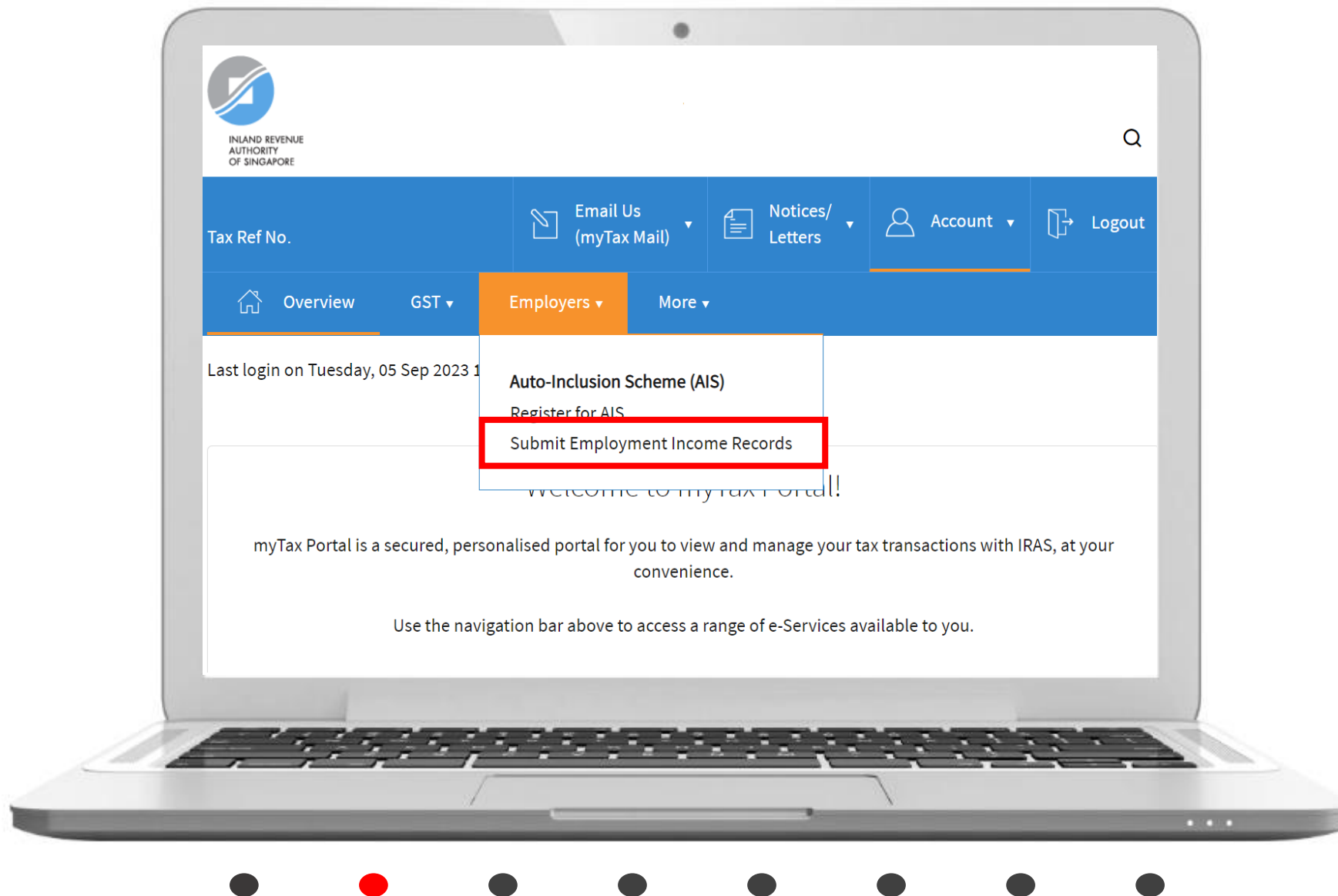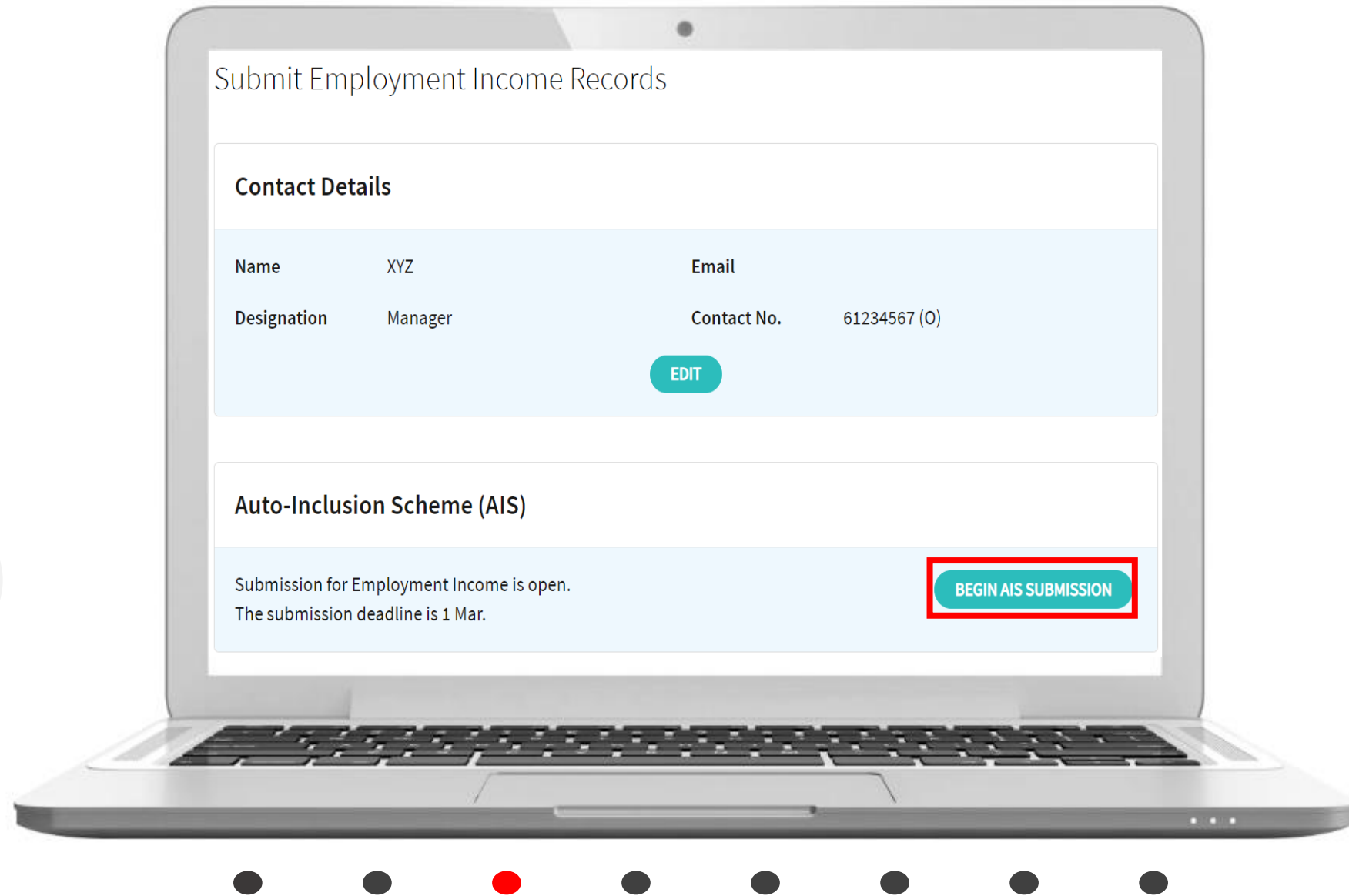# Quick guide on making AIS amendments at myTax Portal (Online Application)
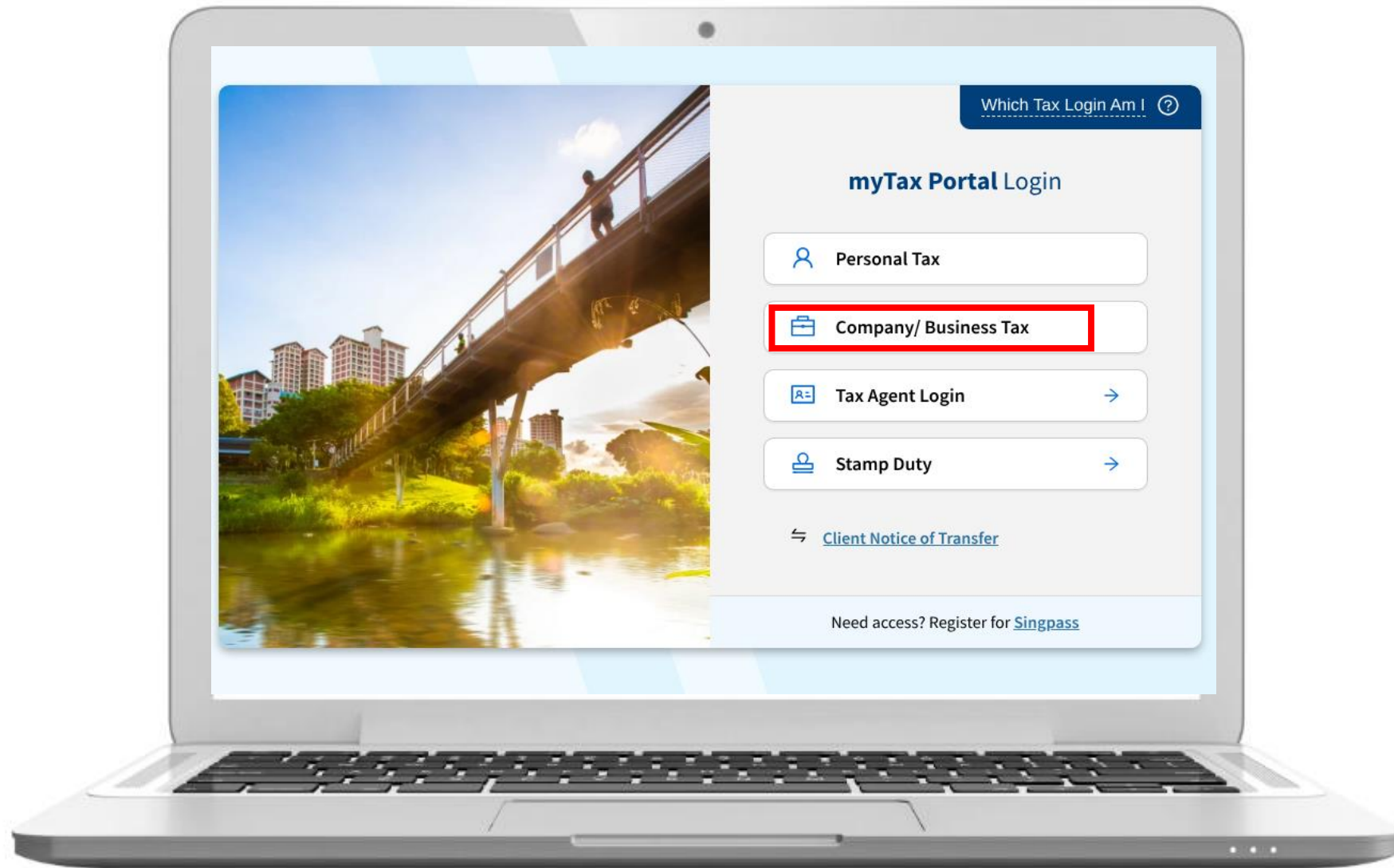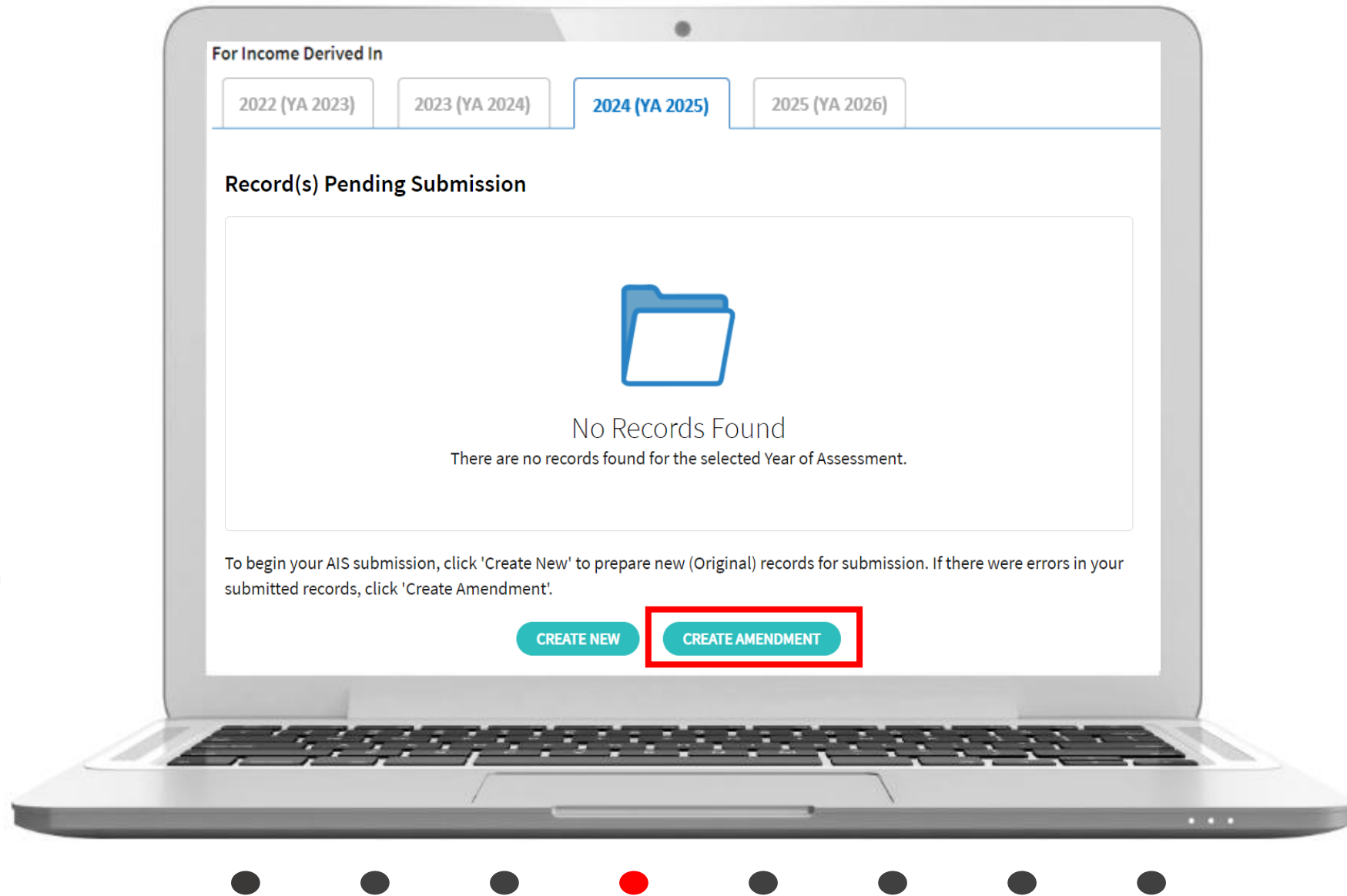
- Login to myTax Portal at **mytax.iras.gov.sg.**

- Mouse over **'Employers'** and select **'Submit Employment Income Records'**.

Submit Employment Income Records

Contact Details

Name	XYZ	Email	
Designation	Manager	Contact No.	61234567 (O)

EDIT

Auto-Inclusion Scheme (AIS)

Submission for Employment Income is open.
The submission deadline is 1 Mar.

BEGIN AIS SUBMISSION

- Click on the **'Begin AIS submission'** button.

For Income Derived In

| 2022 (YA 2023) | 2023 (YA 2024) | **2024 (YA 2025)** | 2025 (YA 2026) |

Record(s) Pending Submission

No Records Found
There are no records found for the selected Year of Assessment.

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**
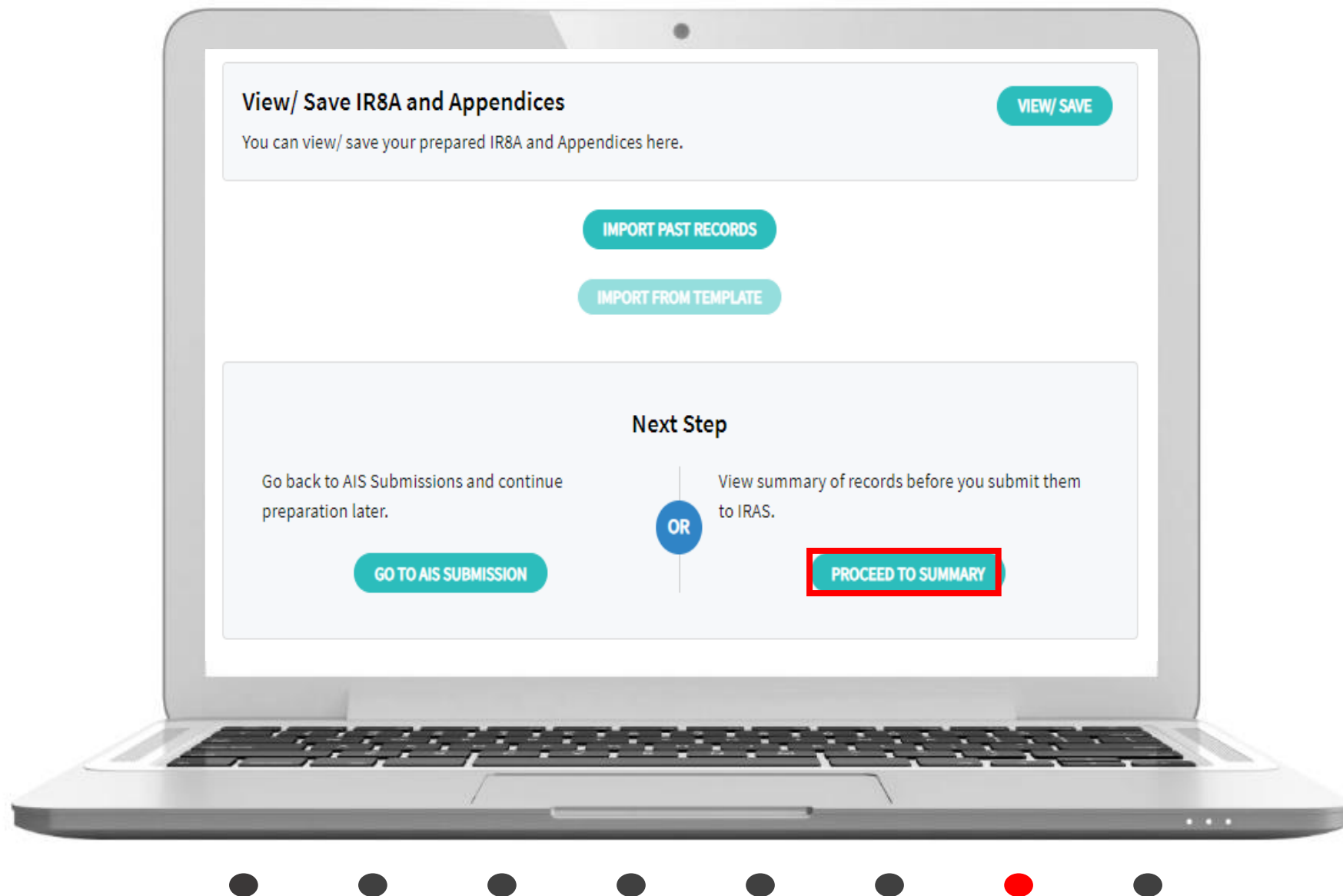
- Select the relevant tab, e.g., 2024 (YA 2025) and click on the **'Create Amendment'** button.
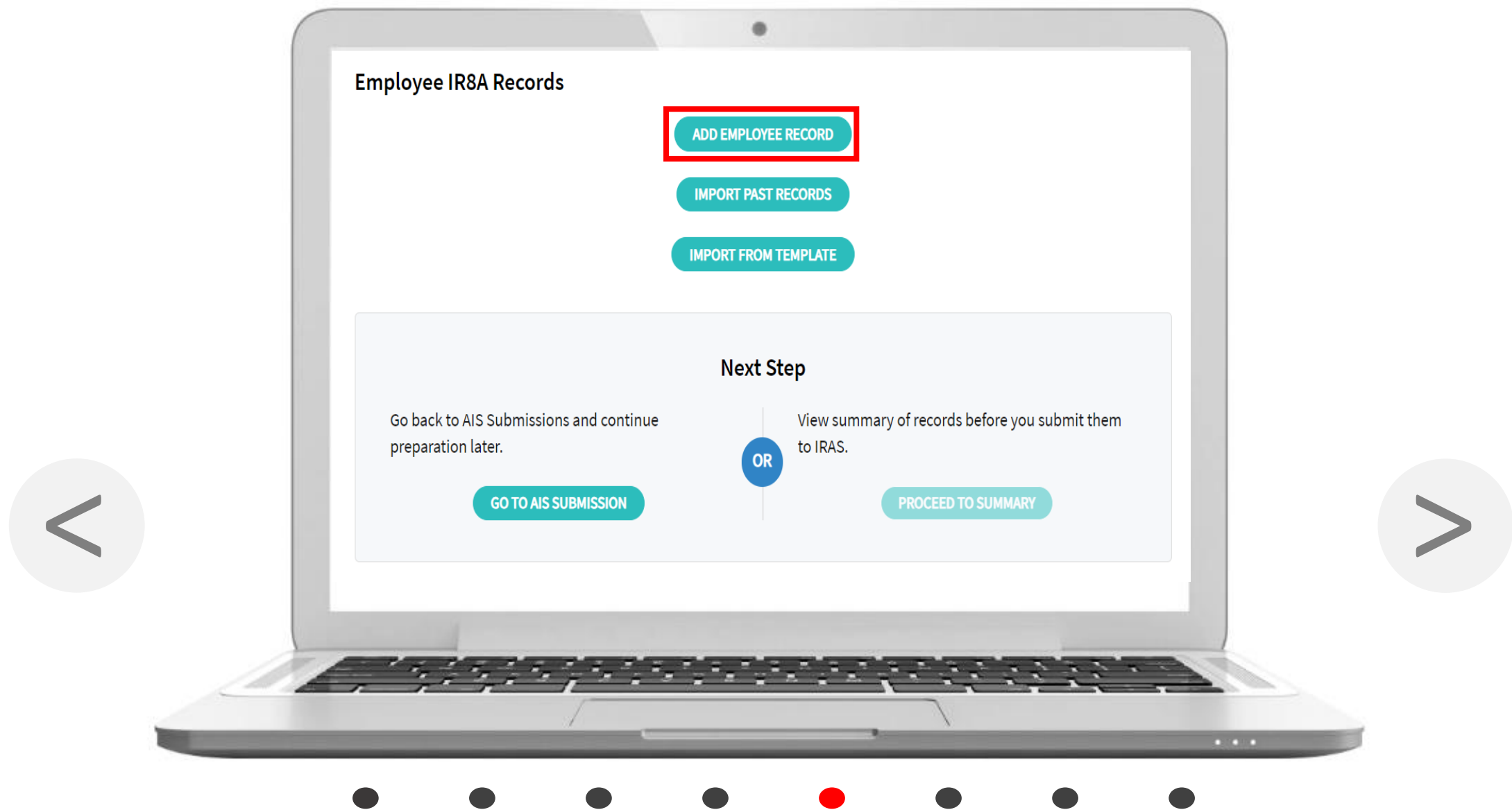
■ Click on **'Add employees records'** button. You may also use **'Import past records'** to import the employees' personal particulars from past submitted submission records.
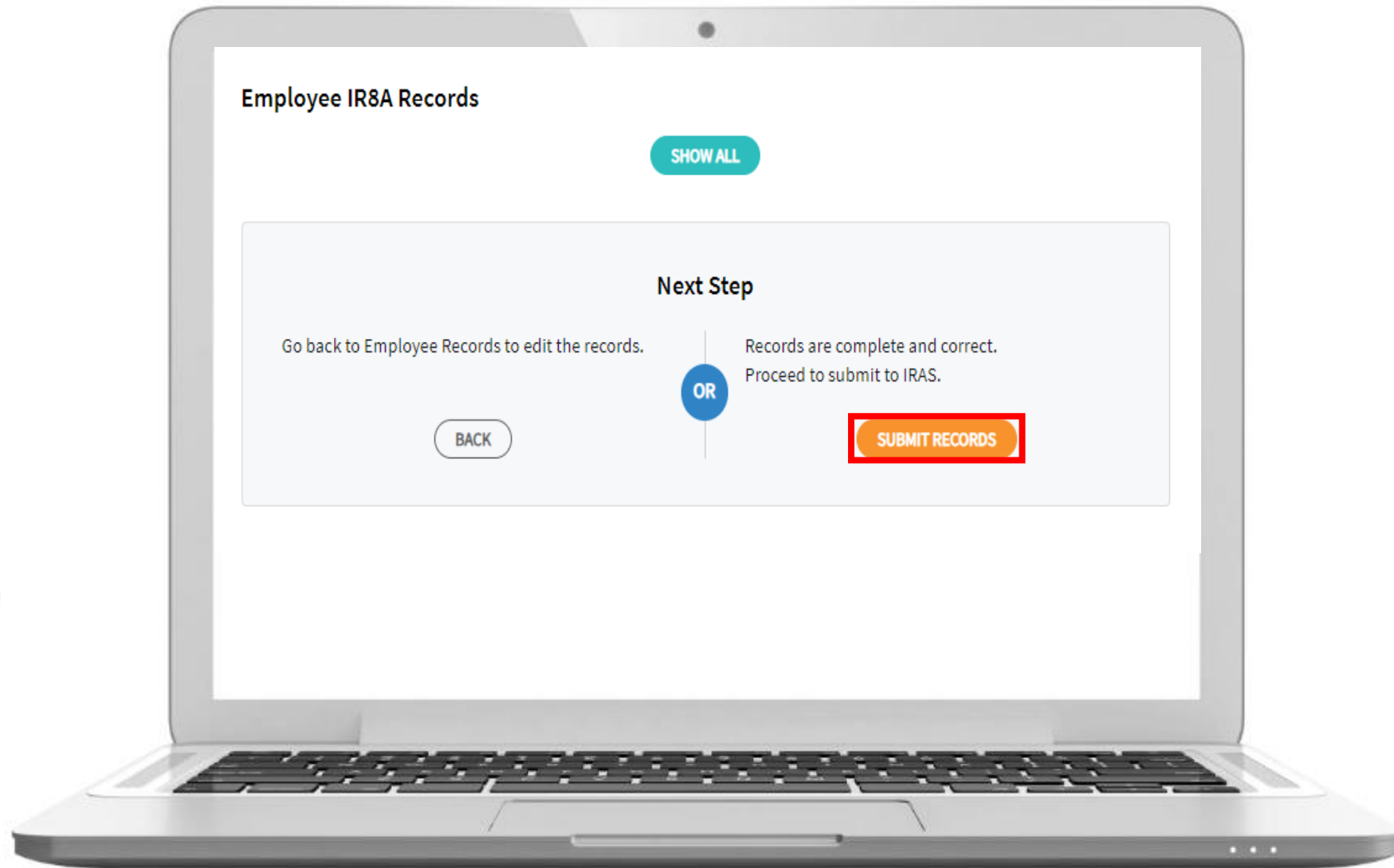
Income ⓘ

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay   S$ `1,000` .00

b) Bonus (non-contractual bonus paid on) `dd/mm/yyyy` 📅   S$ `0` .00
and/ or contractual bonus for service rendered in 2022

c) Director's fees approved at the company's AGM/ EGM on `dd/mm/yyyy` 📅   S$ `0` .00

d) Others (Appendices)   EDIT DETAILS   S$ `0.00`

Deductions ⓘ

Employee's Compulsory contribution to (Less amount refunded/ to be refunded)   S$ `-500` .00
  ◯ Central Provident Fund
  ◯ Designated Pension or Provident Fund   Name of Fund `___`

Donations deducted through salaries: S$ `0` .00
* Yayasan Mendaki Fund/ Community Chest of Singapore/ SINDA/ CDAC/ ECF/ Other tax exempt donations

Contributions deducted through salaries to Mosque Building Fund   S$ `0` .00

Life insurance premiums deducted through salaries   S$ `0` .00

SAVE

● ● ● ● ● ● 🔴 ● ●

- Enter the **difference between the actual amount and your previous submission(s)**. If your previous submission is **overdeclared, enter a negative value for the difference to negate the earlier submission.**
- Click on the **'Save'** button.

- Scroll down to the bottom of the page.
- Click on the "**Proceed to Summary**" button.

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

- Scroll down to the bottom of the page.
- Click on the "**Submit Records**" button.