

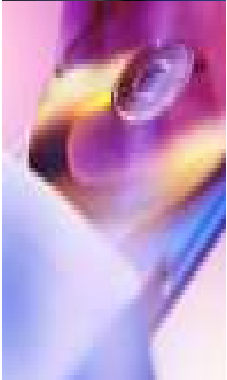
# Auto-Inclusion Scheme for Employment Income

2009



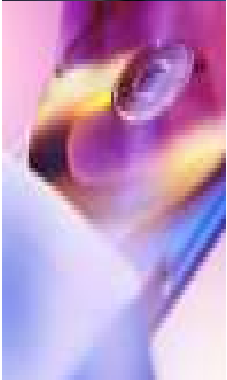
# Agenda

- ❑ What is “Auto-Inclusion Scheme for Employment Income”
- ❑ Compulsory Electronic Filing
- ❑ Modes of Transmission
- ❑ What You Need To Do?
- ❑ Demo on e-Submission of Employment Income



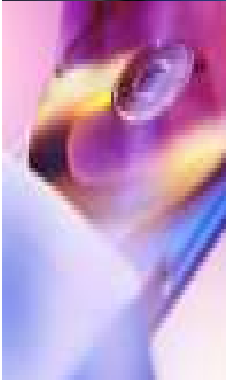
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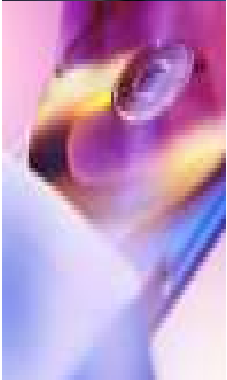
# Auto-Inclusion Scheme

- ❑ Introduced in 1998
- ❑ Income transmitted electronically
- ❑ Income automatically included in employees' tax returns
- ❑ Easy and convenient for employees when filing tax returns



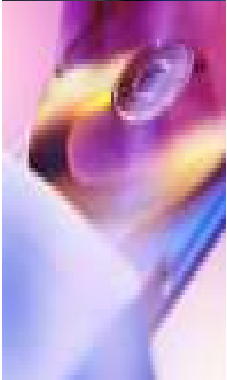
# Auto-Inclusion Scheme

- About 8,500 employers have joined the scheme for Year of Assessment 2009
- More than 1.6 million employees benefited



# Auto-Inclusion Scheme

- ❑ Eliminates the need for employers to prepare and distribute the IR8A Form
- ❑ Useful features available in e-Submission of Employment Income Application

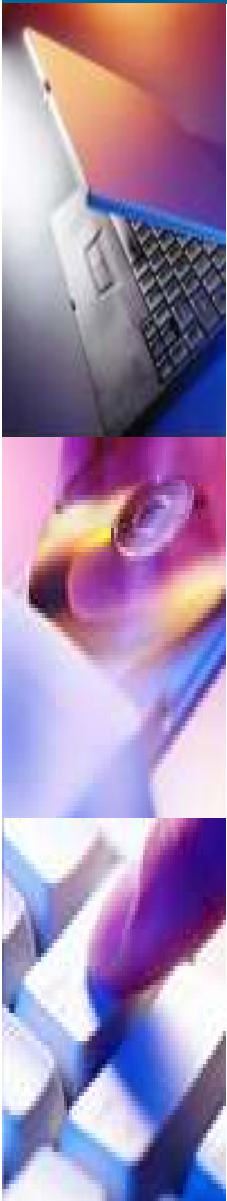


# Auto-Inclusion Scheme

## □ Information to transmit

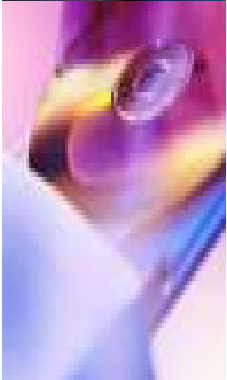
IR8A	Details of Employment Income
IR8S	Details of excess/voluntary CPF contribution by employer/employee and refunds from CPF B (if applicable)
Appendix 8A	Details of benefits-in-kind (if applicable)
Appendix 8B	Details of Share Option Gains (if applicable)

# Auto-Inclusion Scheme

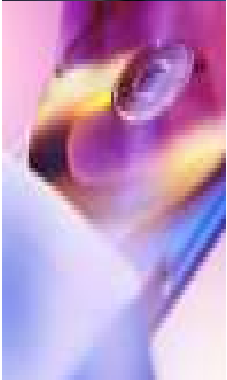
- 
- Remuneration of the following groups have to be transmitted:
    - Full-time resident employees
    - Part-time resident employees
    - Non-resident employees
    - Company directors (including non-resident directors)
    - Pensioners
    - Employees who have left the company

# Agenda

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- **Compulsory Electronic Filing**
- Modes of Transmission
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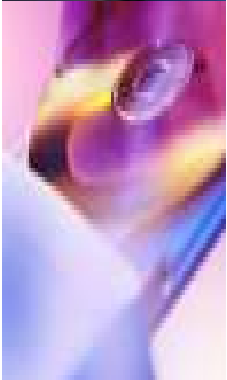


# Compulsory Electronic Filing



- Since Year of Assessment (YA) 2009, employers with 100 or more employees are required to transmit employment income information of employees electronically
- From YA 2010 (income earned in 2009), compulsory electronic filing is extended to employers with 50 or more employees

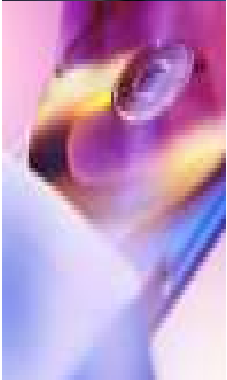
# Compulsory Electronic Filing



- ❑ Companies with 50 or more employees will receive the “Notice to File Employment Income Electronically From the Year of Assessment 2010” letter by end May 2009
- ❑ Return the Acknowledgement Form

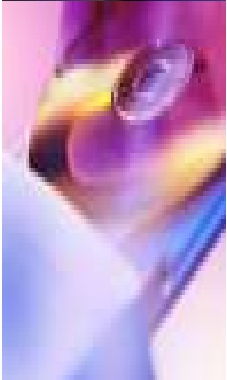
# Compulsory Electronic Filing

- Employers with 50 or more employees who did not receive “Notice” are required to contact IRAS
  - Helpline: 1800 356 8015 (option 3)
  - Email: [ais@iras.gov.sg](mailto:ais@iras.gov.sg)



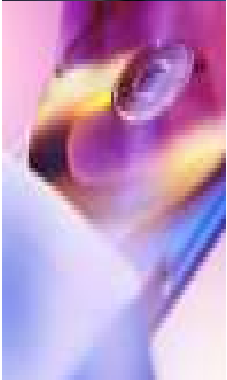
# Compulsory Electronic Filing

- Penalty for Non-Compliance
  - Section 94 of the Income Tax Act
  - A fine not exceeding \$1,000 and in default of payment to imprisonment for a term not exceeding 6 months



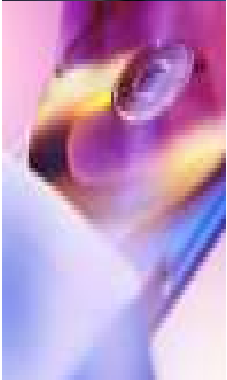
# Assistance to Employers

- ❑ Seminars and Hands-on Workshops on e-Submission Applications
- ❑ Step-by-step user guide on IRAS' website
- ❑ Helpline at 1800-356-8015 (option 3)
- ❑ Email enquiries to [ais@iras.gov.sg](mailto:ais@iras.gov.sg)
- ❑ Trial run to ensure smooth transmission during live filing
- ❑ Assisted filing at IRAS Walk-in centre

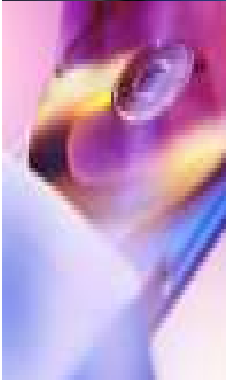


# Agenda

- What is “Auto-Inclusion Scheme for Employment Income”
- Compulsory Electronic Filing
- **Modes of Transmission**
- What You Need To Do?
- Demo on e-Submission of Employment Income

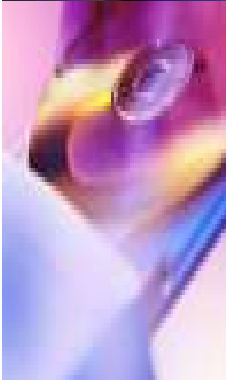


# Modes of Transmission



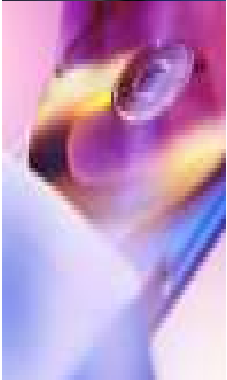
- 2 modes of transmission
  - e-Submission of Employment Income
  - Provident And Tax Line (PATLine)

# Provident And Tax Line (PATLine)



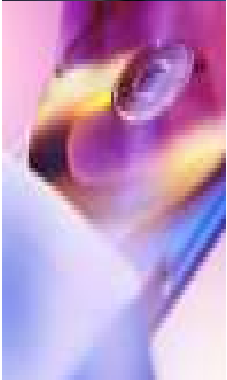
- ❑ Web-based application managed by CrimsonLogic
- ❑ Subscription to CrimsonLogic
- ❑ For more information, visit website at <http://pat.com.sg>

# e-Submission of Employment Income



- ❑ Web-based application managed by IRAS since 2007
- ❑ Free electronic service
- ❑ Authorised agents can file on behalf of their clients
- ❑ Website: [www.iras.gov.sg](http://www.iras.gov.sg)  
Quick links > e-Services > Other e-Services > e-Submission of Employment Income

# e-Submission of Employment Income



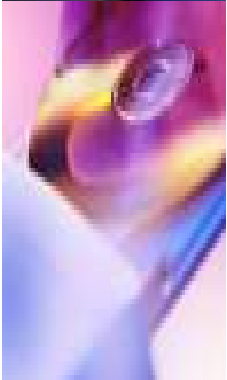
- EASY (e-Services Authorisation System)
  - Authorise staff or agent to transmit income
  - Access Code is needed to authorise
  - Apply for Access Code
    - Application form available at IRAS website
    - Must be completed by person holding managerial position or higher

# e-Submission of Employment Income

- 3 ways to prepare files

<b>Ways to prepare files</b>	<b>Best for :</b>
Validation & Submission Application	Employers using supporting payroll software
Offline Application	All employers
Online Application	Employers with few employees

# Validation & Submission Application



- For those with compatible payroll software system
  - Developed in-house
  - Purchased off-the-shelf
- Download application from IRAS website
- Validate TXT and XML file generated for data error
- Ensure invalid data is rectified before transmitting to IRAS via *myTax Portal*

# Validation & Submission Application

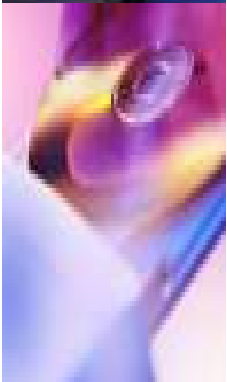
## □ Using In-House Developed Payroll Software

- File format in accordance with IRAS' specification

Website: [www.iras.gov.sg](http://www.iras.gov.sg)

[Quick links > e-Services > Other e-Services > e-Submission of Employment Income > Technical File Format/Specifications](#)

- File format in TXT or XML specified by IRAS
- Filename extension - .TXT or .XML



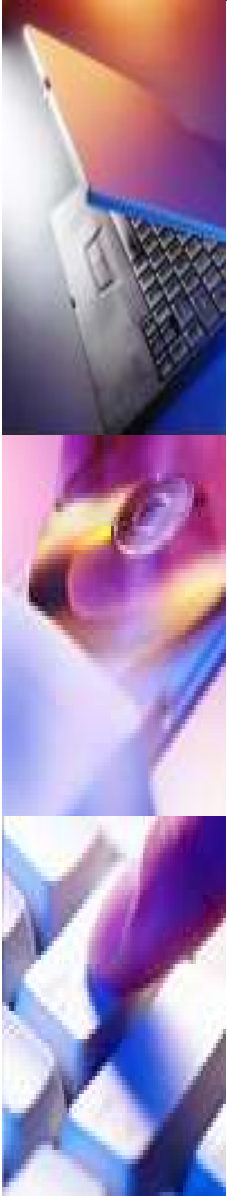
# Validation & Submission Application

## □ Using Off-the-Shelf Payroll Software

- Check with payroll vendors
- Check IRAS' website for list of payroll vendors : [www.iras.gov.sg](http://www.iras.gov.sg)

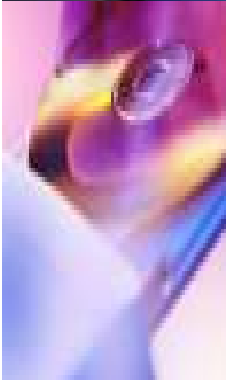
Quick links > e-Services > Other e-Services > e-Submission of Employment Income > Payroll Vendors Supporting IRAS' Specifications

- Refer to Appendix A for the current list of supporting payroll vendors

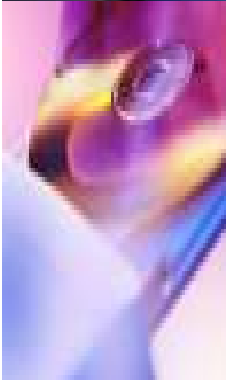


# Offline Application

- ❑ Download application from IRAS website
- ❑ Enter information into the template
- ❑ “Copy and paste” information of payroll maintained in excel format
- ❑ Upload completed file to IRAS via *myTax Portal*

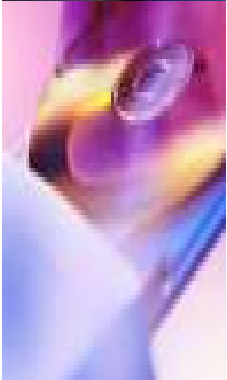


# Hardware/Software Requirements



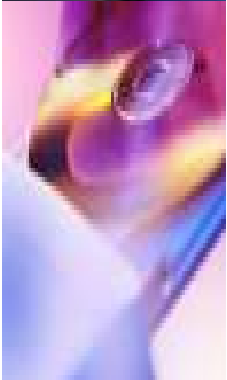
- ❑ Offline / Validation & Submission Application
  - ❑ Operating System
    - Windows 98, Windows 2000, Windows 2003, Windows XP, Windows Vista
    - Java Runtime Environment Version 6 or higher
  - ❑ Hardware Requirements
    - Pentium 4 PC and above with 1 GB RAM
    - 512Kbps speed Broadband with connection to a local ISP
  - ❑ Browser
    - Internet Explorer 5.5 and above or Mozilla FireFox 1.0 or higher

# Online Application



- ❑ Preparation and submission via *myTax Portal*
- ❑ Enter information case-by-case into online template
- ❑ Connect to Internet throughout the process

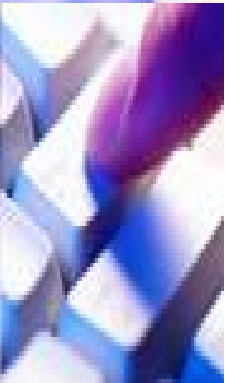
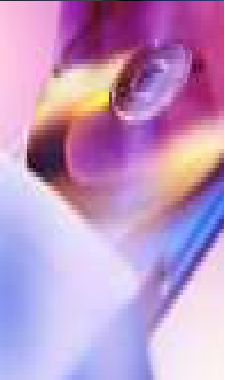
# Hardware/Software Requirements



- ❑ Online Application
  - ❑ Operating System
    - Windows 2000, Windows XP or higher
  - ❑ Hardware Requirements
    - Pentium 3 PC and above with 256 MB RAM
    - 56kbps modem with connection to a local ISP
  - ❑ Browser
    - Internet Explorer 5.5 and above or Mozilla  
FireFox 1.0 or higher

# Agenda

- What is “Auto-Inclusion Scheme for Employment Income”
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- **What You Need To Do?**
- Demo on e-Submission of Employment Income



# What You Need To Do?

Employers with 50 or more employees OR  
Employers who have received the Notice

Return the Acknowledgment Form of  
"Notice to File Electronically" letter

Inform IRAS if did not receive  
"Notice to File Electronically" letter

Choose a mode of transmission

Option 1: e-Submission of  
Employment Income

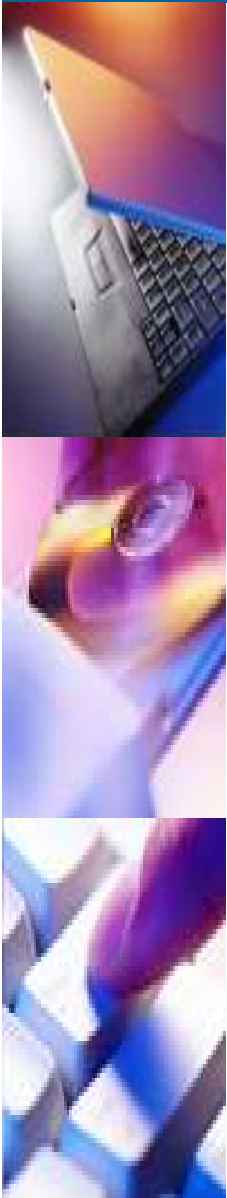
Option 2: Provident & Tax Line  
(PATLine)

Attend hands-on workshop

Participate in trial run

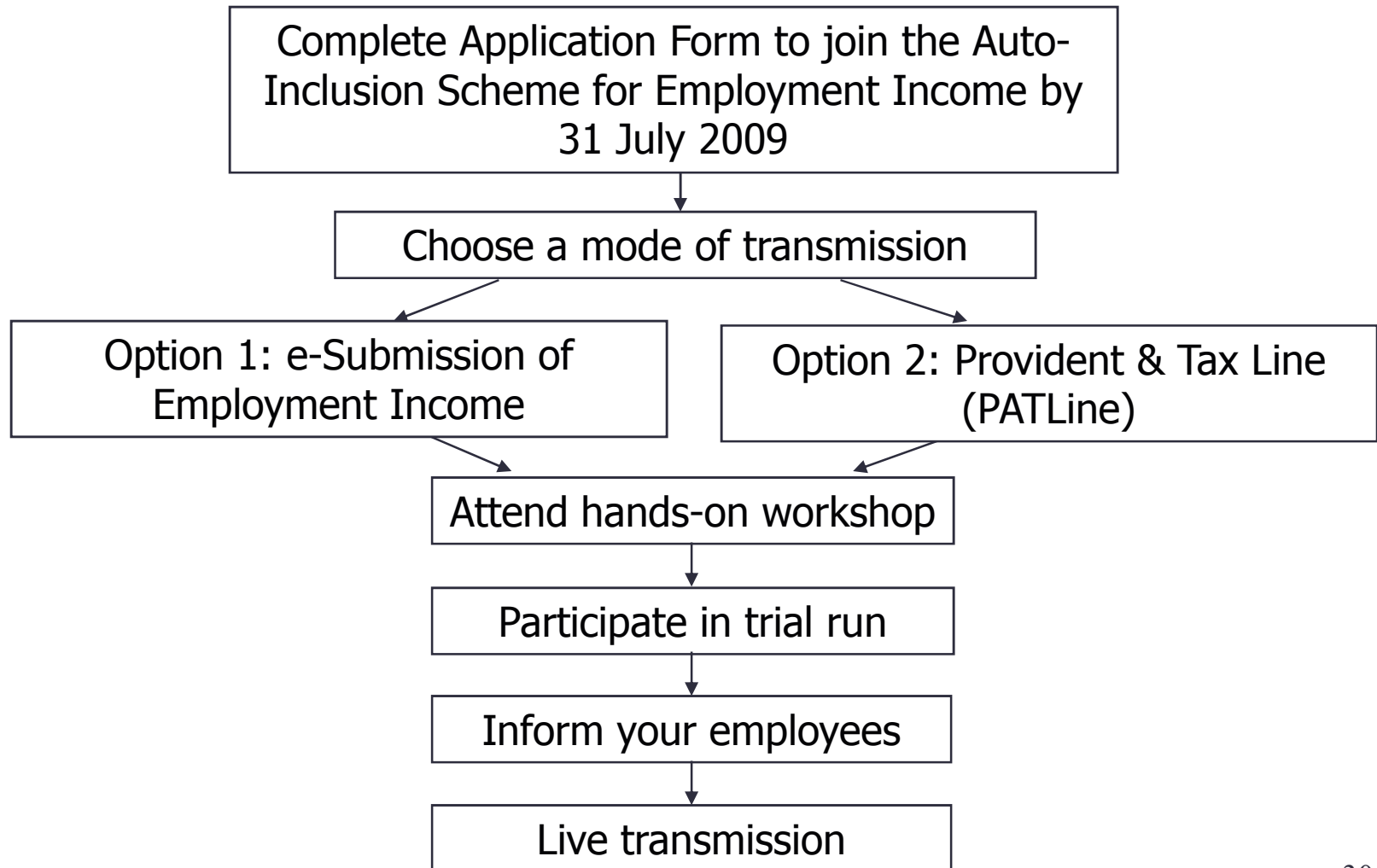
Inform your employees

Live transmission



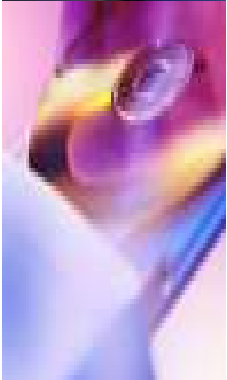
# What You Need To Do?

## Employers with less than 50 employees



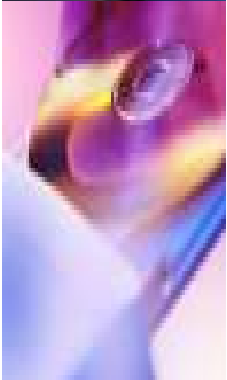
# What You Need To Do?

- Hands-on Workshop
  - Invitation via email
- Fill up application form for e-Service Access Code (if company does not have one)
- Participate in Trial run in last quarter of 2009



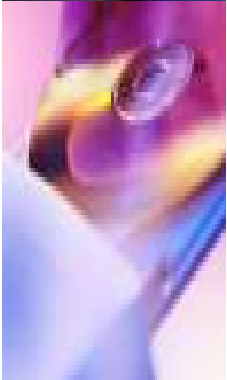
# What You Need To Do?

- Inform employees
  - Company will transmit employment income to IRAS electronically
  - Employees do not need to declare employment income derived from the company in their Tax Returns
  - Employees **have to** file Tax Returns (electronically or manually) as long as an Income Tax Return or PIN Mailer is issued



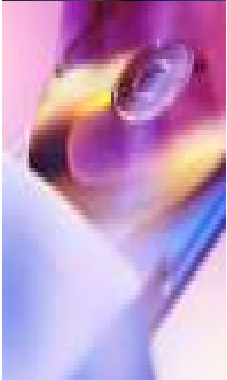
# What You Need To Do?

- Live transmission
  - Starts - 8th January
  - Deadline – 1st March (to file before 10 Feb is encouraged)



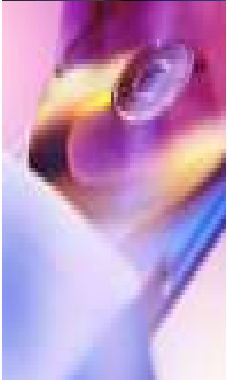
# Latest Updates & FAQs

- For the latest updates and Frequently Asked Questions, refer to our website [www.iras.gov.sg](http://www.iras.gov.sg)
- Updated version of the Offline Application and the Validation & Submission Application will be available from last quarter of 2009
- You will be prompted to update latest version of Offline Application and Validation & Submission Application



# Enquiries/ Clarification

- e-Submission of Employment Income
  - Helpline: 1800-356 8015 (option 3)
  - Email: [ais@iras.gov.sg](mailto:ais@iras.gov.sg)
  - Fax: 6351-3302
  
- File Specifications
  - Email: [esub-tech@iras.gov.sg](mailto:esub-tech@iras.gov.sg)
  
- Provident And Tax Line (PAT)
  - Sabrina Ng: 68877623  
Email: [sabrinang@crimsonlogic.com](mailto:sabrinang@crimsonlogic.com)
  - Ivan Koh: 68877852  
Email: [ivankoh@crimsonlogic.com](mailto:ivankoh@crimsonlogic.com)



# Enquiries/ Clarification



- General Tax Related Matters

- Helpline: 1800-356 8300
- Email: [taxqueries@iras.gov.sg](mailto:taxqueries@iras.gov.sg)

- Tax Clearance Matters

- Helpline: 1800-356 8655
- Email: [taxclear@iras.gov.sg](mailto:taxclear@iras.gov.sg)

# Important Dates to Note

Date	Event
Now	<b>Employers with 50 or more employees OR Employers who have received the Notice</b>  Return acknowledgement form immediately.  Companies who did not receive the notification are required to come forward to inform IRAS.
By 31 Jul 2009	<b>Employers with less than 50 employees</b>  Submission of application form to participate in AIS.
Jul 2009 to Nov 2009	Attend hands-on workshop.
Sep 2009 to Dec 2009	Participate in trial run.
08 Jan 2010 to 01 Mar 2010	Commencement of live filing.  Employers are encouraged to transmit by 10 Feb 2010
From 01 Mar 2010	Commencement of Individual e-Filing.

# Q & A



# Agenda

- What is "Auto-Inclusion Scheme for Employment Income"
- Compulsory Electronic Filing
- Modes of Transmission
- What You Need To Do?
- Demo on e-Submission of Employment Income

