field	What to select
How would you like to submit Self-Employment Income records?	<b>Suitable for those submitting/ revising few records</b> <ul style="list-style-type: none"><li>“<b>Add record(s) individually</b>” for manual entry of up to 200 records per submission</li></ul>
	<b>Recommended for those submitting/ revising large number of records</b> <ul style="list-style-type: none"><li>“<b>Upload Excel template</b>” for bulk-upload of up to 2,000 records per submission using a standardised <a href="#">Excel submission template</a></li></ul>

- Once you have completed the required fields, click “**PROCEED**”

Click on the options below to select how you will be submitting your records



A. Add record(s) individually



B. Bulk upload via Excel submission template

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Submit Self-Employment Income Records

[SAVE DRAFT](#)



### Add Record(s) Individually

#### NEW SUBMISSION

Type of Intermediary	For Income Derived in	Submission Type
Commission-Paying Organisation	2025 (YA 2026)	Original

**Note:** You can add up to 200 records.

1

Add New Record(s)

[CONTINUE](#)

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#) [SAVE DRAFT](#)

### A. Add Record(s) Individually

- To begin, click “**Add New Record(s)**”.

#### **NOTE:**

- You are only allowed to create up to **200 records for each submission**.
- If you need to submit more than 200 records, please complete a **separate submission**.
- To save a copy of your records, click “**SAVE AS PDF/ PRINT**” after the submission.



# Steps to Submit Self-Employment Income Records



## Add/ Edit Self-Employment Income Record

You can create up to 10 records at a time. To add more, update your current entries and repeat the process.

1

Self-Employment Income Record 1

Identification No.\*

Select

Full Name\*

Date of Birth

dd/mm/yyyy

Nature of Activity\*

Select

Gross Income\*

S\$

.00

2

3

+ ADD NEW (up to 10 entries)

6

BACK

UPDATE

CLEAR ALL



### A. Add Record(s) Individually

Input the identification and income details of the SEPs:

Field	What to input
Identification No.	<ul style="list-style-type: none"><li>Select the Identification Type (e.g. NRIC, FIN, Passport No., UEN) from the dropdown list; and</li><li>Input the Identification No. of the SEPs</li></ul>
Full Name	Enter the full name as per Identification Document or ACRA records
Date of Birth	<ul style="list-style-type: none"><li>Select using the date picker (calendar); or</li><li>Enter the date in DD/MM/YYYY format</li></ul> <p><b>NOTE:</b> You are only required to complete this field if the record is for a self-employed individual. If you have selected the Identification Type as “UEN”, the Date of Birth will not appear.</p>

# Steps to Submit Self-Employment Income Records



## Add/ Edit Self-Employment Income Record

You can create up to 10 records at a time. To add more, update your current entries and repeat the process.

Self-Employment Income Record 1

Identification No.\*  

Select

Full Name\*

Date of Birth  

dd/mm/yyyy

4 Nature of Activity\*  

Select

5 Gross Income\*  
S\$  .00

+ ADD NEW (up to 10 entries)

6

BACK

UPDATE

CLEAR ALL



### A. Add Record(s) Individually

Input the identification and income details of the SEPs:

Field	What to input
Nature of Activity	<p>Select the nature of activity (e.g. real estate agent, insurance agent) of your commission agent from the dropdown list.</p> <p><b>NOTE:</b> This field will only appear if you are submitting the records as a commission-paying organisation.</p>
Gross Income	<p>Enter the gross income earned by the SEP (i.e. amount before deducting any expenses).</p> <p><b>NOTE</b></p> <ul style="list-style-type: none"><li>Drop any cents and exclude any non-numeric characters (e.g. Input 50221 if the gross income is \$50,221.43 or \$50,221.98)</li><li>You can only enter up to a <b>maximum of 8 digits</b></li></ul>

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records



## Add/ Edit Self-Employment Income Record

You can create up to 10 records at a time. To add more, update your current entries and repeat the process.

**Self-Employment Income Record 1**

**Identification No.\***  

Select

**Full Name\***

**Date of Birth**  

dd/mm/yyyy

**Nature of Activity\***  

Select

**Gross Income\***  
S\$  .00

5

+ ADD NEW (up to 10 entries)

6

BACK

UPDATE

CLEAR ALL

### A. Add Record(s) Individually

- Click “+ **ADD NEW**” to add more records.
- Once you have completed updating the record, click “**UPDATE**” to save the record(s).

#### NOTE:

- You can create up to **10 records at a time**. To add more records, click “**UPDATE**” to save the record(s) and click “[Add New Records](#)”.
- Please ensure that Identification Number **matches** the income and other particulars provided.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Submit Self-Employment Income Records

[SAVE DRAFT](#)



### Add Record(s) Individually

#### NEW SUBMISSION

Type of Intermediary	For Income Derived in	Submission Type
Commission-Paying Organisation	2025 (YA 2026)	Original

**Note:** You can add up to 200 records.

### Self-Employment Income Records

1 - 1 of 1 Record(s)

Full Name	Tax Ref No.	Nature of Activity	Gross Income (S\$)	Actions
Johnson Yeo	S1234567D	Real Estate Agent	50,000.00	<a href="#">EDIT</a> <a href="#">DELETE</a>

[Add New Record\(s\)](#)

[CONTINUE](#)

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#)

[SAVE DRAFT](#)

### A. Add Record(s) Individually

After you have completed inputting the record, you can view the summary of the records under the “Self-Employment Income Records” section. Please **verify and ensure it is correct**.

#### NOTE:

The page can only display up to **20 records**. If you have inputted more than 20 records, click on the Page Numbering button/ Pagination to view the other records in subsequent pages.

You can:

- Click “**EDIT**” to change the particulars or gross income of the records, where necessary.
- Click “**DELETE**” to delete the record.
- Click “**SAVE DRAFT**” if you wish to save your progress or continue with your preparation later after logging out of the digital service.

# Steps to Submit Self-Employment Income Records

1. Review & Update Authorised Person’s Contact Details
2. Input Records
3. Submit Records

Submit Self-Employment Income Records [SAVE DRAFT](#)



## Add Record(s) Individually

NEW SUBMISSION

Type of Intermediary	For Income Derived in	Submission Type
Commission-Paying Organisation	2024 (YA 2025)	Original

**Note:** You can add up to 200 records.

## Self-Employment Income Records

1 - 1 of 1 Record(s)

Full Name ↕	Tax Ref No. ↕	Nature of Activity ↕	Gross Income (S\$) ↕	Actions
Johnson Yeo	S1234567D	Real Estate Agent	50,000.00	<a href="#">EDIT</a> <a href="#">DELETE</a>

[+ Add New Record\(s\)](#)

CONTINUE

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#) [SAVE DRAFT](#)

## A. Add Record(s) Individually

Once you have completed verifying the records, you can

- Click “**CONTINUE**” to proceed to submit records

Click on the button below to learn how to submit records.

Step 3: Submit Records

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

Submit Self-Employment Income Records

[SAVE DRAFT](#)



## Upload Excel Template

### NEW SUBMISSION

Type of Intermediary	For Income Derived in	Submission Type
Commission-Paying Organisation	2024 (YA 2025)	Original

#### Download Template for Self-Employment Income Details

Provide the required information in the Excel template (with a maximum of 2,000 records). Once completed, upload the Excel file to proceed.

1

[SELF EMPLOYMENT INCOME DETAILS TEMPLATE](#) (XLSX)

File Upload\*

Drag and drop file(s) here

or

[SELECT FILE\(S\)](#)

Supported File Type(s) XLSX

Maximum File Size 10.00 MB per file

You can attach up to 1 file(s) with a total file size not exceeding 10.00 MB.

The file name must be in English and must not exceed 50 characters.

[CONTINUE](#)

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#) [SAVE DRAFT](#)

## B. Bulk Upload via Excel Submission Template

- Download the **Excel Submission Template** provided in the digital service and fill in the required fields accordingly.
- Save the completed file in **.xlsx** format.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

Submit Self-Employment Income Records

[SAVE DRAFT](#)



## Upload Excel Template

NEW SUBMISSION		
Type of Intermediary	For Income Derived in	Submission Type
Commission-Paying Organisation	2025 (YA 2026)	Original

### Download Template for Self-Employment Income Details

Provide the required information in the Excel template (with a maximum of 2,000 records). Once completed, upload the Excel file to proceed.

[SELF EMPLOYMENT INCOME DETAILS TEMPLATE](#) (XLSX)

### File Upload\*

2

Drag and drop file(s) here

or

[SELECT FILE\(S\)](#)

Supported File Type(s) XLSX

Maximum File Size 10.00 MB per file

You can attach up to 1 file(s) with a total file size not exceeding 10.00 MB.

The file name must be in English and must not exceed 50 characters.

3

[CONTINUE](#)

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#) [SAVE DRAFT](#)

## B. Bulk Upload via Excel Submission Template

- Click on **“SELECT FILE”** to upload your completed file.
- Once the upload is successful, click on **“CONTINUE”** to proceed.

### NOTE:

- You can only attach **1 file for each submission**, with a maximum file size of **10.00 MB**.
- You may upload up to **2,000 records per submission**. If you have more, please submit them in **separate batches**.
- Ensure the file name is in **English** and **does not exceed 50 characters**.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Download Template for Self-Employment Income Details

Provide the required information in the Excel template (with a maximum of 2,000 records). Once completed, upload the Excel file to proceed.

[SELF-EMPLOYMENT INCOME DETAILS TEMPLATE](#) (XLSX)

### File Upload\*

Drag and drop file(s) here

or

[SELECT FILE\(S\)](#)

Supported File Type(s) XLSX

Maximum File Size 10.00 MB per file

You can attach up to 1 file(s) with a total file size not exceeding 10.00 MB.

The file name must be in English and must not exceed 50 characters.

### 1 File(s) Not Attached

The following file(s) will not be uploaded.

SEP Submission Template.xlsx
File not attached, file has 1 errors <a href="#">VIEW ERRORS</a>

[CONTINUE](#)

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#) [SAVE DRAFT](#)

## B. Bulk Upload via Excel Submission Template

If errors are detected during the uploading of the Excel Submission Template,

- Click “**VIEW ERRORS**” to view the details the errors.
- This will help you identify and correct issues before proceeding with your submission.

**Click on the button below if there are no errors detected:**

[Continue to Submit Records](#)



# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

List Of Error(s)

Excel Sheet(s)

Template

 [EXPORT ALL ERRORS](#)

	A	B	C	D	E	F
1	Excel Row	Error Description	IdType	IdNo	FullName	DateOfBirth
2	1	Date of Birth must be YYYY-MM-DD. Invalid Nature of Activity.	NRIC			

CLOSE

## B. Bulk Upload via Excel Submission Template

If errors are detected during the uploading of the Excel Submission Template,

- Click “**EXPORT ALL ERRORS**” to download the full list in an Excel file.
- Click “**X**” or “**CLOSE**” to exit the error screen.
- Review and correct the errors in your Excel file, save it and [re-upload the updated file](#) to proceed.


# Steps to Submit Self-Employment Income Records



**NEW SUBMISSION**

Type of Intermediary Commission-Paying Organisation	For Income Derived in 2025 (YA 2026)	Submission Type Revision
--------------------------------------------------------	-----------------------------------------	-----------------------------

**Download Template for Self-Employment Income Details**  
Provide the required information in the Excel template (with a maximum of 2,000 records). Once completed, upload the Excel file to proceed.

[SELF EMPLOYMENT INCOME DETAILS TEMPLATE](#)  (XLSX)

**File Upload\***


Drag and drop file(s) here

or

SELECT FILE(S)

**Supported File Type(s)** XLSX  
**Maximum File Size** 10.00 MB per file  
You can attach up to 1 file(s) with a total file size not exceeding 10.00 MB.  
The file name must be in English and must not exceed 50 characters.

[SEP Submission Template](#)



**Summary**  
The values below are derived from the information that you have uploaded. If the Total No. of Records and/or Total Gross Income is incorrect, please update the Excel template and re-upload.

Total No. of Records	1
Total Gross Income	S\$2.00

CONTINUE

## B. Bulk Upload via Excel Submission Template

If no errors are detected during your Excel Submission Template upload:

- Click **“CONTINUE”**.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person’s Contact Details
2. Input Records
3. Submit Records

## Submit Self-Employment Income Records

[< BACK TO PREVIOUS](#)

[SAVE DRAFT](#)



### Review Your Submission

You are submitting 1 record for the year 2025 (YA 2026). Please check the summary of your submission before proceeding to submit.

#### NEW SUBMISSION

Type of Intermediary	For Income Derived in	Submission Type
Commission-Paying Organisation	2025 (YA 2026)	Original

#### Summary

Total No. of Records	Total Gross Income (S\$)
1	50,000.00

Self-Employment Income Records [EDIT](#)

1 - 1 of 1 Record(s)

### Review Your Submission

- Before submitting, carefully review the Summary to ensure all record details are accurate.
- If updates are required, click “**EDIT**” to make the necessary changes.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

The contact information provided below will be used solely for this submission.

## Contact Details for this Submission

### Declarant Information

Authorised Person  
Jane Garner

### Contact Person

Name (as in NRIC/ Passport)\*

TAN KOO KOO

Designation\*

Director

Email Address\*

kookoo@test.com

Contact No.

+65

### Declaration

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

3

BACK

SUBMIT

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#) [SAVE DRAFT](#)

## Review Your Submission

The contact details are pre-filled based on the main contact person for Self-Employment Income.

- If someone else is managing this submission, you may update the contact details accordingly.

After reviewing all the details and when you are ready to submit:

- Tick the checkbox to acknowledge this declaration; and
- Click “**SUBMIT**” to submit the records to IRAS.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Submit Self-Employment Income Records

[SAVE AS PDF/ PRINT](#)



### Acknowledgement

#### Successful Submission

You have successfully submitted Self-Employment Income Records for Year 2025 (YA 2026).

Acknowledgement No.	1530000335	Date/ Time	1 Oct 2026 9:02 AM
Submission Type	Original	For Income Derived in	2025 (YA 2026)
Type of Intermediary	Commission-Paying Organisation		

A copy of this acknowledgement is available at [View Notices](#) digital service.

#### Summary

Total No. of Records	Total Gross Income (\$\$)
1	50,000.00

### Contact Details for this Submission

#### Declarant Information

Authorised Person  
Jane Garner

## Acknowledgement Page

Upon successful submission, an Acknowledgement Page will be displayed.

### NOTE:

If you are assigned as a “Preparer” in Corppass, the submission will be sent to your “Approver” for submission. There will be no acknowledgement number at this stage

- To save a copy of the acknowledgement page, click “**SAVE AS PDF/PRINT**”
- Alternatively, click the “View Notices” menu of myTax Portal to retrieve a copy of the acknowledgement.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Contact Details for this Submission

### Declarant Information

#### Authorised Person

Jane Garner

#### Contact Person

##### Name (as in NRIC/ Passport)\*

TAN KOO KOO

##### Designation\*

Director

##### Email Address\*

kookoo@test.com

##### Contact No.

+65

### Declaration

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

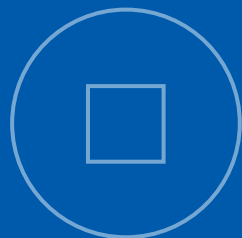
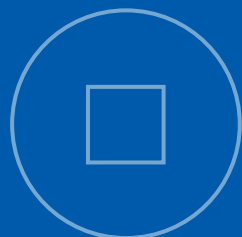
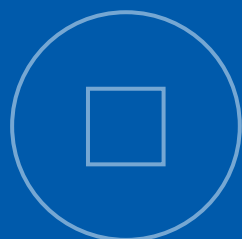
Go to [Submit Self-Employment Income Records](#) digital service.

To return back the “Submit Self-Employment Income Records” landing page,

- At the Acknowledgement Page, scroll down to the most bottom of the page.
- Under “**Go to Submit Self-Employment Income Records digital service**”, click on the hyperlink.



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# Steps to Submit NIL Return

# Steps to Submit Self-Employment Income Records



Getting Started

1

For Income Derived In\*

Select

2

Type of Intermediary\*

Select

3

What do you want to do?\*

☐ Submit new (original) record(s)

☐ Revise submitted record(s)

☐ Submit NIL return

BACK

PROCEED

- Scroll down to the section on “**Getting Started**” and input the following:

Field	What to select
For Income Derived In	Select the <b>relevant year</b> you wish to submit the income (e.g. “2025 (YA 2026)”)
Type of Intermediary	<p>You will only be prompted to select this field if you are registered to submit for multiple type of self-employed persons (SEPs) (e.g. as a commission-paying organisation and point-to-point transport operator).</p> <p>Select the <b>applicable Type of Intermediary</b> you are submitting for the relevant SEPs</p>
What do you want to do?	Select “ <b>Submit NIL return</b> ” to add new records



# Steps to Submit Self-Employment Income Records



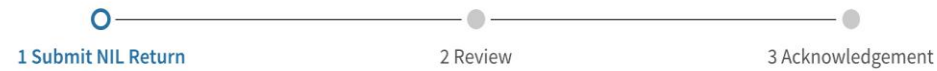
1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Submit Self-Employment Income Records

[SAVE AS PDF/ PRINT](#)



### Submit Nil Return

1

On behalf of the organisation, I confirm that there is no Self-Employment Income records to submit for Year 2025

2

CONTINUE

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#)

- Please verify that your declaration is accurate before clicking on **“Continue”**

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

The contact information provided below will be used solely for this submission.

## Contact Details for this Submission

### Declarant Information

Authorised Person  
Jane Garner

### Contact Person

Name (as in NRIC/ Passport)\*

TAN KOO KOO

Designation\*

Director

Email Address\*

kookoo@test.com

Contact No.

+65

### Declaration

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

3

BACK

SUBMIT

[EXIT TO SUBMIT SELF-EMPLOYMENT INCOME RECORDS](#) [SAVE DRAFT](#)

## Review Your Submission

The contact details are pre-filled based on the main contact person for Self-Employment Income.

- If someone else is managing this submission, you may update the contact details accordingly.

After reviewing all the details and when you are ready to submit:

- Tick the checkbox to acknowledge this declaration; and
- Click “**SUBMIT**” to submit the records to IRAS.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Submit Self-Employment Income Records

[SAVE AS PDF/ PRINT](#)



### Acknowledgement

#### Successful Submission

You have successfully submitted Nil Return for Year 2025 (YA 2026).

Acknowledgement No.	1530006549	Date/ Time	2 Oct 2026 9:02 AM
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A copy of this acknowledgement is available at [View Notices](#) digital service.

### Summary

On behalf of the organisation, I confirm that there is no Self-Employment Income records to submit for Year 2025

### Contact Details for this Submission

#### Declarant Information

Authorised Person  
Tan Koo Koo

## Acknowledgement Page

Upon successful submission, an Acknowledgement Page will be displayed.

### NOTE:

If you are assigned as a “Preparer” in Corppass, the submission will be sent to your “Approver” for submission. There will be no acknowledgement number at this stage

- To save a copy of the acknowledgement page, click “**SAVE AS PDF/PRINT**”
- Alternatively, click the “**View Notices**” menu of myTax Portal to retrieve a copy of the acknowledgement.

# Steps to Submit Self-Employment Income Records



1. Review & Update Authorised Person's Contact Details

2. Input Records

3. Submit Records

## Contact Details for this Submission

### Declarant Information

#### Authorised Person

Jane Garner

#### Contact Person

##### Name (as in NRIC/ Passport)\*

TAN KOO KOO

##### Designation\*

Director

##### Email Address\*

kookoo@test.com

##### Contact No.

+65

## Declaration

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

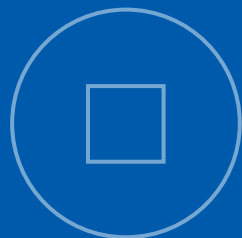
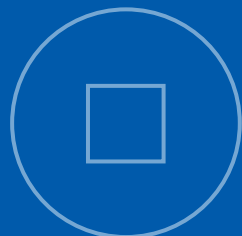
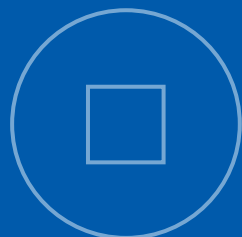
Go to [Submit Self-Employment Income Records](#) digital service.

To return back the “Submit Self-Employment Income Records” landing page,

- At the Acknowledgement Page, scroll down to the most bottom of the page.
- Under “**Go to Submit Self-Employment Income Records digital service**”, click on the hyperlink.



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# **Steps to View and Retrieve Submitted Records**

## Submit Self-Employment Income Records

SUBMISSION OF RECORDS

Please ensure that you have the following information ready for submission:

CREATE

- For Individuals: Particulars (e.g Name, ID no., Date of birth) and Gross Income.
- For Non-Individuals (e.g. sole-proprietorship): Name, ID no., and Gross Income.

For Income Derived In

2025 (YA 2026)

2024 (YA 2025)

4 Past Year(s)

Status

All Statuses

1 - 20 of 21 Record(s)

Status	Date	Type	Submission Details	Type of Intermediary	Actions
Received	2 Jan 2026	Original	<ul style="list-style-type: none"><li>No. of Records 1</li><li>Last updated by Jane Garner</li><li>Acknowledgement No: 1530000335</li></ul>	Commission-Paying Organisation	<div><div>VIEW</div></div>

You can view and retrieve the previously submitted records for the following periods:

- Current Year of Assessment (YA)
- 1 Advance YA
- 4 Past YAs

To view submitted records:

- Under the “**For Income Derived In**” section, select the relevant basis year/ YAs in which you would like to access. The current year tab is selected by default.
- The summary of the records submitted will be populated.
- To view the details of the submission, click “**VIEW**”.

## View Submitted Self-Employment Income Records

 [SAVE AS PDF/ PRINT](#)

< [BACK TO PREVIOUS](#)

### Submission Details




Acknowledgement No.	For Income Derived In	Type of Intermediary	Submission Type
1530000335	2025 (YA 2026)	Commission-Paying Organisation	Original

### Summary

Total No. of Records	Total Gross Income (\$\$)
1	50,000.00

### Self-Employment Income Records

1 - 1 of 1 Record(s)

Full Name	Status 	Tax Ref No.	Nature of Activity 	Gross Income (\$\$) 
Johnson Yeo	Submitted	S1234567D	Real Estate Agent	50,000.00

### Contact Details for this Submission

**Authorised Person**  
Jane Garner

### Contact Person

**Name (as in NRIC/ Passport)**  
TAN KOO KOO

The details of the records submitted will be displayed.

### NOTE:

The page can only display up to **20 records**. If you have inputted more than 20 records, click on the Page Numbering buttons/ Pagination located at the bottom to view the other records in subsequent pages

To save or print the details of this page

- Click on “**SAVE AS PDF/ PRINT**”.
- Even though each page can only display up to 20 records, the print view will display **all the records** you have submitted.

Published on 21 Jan 2026

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<https://www.iras.gov.sg>



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