User Guide

Submit Employment Income Records at myTax Portal (Online Application) (Auto-Inclusion Scheme)

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About Submit Employment Income Records at myTax Portal

1. Submit Employment Income Records at myTax Portal (Online Application) allows employers to prepare and submit their employees' income information online.

2. It is suitable for employers who:

   - Do not have a compatible payroll system (e.g. employers recording payroll manually)

   - Have to make amendments to submitted records

   - Have registered for the CPF Data Link-up Service, which allows income details of your NRIC employees to be obtained from CPF Board and pre-filled.

Hardware and Software Requirements

Ensure your computer fulfils the minimum hardware/ software requirements:

Operating system
- Windows 7 and above
- MAC OS X 10.7 and above
- Java Runtime Environment 7 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 6.0 and above
- Mozilla Firefox 18.0 and above
- Google Chrome 24 and above
- Safari Browser 4.0 to 5.1.3, and 5.1.7 and above

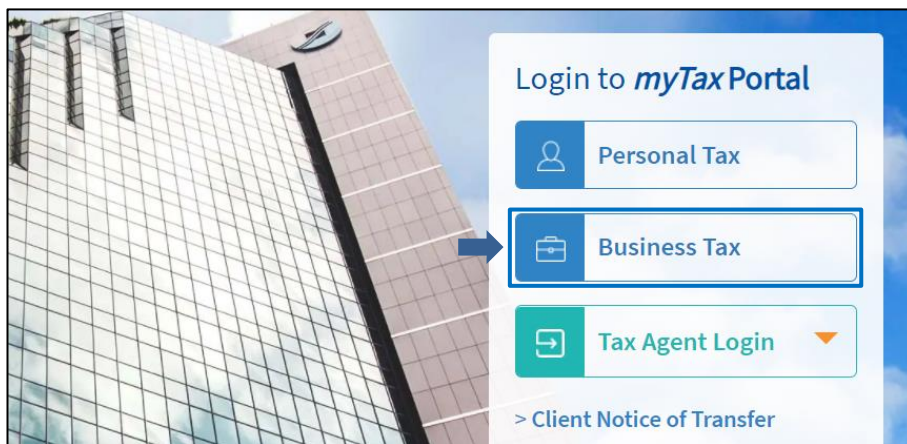Please ensure that you have enabled Java and JavaScript for your Browser.

Step 1: Access Submit Employment Income Records

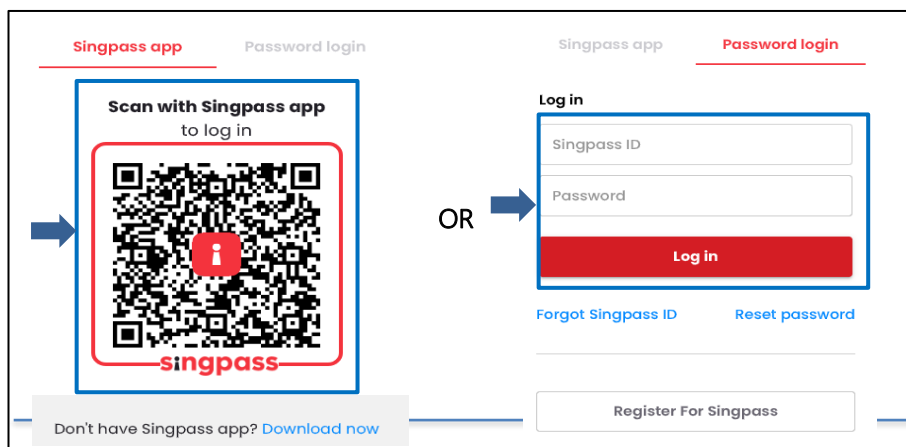| 1. Access Submit Employment Income Records	2. Preparation	3. Submission

Before accessing Submit Employment Income Records, ensure that the authorisation for the "SUBMISSION OF EMPLOYMENT INCOME RECORDS" e-Service is completed via Corppass. Learn how to authorise staff via the Corppass systems.
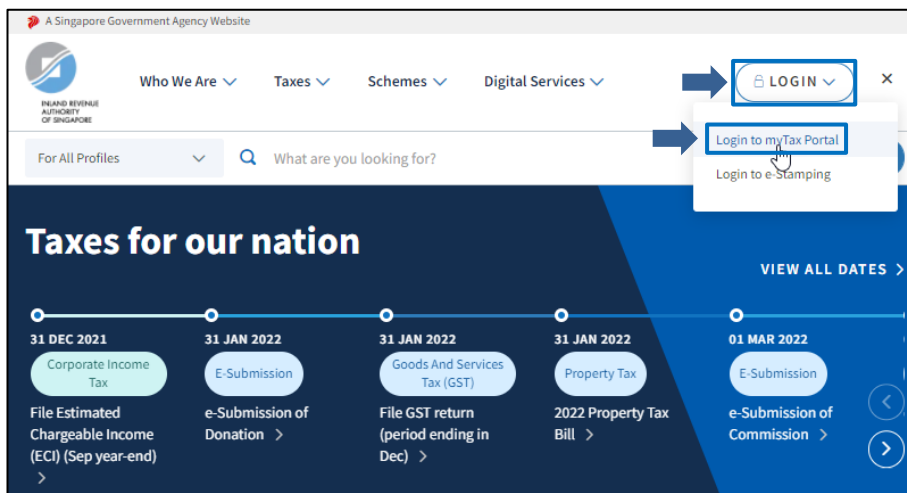
- At IRAS' Website https://www.iras.gov.sg,
- Select <LOGIN>.
- Click <Login to myTax Portal>.

At myTax Portal,
- Select Log in for <Business Tax >.

Login using:
- Singpass App, or
- Password login

- Mouse over to <EMPLOYERS>.
- Click <Submit Employment Income Records>.

Note:
Only staff who has been authorised with the "Approver"(AP) or "Preparer"(PR) role for SUBMISSION OF EMPLOYMENT INCOME RECORDS at the Corppass will be able to view the Employers tab and the link.

Employers logging in for the first time will need to update their contact details:
- Fill in the particulars.
- Click <SAVE>.

- Click <BEGIN AIS SUBMISSION> to begin.

Note:
For existing employers, ensure that the contact person's details are correct so that you can receive our latest AIS communication.

Step 2: Preparation – Create Employee Records

1. Access Submit Employment Income Records	2. Preparation	3. Submission

If you have signed up for the CPF Data Link-up Service, refer to page 9 "For employers who have signed up for CPF Data Link-up Service" section on steps to proceed.

By default, the current year is selected. E.g. For employers logging in to myTax Portal in the year of 2022, the default year selected will be 2021 (Year of Assessment 2022). Ensure that the correct year is selected.

- Click <CREATE NEW> to add new (Original) record for submission.

- Change the contact details for this submission where necessary and click <CONTINUE>.

Employee IR8A Records

ADD EMPLOYEE RECORD

IMPORT PAST RECORDS

IMPORT FROM TEMPLATE

Next Step

Go back to AIS Submissions and continue | View summary of records before you submit them

At Employee IR8A Records,
- Click <ADD EMPLOYEE RECORD> to create employees' IR8A records;
- Click <IMPORT PAST RECORDS> to import employees' personal particulars from past submitted submissions records;
- Click <IMPORT FROM TEMPLATE> to import employees' IR8A records from an excel template.

Note:
For details on how to add employee records, refer to page 14 of this user guide.

For details on how to import from template, refer to page 10 of this user guide.

1. Access Submit Employment Income Records	2. Preparation	3. Submission

For employers who have signed up for CPF Data Link-up Service

AIS Submissions for Employment Income Records

For Income Derived In

| 2019 (YA2020) | 2020(YA2021) | **2021 (YA2022)** | 2022 (YA2023) |

Record(s) Pending Submission

Date Created/ Updated	Last Updated by	Type	Form Types	No. of Records	Actions
10 Feb 2022	CPF Data Link-up (Records Pre-filled)	Original	IR8A	24	DELE → CONTINUE

To begin your AIS submission, click 'Create New' to prepare new (Original) records for submission. If there were errors in your submitted records, click 'Create Amendment'.

CREATE NEW   CREATE AMENDMENT

- Click <CONTINUE> to proceed.

Note:
Only NRIC employees' data which is e-Submitted via EZPay to CPF Board will be pre-filled into the Submit Employment Income Records at myTax Portal (Online Application).

The pre-filled data from CPF Data Link-up Service cannot be recovered once it has been deleted at myTax Portal.

Employee IR8A Records

ADD EMPLOYEE RECORD

1 - 12 of 12 Record(s)

Employee Tax Ref No.	Name of Employee	Salary S$	Employee CPF/ Fund Contribution S$	Appendices	Actions	
▉	▉	▉	▉		DELETE EDIT	▾
▉	▉	▉	▉		DELETE EDIT	▾
▉	▉	▉	▉		DELETE EDIT	▾

- The list of employee record(s) will be shown.
- Click <EDIT> to adjust the amounts or particulars of the employee where necessary.

What do you have to do before submitting the data to IRAS?

- Verify the displayed information
- Adjust the amounts into the correct classification (e.g. Allowances) and create supporting appendices where necessary.
- Add on information not obtained from CPF Board (e.g. Foreign Employees' Records, Director's Fees, etc.) and allowable deductions (e.g. Donations to Community Chest) where necessary.

For more information on the data obtained via the CPF Data Link-up Service, refer to IRAS' website.

| 1. Access Submit Employment Income Records | 2. Preparation | 3. Submission |

Import Employee IR8A Records from Template

Employee IR8A Records

ADD EMPLOYEE RECORD

IMPORT PAST RECORDS

➡ IMPORT FROM TEMPLATE

Next Step

Go back to AIS Submissions and continue | View summary of records before you submit them

If you want to import the employees' IR8A records from Excel,
- Click <IMPORT FROM TEMPLATE> at Employee IR8A Records.

AIS Submissions for Employment Income Records

1. Prepare Employee Records | 2. Verify Summary

Import From Template

You can import up to 200 records of the employee IR8A records via an Excel file. | SELECT FILE

➡ Click to download prescribed template from website.

BACK

- Click <CLICK TO DOWNLOAD PRESCRIBED TEMPLATE FROM WEBSITE> to download the "IR8A Import template" at Other Submission Methods > Submission via myTax Portal or PAT System table.

- You can prepare/ import up to a maximum of 200 IR8A records per upload from template.
  If there are more than 200 records, prepare in a separate template.
  Ensure that all required fields have been filled before uploading.

1. Access Submit Employment Income Records	2. Preparation	3. Submission

AIS Submissions for Employment Income Records

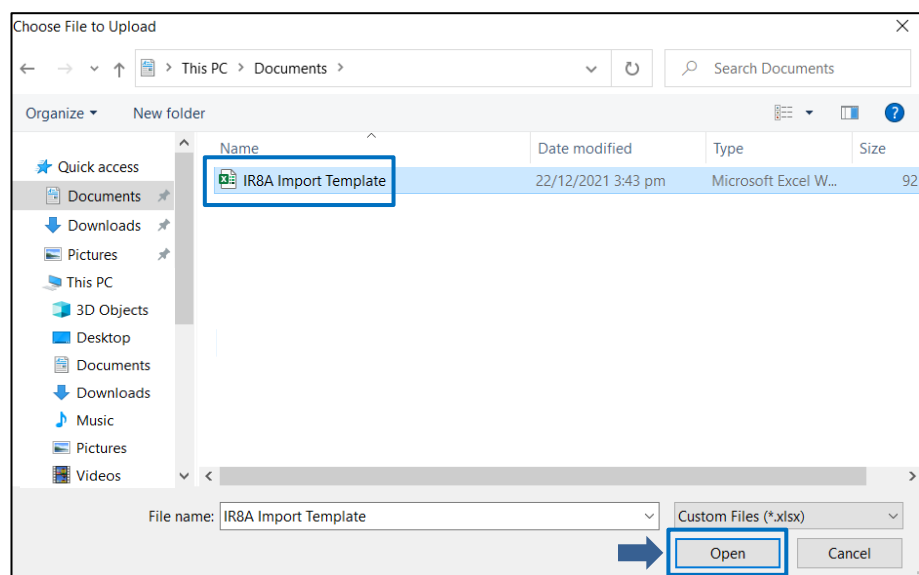| 1. Prepare Employee Records	2. Verify Summary

Import From Template

You can import up to 200 records of the employee IR8A records via an Excel file.

Click to download prescribed template from website.

SELECT FILE

BACK

- Click <SELECT FILE> to choose a file to upload

Choose File to Upload

This PC > Documents

Search Documents

Organize ▾   New folder

Name	Date modified	Type	Size
⭐ Quick access			
📄 Documents			
⬇ Downloads			
🖼 Pictures			
💻 This PC			
📄 IR8A Import Template	22/12/2021 3:43 pm	Microsoft Excel W...	92
📦 3D Objects			
🖥 Desktop			
📄 Documents			
⬇ Downloads			
🎵 Music			
🖼 Pictures			
📹 Videos			

File name: IR8A Import Template   Custom Files (*.xlsx)

Open   Cancel

- Select the relevant file for import.
- Click <Open>

⚠ There are 2 error(s) found. Please rectify and load the data again.

SN	Field Name	Record No	Description
1	ID Type, ID no, Fullname, Citizenship, Sex, Date of Birth	2	Required Fields Missing
2	ID no	2	All amount fields in record are zero or blank

AIS Submissions for Employment Income Records

1. Prepare Employee Records | 2. Verify Summary

Import From Template

You can import up to 200 records of the employee IR8A records via an Excel file.

Click to download prescribed template from website.

SELECT FILE

BACK

If there are errors detected
Errors will be listed as shown. Rectify the error(s) within your IR8A template file before you click <SELECT FILE> to upload the revised file.

Import From Template

You can import up to 200 records of the...

Click to download prescribed template...

SELECT FILE

Import Successful

Import of records is successful.

➡ OK

If there are no errors
The page will display the <Import Successful> message prompt.

- Click <OK> to proceed.

| 1. Access Submit Employment Income Records | 2. Preparation | 3. Submission |

View Summary of Employee Records Created/ Imported

- Click <PROCEED TO SUMMARY> to proceed to the next step.

  - Other functions in the Prepare Employee Records page:

o <EDIT> under contact details section: Edit contact details.

o <ADD EMPLOYEE RECORD>: Add another employee record. You are allowed to create up to 200 records in each submission.

o <DELETE> under the Employee IR8A records: Delete an employee record.

o <EDIT> under the Employee IR8A records: Edit an employee record to include supporting forms or update information.

o <VIEW/ SAVE>: Print Form IR8A and Appendices. For more details, refer to page 18 of this user guide.

o <IMPORT PAST RECORDS>: Import employees' personal particulars from your past submissions submitted via Submit Employment Income Records at myTax Portal (Online Application).

o <IMPORT FROM TEMPLATE>: Import employees' IR8A records via an excel template. This option will be disabled once there are draft Employee records pending submission.

Add/ Edit Employee Record

Form IR8A (Simplified Form View)

- Enter employee's details in the Form IR8A.
- Click <EDIT DETAILS> to display and enter other income information and appendices if necessary.
- Click <SAVE>.

1. Access Submit Employment Income Records	2. Preparation	3. Submission

Form IR8A (Full Form View)

Forms

IR8A	IR8S	Appendix 8A	Appendix 8B

IR8A

Employee's Personal Particulars

Tax Ref No.	████████	Full Name as per NRIC/ FIN	████████
Citizenship	████████	Gender	████████
Designation		Date of Birth	████████
Date of Commencement		Date of Cessation	
Bank Salary Credited to			
Residential Address			

(EDIT)

Details of Income ⓘ

a. Gross Salary, Fees, Leave Pay, Wages and Overtime Pay	S$	0 .00
b. Bonus (non-contractual bonus paid on) dd/mm/yyyy 📅 and/ or contractual bonus for service rendered in 2021	S$	0 .00
c. Director's fees approved at the company's AGM/ EGM on dd/mm/yyyy 📅	S$	0 .00

d. Others: (fill in details of Other Income from d1 to d9)

1. Allowances: (i) Transport	S$	0.00	
(ii) Entertainment	S$	0.00	
(iii) Others	S$	0.00	S$ 0.00

2. Gross Commission for period	dd/mm/yyyy - dd/mm/yyyy 📅	
Payment Type	Select ▼ S$	0.00
3. Pension	S$	0.00

4. Lump sum payment

(i) Gratuity/ Notice Pay/ Ex-gratia payment/ Others	S$	0.00
(ii) Compensation for loss of office	S$ 0.00	
- Approval obtained from IRAS	Select ▼	
- Date of approval	dd/mm/yyyy 📅	

5. Retirement benefits including gratuities/ pension/ commutation of pension

Name of Fund		
Amount accrued up to 31 Dec 1992	S$ 0.00	
Amount accrued from 1 Jan 1993	S$	0.00

6. Contributions made by employer to any Pension/ Provident Fund constituted outside Singapore without tax concession	S$	0.00
7. Excess/ Voluntary contribution to CPF by employer ⓘ (EDIT IR8S)		S$ 0.00

8. Gains or profits from Employee Stock Option (ESOP)/ other forms of Employee Share Ownership (ESOW) Plans

(i) Gains and profits from share options for S10(1)(b) ⓘ (EDIT APPENDIX 8B)	S$ 0.00
(ii) Gains and profits from share options for S10(1)(g) ⓘ (EDIT APPENDIX 8B)	S$ 0
9. Value of Benefits-in-kind ⓘ (EDIT APPENDIX 8A)	S$ 0.00

Total of items d1 to d9 (excluding 4ii and 8ii)	S$ 0.00

e. Remission/ Overseas Posting/ Exempt Indicator ⓘ	Select ▼
Amount of income for which tax remission is granted/ Exempt/ Non-Taxable	S$ 0 .00

f. Income Tax borne by Employer	Select ▼
(i) Amount of employment income for which tax is borne by employer	S$ 0 .00
(ii) Fixed amount income tax for which tax is borne by employee	S$ 0 .00

g. Section 45 (applicable to non-resident director)	Select ▼

Deductions ⓘ

a. Employee's Compulsory contribution to (Less amount refunded/ to be refunded)	S$	0 .00
◯ Central Provident Fund		
◯ Designated Pension or Provident Fund Name of Fund		
b. Donations deducted through salaries: * Yayasan Mendaki Fund/ Community Chest of Singapore/ SINDA/ CDAC/ ECF/ Other tax exempt donations	S$	0 .00
c. Contribution deducted through salaries to Mosque Building Fund	S$	0 .00
d. Life insurance premiums deducted through salaries	S$	0 .00

Next Step

Discard changes and go back to Employee Records. OR Save changes and go to Employee Records.

(CANCEL)   (SAVE)

Select the different tabs to prepare for Form IR8S, Appendix 8A and Appendix 8B.

- o Form IR8S for Excess CPF Contributions.
- o Appendix 8A for Benefits-In-Kind.
- o Appendix 8B for Share Option Gains

Step 3: Submission

Only staff who has been authorised with the 'Approver' role at the Corppass can submit the employment income information to IRAS electronically.

If the 'SUBMIT RECORDS' button is disabled within Submit Employment Income Records at myTax Portal (Online Application), it means that you have been authorised with the 'Preparer' role. A 'Preparer' can prepare employee records but does not have the authorisation to submit the records to IRAS electronically. To edit your authorisation role, refer to the Authorisation User Guide.

AIS Submissions for Employment Income Records			🖨 PRINT
1. Prepare Employee Records	**2. Verify Summary**	3. Acknowledgement	

Summary

For Income Derived In	2021 (YA2022)	File Type	Original
Status	Not Submitted	Date	15 Feb 2022

Contact Details (for this submission)

Name	▉	Contact No.	▉
Designation	▉	Email	▉
Division/ Branch	▉		

Totals

Number of Records

IR8A	15

Income

Salary	▉	Bonus	▉
Director's Fees	▉	Others	▉

Deductions

CPF/ Designated Pension or Provident Fund	▉	Donations	▉
Contributions to MBF	▉	Insurance Premiums	▉

Employee IR8A Records

SHOW ALL

Next Step

Go back to Employee Records to edit the records.

OR

Records are complete and correct. Proceed to submit to IRAS.

BACK   → SUBMIT RECORDS

Verify the information in the summary before proceeding with your submission.

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

  - Other functions in the Summary page:

  o <PRINT>: Print summary page.

  o <SHOW ALL>: Show all employee records created.

  o <BACK>: Go back to employee records to edit the records.

1. Access Submit Employment Income Records	2. Preparation	3. Submission

An acknowledgement page will be displayed once you have successfully submitted the employee records to IRAS.
- Note the Submission Ref No. for future reference.

- You may click <VIEW MY SUBMISSIONS> to return to AIS Submissions for Employment Income Records page.

How to view submitted information?

- To view more details on the submission, click <VIEW> at the AIS Submissions for Employment Income Records.

1. Access Submit Employment Income Records	2. Preparation	3. Submission

Summary of records submitted

AIS Submission for Employment Income Records 🖨 PRINT

Submission Details

For Income Derived In	2021 (YA 2022)	File Type	Original
Status	Received		

Summary

e-Submission Ref No.	ES21150222IR8A5377115631
Date/ Time of Submission	15 FEB 2022 3:20 PM
Submitted by	▮▮▮▮▮▮▮

Totals

Number of Records

IR8A	15

Income

Salary	▮▮▮	Bonus	▮▮▮
Director's Fees	▮▮▮	Others	▮▮▮

Deductions

CPF/ Designated Pension or Provident Fund	▮▮▮	Donations	▮▮▮
Contributions to MBF	▮▮▮	Insurance Premiums	▮▮▮

Employee IR8A Records

SHOW ALL

VIEW MY SUBMISSIONS

- Functions in Submission Details page:

o <PRINT>: Print summary of records submitted.

o <SHOW ALL>: Display all employee records submitted. You may also save/ print your prepared Form IR8A and Appendices.

o <VIEW MY SUBMISSIONS>: Go back to AIS Submission for Employment Income Records.

How to View/ Save IR8A and Appendices?

Employee IR8A Records

SHOW LESS

1 - 2 of 2 Record(s)

Employee Tax Ref No.	Name of Employee	Salary S$	Bonus S$	Employee CPF/ Fund Contribution S$	Appendices
▮▮▮	▮▮▮	▮▮▮	▮▮▮	▮▮▮	▼
▮▮▮	▮▮▮	▮▮▮	▮▮▮	▮▮▮	▼

View/ Save IR8A and Appendices

You can view/ save your prepared IR8A and Appendices here.   **VIEW/ SAVE**

VIEW MY SUBMISSIONS

- Click <VIEW/ SAVE> to proceed.

- Ensure that the pop-up blocker(s) in your browser is turned off, then select the records you wish to save/ print.
- Click <SAVE AS PDF/ PRINT> to generate the IR8A and Appendices of your selected records for saving/

If the printouts for your IR8A and Appendices do not fit into one page and/ or if there are some texts appearing in the header/ footer of your printouts, please refer to Frequently Asked Questions (Technical Issues) on IRAS' website for more information.

For enquiries on the submission process, you may chat with us online at go.gov.sg/iraschat-login.

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