

## User Guide File S45 Form via S45 Offline Data Entry (ODE) Application



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# S45 Offline Data Entry (ODE) Application

1. **S45 ODE Application** is a Java application which allows user to prepare single or multiple records of payees offline, and submit as a single file to IRAS via the e-Services portal.

2. It contains validation features to ensure essential information is completed appropriately before submission.

3. It allows users to import withholding tax records of single or multiple payees from ODE Import Template.

#### Pre-requisite to use ODE Application

- Windows 7, Windows 8.1 and Windows 10
- Internet Explorer version 11 and above or Mozilla Firefox version 49 and above or Google Chrome version 54 and above or Microsoft Edge
- Java Runtime (JRE) version 1.6, update 14 and above.

## Downloading ODE Application and Import Template

Name of \$45 e-Service	Description	Information Needed	Estimated Submission and/or Processing Time	Guides/FAQ	
S45 Offine Data: Entry (ODE) Application v3.15 (Latest update on Apr 2021)	For Payers who want to prepare multiple records offline and then submit in bulk. Java application that helps to upload the completed 'S45 ODE import Template' for submission to IRAS.	Your entity's tax reference     Your Singpass     Your client's tax reference number (For tax agents only)     Complete S45 ODE Import Template     Note :     Please follow the steps to delete and re-install the ODE application shown in e-Filing S45 Withholding Tax, if you are not able to upload the ODE file due to previous version detected during your submission to IRAS.	Submission 5 minutes Processing Acknowledgement page will be displayed upon successful submission by the Approver.	User Guide (FDF, 1.942MB) (FDF, 1.942MB) (FDF, 112KB)	
S45 ODE Import Template (XLS, 652KB) (Latest update on Nov 2020)	For Payers who want to prepare multiple records offline and then submit in bulk. Excel template that allows Payers to key in multiple records of payee offline.	Particulars of the Payee and details of the payment made to Payee	N.A.		

Step	Action/ Note
1	Select S45 Offline Data-Entry (ODE) Application to download
2	Select <b>S45 ODE Import</b> Template to download
	<ul> <li>Note:</li> <li>The ODE Application and Import Template can be downloaded from IRAS Website &gt; e-Services &gt; Others &gt; Withholding Tax.</li> <li>URL Address:</li> <li>www.iras.gov.sg/irashome/e- Services/Other- Taxes/Withholding-Tax/</li> </ul>

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7 17 18 19 20 21 22 23 24 25 26	S/NO 10 11 12 13 14 15 16 17 18	PAYEE NAME			PAYEE ID	FOREIGN AD	DRESS			// REGIO	DN OF	EMAIL	
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7 17 18 19 20 21 22 23 24 25 26 27 28	S/NO 10 11 12 13 14 15 16 17 18 19 20	Mandatory fields are in 1 PAYEE NAME				FOREIGN AD	DRESS			// REGIC	DN OF	EMAIL	

Step	Action/ Note
1	Select the relevant form type depending on the nature of payment
2	Key in your record(s) into the Import Template
3	Save the Import Template in your desired location
	<ul> <li>Note:</li> <li>Limitation of Import Template are as follow:</li> <li>Maximum of 500 records per form type or 2000 records per import template.</li> <li>Date of Payment for record should not exceed 2 years period.</li> </ul>

IRAS - S45 Offline Data Entry application V3.8	- Ø X		
File Tools Help		Step	Action/ Note
Welcome to IRAS - \$45 Offline Data Entry Application		1	Launch the ODE Application
The S45 Offline Data Entry (ODE) application allows the Payer to prepare single or multiple S45 forms offline, and submit as a single file directly to IRAS via e-Service portal.	^	2	Select <b>Proceed</b>
Important Points to Note			
1 Please accept any ODE version updates when prompted, as only file validated via the latest ODE version can be submitted.			
2 The due date for the submission and payment are based on Singapore local time. For a more accurate computation of Withholding tax and penalties, please sync your local PC's date and time with Singapore local date and time before you start filing.	_		
3 Each ODE file can only contain Date of Payment transactions up to a 2 year period. Please submit a separate file for transactions that are more than 2 years.			
4 All fields marked with " are mandatory.			
Terms and Conditions of Use	_		
Please read these terms and conditions carefully. By downloading and/or using this application and the online e-Services, you agree to be bound by the following terms and conditions. If you do not accept any of these terms or conditions, you must immediately discontinue your access and/or usage of this application and the online e-Services.			
1 User's Responsibility Any person accessing or using this service shall not abuse the service and shall not interfere or attempt to interfere with the proper working of the Service nor of any system or network connected thereto.			
2 Privacy & Security Subject to Section 6 of the Income Tax Act, IRAS will not disclose any personal information obtained from the user unless otherwise required by law.			
Limitation of liability     Under no circumstances shall IRAS be held liable vis-ä-vis any person for whatsoever loss, cost, damage, claim or expense such person may suffer or incur,     howsoever arising from any one or more of the following:     a. any access, user, abuse or misuse of the Service by any person;     b. any inaccuracy in any information received via or processed by the Service;	×		
	Proceed Cancel		

IRAS - S45 Offline Di File Teolo Lloin	ata Entry applica	ation V3.8		Step	Action/ Note
	WHAT	r to do		1	Select <b>New</b>
INLAND REVENUE AUTHORITY OF SINGAPORE		Step 1 :	Please click here to download the latest Excel S45 ODE import template. Fill in the withholding tax information and save the file onto your computer.		
		Step 2 :	Create a new S45 Data Entry File or Open an existing S45 Data Entry File		
		Step 3 :	Import Record from ODE template or View File Summary File Summary		

💈 IRAS - S45 Offline Da	ta Entry application V3.8		Step	Action/ Note
File Tools Help			1	Enter Payer's Tax Reference and Name
	Enter Payer's Info	ormation	2	Select <b>Save</b>
INLAND REVENUE AUTHORITY OF SINGAPORE	Tax Reference No*	UEN-LOCAL CO V 1935XXXXXZ		
Payer Info	Name *	ABC PTE LTD		
File Summary				
Add Record		🧇 Save 📄 Clear		
Import From Excel				
Search Payee				
Submit to IRAS				

📝 IRAS - S45 Offline Data Entry application V3.8 🛛 — 🛛 🛛 🗙	Step	Action/ Note
Set Password	1	Enter New Password
	2	Re-enter Password to confirm
New Password	3	Select <b>OK</b>
Confirm Password Confirm Password Case Sensitive. 8-16 characters. Composed of alphanumeric. Please note that you would have to create a new S45 Data Entry File if you have misplaced or forgotten the password.		<ul> <li>Note:</li> <li>You are required to create a password for every ODE file created. Password can be repeatedly used.</li> <li>Password should consist of :- <ul> <li>(a) Length of 8 to 16 characters</li> <li>(b) A mixture of upper, lower case and alphanumeric characters.</li> <li>IRAS would not be able to recover the password, if it is misplaced/ forgotten.</li> </ul> </li> </ul>

Save		Step	Action/ Note
Save in:	My Documents	1	Enter File name, e.g. WHT submission for Feb 2019
Recent Items	My Data Sources     My Received Files	2	Select desired location to save ODE file
	OneNote Notebooks Outlook Files	3	Select <b>Save</b>
Desktop			
My Documents			
Computer			
Network	Files of type:     S45 Offline Data Entry Application Data File (*.s45)     Cancel		

File Summary       Step       Action/ Note         Payer's In	🚺 IRAS - S45 Offline Dat	ta Entry application	V3.8 - Al	BC PTE LTD - Feb 2019	9.s45								- 0	Char	A at:		
File Summary         Pager S Man         ACC PTE LTD           Pager Man         O OD         OD           Manual Figure MA         O         OD         OD           Manual Figure MAR Pager O         ODO         ODO         ODO           Solution RS7         O         ODO         ODO         ODO           Pager Man         O         ODO         ODO         ODO           Pager Man         O         ODO         ODO         ODO           Pager Man         O         ODO         ODO         ODO           Panterit Mar	File Tools Help													Step	Actio	on/ Note	
Pager's ID         Pager's Name         ABC PTE LTD                Pack Info               Form Type               No of Records             Total Pacable (s)             Pacable             Tax Pacable (s)             Pacable             Pacable             Pacable             Pacable             Pacable             Pacable             Paca		File Summa	ry											1	Seleo	ct <b>Import f</b> i	om Excel
<ul> <li></li></ul>	INLAND REVENUE AUTHORITY OF SINGAPORE	Payer's ID Payer's Name		ABC PTE LTD													
I Ele Summary       0       0.00       0.00         Add Record       0       Form IR37A       0       0.00       0.00         Import From Exce       0       Form IR37B       0       0.00       0.00       0.00         Startch Parse       0       Form IR37C       0       0.00       0.00       0.00       0.00         Startch Parse       0       Form IR37C       0       0.00       0.00       0.00       0.00         V Submit to IR4S       0       Form IR37C       0       0.00       0.00       0.00       0.00         V Startch Parse       0       Form IR37C       0       0.00       0.00       0.00       0.00       0.00         V Start IR4S       0       0.00       0.00       0.00       0.00       0.00       V	/ Payer Info	Form Type		No of Records	<u>Total Tax Payable (\$)</u>	<u>Total Penalti</u>	es on Premature W	/ithdrawal (\$)									
Add Record       O       Form R37A       0       0.00       0.00         Import From Exce       O       Form R37B       0       0.00       0.00         Search Parce       O       Form R37C       0       0.00       0.00         Submit to RAS       O       Form R37C       0       0.00       0.00       0.00         Submit to RAS       O       Form R37C       0       0.00       0.00       0.00       0.00         All Forms       0       0.00       0.00       0.00       0.00       0.00       0.00         Result ist       Image: Clear       Print       Print       Print Of Payment / Disposed/Withdranel       Print Of Payment / Disposed/Withdranel       Print Of Payment / Disposed/Withdranel       Recyross Taxable       Tax Rate       Tax Payable (S)       Prely on Premature Withdranel (S)	Eile Summary	O Form IR37	6	0	0.00			0.00									
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Result List         S/N       Name of Payee       Nature of Payment       Date of Payment/ Disposel/Withdrawal       Period of Payment/ Engagement From       Period of Payment/ Engagement To       Taxable Income (S\$)       Tax Rate (%)       Tax Payable (S\$)       Penalty on Premature Withdrawal (S\$)					Clear	🗎 Print											
S/N     Name of Payee     Nature of Payment     Date of Payment/     Period of Payment/     Period of Payment/     Taxable Income     Re-gross Taxable     Tax Rate     Tax Payable (S\$)     Penalty on Premature       Disposal/ Withdrawal     Engagement From     Engagement To     (S\$)     Income (S\$)     (%)     Withdrawal (S\$)		Result List															
		S/N Name	of Payee	Nature of	Payment Date o Dispos	f Payment/ al/ Withdrawal	Period of Payment/ Engagement From	Period of Payment/ Engagement To	Taxable Income (S\$)	Re-gross Taxabl Income (S\$)	e Tax Rate (%)	Tax Payable (S\$	Penalty on Premature Withdrawal (S\$)				
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				0 re	cord(s) found.	Add	Edit 🛛 🖉 View	v 🔘 Delete	Export to I	Excel 📄 In	nport from Ex	el					

🙆 IRAS - S45 Offline Da	ata Entry applicatio	on V3.8 - ABC PTE LTD - Feb	2019.s45							
File Tools Help								Step	Action/ N	lote
	Import Re	cord from Excel				Rrowse Import		1	Select <b>Bro</b>	owse
Payer Info     Eile Summary		The data can only be impo Note: please do NOT leav	rted from Excel with the form a blank row in the data. All th	at provided by IRAS. It car e rows after the blank row	n be downloaded from the	Web page or this link.		2	Select the (excel file which it v	e Import Template ) from the location vas saved
Add Record		S/N Excel row no. Form	Type Payee Name	Field Name	Error Description			3	Select <b>Op</b>	en
≪ <u>Submitto IRAS</u>			Open Look in: Recent Items Desktop	My Documer Custom Off My Data So My Receive OneNote N	nts fice Templates urces d Files otebooks es		• 6	3 🖻 🛄		
			My Documents Computer	File name:	Excel Files				Open Cancel	

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File Tools Help								Step	Action/ Note
	Import Re	ecord from Exce	el					1	Select Import
INLAND REVENUE AUTHORITY OF SINGAPORE	Select File	C:\Users\IRAS\Des	ktop\S45 OD	E Import Template-FE	EB 2019.XLS	Ero Bro	wse 🚺 Import		
Payer Info		The data can only b	e imported fr	om Excel with the forn	nat provided by IRAS. It can	be downloaded from the Web pa	ge or this link.		
File Summary		Note: please do NC	)T leave blan	crow in the data. All th	ne rows after the blank row	will not be imported.			
Add Record		S/N Excel row no.	Form Type	Payee Name	Field Name	Error Description			
Import From Excel									
Search Payee									
Submit to IRAS									
							Save Errors to Excel		

🧔 IRAS - S45 Offline Dat	ta Entry applicati	on V3.8 - ABC PTE LTD	) - Feb 2019.s	45					
File Tools Help								Step	Action/ Note
INLAND REVENUE AUTHORITY OF SINGAPORE	Import Re	C:\Users\IRAS\Des	ktop\S45 OE	E Import Template-	FEB 2019.XLS	📄 Bro	wse import	1	Select <b>OK</b> to confirm the number of record(s) to be imported
🖊 Payer Info		The data can only b	e imported fr	om Excel with the fo	rmat provided by IRAS. It can b	e downloaded from the Web pa	age or this link.		
Eile Summary		Note: please do NO	T leave blan	k row in the data. All	the rows after the blank row w	ill not be imported.			
Add Record		C.M. Evcol row po	Form Turpo	Payee Name	Field Name	Error Description			
Import From Excel		S/N EXCEITOWING.	Form Type	rayee Name	rieu valie	Error Description			
🕄 Search Payee					Confirmation	×			
✓ <u>Submitto IRAS</u>					Are you sure to i IR37 - 3 record(s OK	Cancel			
							Save Errors to Excel		

IRAS - S45 Offline Dat File Tools Help	ta Entry applicati	on V3.8 - ABC PTE LTD	- Feb 2019.s4	45*				Step	Action/ Note
INLAND REVENUE AUTHORITY OF SINGAPORE	Import Re Select File Importing	cord from Exce	ktop\S45 OD	E Import Template	e-FEB 2019.XLS	1	Select <b>OK</b> to acknowledge the number of record(s) successfully imported		
Payer Info File Summary		The data can only be Note: please do NO	e imported fr T leave blan	om Excel with the k row in the data. A	format provided by IRAS. It can All the rows after the blank row	be downloaded from the Web p will not be imported.	age or this link.		
Add Record		S/N Excel row no.	Form Type	Payee Name	Field Name	Error Description			
Submit to IBAS					Import	×			
					Total of 3 re	cord(s) imported.			
							Save Errors to Excel		

👰 IRAS - S45 Offline Dat	ta Entry applicati	on V3.8 - ABC PTE LTD	- Feb 2019.s4	45*					
File Tools Help								Step	Action/ Note
	Import Re	cord from Exce	I					1	Select File Summary
INLAND REVENUE AUTHORITY OF SINGAPORE	Select File	C:\Users\IRAS\Des	ktop\S45 OD	E Import Template-FEB 20	19.XLS	🗎 Bro	wse import		Note: Message Import Successfully
Payer Info File Summary		The data can only be Note: please do NO	e imported fr T leave blani	om Excel with the format processors of the comparison of the data. All the row	ovided by IRAS. It can be down	wnloaded from the Web pa t be imported.	ge or this link.		will be shown
Add Record		Import successfully.							
Import From Excel Search Pavee		S/N Excel row no.	Form Type	Payee Name	Field Name	Error Description			
Submit to IRAS									
							Save Errors to Excel		

le Tools Help	t they application v3.	o- 400	F 16 LTU - P60 2019	30										Step	Action/ Note
New Ctrl+N Open Ctrl+O	File Summary													1	Select File
Save Ctrl+S Save As	Payer's ID Payer's Name	A	BC PTE LTD											2	Select <b>Save</b> to save the ODE file
Payer Info	Form Type		No of Records	<u>Total Tax Payal</u>	xle (\$) Total Pena	ties on Premature W	/ithdrawal (\$)								before exit
Elle Summary	O Form IR37	0	3	3	32.50		0.00								
Add Record	) Form IR37A	0	0		0.00		0.00								
Import From Excel	O Form IR37B	0	0		0.00		0.00								
Search Pavee	O Form PMP	0	0		0.00		0.00								
Submit to IRAS	O Form IR37C	0	0		0.00		0.00								
	O Form IR37D	0	0		0.00		0.00								
	All Forms	0	3	3	32.50		0.00								
				🗐 Clear	🔒 Print										
	Result List														
	S/N Name of Pa	ivee	Nature of	Payment	Date of Payment/ Disposal/ Withdrawal	Period of Payment/ Engagement From	Period of Payment/ Engagement To	Taxable Income (54)	Re-gross Taxab Income (S\$)	ole Tax Rate (%)	Tax Payable	le (S\$) Penalt Withd	ty on Premature rawal (5\$)		
	1/ABC PTY LTD 2/ABC PTY LTD	)	01. INTEREST FRO 03. ROYALTIES - IN	M LOAN OR IN	01/01/2019	01/01/2019 01/01/2019	02/01/2019 02/01/2019	750.00		NA 1 NA 1	5 1	112.50 50.00	NA.		
	and the second sec	2	08 TECHNICAL AS	SISTANCE FEE	01/01/2019	01/01/2019	02/01/2019	1.000.00	1	NA 1	7 1	170.00	NA		

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File Tools Help		Step	Action/ Note
Welcome to IRAS - \$45 Offline Data Entry Application		1	Launch the ODE Application
The S45 Offline Data Entry (ODE) application allows the Payer to prepare single or multiple S45 forms offline, and submit as a single file directly to IRAS via e-Service portal.	^	2	Select Proceed
Important Points to Note			
1 Please accept any ODE version updates when prompted, as only file validated via the latest ODE version can be submitted.			
2 The due date for the submission and payment are based on Singapore local time. For a more accurate computation of Withholding tax and penalties, please sync your local PC's date and time with Singapore local date and time before you start filing.			
3 Each ODE file can only contain Date of Payment transactions up to a 2 year period. Please submit a separate file for transactions that are more than 2 years.			
4 All fields marked with * are mandatory.			
Terms and Conditions of Use	_		
Please read these terms and conditions carefully. By downloading and/or using this application and the online e-Services, you agree to be bound by the following terms and conditions. If you do not accept any of these terms or conditions, you must immediately discontinue your access and/or usage of this application and the online e-Services.			
1 User's Responsibility Any person accessing or using this service shall not abuse the service and shall not interfere or attempt to interfere with the proper working of the Service nor of any system or network connected thereto.			
2 Privacy & Security Subject to Section 6 of the Income Tax Act, IRAS will not disclose any personal information obtained from the user unless otherwise required by law.			
Limitation of liability     Under no circumstances shall IRAS be held liable vis-à-vis any person for whatsoever loss, cost, damage, claim or expense such person may suffer or incur,     howsoever arising from any one or more of the following:     a. any access, user, abuse or misuse of the Service by any person;     b. any inaccuracy in any information received via or processed by the Service;	v		
P	roceed Cancel		

👰 IRAS - S45 Offline D	ata Entry applic	ation V3.8			<b>.</b>	Action / Nata
File Tools Help				<u> </u>	step	Action/ Note
ø	WHA.	t to do		1	L	Select <b>Open</b>
INLAND REVENUE AUTHORITY OF SINGAPORE		Step 1 : Step 2 :	Please click here to download the latest Excel S45 ODE import template. Fill in the withholding tax information and save the file onto your computer.			
			or Open an existing S45 Data Entry File			
		Step 3 :	Import Record from ODE template       Import From Excel         or       View File Summary         Import File Summary       Import File Summary			

IRAS - S45 Offline File Tools Help	Data Entry application V3.8	Step	Action/ Note
	WHAT TO DO	1	Select relevant ODE file from the location it was saved
OF SINGAPORE	Step 1:       Please click here to download the latest Excel S45 ODE         Open       X	2	Select <b>Open</b>
	Look in: Desktop v 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	3	Enter password for the file
	Recent Items This PC Libraries	4	Select <b>OK</b>
	Image: Second state of type:       File name:       Feb 2019.s45         Image: Files of type:       S45 Offline Data Entry Application Data File (*.s45)       Open         Image: Cancel       Cancel	application	× 1/3 8 −
	Enter Baseword		
	∠ Enter Password ✓ OK	\$	<b>≋</b> Cancel

WHAT TO Step	p1: Plea impo Fill in onto	ise click here to download the late ort temptate in the withholding tax information a your computer.	st Excel S45 ODE nd save the file	Step	Action/ Note Select File Summary to view all record(s) prepared by Preparer
WHAT TO Step	p1: Plea impo Fill ir onto	ise click here to download the late of temptate. In the withholding tax information a your computer.	st Excel S45 ODE nd save the file	1	Select <b>File Summary</b> to view all record(s) prepared by Preparer
Step	p1: Plea Impo Fill in onto	se click here to download the late ort temptate in the withholding tax information a your computer.	st Excel S45 ODE nd save the file		
Step					
	p 2 : Crea or Ope	ate a new S45 Data Entry File n an existing S45 Data Entry File	Copen		
Step	<b>p 3 :</b> Impo or View	ort Record from ODE template	2 Import From Excel		
L					

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File Tools Help								Step	Action/ Note
	File Summary							1	Select Submit to IRAS
INLAND REVENUE AUTHORITY OF SINGAPORE	Payer's ID Payer's Name	ABC PTE LTD							
Payer Info	Form Type	No of Records Total Tax P	ayable (\$) Total Penal	ties on Premature W	ithdrawal (\$)				
E File Summary	🔿 Form IR37 🛛 🕥	3	332.50		0.00				
Add Record	🔿 Form IR37A 🛛 🚳	0	0.00		0.00				
1 Import From Excel	🔘 Form IR37B 🛛 🚳	0	0.00		0.00				
🕄 Search Payee	🔘 Form PMP 🛛 🚳	0	0.00		0.00				
Submit to IRAS	🔿 Form IR37C 🛛 🚳	0	0.00		0.00				
	🔿 Form IR37D 🚳	0	0.00		0.00				
	All Forms	3	332.50		0.00				
		E Cle	ar 📄 Print						
	Result List								
	S/N Name of Payee	Nature of Payment	Date of Payment/ Disposal/Withdrawal	Period of Payment/ Engagement From	Period of Payment/ Engagement To	Taxable Income (S\$)	Re-gross Ta Income (S\$		
	1 ABC PTY LTD	01. INTEREST FROM LOAN OR	N 01/01/2019	01/01/2019	02/01/2019	750.00			
	2 ABC PTY LTD	03. ROYALTIES - INTELLECTUA	01/01/2019	01/01/2019	02/01/2019	500.00			
	SABOFILID			01/01/2019	02/01/2019	1,000.00			
	<						>		
	3 record(s) found	d. 🛃 Add 🖉 Edit	View 🔘 🛙	Delete 📃 Expo	ort to Excel	Import from Excel			

💈 IRAS - S45 Offline D	ata Entry application V3.8 - ABC PTE LTD - Feb 2019.s45	– 🗆 X	Sten	Action/Note
File Tools Help			ыср	
	Submit to IRAS		1	Select Generate File
INLAND REVENUE	1) Please generate file for submission.			
AUTHORITY OF SINGAPORE	2) If there are any errors listed, please correct the errors before submission. Otherwise, all t	he records under this form type will not be submitted.		
<b>A -</b> 1.4	✓ Form IR37			
Payer Into	Form IR37A	🛦 No Record		
File Summary	Form IR37B	🛦 No Record		
Add Record	Form PMP	🔬 No Record		
Import From Excel	Form IR37C	🔬 No Record		
🔍 Search Payee	Form IR37D	🛦 No Record		
✓ Submit to IRAS	Cenerate File			

IRAS - S45 Offline Da	ata Entry application V3.8 - ABC PTE LTD - Feb 2019.s45 — 🗆 X	Step	Action/ Note
	Submit to IRAS	1	Select Login to Submit
INAND RYENUE AUTHORITY OF SINGAPORE	<ol> <li>Please generate file for submission.</li> <li>If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted.</li> <li>Form IR37         <ul> <li>Form IR37A</li> <li>Form IR37B</li> <li>No Record</li> </ul> </li> </ol>	2	Select <b>OK</b> to confirm the number of form type to be submitted and you are connected to the internet.
<ul> <li>Add Record</li> <li>Import From Excel</li> <li>Search Pavee</li> <li>✓ Submit to IRAS</li> </ul>	<ul> <li>Form PMP</li> <li>Form IR37C</li> <li>Form IR37D</li> <li>Cenerate File</li> <li>Login to Submit</li> </ul> <b>File Summary</b> S/N         Form Type         Date of Payment/Disposal/         No. of Record         Total Tax Payable (\$\$)         Total Penalties on Premature Withdrawal (\$\$)         Total Late Payment Premature Withdrawal (\$\$)         Total Late Payment Premature Withdrawal (\$\$)         NA         NA           1         IR37         Jan 2019         3         332.50         NA         NA           I         IR37         Jan 2019         3         1         I. A total of 1 form type(\$) will be submitted.         2. Please ensure that you are connected to the internet.           I         I. A total of 1 form type(\$)         Cancel         I. A concel         I. A concel		<ul> <li>Note:</li> <li>Your default web browser will be auto-launched.</li> <li>Late payment penalties, if any, is based on estimation. Please log in to myTax Portal, under View S45 Form Status for the actual penalties amount.</li> <li>Please do not close the ODE application until you have submitted the record and viewed the acknowledgement page successfully.</li> </ul>
	E Export to Excel		



Tax Ref No.	Email Us • Account •	[]→ Logout	Step	Action/ Note
다. Overview GST • Employers • S	S45 <b>∗</b>	Q Search	1	Select <b>Select File</b> and follow the path provided
				<ul> <li>Note:</li> <li>Please follow the path highlighted in black box to select the relevant file for submission.</li> </ul>
File S45 Form				<ul> <li><u>Do not</u> select the file based on the path in which you have saved the ODE file.</li> <li>The extension of the file to be selected should be 45x</li> </ul>
1. File Upload	. Acknowledgement			instead of .45.
Offline Data Entry File Submission				
Please select the following file to submit: () C:\Users\IRAS\AppData\Local\Temp\testing1.s45x				
Select a file to upload		SELECT FILE		

File Summary						A /AL .
Original File Name testing1 s45					Step	Action/ Note
Subury the name (could 1940					1	Enter details of declarant
Date of Payment/Disposal/	No of	Total Tax	Total Late Payment			
Withdrawal (Month)	Records	Payable (S\$)	Penalties (S\$)	Due Date	2	Select <b>Upload</b>
Feb-2018	1	111.11	14.43	16/04/2018		
Dealershine.						
Declaration						
I/Mv organisation certify that the par	rticulars furnished	d are true and correct.				
Name of Declarant						
Designation *						
Contact No *						
Email						
		UPLOAD				

#### If you are on GIRO for payment of S45 Withholding Tax

INLAND REVENJE CF SINGAFORE		Singapore Gov Integrity - Service Feedback   Technical FAQ	Vernment • Excellence PDF, 2.17 MB)
Tax Ref No.	Email Us (myTax Mail)	Account +	Logout
	S45 <del>•</del>		
File S45 Form		4	
1. File Upload	2. Acknowledgement		<b></b> ]
Acknowledgement Page - Section 45 Wit	holding Tax Form		
Successful Transmission			
Name	Tax Ref No.		
Acknowledgement No. 363278	Date / Time	30/08/2017 17:35	
Original File Name ODE-AUG 2017.S45			

#### If you are on GIRO for payment of S45 Withholding Tax

Summary of Filing E	Based on Sam	e Month of Pa	yment to Payee		
Contact No.	63511111	I.	Email		
Submitted By		ſ	Designation	ACCOUNTAN	п
Declarant Inform	ation				
Please maintain suffici Filing Based on the Mo The Confirmation of Pa	ent funds in your b nth of Payment to ayment for Tax Pay	oank account on the Payee" below. vable will be issued	e GIRO deduction dat upon successful GIR	te as shown in table " O deduction.	Summary of
Payment					
Totat Tax and Per	atties Payabi	ie.			
Total Tay and Per	altics Payabl	-			S\$ 460.5
Total Late Payment Pen	alties				S\$ 23.3
Total Tax Payable					S\$ 437.2

Disposal/ Withdrawal (Month)	Records	Payable (SS)	Payment Penalties (SS)	Due Date	Deduction Date
Jun-2017	2	362.22	18.11	15/08/2017	25/09/2017
Mar-2017	1	75.00	5.25	15/05/2017	25/09/2017
Apr-2017	1	0.00	0.00	15/06/2017	25/09/2017
Total	4	437.22	23.36		

Step	Action/ Note
	<ul> <li>Note:</li> <li>Penalties will be imposed and deducted with tax amount payable via GIRO if filing is submitted after the due date.</li> <li>For errors discovered after filing, please complete Withholding Tax Filing Amendment Forms if no additional tax is payable. For amendments that will result in additional Withholding Tax payable, please e-file and pay the additional Withholding Tax immediately.</li> </ul>

If you are <u>not</u> on GIRO for payment of S45 Withholding Tax



#### If you are <u>not</u> on GIRO for payment of S45 Withholding Tax

How do I make payment?					Step	Action/ Note
You are not on GIRO for withhold Please use this Please use this 150387470 Telegraphic Transfer (1 payment Electronic Modes (1 payment Cheque/Cashier's Order (Inde	ng tax payment. p No. 13063 for your ent slip no, for 1 te slip no. for 1 electr cate all payment sl	payment legraphic transfer) onic payment) ip no. for single chequ	e payment)			<ul> <li>Note:</li> <li>Please arrange for payment as per instruction.</li> <li>Indicate the Payment Slip number when making payment.</li> <li>For errors discovered after filing,</li> </ul>
Learn more on how you can arra	inge for payment v	Aa GIRO				please complete Withholding Tax Filing Amendment Forms if no additional tax is payable. For
Do not attach this acknowledger "Summary of Filing Based on the The confirmation of Payment for	nent page with you Same Month of Pa Tax Payable will b	ir cheque. Payment ha iyment to Payee" belo e sent upon receipt of	s to reach us by the due date : w. the payment.	shown in table		amendments that will result in additional Withholding Tax payable, please e-file and pay the additional Withholding Tax immediately.
Declarant Information						
Submitted By		Designation				
Contact No. 123	45678	Email				
Summary of Filing Based o	n Same Mont	h of Payment to	Payee			
Date of Payment/ Disposal/ Withdrawal (Month)	No of Records	Total Tax Payable (S\$)	Total Late Payment Penalties (SS)	Due Date		
Feb-2018	1	111.11	14.43	16/04/2018		

Submit to IRAS         1) Please generate file for submission.         2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted.         Parer Info         Elie Summary         Form IR37         Port IR37 <t< th=""><th>lie Tools Help</th><th></th></t<>	lie Tools Help	
I) Please generate file for submission.         2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted.         Pare Info         Elie Summary         Form IR37         Generated Successfully         Form IR37         Mon Record         Add Record         Mon Record         Search Pareet         Submit to IRAS         File Summary         SN Form Type         File was uploaded the file and viewed the acknowledgement page successfully?         SN Form Type         File was uploaded successfully.         File was uploaded successfully.         I IR37         Jam 2019         Solomit to IRAS		Submit to IRAS
2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted.     Parer Info     Form IR37     Form IR37	INLAND REVENUE	1) Please generate file for submission.
Parer Info <ul> <li>Form IR37</li> <li>Form IR37A</li> <li>Form IR37A</li> <li>Add Record</li> <li>Form IR37B</li> <li>Add Record</li> <li>Form IR37C</li> <li>A No Record</li> <li>Form IR37C</li> <li>No Record</li> <li>Form IR37D</li> <li>No Record</li> <li>Form IR37C</li> <li>No Record</li> <li>Form IR37D</li> <li>No Record</li> <li>Form Type</li> <li>File was uploaded successfully.</li> <li>File was not uploaded.</li> <li>(\$)</li> <li>Form Type</li> <li>File was not uploaded.</li> <li>(\$)</li> <li>NA</li> <li>NA<!--</th--><th>OF SINGAPORE</th><th>2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted.</th></li></ul>	OF SINGAPORE	2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted.
Frief IIIU        Form IR37A          Elle Summary        Form IR37B          Add Record        Form IR37C          Import From Excel        Form IR37D           Search Paree        Form IR37D          Submit to IRAS        File Summary          File Summary        File Summary          SN Form Type        File was uploaded successfully.          File Summary        File was uploaded successfully.          In IR37        Jan 2019	Power Info	Form IR37 View File Generated successfully
File Summary Form IR37B Add Record Form IR37C Form IR37C Submitto IRAS File Summary File Was uploaded successfully File was not uploaded. (c)space (c)space<	Payer Inio	Form IR37A
Add Record Import From Excel Search Pavee Submitto IRAS File Summary File was uploaded the file and viewed the acknowledgement page successfully? SN Form Type File was uploaded successfully. File was not uploaded. (\$\$) Total Late Payment (\$\$) Total Late Payment (\$\$) Total Late Payment (\$\$) Total Late Payment (\$\$) NA	Eile Summary	Form IR37B
E Import From Excel   Confirmation     Submit to IRAS     File Summary     File Wass not uploaded.     (2\$)     Total Late Payment   Penalties (S\$)     1     R37     Jan 2019     Jan 2019 <th>Add Record</th> <th>Form PMP</th>	Add Record	Form PMP
Search Payee       Frie Summary       Ave you uploaded the file and viewed the acknowledgement page successfully?         S/N       Form Type       File was uploaded successfully.       File was not uploaded.         1       IR37       Jan 2019       3       332.50	Import From Excel	Form IR37C
Submit to IRAS       Confirmation       X         File Summary       Image: Sign Form Type       Have you uploaded the file and viewed the acknowledgement page successfully?         S/N       Form Type       File was uploaded successfully.       File was not uploaded.         1       IR37       Jan 2019       3       352:50         N.A       N.A       N.A	🔍 Search Payee	Form IR37D
File Summary       Have you uploaded the file and viewed the acknowledgement page successfully?         S/N       Form Type         File was uploaded successfully.       File was not uploaded.         1       IR37         Jan 2019       3         3       332:500         N.A	Submit to IRAS	Confirmation X
S/N     Form Type     File was uploaded successfully.     File was not uploaded.       1     IR37     Jan 2019     3     332:50     N.A     N.A		Elia Summary     Ave you unloaded the file and viewed the acknowledgement have successfully?
S/N     Form Type     File was uploaded successfully.     File was not uploaded.     Total Late Payment (S\$)       1     IR37     Jan 2019     3     332:50     N.A     N.A		
1 IR37 Jan zuru 3 332.50 N.A N.A		S/N Form Type File was uploaded successfully. File was not uploaded. (5\$) Penalties (5\$)
		1 IR37 Jan 2019 3 332.50 N.A. N.A.

Step	Action/ Note
1	Select <b>File was uploaded successfully</b> only upon successful uploading of the ODE file and viewing of the acknowledgement page
2	If you did not manage to upload the ODE file and view the acknowledgement page successfully, please select <b>File was not uploaded</b> and repeat steps from slide 22

Submit to IRAS       Note:         1)Please generate file for submission.       2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted.       • Once you have selected File was uploaded successfully, application will mark the entire file as submitted.         • Park inform Bra7       • On Ra7       • No Record         • Intool Finan Bra7       • No Record       • No Record         • Intool Finan Bra7       • No Record       • No Record         • Intool Finan Bra7       • No Record       • No Record         • Intool Finan Bra7       • No Record       • No Record         • Submitto IRAS       • No Record       • No Record         • Submitto IRAS       • On feered File       • No Record         • Submitto IRAS       • On feered Total Tax Payable (S)       Total Lak Payment         • Stand Payae       • form IN37C       • No Record       • No Record         • Submitto IRAS       • form IN37C       • No Accord       • No Record         • Stand Payae       • form IN37C       • No Accord       • No Record         • Stand Payae       • form IN37C       • of Accord Total Tax Payable (S)       Prevalue (S)         • Stand Payae       • form IN37C       • of Accord Total Tax Payable (S)       Prevalue (S)         • T	IRAS - S45 Offline Da File Table Help	ta Entry application V3.8 - ABC PTE LTD - Feb 2019.s45 — — — X	Step	Action/Note
	IRAS - S45 Offline Da File Tools Help INAND EVENUE INAND EVENUE INAND EVENUE INAND EVENUE Payer Info File Summary Add Record Import From Excel Search Payee Submit to IRAS	ts Entry application V3.8 - ABC PTELITD - Feb 2019.x45      X         Submit to IRAS       1) Please generate file for submission.         2) If there are any errors listed, please correct the errors before submission. Otherwise, all the records under this form type will not be submitted.         Form IR37	Step	Action/ Note         Note:         • Once you have selected File was uploaded successfully, application will mark the entire file as submitted.         • To avoid duplicate submission of records, you are not allowed to resubmit these Forms records again.

IRAS - S45 Offline Da	ata Entry application V3.8	8 - ABC PTE LTD - Feb 2	019.s45			- [	X	Step	Action/ Note
INLAND REVENUE AUTHORITY OF SINGAPORE	File Summary Payer's ID Payer's Name								Note: At File Summary, the Form status will be updated as <b>Submitted on</b>
Paver Info File Summary	Form Type	No of Records	<u>Total Tax Payable (\$)</u> 332.50	Total Penalties on Premature V	<mark>Vithdrawal (\$)</mark> 0.00 Submi	itted on 16/02/2019,	17:45		<b>dd/mm/yyyy hh:mm</b> , i.e. the date and time you acknowledge successful submission to IRAS under slide 32.
Add Record	<ul> <li>Form IR37A</li> <li>Form IR37B</li> </ul>	Image: Organization         Image: Organization           Image: Organization         Image: Organization           Image: Organization         Image: Organization	0.00		0.00 0.00				
€ <u>Search Pavee</u>	<ul> <li>Form PMP</li> <li>Form IR37C</li> </ul>	Image: Control         Image:	0.00		0.00 0.00				
	<ul> <li>Form IR37D</li> <li>All Forms</li> </ul>	Image:	0.00 332.50		0.00				
	Result List		E Clear	Print					
	S/N Name of Paye 1 ABC PTY LTD 2 /ABC PTY LTD 3 /ABC PTY LTD 4 /ABC PTY LTD	ee Nature ( 01. INTEREST FI 03. ROYALTIES - 08. TECHNICAL	of Payment Date o Disposi ROM LOAN OR IN 01/01/ INTELLECTUAL 01/01// ASSISTANCE FEE 01/01/2	FPayment/         Period of Payment/           al/ Withdrawal         Engagement From           2019         01/01/2019           2019         01/01/2019           2019         01/01/2019           2019         01/01/2019	Period of Payment/ Engagement To 02/01/2019 02/01/2019 02/01/2019	Taxable Income (S\$) 750.00 500.00 1,000.00	Re-gross Ti Income (S\$		
	3 record(s) fo	ound. 🔒 Add	🖉 Edit 🔲 V	/iew 🔘 Delete 📋 Exp	ort to Excel	Import from Excel			

Contact information For enquiries on this user guide, please call (65) 63567012 (Withholding Tax) or email myTax mail

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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 11 Apr 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.

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