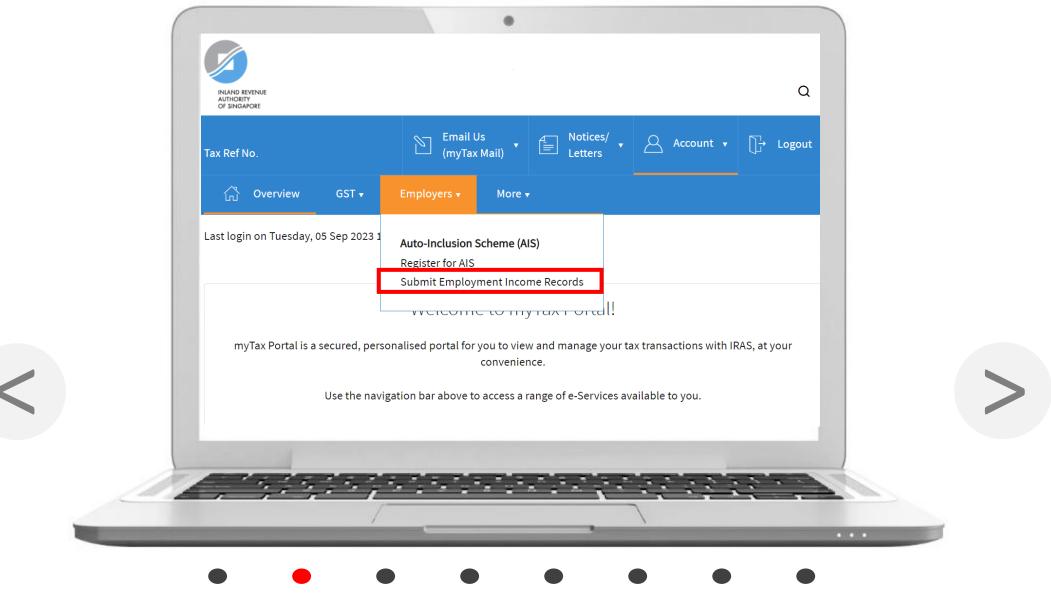
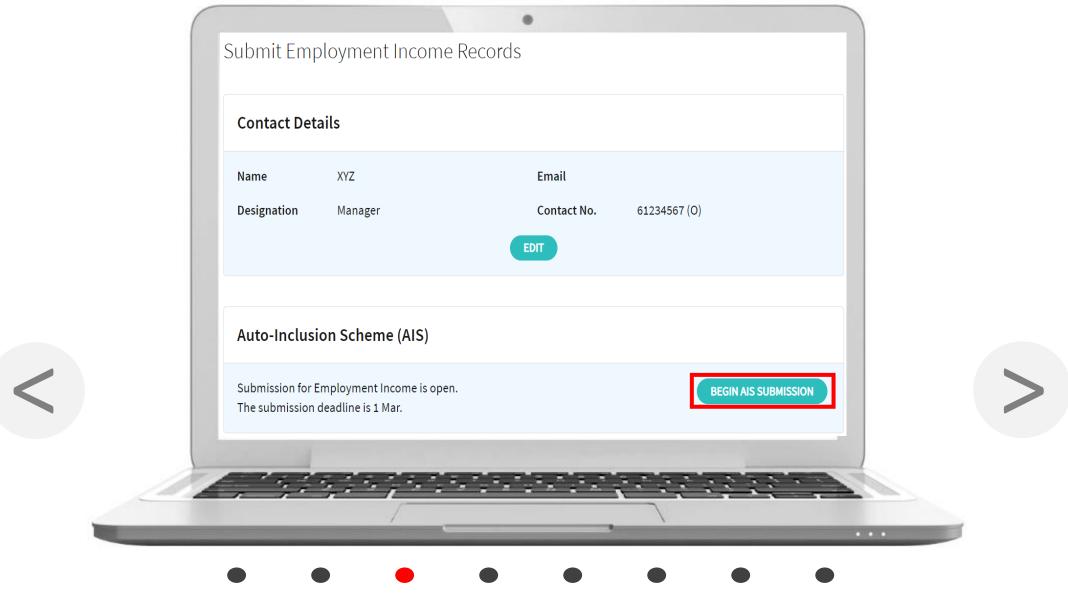


Login to myTax Portal at mytax.iras.gov.sg.

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

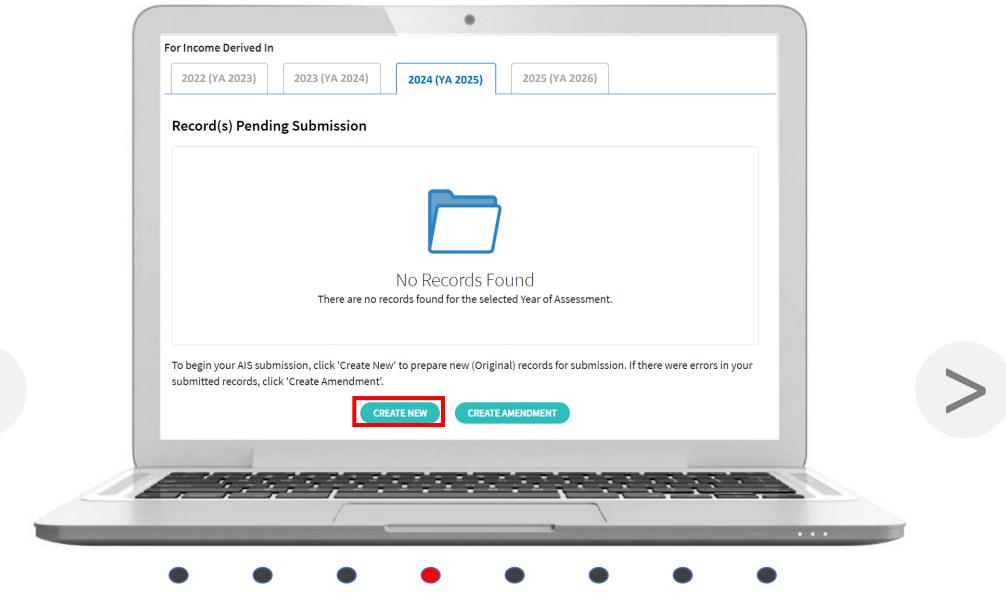


Mouse over 'Employers' and select 'Submit Employment Income Records'.

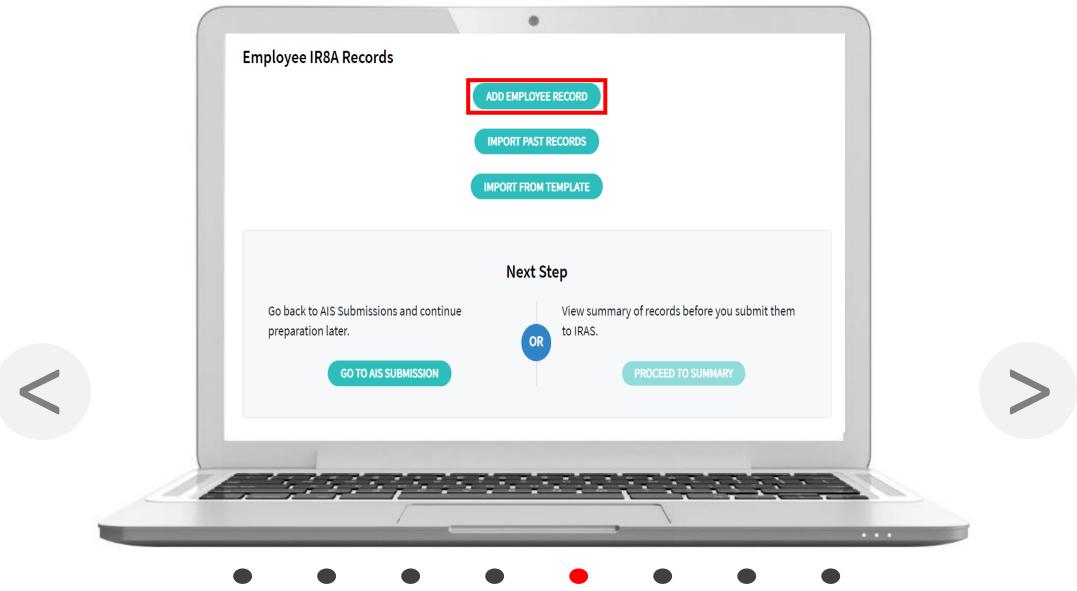


• Click on the **'Begin AIS submission'** button.

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



• Select the relevant tab, e.g., 2024 (YA 2025) and click on the **'Create New'** button.

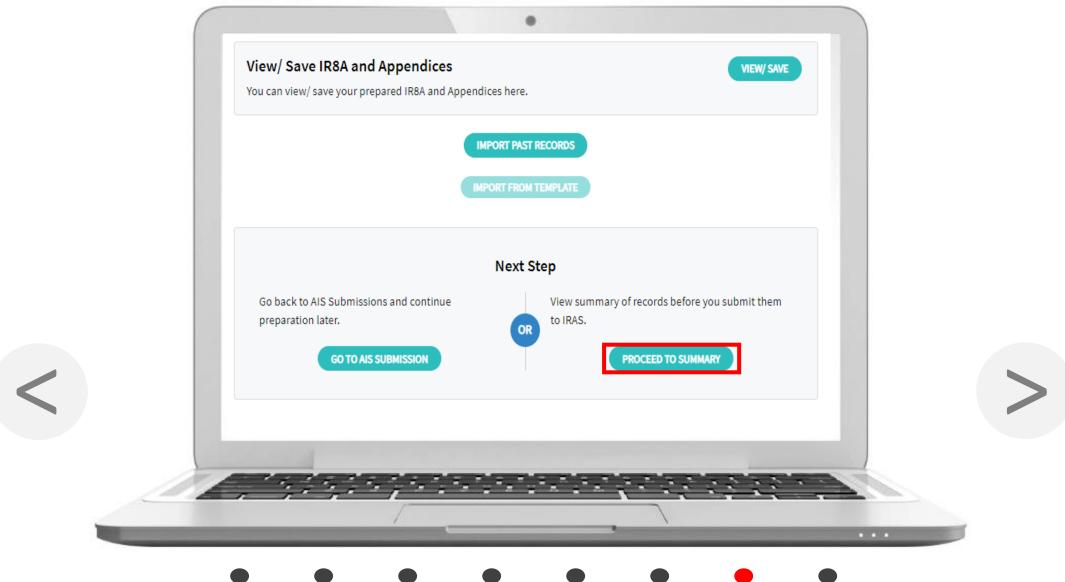


Click on 'Add employees records' button. You may also use 'Import past records' to import the employees' personal particulars from past submitted submission records.

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay	S\$	0.00
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) Central Provident Fund Designated Pension or Provident Fund Name of Fund	S\$	0.00
Donations deducted through salaries: * Yayasan Mendaki Fund/ Community Chest of Singapore/ SINDA/ CDAC/ ECF/ Other tax exempt donations	S\$	0.00
Contributions deducted through salaries to Mosque Building Fund	S\$	0.00
Life insurance premiums deducted through salaries	SŚ	0.00
SAVE		

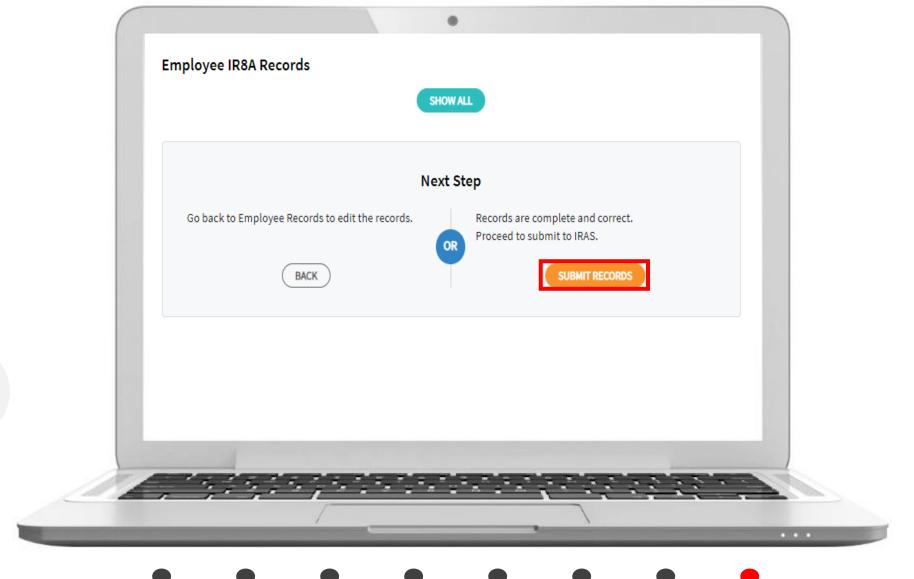
- Enter employee's details in the Form IR8A.
- Click on 'Edit Details' to display and enter other income information and appendices if necessary.
- Click on the **'Save'** button.

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



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

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



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

Published by Inland Revenue Authority of Singapore

Published on 13 Jan 2025

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 13 Jan 2025 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.

While every effort has been made to ensure that the above information is consistent with existing policies and practice, should there be any changes, IRAS reserves the right to vary its position accordingly.

© Inland Revenue Authority of Singapore