



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Submit CRS or FATCA Return

Estimated submission time required is about 5 minutes. Please have the following information ready before using the e-Service:

1. Your Singpass
2. The Reporting SGFI's Singapore Tax Reference Number
3. CRS or FATCA returns (XML or PDF for uploading) (maximum file size 5MB)

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1. Filing of CRS Return

1. Filing of CRS Return

Step 1

- Log in via [myTax Portal](#) > Select More > AEOI > **Submit CRS or FATCA Return**

A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

Tax Ref No.

Email Us (myTax Mail)

355 Notices/Letters

Account

Logout

Overview Employers **More**

Last login on Monday, 06 Sep 2021 11:05 AM

AEOI

- View/ Update FI AEOI Profile
- View/ Update My Profile
- View/ Edit Trustee-Documented Trusts
- Submit CRS or FATCA Return**
- View Submitted Financial Account Report
- View AEOI e-Service Transaction History
- Apply to Deregister for AEOI

Government Payout

- View Jobs Growth Incentive (JGI) Breakdown

myTax Portal is a secured, personalis... actions with IRAS, at your

Use the navigation... to you.

1. Filing of CRS Return

Step 2

At Submit CRS or FATCA Return landing page,

Applicable for tax agents only:

- Select the appropriate entity ID type (e.g. ASGD, ITR, UEN-Business, UEN-Local Co, UEN-Others) and enter your client's tax reference number
- Click **"Add"**
- Repeat above steps to add up to 4 Client Tax Ref Numbers.
- Once done, click **"Next"**

Submit CRS or FATCA Return

 [SAVE AS PDF/ PRINT](#)

Please note that the acknowledgement page that is displayed at the end of the return submission process will reflect name and tax reference number of all the clients that you have reported on behalf of. If you prefer to have a separate acknowledgement page for each client, please submit return for one client at a time.

Note

You can report on behalf of up to 4 clients per submission.

Client Tax Ref No.* 

UEN-LOCAL CO

200312345A

ADD

Tax Ref No.

Name

Actions

200

XXX

DELETE

NEXT



If you are not a Tax Agent, skip step 2 and proceed to step 3.

1. Filing of CRS Return

Step 3

At Submission Details page,

- Select the return type (e.g. CRS, FATCA)
- Select the entity type that you are submitting for (e.g. Financial Institution, Trustee-Documented Trust)
- Select the Reporting Year that you are submitting the return for (e.g. Current Reporting Year, Advance Reporting Year, Back Reporting Year)

Submit CRS or FATCA Return

 SAVE AS PDF/PRINT

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Submission Details

You are submitting a*

- CRS
 FATCA

You are submitting a return for*

- Financial Institution
 Trustee-Documented Trust

You are submitting the return for Reporting Year (RY)*

- Current Reporting Year (RY 2020)
 Advance Reporting Year (RY 2021)
 Back Reporting Year (RY)

Select | ▾

Submission Type* 

Select

- Return with Corrected or Void Data
Return with New Data
Return with Nil Data
Void Nil Return

Select ▲

CLEAR

NEXT

1. Filing of CRS Return

Step 3 (Cont'd)

- For **Submission Type**, click **“Select”**. A drop down list will appear. Choose the appropriate option as follows:

Submission Type Options	Description
Return with Corrected or Void Data	Submit a “Corrected Data” if the entity receives a notification from IRAS regarding a CRS return that has been accepted with record-level error(s), and needs to correct or void the erroneous record(s) Submit a “Void Data” if you wish to void a previously submitted data
Return with New Data	Submit return for the reporting year for the first time or additional data
Return with Nil Data	If the entity did not maintain any reportable accounts in the reporting year
Void Nil Return	Void a previously submitted Nil Return for the reporting year. If you have submitted a Nil Return previously and would like to submit new data, please submit a “Void Nil Return” first before proceeding to submit new data.

- Click **“Next”**

Submit CRS or FATCA Return

[SAVE AS PDF/PRINT](#)

1. Submission Details | 2. Upload Return | 3. Declaration | 4. Acknowledgement

Submission Details

You are submitting a*

- CRS
- FATCA

You are submitting a return for*

- Financial Institution
- Trustee-Documented Trust

You are submitting the return for Reporting Year (RY)*

- Current Reporting Year (RY 2020)
- Advance Reporting Year (RY 2021)
- Back Reporting Year (RY)

Select |

Submission Type* ⓘ

- Select
- Return with Corrected or Void Data
- Return with New Data
- Return with Nil Data
- Void Nil Return

Select ▲

CLEAR

NEXT

1. Filing of CRS Return

Step 4

If you have selected **“Return with Corrected or Void Data” / “Return with New Data”** for both Trustee-Documented Trust (TDT) and Financial Institution (FI), proceed to **step 5**.

Otherwise, proceed with the instructions below.

If you are submitting a “Return with Nil Data” / “Void Nil Return” for TDTs

- Key in the TDT Reference ID and click **“Add”**
- Repeat above step to add up to 10 TDT Reference IDs
- Once done, click **“Next”**



This step is not applicable for FIs submitting a **“Return with Nil Data” / “Void Nil Return”**.

Submit CRS or FATCA Return

 SAVE AS PDF/PRINT

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Submission Details – Select Trustee-Documented Trust ("TDT")

Please select the TDT(s) which you are submitting the Return for

TDT Reference ID. (Enter the 10-digit reference number for the TDT)

ADD

List of Selected TDTs

TDT Reference ID.	Actions
21	DELETE

BACK

NEXT

1. Filing of CRS Return

Step 5

If you have selected **“Return with Nil Data” / “Void Nil Return”** for both TDT and FI, proceed to **step 6** now.

Otherwise, proceed with the instructions below.

At Upload Return page,

If you are submitting a **“Return with Corrected or Void Data” / “Return with New Data”** for both TDTs and FIs

- Click **“Select File”** to select the intended file for uploading/submission
(Note: File type allowed: PDF, XML and max. file size 5MB)

Submit CRS or FATCA Return

 [SAVE AS PDF/ PRINT](#)

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Required Document*

Type of Document	Details	Actions
CRS Return		<div style="border: 2px solid red; padding: 5px; display: inline-block;">SELECT FILE</div> <p>File Type Allowed pdf,xml Maximum File Size 5 MB</p>

[BACK](#)

[NEXT](#)

1. Filing of CRS Return

Step 5 (Cont'd)

- Click “Next”

Submit CRS or FATCA Return

 SAVE AS PDF/ PRINT

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Required Document*

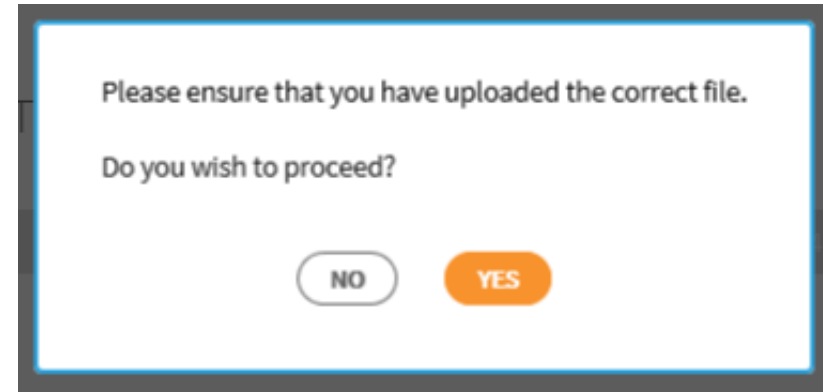
Type of Document	Details	Actions
CRS Return		X REMOVE
File Attached	dummyfile.pdf (3.43 MB)	

[BACK](#)

[NEXT](#)

Step 5 (Cont'd)

- Click **“Yes”** if you wish to proceed to submit your uploaded file or click **“No”** to cancel the file upload



1. Filing of CRS Return

Step 6

At Declaration page,

- Check the 2 declaration boxes
- Click “Submit”

Submit CRS or FATCA Return

 SAVE AS PDF/ PRINT

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Declaration

Submitting for Financial Institution

Reporting Type CRS

Reporting Year 2020

Submission Type Return with New Data

I declare that all information provided in this submission is true and correct.

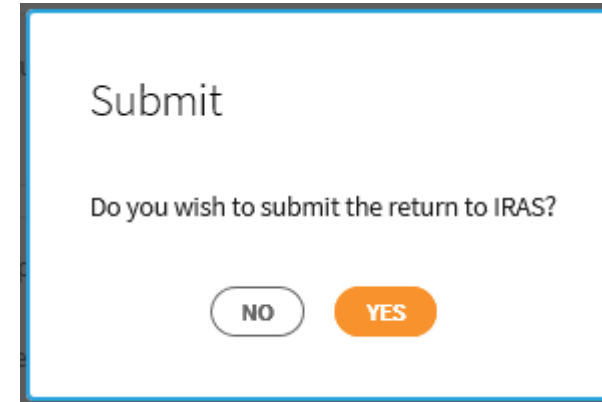
I understand that there are penalties for submitting an incorrect return.

BACK

SUBMIT

Step 6 (Cont'd)

- Click **“Yes”** if you wish to proceed to submit your return or click **“No”** to cancel the submission



1. Filing of CRS Return

- Upon successful submission of your CRS return, you will be brought to the **Acknowledgement Page**
- If you wish to save a digital copy of the acknowledgement page, you can click on **Save As PDF/ Print**.

Submit CRS or FATCA Return

[SAVE AS PDF/ PRINT](#)

1. Submission Details 2. Upload Return 3. Declaration 4. **Acknowledgement**

Acknowledgement

Successful Submission

You have successfully submitted the CRS Return.

Acknowledgement No.	412764	Date/Time	22 Jul 2021 11:47 AM
Submission For	Financial Institution	Reporting Type	CRS
Reporting Year	2020	Submission Type	Return with New Data

Details of Financial Institution(s)

Name	Tax Ref No.
XXX	

Declarant Details

Name of Declarant	XXX	Designation	CEO
Mobile No.		Email Address	

Submitted Document

Type of Document	File Name
CRS Return	dummyfile.pdf

Please print a copy of this acknowledgement page for your records.

2. Filing of FATCA Return

2. Filing of FATCA Return

Step 1

- Log in via [myTax Portal](#) > Select More > AEOI > **Submit CRS or FATCA Return**

The screenshot displays the myTax Portal interface. At the top, it identifies itself as a Singapore Government Agency Website and features the Inland Revenue Authority of Singapore logo. The navigation bar includes a search icon, a 'Tax Ref No' field, and several utility links: 'Email Us (myTax Mail)', '355 Notices/Letters', 'Account', and 'Logout'. Below this, a secondary navigation bar contains 'Overview', 'Employers', and 'More'. The 'More' menu is expanded, showing a list of options under the 'AEOI' section. The option 'Submit CRS or FATCA Return' is highlighted with a red box. Other options in the AEOI section include 'View/ Update FI AEOI Profile', 'View/ Update My Profile', 'View/ Edit Trustee-Documented Trusts', 'View Submitted Financial Account Report', 'View AEOI e-Service Transaction History', and 'Apply to Deregister for AEOI'. Below the AEOI section, there is a 'Government Payout' section with the option 'View Jobs Growth Incentive (JGI) Breakdown'. The background of the page shows a login status message: 'Last login on Monday, 06 Sep 2021 11:05 AM' and a security notice: 'myTax Portal is a secured, personalised service. Use the navigation to access your account and perform transactions with IRAS, at your own risk. We will not be responsible for any loss or damage to you.'

2. Filing of FATCA Return

Step 2

At Submit CRS or FATCA Return landing page,

Applicable for tax agents only:

- Select the appropriate entity ID type (e.g. ASGD, ITR, UEN-Business, UEN-Local Co, UEN-Others) and enter your client's tax reference number
- Click **"Add"**
- Repeat above steps to add up to 4 Client Tax Ref Numbers.
- Once done, click **"Next"**



If you are not a Tax Agent, skip step 2 and proceed to step 3.


Submit CRS or FATCA Return

 [SAVE AS PDF/ PRINT](#)

Please note that the acknowledgement page that is displayed at the end of the return submission process will reflect name and tax reference number of all the clients that you have reported on behalf of. If you prefer to have a separate acknowledgement page for each client, please submit return for one client at a time.

Note

You can report on behalf of up to 4 clients per submission.

Client Tax Ref No.* 

UEN-LOCAL CO

200312345A

ADD

Tax Ref No.

Name

Actions

200!

XXX

DELETE

NEXT

1. Filing of FATCA Return

Step 3

At Submission Details page,

- Select the return type (e.g. CRS, FATCA)
- Select the entity type that you are submitting for (e.g. Financial Institution, Trustee-Documented Trust)
- Select the Reporting Year that you are submitting the return for (e.g. Current Reporting Year, Advance Reporting Year, Back Reporting Year)

Submit CRS or FATCA Return

 SAVE AS PDF/PRINT

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Submission Details

You are submitting a*

- CRS
 FATCA


You are submitting a return for*

- Financial Institution
 Trustee-Documented Trust

You are submitting the return for Reporting Year (RY)*

- Current Reporting Year (RY 2020)
 Advance Reporting Year (RY 2021)
 Back Reporting Year (RY)

Select | ▾

Submission Type* 

Select

- Return with Corrected or Void Data
Return with New Data
Return with Nil Data
Void Nil Return

Select ▲

CLEAR

NEXT

2. Filing of FATCA Return

Step 3 (Cont'd)

- For **Submission Type**, click **“Select”**. A drop down list will appear. Choose the appropriate option as follows:

Submission Type Options	Description
Return with Corrected or Amended Data	Submit a “Corrected Data” if the entity receives a notification regarding a FATCA return with error(s) <u>highlighted by partners</u> , and needs to correct or void the erroneous record(s) Submit an “Amended Data” if the entity receives notification from IRAS regarding a FATCA return that has been accepted with record-level error(s), and needs to correct or void the erroneous record(s)
Return with New Data	Submit return for the reporting year for the first time or additional data
Return with Nil Data	If the entity did not maintain any reportable accounts in the reporting year
Return with Void Data	To void a previously submitted data
Void Nil Return	To void a previously submitted Nil Return for the reporting year. If you have submitted a Nil Return previously and would like to submit new data, please submit “Void Nil Return” first before proceeding to submit new data.

- Click **“Next”**

Submit CRS or FATCA Return

[SAVE AS PDF/PRINT](#)

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Submission Details

You are submitting a*

- CRS
 FATCA

You are submitting a return for*

- Financial Institution
 Trustee-Documented Trust

You are submitting the return for Reporting Year (RY)*

- Current Reporting Year (RY 2020)
 Advance Reporting Year (RY 2021)
 Back Reporting Year (RY)

Select | ▾

Submission Type* ⓘ

Select ▾

- Select
- Return with Corrected or Amended Data
- Return with New Data
- Return with Nil Data
- Return with Void Data
- Void Nil Return

Select ▲

CLEAR

NEXT

2. Filing of FATCA Return

Step 4

If you have selected **“Return with Corrected or Void Data” / “Return with New Data” / “Return with Void Data”** for both Trustee-Documented Trust (TDT) and Financial Institution (FI), proceed to **step 5** now.

Otherwise, proceed with the instructions below.

If you are submitting a “Return with Nil Data” / “Void Nil Return” for TDTs

- Key in the TDT Reference ID and click **“Add”**
- Repeat above step to add up to 10 TDT Reference ID
- Once done, Click **“Next”**



This step is not applicable for FIs submitting a **“Return with Nil Data” / “Void Nil Return”**.

Submit CRS or FATCA Return

 SAVE AS PDF/PRINT

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Submission Details – Select Trustee-Documented Trust (“TDT”)

Please select the TDT(s) which you are submitting the Return for

TDT Reference ID. (Enter the 10-digit reference number for the TDT)

List of Selected TDTs

TDT Reference ID.	Actions
2100	<input type="button" value="DELETE"/>

2. Filing of FATCA Return

Step 5

If you have selected **“Return with Nil Data” / “Void Nil Return”** for both TDT and FI, proceed to **step 6** now.

Otherwise, proceed with the instructions below.

At Upload Return page,

If you are submitting a “Return with Corrected or Void Data” / “Return with New Data” / “Return with Void Data” for both TDTs and FIs

- Click **“Select File”** to select the intended file for uploading/submission
(Note: File type allowed: PDF, XML and max. file size 5MB)

Submit CRS or FATCA Return

 [SAVE AS PDF/ PRINT](#)

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Required Document*

Type of Document	Details	Actions
CRS Return		<div style="border: 2px solid red; padding: 2px; display: inline-block; border-radius: 10px;">SELECT FILE</div> File Type Allowed pdf,xml Maximum File Size 5 MB

BACK

NEXT

2. Filing of FATCA Return

Step 5 (Cont'd)

- Click “Next”

Submit CRS or FATCA Return

 SAVE AS PDF/ PRINT

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Required Document*

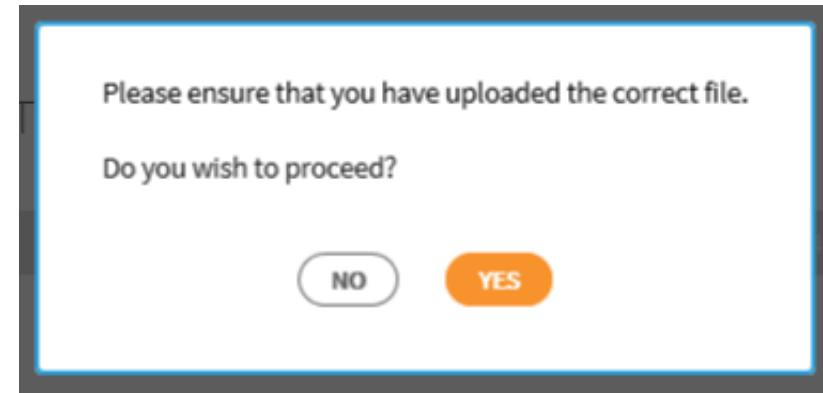
Type of Document	Details	Actions
CRS Return		X REMOVE
File Attached	dummyfile.pdf (3.43 MB)	

[BACK](#)

[NEXT](#)

Step 5 (Cont'd)

- Click **“Yes”** if you wish to proceed to submit your uploaded file or click **“No”** to cancel the file upload



2. Filing of FATCA Return

Step 6

At Declaration page,

- Check the 2 declaration boxes
- Click “Submit”

Submit CRS or FATCA Return

 SAVE AS PDF/ PRINT

1. Submission Details

2. Upload Return

3. Declaration

4. Acknowledgement

Declaration

Submitting for Financial Institution

Reporting Type CRS

Reporting Year 2020

Submission Type Return with New Data

I declare that all information provided in this submission is true and correct.

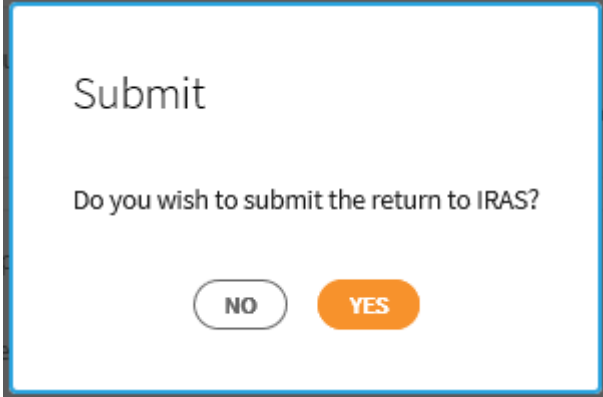
I understand that there are penalties for submitting an incorrect return.

BACK

SUBMIT

Step 6 (Cont'd)

- Click **“Yes”** if you wish to proceed to submit your return or click **“No”** to cancel the submission



Submit

Do you wish to submit the return to IRAS?

2. Filing of FATCA Return

- Upon successful submission of your FATCA Return, you will be brought to the **Acknowledgement Page**
- If you wish to save a digital copy of the acknowledgement page, you can click on **Save As PDF/ Print**.

Submit CRS or FATCA Return

[SAVE AS PDF/PRINT](#)

1. Submission Details > 2. Upload Return > 3. Declaration > **4. Acknowledgement**

Acknowledgement

Successful Submission

You have successfully submitted the CRS Return.

Acknowledgement No.	412764	Date/ Time	22 Jul 2021 11:47 AM
Submission For	Financial Institution	Reporting Type	CRS
Reporting Year	2020	Submission Type	Return with New Data

Details of Financial Institution(s)

Name	Tax Ref No.
XXX	

Declarant Details

Name of Declarant	XXX	Designation	CEO
Mobile No.		Email Address	

Submitted Document

Type of Document	File Name
CRS Return	dummyfile.pdf

Please print a copy of this acknowledgement page for your records.

Published by
Inland Revenue Authority of Singapore

Published on 23 Oct 2021

The information provided is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. The contents are correct as at 23 Oct 2021 and are provided on an “as is” basis without warranties of any kind. IRAS shall not be liable for any damages, expenses, costs or loss of any kind however caused as a result of, or in connection with your use of this user guide.

While every effort has been made to ensure that the above information is consistent with existing policies and practice, should there be any changes, IRAS reserves the right to vary its position accordingly.

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