

How To Amend IR8A

This option allows users to make amendments to the IR8S messages submitted to IRAS (**status: Sent**).

From Provident And Tax – Web Main Menu, click on the **IRAS Submissions → IR8A → Amend**.

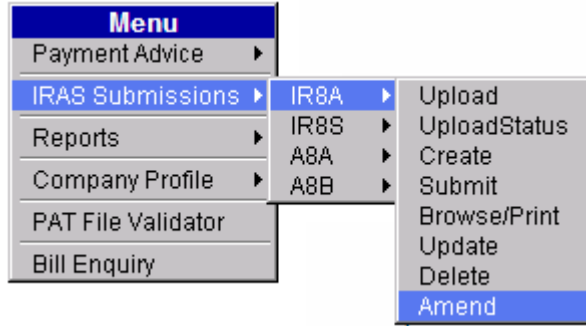


Diagram 1 will be displayed.

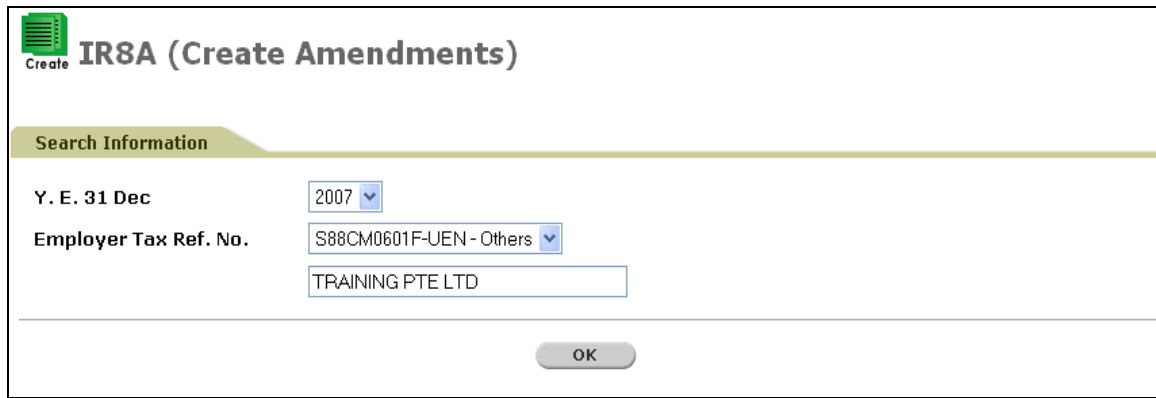


Diagram 1

- Select the year in the **Diagram 1a** and Employer Tax Ref. No. in the **Diagram 1b** that you would like to create amendments.

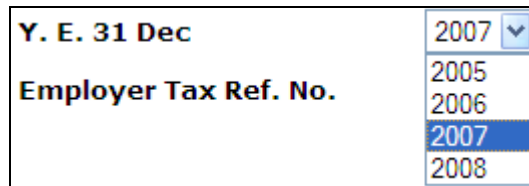

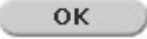


Diagram 1a

Employer Tax Ref. No. 

- S88CM0601F - UEN - Others
- 197200276D - UEN - Local Company (ROC)
- 199712345H - UEN - Local Company (ROC)
- 12345678M - UEN - Business (ROB)
- A98765432 - ASGD

Diagram 1b

- Click on the  button to proceed to **Diagram 2**.



IR8A (Create Amendments)

Header Information

Y. E. 31 Dec 2007

Employer Tax Ref. No. T07CM1732G-UEN - Others
TESTING

Source 

Detail Information Searching

To amend details of an employee, follow these steps:

Step 1 Search for a record to amend. Search By: 

Step 2 Select a record from the search result. Search Results: 

Step 3 Click on Select Button to amend selected employee record. 

Records that you have amended

Click on the Employee ID to update the record.
Click on the checkbox to denote deletion of the record.

Delete	No.	Revision No.	Employee ID	Name




Diagram 2

- You could do a partial search, by enter Name or ID, click on the **Find** button as shown in Diagram 2a.

Diagram 2a shows a search interface. On the left, the text "Search By:" is followed by a dropdown menu currently displaying "NAME". The dropdown menu is open, showing "NAME" (highlighted) and "ID" as options. To the right of the dropdown is a text input field. Further to the right is a rounded button labeled "Find".


Diagram 2a

- Employee records that meet the search criteria are retrieved and displayed as shown in Diagram 2b.

Diagram 2b shows the search results interface. On the left, the text "Search Results:" is followed by a dropdown menu displaying "001122334455 - ALICE WONG". To the right of the dropdown is a rounded button labeled "Select".

Diagram 2b

- Click on **Select** button to select the employee record you would like to amend. Diagram 3 will be displayed.



Employee

ID Type NRIC **ID Number** S0111037C **Name*** Alice Lim EYEE NAME LIN

Employee Details **Employee Income** **Other Income** **Employee Deduction**

Nationality* SINGAPORE CITIZEN

Sex* FEMALE

Designation* OTHERS
DANCER (if Others, please specify)

Date of Birth 21 - NOV - 1977 (DD-MMM-YYYY)

Commencement Date - - (DD-MMM-YYYY)

Cessation Date - - (DD-MMM-YYYY)

Name of Bank Salary is Credited To DBS/POSB

Date of payroll 30 - DEC - 2005 (DD-MMM-YYYY)

Address Type Local Residential Address

Address Formatted Unformatted

Block/House No. 684C

Street Name Jurong West St32

Level No. 11

Unit No. 103

Unformatted Address

Postal Code 600320

Country Name

*If Address Type is Local, Formatted Address and Postal Code must be non-blank
If Foreign, Unformatted address and Country Code must be non-blank
If C/O, Unformatted Address and Postal Code must be non-blank
If No address, all address must be blank
For Formatted Address please enter Block/House No., Street Name, Level No., Unit No. and Postal Code*

* indicates mandatory field.

Save Close

Diagram 3

After entering information, you could either:

- Click on the **Employee Income** tab to go to **Diagram A**.

OR


- Click on the **Other Income** tab to go to **Diagram B**.

OR

- Click on the **Employee Deduction** tab to go to **Diagram C**.

The screenshot shows the IR8A form interface. At the top left is the 'Create IR8A' logo. Below it, the 'Employee' tab is selected. The form displays the following information: ID Type: NRIC, ID Number: S0111037C, Name: Alice Lim (with a sub-label 'EYEE NAME LIN'). Below this, there are four tabs: 'Employee Details', 'Employee Income' (which is highlighted), 'Other Income', and 'Employee Deduction'. The main content area contains several sections with input fields: 'a. Gross Salary, Fees, Leave Pay, Wages, and Overtime Pay' with a value of 0; 'b. Bonus declared on' with a date range selector and a value of 0; 'c. Director's fees approved on' with a date range selector and a value of 0; 'd. Others' with a 'Detail' button and a value of 0; 'e. Gains and Profit for share Options granted before 01/01/2003 (S 10(1)(g))' with a value of 0; 'f. Employee's Income Tax borne by Employer' with a dropdown menu set to 'Not Applicable' and two empty input fields below it; 'g. Section 45 (applicable to non-resident director)' with an unchecked checkbox; and 'h. Exempt Income/Income subject to Tax Remission Indicator' with a dropdown menu set to 'Not Applicable' and an empty input field below it. At the bottom of the form are 'Save' and 'Close' buttons.

Diagram A



Employee

ID Type NRIC **ID Number** S0111037C **Name*** Alice Lim EYEE NAME LIN


Employee Details


Employee Income

Other Income

Employee Deduction

1. Gross Commission

From: - -  (DD-MMM-YYYY)

To: - -  (DD-MMM-YYYY)

Monthly Other Than Monthly Payment

2. Pension

3. Allowances:

Transport


Entertainment

Others

4a. Gratuity/Notice-in-lieu/Ex-gratia

4b. Compensation or Retrenchment Benefits

Approval Obtained from IRAS No Approval Obtained from IRAS

Date of IRAS approval: - -  (DD-MMM-YYYY)

Compensation/Retrenchment Amount

5. Retirement benefits including gratuities/pension/commutation of pension/lumpsum payments, etc from Pension/Provident Fund

Name of Fund

Amount accrued up to 31-12-1992

Amount accrued from 1993

6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore

7. Excess/Voluntary contribution to CPF by employer

IR8S Applicable? Yes No

8. Gains and profits from share options S10(1)(b)

9. Value of Benefits-in-kind Appendix 8A

Total of items (d1 to d9)

Diagram B

IR8A

Employee

ID Type: NRIC ID Number: S0111037C Name: Alice Lim EYEE NAME LIN

Employee Details Employee Income Other Income **Employee Deduction**

Employee's Compulsory contribution to
(less amount refunded/to be refunded)

Central Provident Fund 0

Designated Pension or Provident Fund

Name of Fund:

Employee's Voluntary Contribution to CPF Obligatory by Contract of Employment in respect of Singapore NRIC holders who are posted overseas 0

Donations deducted through salaries for Yayasan Mendaki Fund/Community Chest of Singapore/SINDA/CDAC/ECF/Other tax exempt donations 0


Contributions deducted through salaries for Mosque Building Fund 0

Insurance 0

Save Close

Diagram C

After entering all Information:

- Click on  button to save the record, it will bring you back to Diagram 2 along with the record that you have been amended. As shown in **Diagram 4**.

IR8A (Create Amendments)

Header Information

Y. E. 31 Dec 2005
 Employer Tax Ref. No. T08HG7775H-UEN - Others
 CRIMSONLOGIC PTE LTD

Source MINDEF

Detail Information Searching

To amend details of an employee, follow these steps:

Step 1 Search for a record to amend. Search By: NAME [] Find

Step 2 Select a record from the search result. Search Results: []

Step 3 Click on Select Button to amend selected employee record. Select

Records that you have amended

Click on the Employee ID to update the record.
 Click on the checkbox to denote deletion of the record.

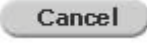
Delete	No.	Revision No.	Employee ID	Name
<input type="checkbox"/>	1	01	S0111037C	Alice Lim EYEE NAME LINE 2 EYEE NAME3

Save Cancel

Diagram 4

- To save the IR8A batch, click on the  button. Diagram 5 will be displayed.

OR


- Click on the  button to go back to Provident And Tax-Web Main Menu.

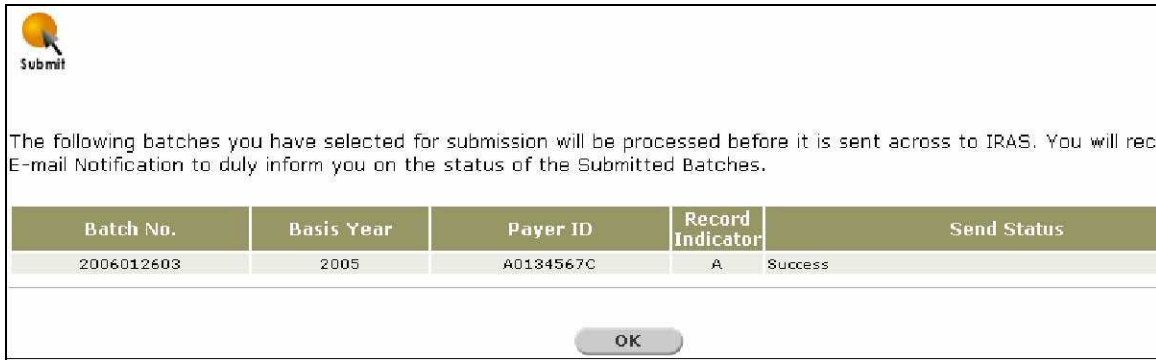
Send Success Thank You!


IR8A Record with Batch No : **2002091861** has been successfully saved.
 Please verify the number of employee records within this batch , then click on **Send** button.
 Otherwise click **Cancel**, if you wish to submit this batch later.

Send Cancel

Diagram 5

- Click on the  button to send the files, which will then bring you to Diagram 6 informing on file status will be sending to you via email.



 Submit

The following batches you have selected for submission will be processed before it is sent across to IRAS. You will rec E-mail Notification to duly inform you on the status of the Submitted Batches.

Batch No.	Basis Year	Payer ID	Record Indicator	Send Status
2006012603	2005	A0184567C	A	Success




Diagram 6

- Click on the  button, to go back to Provident And Tax – Web Main Menu.