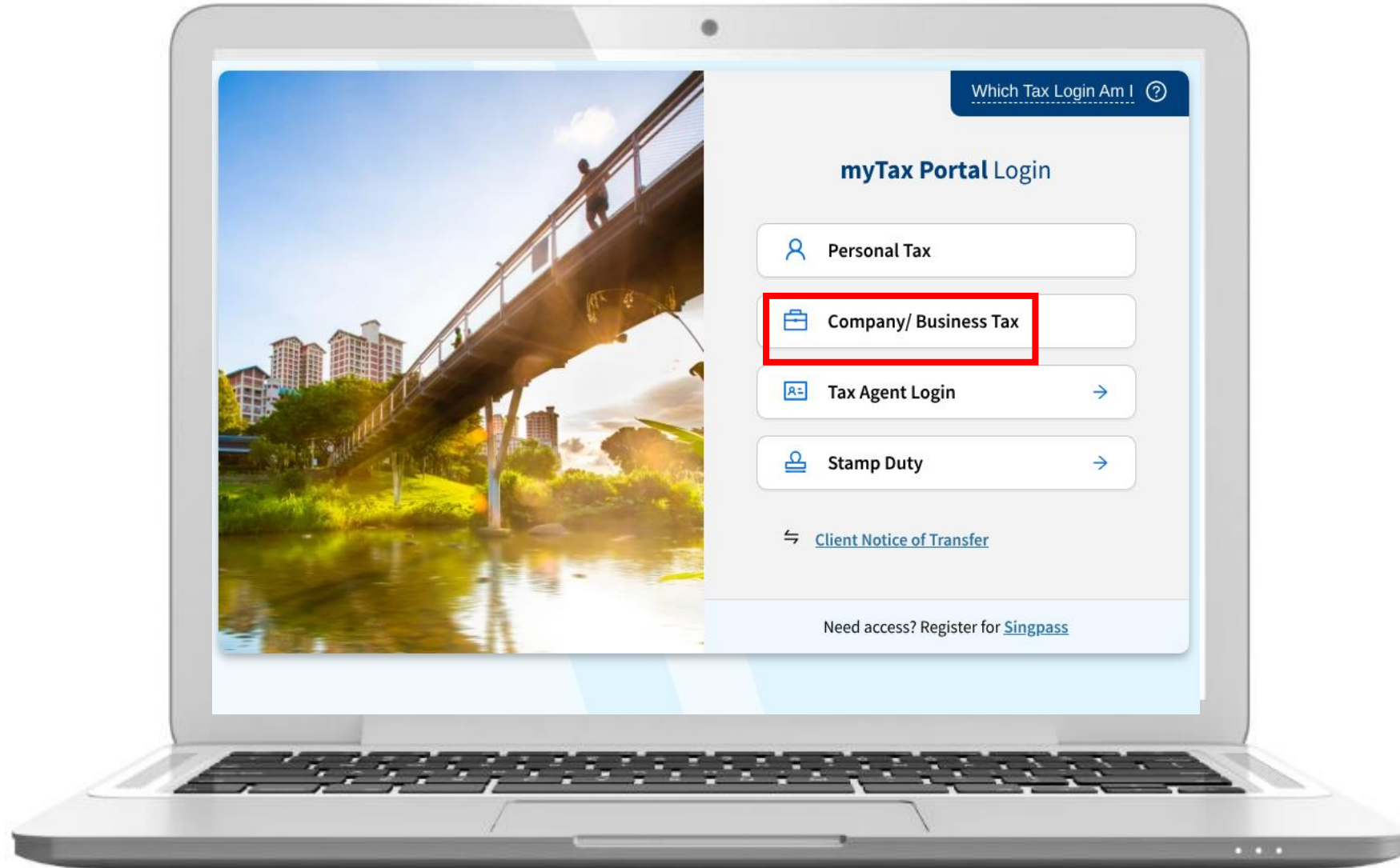




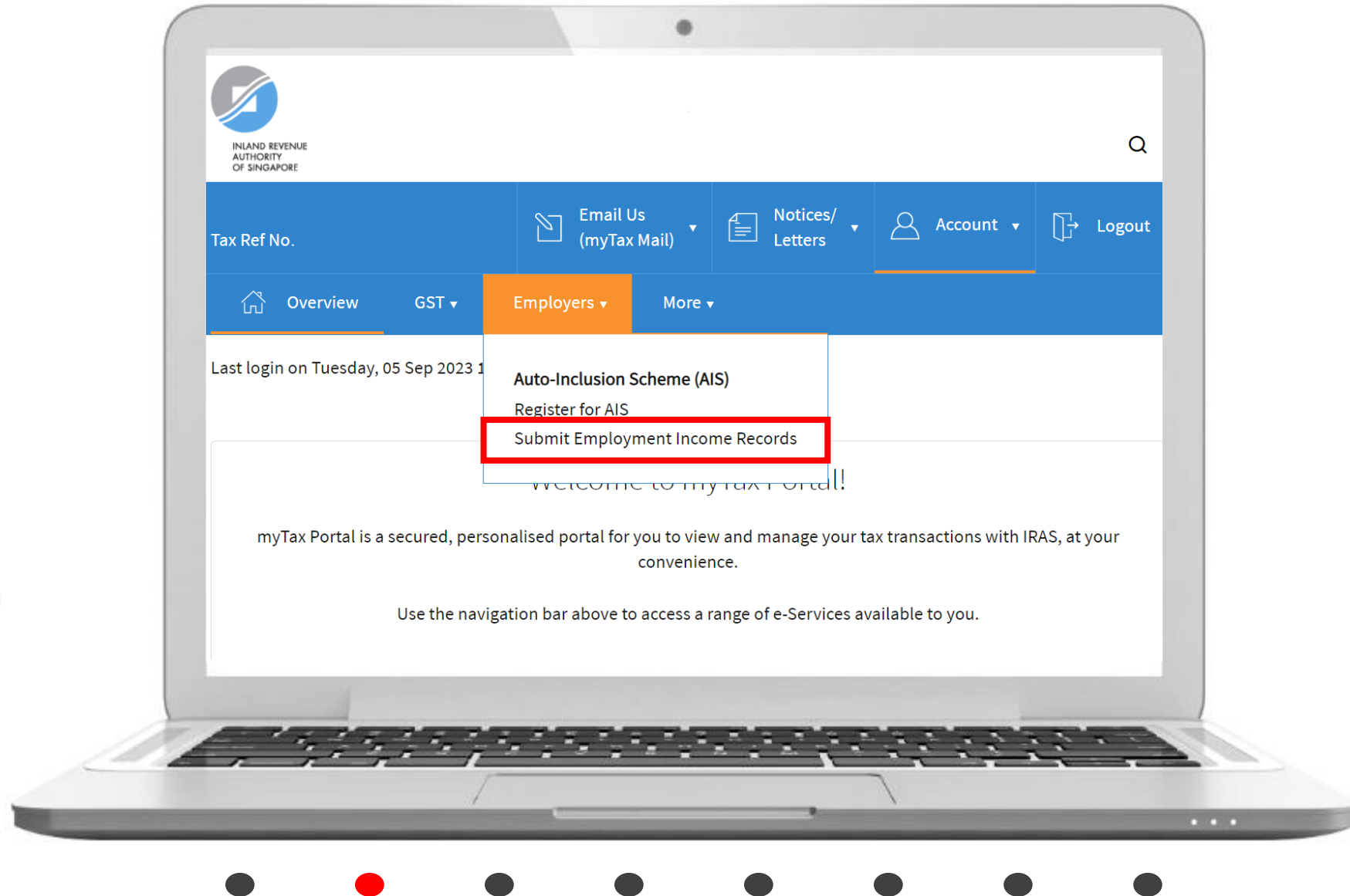
INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# Quick guide to prepare and submit for AIS at myTax Portal (Online Application)



- Login to myTax Portal at **mytax.iras.gov.sg**.

Quick guide to prepare and submit for AIS at myTax Portal (Online Application)



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

## Submit Employment Income Records

### Contact Details

Name	XYZ	Email	
Designation	Manager	Contact No.	61234567 (0)

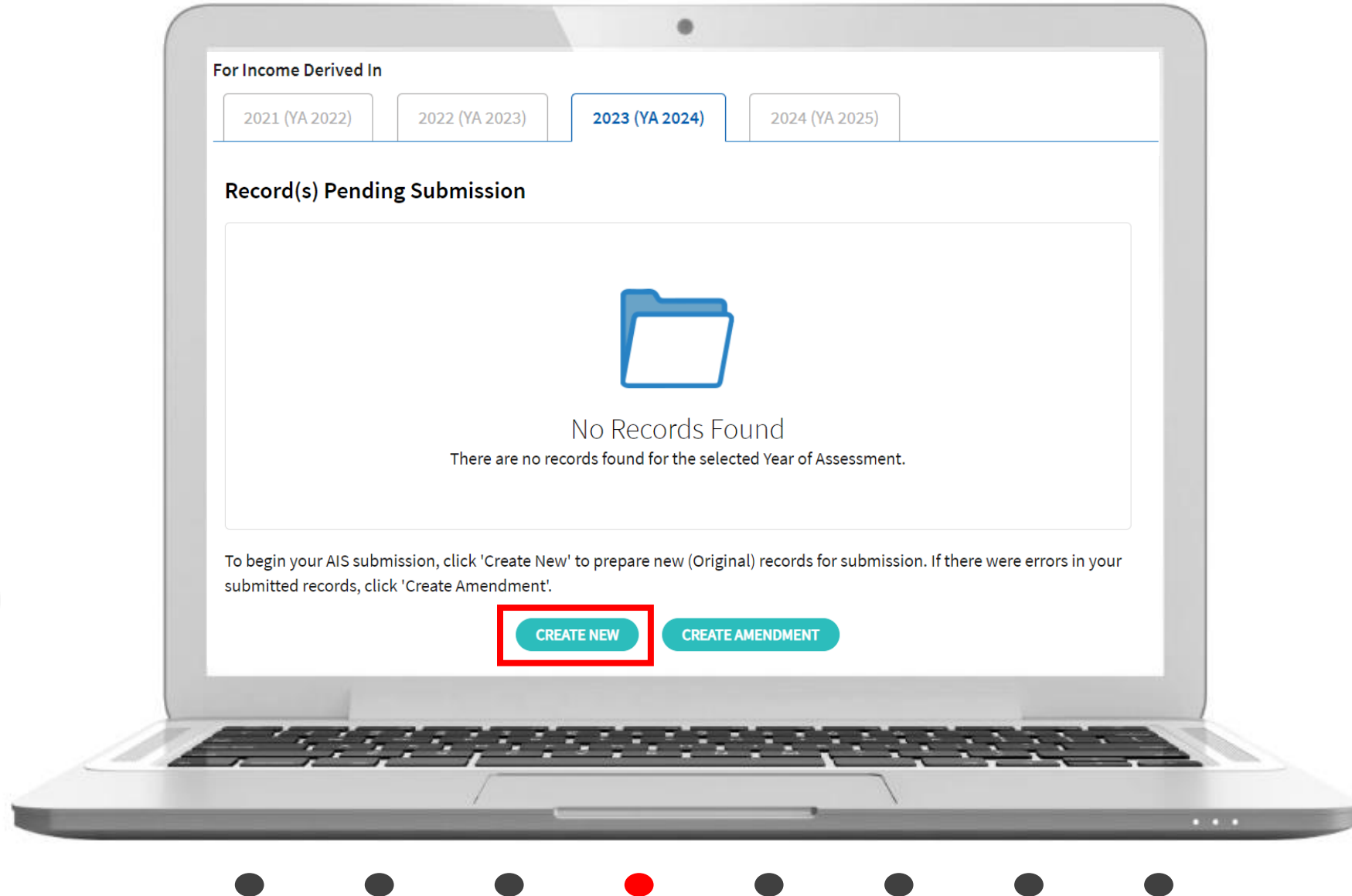
EDIT

### Auto-Inclusion Scheme (AIS)

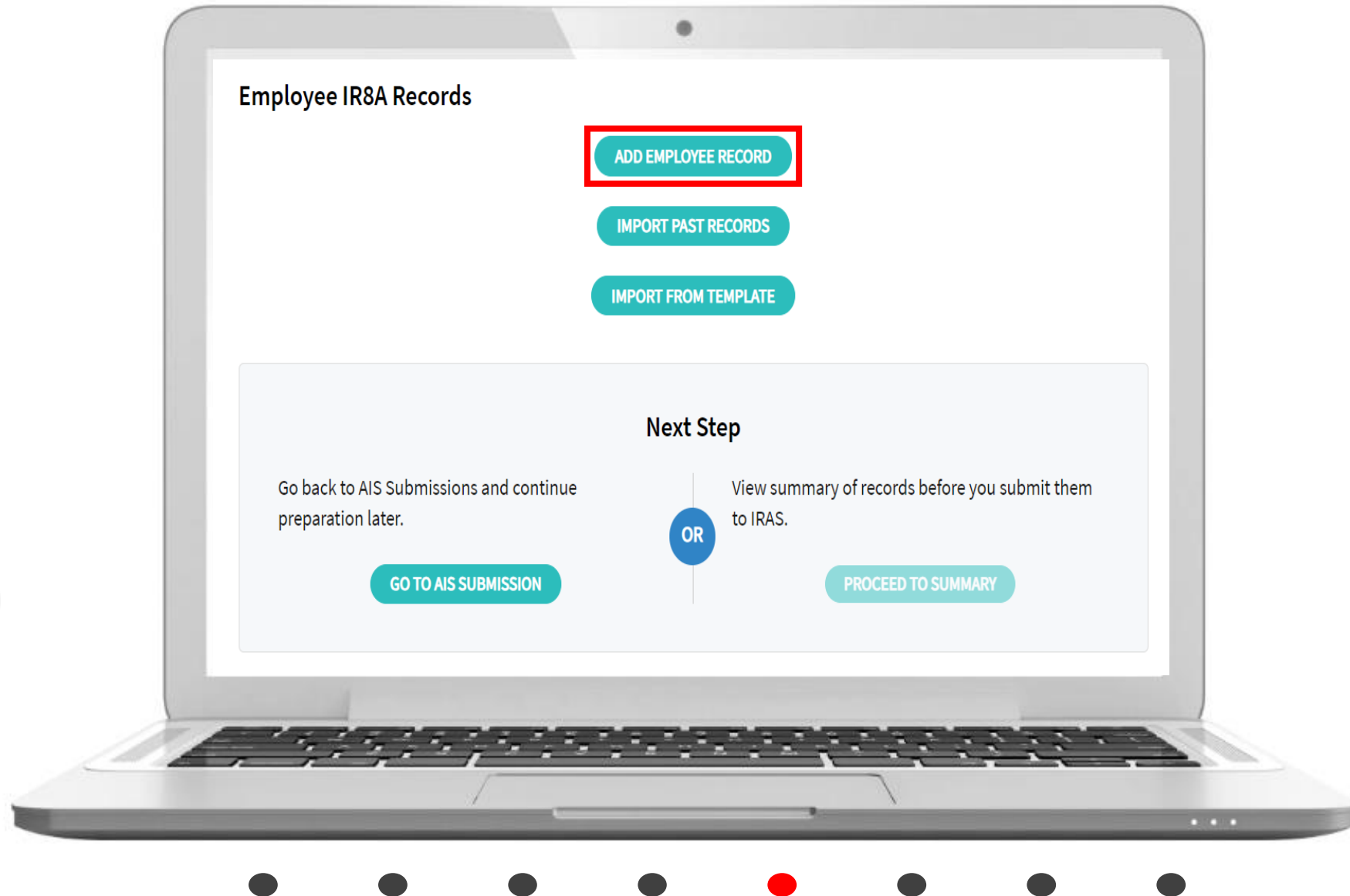
Submission for Employment Income is open.  
The submission deadline is 1 Mar.

BEGIN AIS SUBMISSION

- Click on the 'Begin AIS submission' button.



- Select the relevant tab, e.g. 2023 (YA 2024) and click on the **'Create New'** 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.

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**Income** ⓘ

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay	SS	<input type="text" value="0"/>	.00
b) Bonus (non-contractual bonus paid on) <input type="text" value="dd/mm/yyyy"/> <input type="calendar"/>	SS	<input type="text" value="0"/>	.00
and/ or contractual bonus for service rendered in 2022			
c) Director's fees approved at the company's AGM/ EGM on <input type="text" value="dd/mm/yyyy"/> <input type="calendar"/>	SS	<input type="text" value="0"/>	.00
d) Others (Appendices) <a href="#">EDIT DETAILS</a>	SS		0.00

**Deductions** ⓘ

Employee's Compulsory contribution to (Less amount refunded/ to be refunded) SS  .00

Central Provident Fund

Designated Pension or Provident Fund Name of Fund

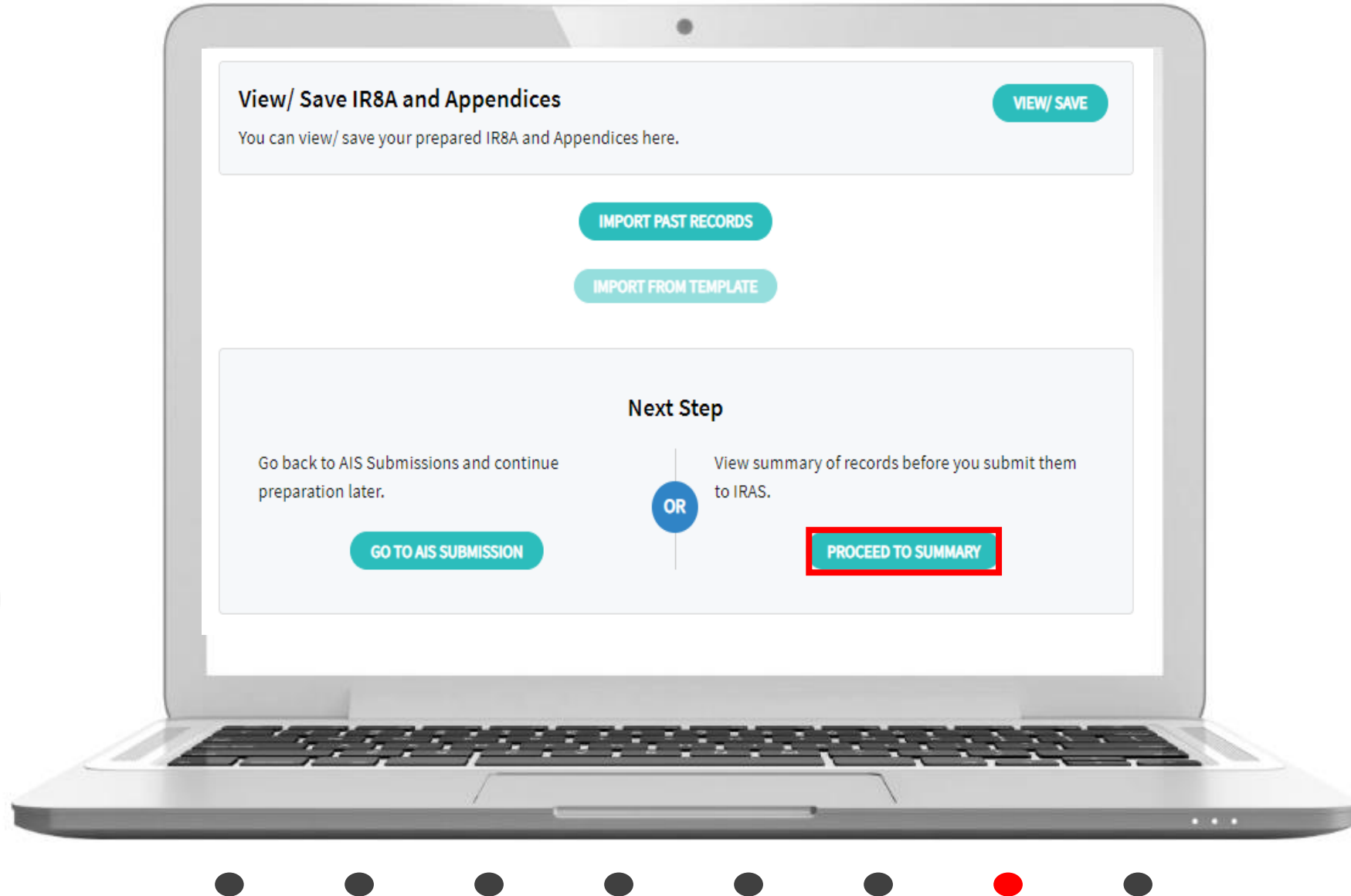
Donations deducted through salaries: SS  .00  
\* Yayasan Mendaki Fund/ Community Chest of Singapore/ SINDA/ CDAC/ ECF/ Other tax exempt donations

Contributions deducted through salaries to Mosque Building Fund SS  .00

Life insurance premiums deducted through salaries SS  .00

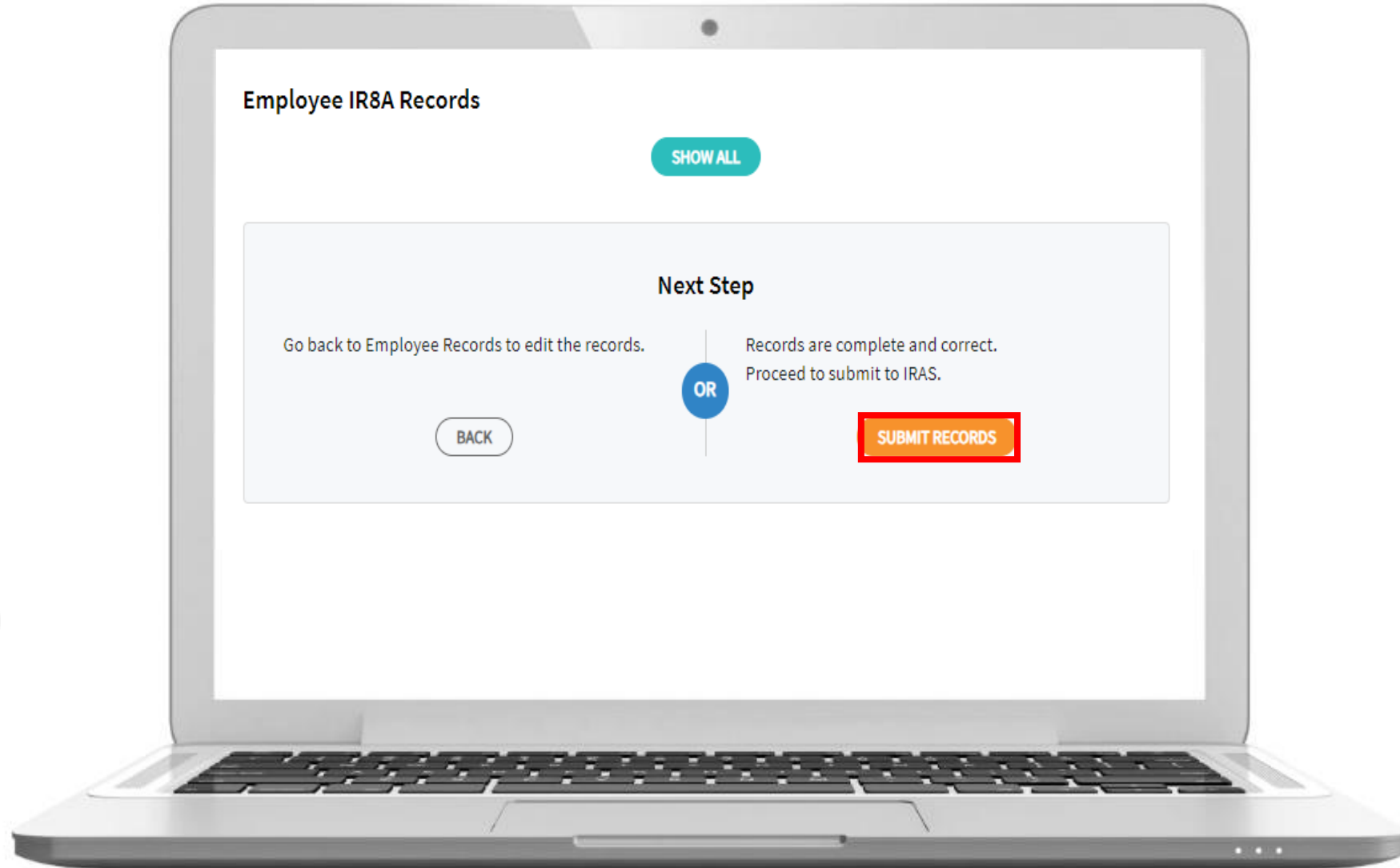
[SAVE](#)

- Enter employee's details in the Form IR8A.
- Click on '**Edit Details**' to display and enter other income information and appendices if necessary.
- Click on the '**Save**' button.



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





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

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