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**.
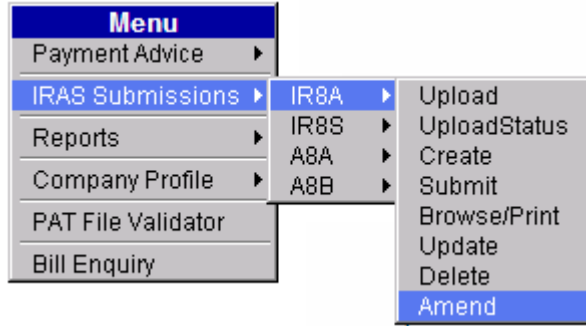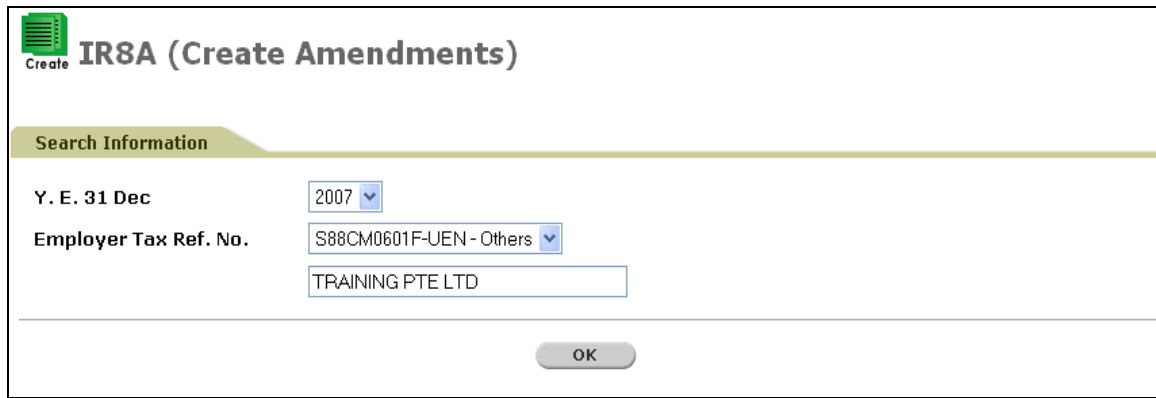

Diagram 1 will be displayed.

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.
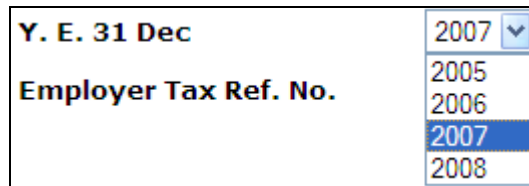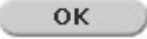

Diagram 1a

Employer Tax Ref. No.	S88CM0601F – UEN – Others

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

Diagram 1b

−   Click on the OK 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.

Step 2 Select a record from the search result.

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

Search By: NAME   Find

Search Results:

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

Save   Cancel

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

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

Diagram 2b

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

Create IR8A

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**.

Diagram A

IR8A

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   [0.00]

2. **Pension**   [0.00]

3. **Allowances:**

   Transport [0.00]

   Entertainment [0.00]

   Others [0.00]   [0.00]

4a. **Gratuity/Notice-in-lieu/Ex-gratia**   [0.00]

4b. **Compensation or Retrenchment Benefits**

   ☐ Approval Obtained from IRAS   ☐ No Approval Obtained from IRAS

   Date of IRAS approval: [ ] - [▾] - [ ] ▦ (DD-MMM-YYYY)

   Compensation/Retrenchment Amount   [0.00]

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 [0.00]

   Amount accrued from 1993   [0.00]

6. **Contributions made by employer to any Pension/Provident Fund constituted outside Singapore**   [0.00]

7. **Excess/Voluntary contribution to CPF by employer**

   IR8S Applicable?   ☐ Yes   ☐ No   [0.00]

8. **Gains and profits from share options S10(1)(b)**   [0.00]

9. **Value of Benefits-in-kind** ☐ Appendix 8A   [0.00]

   Total of items (d1 to d9)   [0]

[Save]   [Close]

Diagram B

Diagram C

After entering all Information:

- Click on [Save] 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**.

Diagram 4

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

OR

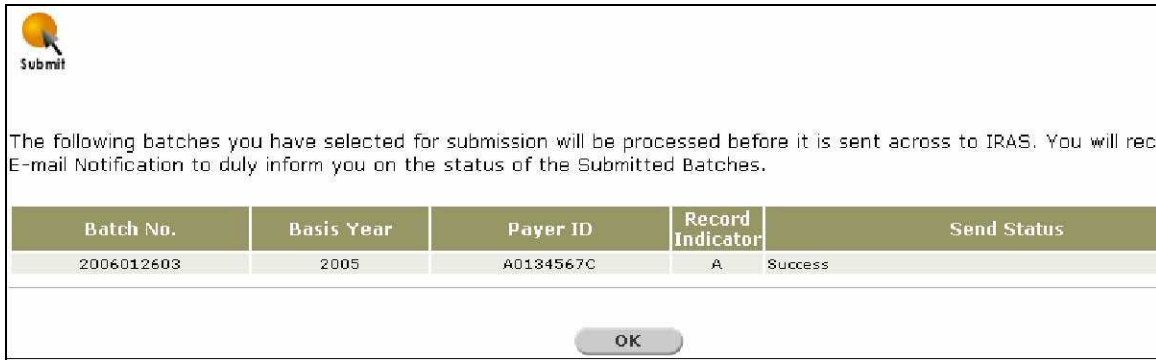- Click on the **Cancel** button to go back to Provident And Tax-Web Main Menu.

Diagram 5

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

Diagram 6

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