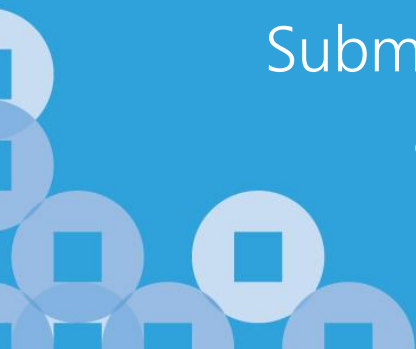




INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

Submit Income Records for Self-Employed  
at myTax Portal (Digital Service)



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About "Submission of Income Records for Self-Employed" digital service

1. This digital service allows intermediaries to submit income information of self-employed persons to IRAS electronically.
2. Only persons authorised via Corppass are allowed access to this digital service.

## Hardware and Software Requirements

Ensure your computer fulfils the minimum hardware/ software requirements:

### Operating system

- Windows 7 and above
- MAC OS X 10.10 and above

### Hardware requirements

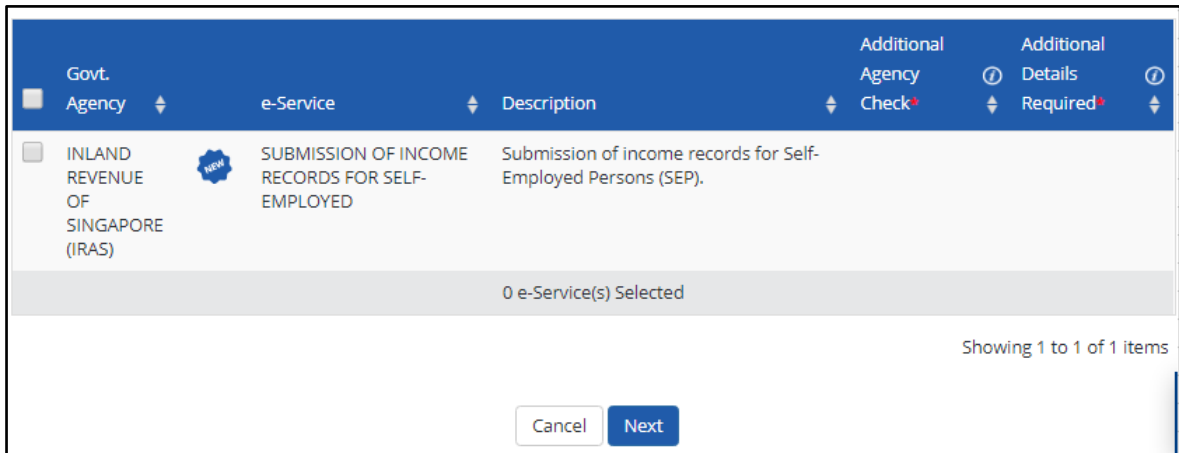
- Pentium 4 PC and above with 2 GB RAM (recommended)
- 512Kbps speed Broadband with connection to a local ISP

### Browser

- Internet Explorer 11.0 and above
- Mozilla Firefox 54.0 and above
- Google Chrome 59.0 and above
- Microsoft Edge
- Safari Browser 9.0 and above

Please ensure that you have enabled Java and JavaScript for your Browser.

## Authorisation via Corppass



To access the digital service, Corppass Admin will have to ensure that the specific IRAS Digital Service – <Submission of Income Records for Self-Employed> has been assigned to

1. your entity; and
2. selected Corppass users for "Preparer" or "Approver" role.

Access the [link](#) for guide on how to set up and assign IRAS Digital Service Access.

### NOTE

User with "Approver" role can upload and submit the records to IRAS. However, user with "Preparer" role can only upload the records and will need to approach the Approver to submit the records to IRAS.

## Submit Income Records for Self-Employed at myTax Portal (Digital Service)

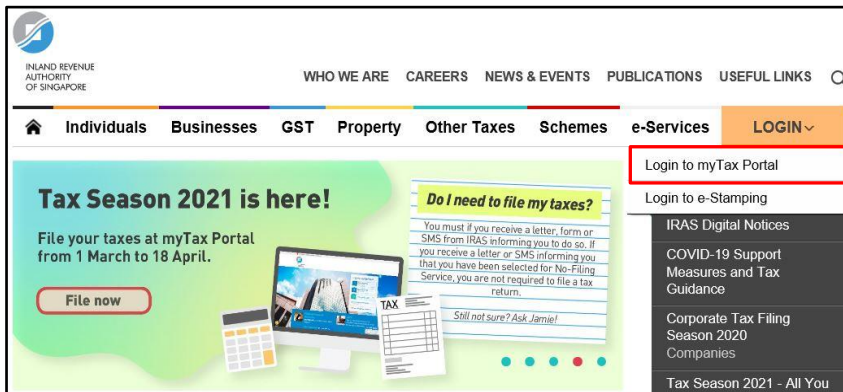
### Step 1: Access the Digital Service

1. Access

2. Upload

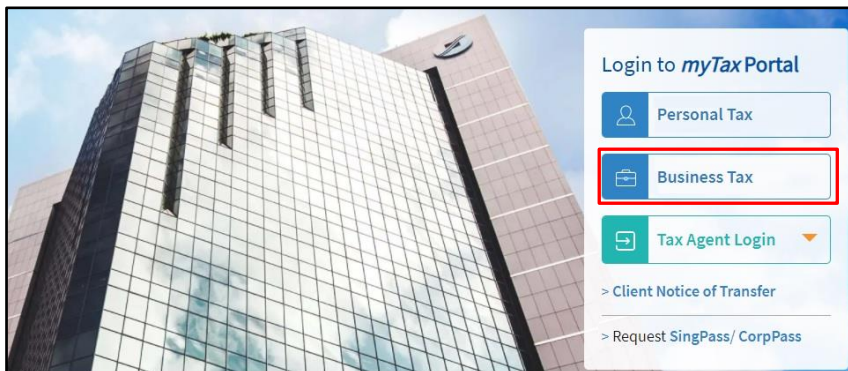
3. Submit

After completing the authorisation via Corppass, authorised Corppass user will be able to log into myTax Portal to access the digital service.



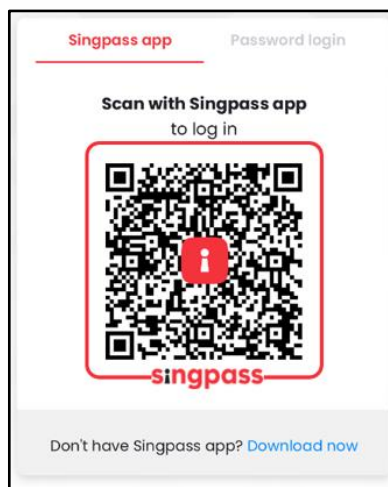
At IRAS' website  
[www.iras.gov.sg](http://www.iras.gov.sg)

- Select Login
- Click <Login to myTax Portal>



- Select <Business Tax>

## Submit Income Records for Self-Employed at myTax Portal (Digital Service)



- Log in with Singpass ID and Password, or scan the QR code with the Singpass app.

- Select the relevant UEN / Entity ID  
This page will only appear if you have more than one Corppass account.

- Mouse over Menu Bar to <More>
  - Click <Submit Income Records for Self-Employed>
- Alternatively, you may access this digital service via this [link](#).

## Step 2: Upload records prepared



### 1. Verify Contact Person's Details

All matters related to this digital service will be directed to the Contact Person. Please update if the following details are not correct.

**Name**

Not Available

**Designation**

Not Available

**Email Address**

Not Available

**Office No.**

Not Available

**Mobile No.**

Not Available

**UPDATE**

- User who has been authorised with "Approver" role will be able to view the Contact Person's Details.
- Click <UPDATE> to complete/update the Name, Designation, Email Address and either Office No. or Mobile No. of the Contact Person.

All matters related to this digital service will be directed to this Contact Person.



## Submit Income Records for Self-Employed at myTax Portal (Digital Service)

1. Access

2. Upload

3. Submit

### Update Contact Person's Details

[< Back](#)

**Note**

All matters related to this digital service will be directed to the Contact Person.

**Name\***

**Designation\***

**Email Address\***

Please provide at least one of the following information

**Office No.**

**Mobile No.**

Please read the [Terms and Conditions](#) on the use of mobile number. If you do not wish to receive SMS notification from IRAS, please remove your mobile number.

SAVE

- Click **<SAVE>**

### Update Contact Person's Details

[SAVE AS PDF/PRINT](#)

**Note**

Your request to update the Contact Person's details has been submitted.

Name

Designation

Email Address

Office No.

Mobile No.

BACK

- Click **<BACK>** to proceed with the upload of records.

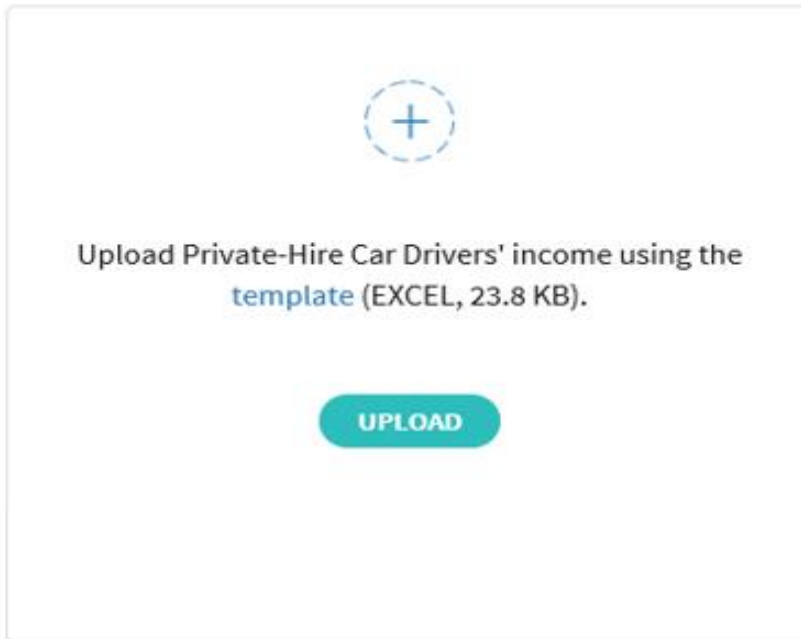
1. Access

2. Upload

3. Submit

Authorised users with either "Preparer" or "Approver" role can upload records prepared as per the steps below:

## 2. Upload Income Records



- Click <UPLOAD>

Note:  
You may access the Excel template via '[template](#)' hyperlink to prepare the records.

## Submit Income Records for Self-Employed

1. Upload File

2. Summary

3. Acknowledgement

For Private-Hire Car Drivers' income derived in 2019 (YA 2020)

Select a file to upload

SELECT FILE

**Supported File Type** xlsx, containing only one worksheet

**Maximum File Size** 2.00 MB per file

**Maximum Record per Submission** 5,000 records

BACK

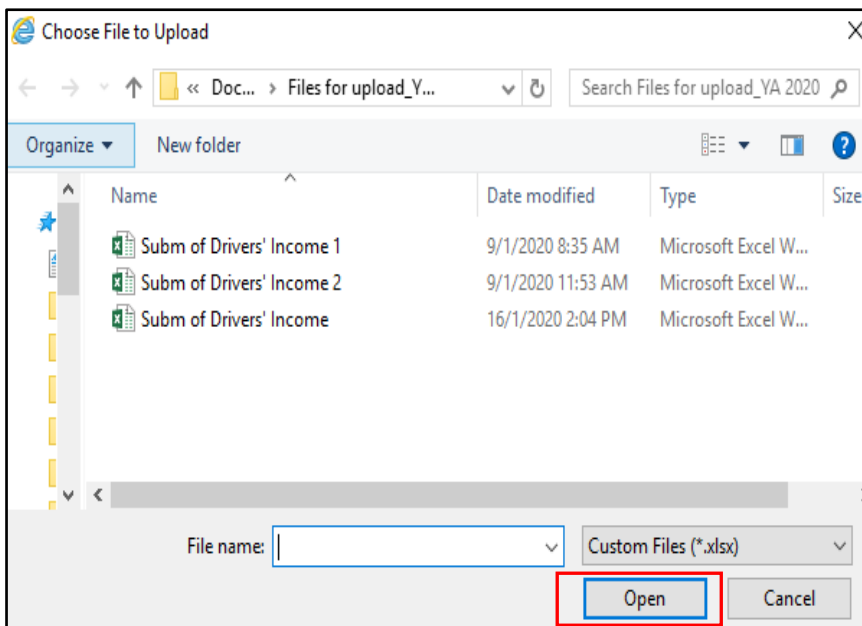
- Click <SELECT FILE>

## Submit Income Records for Self-Employed at myTax Portal (Digital Service)

1. Access

2. Upload

3. Submit



- Browse to select the desired file for upload.
- Click <Open>

## Submit Income Records for Self-Employed at myTax Portal (Digital Service)

1. Access

2. Upload

3. Submit

Submit Income Records for Self-Employed

1. Upload File    2. Summary    3. Acknowledgement

**For Private-Hire Car Drivers' income derived in 2019 (YA 2020)**

Subm of Drivers' Income 1.xlsx    **SELECT FILE**

**Supported File Type** xlsx, containing only one worksheet  
**Maximum File Size** 2.00 MB per file  
**Maximum Record per Submission** 5,000 records

**List of record(s) with error(s)**  
 The file "Subm of Drivers' Income.xlsx" contains 2 error(s). Please rectify the error(s) displayed in the grid below and re-upload the file.

Excel Row	NRIC No. of Driver	Name of Driver	Gross Passenger Fares Collected	Incentives/ Rebates/ Promotion Payments/ Miscellaneous Payments	Error Description
6	[REDACTED]	[REDACTED]	0	24	Gross fares must be more than zero
16	[REDACTED]	[REDACTED]	87650	679	Name of driver is mandatory

**BACK**

- If there is error detected, the record(s) containing error(s) will be displayed in data grid as shown.
- Refer to 'Error Description' in the grid and rectify the error(s) within your Excel file.
- Re-upload the Excel file.

Submit Income Records for Self-Employed

1. Upload File    2. Summary    3. Acknowledgement

**For Private-Hire Car Drivers' income derived in 2019 (YA 2020)**

Subm of Drivers' Income 1.xlsx    **SELECT FILE**

**Supported File Type** xlsx, containing only one worksheet  
**Maximum File Size** 2.00 MB per file  
**Maximum Record per Submission** 5,000 records

✓ Subm of Drivers' Income 1.xlsx    Total 5,000 record(s)    ×

**BACK**    **PROCEED**

- Once the file is free of error, click <PROCEED>

## Submit Income Records for Self-Employed at myTax Portal (Digital Service)

1. Access

2. Upload

3. Submit

User with "Preparer" role will need to send the uploaded records to an Approver.

Submit Income Records for Self-Employed

1. Upload File    2. Summary    3. Acknowledgement

**For Private-Hire Car Drivers' income derived in 2019 (YA 2020)**

Summary of records uploaded

Total no. of Records	Total amount of Gross Passenger Fares collected (\$\$)	Total amount of Incentives/ Rebates/ Promotion Payments/ Miscellaneous Payments (\$\$)
5,000	52,502,500	12,612,500

[BACK](#)    [SEND FOR APPROVAL](#)

- If you have been authorised with 'Preparer' role, verify the information in Summary.
- Click <SEND FOR APPROVAL>.

Submit Income Records for Self-Employed [SAVE AS PDF/PRINT](#)

1. Upload File    2. Summary    3. Acknowledgement

**Acknowledgement**

**Sent for Approval**

The record(s) uploaded has not been submitted to IRAS and is pending approval from an Approver.

Name of Organisation [REDACTED]    Organisation Tax Ref No. [REDACTED]

Acknowledgement No. E519160120PHCD5377867382    Date/ Time    16 Jan 2020 01:46 PM

**For Private Hire Car Drivers' income derived in 2019 (YA 2020)**

Summary of records uploaded

Total no. of Records	Total amount of Gross Passenger Fares collected (\$\$)	Total amount of Incentives/ Rebates/ Promotion Payments/ Miscellaneous Payments (\$\$)
5,000	52,502,500	12,612,500

**Note**  
You are encouraged to keep a copy of this Acknowledgement for future reference.

[UPLOAD NEW](#)    [VIEW RECORDS](#)

- An acknowledgment page will be displayed.
- Click <UPLOAD NEW> to upload the next file, if any, or click <VIEW RECORDS> to view records sent for approval or records submitted.
- Approach your Approver to access the digital service and submit the uploaded records to IRAS.

Step 3: Submit Records (for users with "Approver" role)



Users with "Approver" role can submit the uploaded records to IRAS under 2 scenarios:

a) Records uploaded by himself as Approver

Submit Income Records for Self-Employed

1. Upload File → 2. Summary → 3. Acknowledgement

**For Private-Hire Car Drivers' income derived in 2019 (YA 2020)**

Summary of records uploaded

Total no. of Records	Total amount of Gross Passenger Fares collected (S\$)	Total amount of Incentives/ Rebates/ Promotion Payments/ Miscellaneous Payments (S\$)
30	1,491,481	15,114

Contact Person's Details

All matters related to this digital service will be directed to the following Contact Person:

Name	<input type="text"/>	Designation	<input type="text"/>
Email Address	<input type="text"/>	Office No.	<input type="text"/>
Mobile No.	<input type="text"/>		

- Verify the information in Summary
- Click <SUBMIT>



b) Records sent for approval by "Preparer"

User authorised with "Approver" role will access the digital service to submit the records uploaded by Preparer.

Approver can also click <REJECT> to reject records uploaded by Preparer.

Submit Income Records for Self-Employed

For Private-Hire Car Drivers' income derived in 2019 (YA 2020)

1. Verify Contact Person's Details

All matters related to this digital service will be directed to the Contact Person. Please update if the following details are not correct.

Name  
[Redacted]

Designation  
[Redacted]

Email Address  
[Redacted]

Office No. [Redacted] Mobile No. [Redacted]

UPDATE

2. Upload Income Records

Upload Private-Hire Car Drivers' income using the [template \(EXCEL, 23.8 KB\)](#).

UPLOAD

Current Records

Pending Approval Submitted

1 - 2 of 2 Records

	Date/Time	Created by	No. of Records	File	Action
<input type="radio"/>	16 Jan 2020 01:49 PM	ESEPPREP3	5,000	Subm of Drivers' Income 2.xlsx	VIEW
<input type="radio"/>	16 Jan 2020 01:46 PM	ESEPPREP3	5,000	Subm of Drivers' Income 1.xlsx	VIEW

REJECT SUBMIT

- Select\* the records for submission by clicking the relevant radio button.

- Click <SUBMIT> to submit the records to IRAS.

\* Approver can only select one radio button at one time.



### Submit Income Records for Self-Employed SAVE AS PDF / PRINT

1. Upload File
2. Summary
3. Acknowledgement

#### Acknowledgement

**Successful Submission**

You have submitted the record(s) successfully and it will be processed within 5 working days.

Name of Organisation		Organisation Tax Ref No.	
Acknowledgement No.	ES19160120PHCD5377867384	Date/ Time	16 Jan 2020 02:00 PM

**For Private Hire Car Drivers' income derived in 2019 (YA 2020)**

Summary of records uploaded

Total no. of Records	Total amount of Gross Passenger Fares collected (\$\$)	Total amount of Incentives/ Rebates/ Promotion Payments/ Miscellaneous Payments (\$\$)
5,000	52,502,500	12,612,500

The uploaded records were submitted by:

Name	
Name of Organisation	Organisation Tax Ref No.

All matters related to this digital service will be directed to the following Contact Person:

Name		Designation	
Email Address		Office No.	
Mobile No.			

**Note**  
You are encouraged to keep a copy of this Acknowledgement for future reference.

UPLOAD NEW
VIEW RECORDS

- An acknowledgement page will be displayed once you have successfully submitted the records to IRAS as an Approver.
- You are encouraged to keep a copy of the Acknowledgment page for future reference.



How to view submitted records:

Submit Income Records for Self-Employed

**For Private-Hire Car Drivers' income derived in 2019 (YA 2020)**

1. Verify Contact Person's Details

All matters related to this digital service will be directed to the Contact Person. Please update if the following details are not correct.

Name  
[Redacted]

Designation  
[Redacted]

Email Address  
[Redacted]

Office No. [Redacted] Mobile No. [Redacted]

UPDATE

2. Upload Income Records

Upload Private-Hire Car Drivers' income using the [template](#) (EXCEL, 23.8 KB).

UPLOAD

**Current Records**

Pending Approval Submitted

1 - 3 of 3 Records

Date/Time	Acknowledgement No.	No. of Records	File	Action
16 Jan 2020 02:11 PM	ES19160120PHCD5377867386	5,000	Subm of Drivers' Income 1.xlsx	<b>VIEW</b>
16 Jan 2020 02:07 PM	ES19160120PHCD5377867385	30	Subm of Drivers' Income.xlsx	VIEW
16 Jan 2020 02:00 PM	ES19160120PHCD5377867384	5,000	Subm of Drivers' Income 2.xlsx	VIEW

- Click "Submitted" tab under Current Records

- Click <VIEW>

Note:  
Only submissions for current YA are available for viewing.

Contact Information

For enquiries on this user guide, please email [SE\\_CP@iras.gov.sg](mailto:SE_CP@iras.gov.sg).

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