

## EXPLANATORY NOTES FOR COMPLETION OF FORM IR8A & APPENDIX 8A FOR THE YEAR ENDED 31 DEC 2024

### GENERAL

1. As an employer, you are required to complete a Form IR8A and Appendix 8A / Appendix 8B / Form IR8S (if applicable) to report the remuneration for the following employees:
  - (a) Full-time resident employee;
  - (b) Part-time resident employee;
  - (c) Non-resident employee including those based overseas but who rendered services in Singapore and whose employment income was not reported for tax clearance via Form IR21;
  - (d) Company director (including a non-resident director);
  - (e) Board Member receiving Board/Committee Member fees;
  - (f) Pensioner; and
  - (g) Employee who left the organisation but was in receipt of income in 2024 (e.g. stock options gains).

Exclude:

  - (i) Foreigners whose tax clearance had been sought via Form IR21 and who did not derive any other Singapore sourced income apart from the income for which clearance had been sought;
  - (ii) Foreigners who are contracted by a Singapore employer to be based overseas and who rendered their employment services wholly outside Singapore for the whole calendar year without any physical presence in Singapore; and
  - (iii) Foreigners who have left the organisation where filing of Form IR21 is required.
2. The Form IR8A and Appendix 8A (if applicable) must be completed and signed by the company secretary/director, precedent partner, sole-proprietor, manager, honorary secretary/treasurer of Clubs and Associations, local representative of a non-resident company or a person authorised by the employer. For a computer-printed Form IR8A, signature is not compulsory. However, the name, designation, contact number of the authorised person and the date must be stated.
3. The completed Form IR8A and Appendix 8A (if applicable) (for year ended 31 Dec 2024) should be given to your employees by **1 Mar 2025**. **Do not** send the completed forms to IRAS unless requested to do so.

### AUTO INCLUSION SCHEME (AIS)

4. If your organisation is under the AIS, you should submit your employees' employment income information to IRAS electronically by **1 Mar 2025**. Please ensure that the information submitted to IRAS is correct and complete. You do not need to issue the Form IR8A and/or Appendix 8A/Appendix 8B/Form IR8S to your employees. However, you may wish to provide your employees with a separate statement of earnings for their record. Please inform your employees not to include the employment income information and deductions in their tax form as it will be automatically included in their income tax assessments.

**The returns as required under paragraphs 3 and 4 must be furnished no later than 1 Mar 2025. Under Section 94 of the Income Tax Act, employers who fail to comply with the deadline shall be liable on conviction to a fine not exceeding \$5,000 and in default of payment to imprisonment for a term not exceeding 6 months.**

**Employers should ensure the accurate and complete reporting of employees' employment income information. Under Section 95 of the Income Tax Act, any person who gives any incorrect information in relation to any matter affecting the tax liability of any other person shall be guilty of an offence, and may be liable to a penalty of up to two times the amount of tax undercharged and also to a fine not exceeding \$5,000 or to imprisonment for a term not exceeding 3 years or to both.**

### COMPLETING THE FORMS

**Observe the following guidelines when completing the forms to ensure that the information reported for your employees is accurate.**

5. You need to provide the date of commencement of employment if your employee commenced employment in the year 2024 or before 1 Jan 1969. If your employee ceased employment in the year 2024, indicate the date of cessation.  
  
If there are multiple dates of commencement and cessation in the same year for the same employee, indicate the earliest date of commencement and the latest date of cessation in the year 2024.
6. If there are any changes to be made to your employee's income or deductions information after your company's e-submission or after your company has given the Form IR8A and/or Appendix 8A to your employees:

| Employers participating in AIS  | Employers NOT participating in AIS   |
|---|--|
| <ul style="list-style-type: none"> <li>e-Submit only the <u>difference</u> in amount for the affected employee and not an overall revised value</li> <li>For more information on how to amend submitted records, refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Taxes &gt; Individual Income Tax &gt; Employers &gt; Auto Inclusion Scheme (AIS) for Employment Income &gt; Amend Submitted Records]</li> </ul> | <ul style="list-style-type: none"> <li>Complete another Form IR8A and/or Appendix 8A with the correct amount(s) and indicate: <ul style="list-style-type: none"> <li>(i) "Additional" at the top right hand corner to report the additional income paid to the employee; or</li> <li>(ii) "Revised" at the top right hand corner to report the entire income/deduction details. Revised Form IR8A will <u>supersede</u> all previous Form IR8A.</li> </ul> </li> <li>You must give the Additional/Revised Form IR8A to your employee.</li> </ul> |

## DETAILS OF INCOME/DEDUCTIONS TO BE DECLARED IN FORM IR8A

7. All gains and profits derived by an employee in respect of his employment are taxable, unless they are specifically exempted from income tax or are covered by an existing administrative concession. The gains or profits include all benefits, whether in money or otherwise, paid or granted to him in respect of employment.

For more information on the taxability of the various gains or profits arising from employment, refer to [www.iras.gov.sg](http://www.iras.gov.sg) [Taxes > Individual Income Tax > Employers > Understanding the Tax Treatment]

8. Refer to the table below for the procedures when reporting income of employees who are:

### (a) Working outside Singapore

- i. Overseas posting incidental to Singapore employment  
You are required to report the employee's income and CPF contribution for the whole year.
- ii. Overseas posting not incidental to Singapore employment (also see **Note** below)

| Period of overseas Posting | Income  | Deductions   |
|----------------------------|---|--|
| (I) whole year             | <ul style="list-style-type: none"> <li>Not required to report the employment income in items a) to d) of Form IR8A.</li> <li>Select "Full Year" in item "e) 2. Overseas Posting".</li> <li>Employers participating in AIS, select 'Income from Overseas Employment' under Remission / Overseas Posting / Exempt Indicator.</li> </ul>                           | <ul style="list-style-type: none"> <li>Not required to report employee's CPF contributions.</li> <li>Report donations, contributions to Mosque Building Fund, life insurance premiums for the whole year</li> </ul>                  |
| (II) part of the year      | <ul style="list-style-type: none"> <li>Only report the employment income for the Singapore employment in items a) to d) of Form IR8A.</li> <li>Select "Part of the Year" in item "e) 2. Overseas Posting" .</li> <li>Employers participating in AIS, select 'Income from Overseas Employment' under Remission / Overseas Posting / Exempt Indicator.</li> </ul> | <ul style="list-style-type: none"> <li>Report the employee's CPF contribution for the Singapore employment.</li> <li>Report donations, contributions to Mosque Building Fund, life insurance premiums for the whole year.</li> </ul> |

### (b) Crew employed on board of ships

If your employee was a crew working on board a shipping vessel during the year 2024, indicate the following codes against your employee's designation on the Form IR8A:

- (i) **'FR'** (foreign-registered ship);
- (ii) **'SR'** (Singapore-registered ship plying within the port limits of Singapore); or
- (iii) **'SRI'** (Singapore registered ship plying in international waters).

If your employee was a crew working on board a Singapore-registered ship plying in international waters and the employment was exercised substantially outside Singapore during 2024, the employment income is exempted from tax. This tax exemption is not applicable to employees who were based on shore but may periodically be required to board/sail with the ships for inspection work or other purposes.

| Period Working on SRI | Income   | Deductions   |
|-----------------------|--|--|
| (I) whole year        | <ul style="list-style-type: none"> <li>Not required to report the employment income in items a) to d).</li> <li>State the exempted amount in item "e) 3. Exempt Income".</li> <li>Employers participating in AIS, select 'Seaman' under Remission / Overseas Posting / Exempt Indicator and state the amount of income exempted from tax.</li> </ul>                   | Report employee's CPF contributions, donations, contributions to Mosque Building Fund, life insurance premiums for the <b>whole year</b> |
| (II) part of the year | <ul style="list-style-type: none"> <li>Only report the employment income for the Singapore employment in items a) to d).</li> <li>State the exempted amount in item "e) 3. Exempt Income".</li> <li>Employers participating in AIS, select 'Seaman' under Remission / Overseas Posting / Exempt Indicator and state the amount of income exempted from tax.</li> </ul> | Report employee's CPF contributions, donations, contributions to Mosque Building Fund, life insurance premiums for the <b>whole year</b> |

9 Below are some useful information to assist you in completing the Form IR8A:

#### INCOME

| Description   | What you need to know  |
|---|--|
| <b>a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay</b> | <p>1) Report the amount <b>due for the year 2024</b> regardless of whether:</p> <ol style="list-style-type: none"> <li>It was paid in the year 2024; or</li> <li>It was paid/is payable to the employee in Singapore or outside Singapore.</li> </ol> <p>2) Gross salary should:</p> <ol style="list-style-type: none"> <li><b>Include</b> remuneration paid by overseas employers to employees performing personal services in Singapore and maternity leave payments for working mothers; and</li> <li><b>Exclude NSmen Pay</b> paid directly to employees by MINDEF, Singapore Civil Defence Force or Singapore Police Force. If the NSmen pay was reimbursed to your company, report the full remuneration in the Form IR8A.</li> </ol>  |
| <b>b) Bonus</b>   | <p>Bonuses are assessed in the year that an employee becomes entitled to the bonuses:</p> <ol style="list-style-type: none"> <li><b>Contractual bonuses</b> which are payable in accordance with the terms of a contract of service or a bonus plan adopted by an employer and which cannot be rescinded by the employer without legal consequences.</li> <li><b>Non-contractual bonuses</b> which can be rescinded by the employer at any time prior to the actual payment of the bonuses without legal consequences.</li> </ol> <p>For examples of when bonuses are to be declared, refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Taxes &gt; Individual Income Tax &gt; Basics of Individual Income Tax &gt; What is taxable, what is not &gt; Employment income &gt; Salary, bonus, director's fee, commission and others]</p> |

| <p><b>c) Director's Fees</b></p>                             | <p>Director's fees are assessed in the year that a director becomes entitled to the fees.</p> <p>1. <b>Approved in arrears</b><br/>For director's fees that are approved in arrears (e.g. approved in 2024 after a director has rendered the requisite services for the accounting year ended 31 Dec 2023), the director is generally entitled to the director's fees on the date the <u>fees are voted and approved</u> at the company's Annual General Meeting or Extraordinary General Meeting ("AGM/ EGM").</p> <p>Where the company held more than one meeting during the calendar year to approve payments of director's fees for the same accounting year, enter the <u>date of approval of the last held meeting</u>.</p> <p>2. <b>Approved in advance</b><br/>For director's fees that are approved in advance (e.g. approved in 2024 before a director has rendered the requisite services for the accounting year ending 31 Dec 2024), the director is not entitled to the director's fees on date of AGM/EGM. Instead, he is entitled to the director's fees as and when he renders his services. For example, the director would be entitled to director's fees on a monthly basis if, based on the terms in the director's letter of appointment, he can enforce the payment of director's fees on a monthly basis.</p> <p>Where the company held one or more meetings during the calendar year to approve payments of director's fees for different accounting years, enter the total amount of director's fees which the director is entitled to in 2024 and provide the following information as shown in the example below, in a separate sheet of paper:</p> <table border="1" data-bbox="603 819 1449 996"> <thead> <tr> <th>Date of approval of director's fees at the company's AGM/EGM</th> <th>Director's fees approved at AGM/ EGM are in respect of services for accounting year ended</th> <th>Amount of director's fees which the director is entitled to in 2024</th> </tr> </thead> <tbody> <tr> <td>9 Jan 2024</td> <td>31 Dec 2024</td> <td>\$12,000</td> </tr> <tr> <td>9 Jan 2024</td> <td>31 Dec 2023</td> <td>\$ 2,000</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>\$14,000</b></td> </tr> </tbody> </table> <p>If Section 45 withholding tax has been paid on director's fees payable to a non-resident director, indicate 'S45 applied' against your employee's designation on the Form IR8A. For employers participating in AIS, select "Y" under "Section 45 (applicable to non-resident director) Indicator". Please note that this indicator is only for <b>non-resident directors</b>.</p> <p>For more information on the tax treatment of director's fees, refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Quick Links &gt; e-Tax Guides &gt; Select: Individual Income Tax &gt; Tax Treatment of Director's Fees and Bonuses from Employment (Third Edition)]</p> | Date of approval of director's fees at the company's AGM/EGM        | Director's fees approved at AGM/ EGM are in respect of services for accounting year ended | Amount of director's fees which the director is entitled to in 2024 | 9 Jan 2024 | 31 Dec 2024 | \$12,000 | 9 Jan 2024 | 31 Dec 2023 | \$ 2,000 | <b>Total</b> |  | <b>\$14,000</b> |
|--|--|---|---|---|------------|-------------|----------|------------|-------------|----------|--------------|--|-----------------|
| Date of approval of director's fees at the company's AGM/EGM | Director's fees approved at AGM/ EGM are in respect of services for accounting year ended  | Amount of director's fees which the director is entitled to in 2024 |   |   |            |             |          |            |             |          |              |  |                 |
| 9 Jan 2024   | 31 Dec 2024  | \$12,000  |   |   |            |             |          |            |             |          |              |  |                 |
| 9 Jan 2024   | 31 Dec 2023  | \$ 2,000  |   |   |            |             |          |            |             |          |              |  |                 |
| <b>Total</b>   |  | <b>\$14,000</b>   |   |   |            |             |          |            |             |          |              |  |                 |
| <p><b>d) 1. Allowances</b></p>                               | <p>Allowances are taxable unless they are specifically exempted from income tax or are covered by an existing <a href="#">administrative concession</a>.</p> <p><b>Taxable allowances include:</b></p> <ul style="list-style-type: none"> <li>• Honorarium or payments in nature of honorarium</li> <li>• Contributions by employer to employee's SRS account;</li> <li>• CPF contributions made by the employer on the employee's behalf;</li> <li>• Cash top-up to Retirement Sum Topping-up Scheme by employer;</li> <li>• Housing allowance;</li> <li>• Staff referral fees;</li> <li>• Annuity purchased for employee in lieu of any pension or other benefit;</li> <li>• Per diem in excess of IRAS acceptable rates; and</li> <li>• Monetary benefits provided/paid by employer which are not listed under item 4 of Appendix 8A</li> </ul> <p>Please include: (i) all taxable allowances and (ii) Overseas Cost of Living Allowance (OCLA), which should also be included under e1 of Form IR8A.</p>   |   |   |   |            |             |          |            |             |          |              |  |                 |

|   |  |
|---|--|
| <p><b>d) 4. Lump sum payment</b></p>  | <p>The details of payment are to be classified into the respective fields in the table within the Form IR8A.</p> <p>Compensation for loss of office is not taxable. This amount should not include taxable components such as gratuity, notice pay, ex-gratia payment, etc.</p> <p>Employer needs to state the:</p> <ul style="list-style-type: none"> <li>• respective taxable components of the lump sum payment under items 4(i), (ii), (iii) and (iv) and declare the total amount under item d4;</li> <li>• amount of Compensation for loss of office under item 4(v);</li> <li>• date of confirmation (if confirmation has been obtained from IRAS) that the compensation for loss of office is not taxable; and</li> <li>• reasons for the payment, the basis of arriving at each component and the employee's length of service within the company/group (to indicate these info only if confirmation has not been obtained from IRAS).</li> </ul> <p>For employers participating in AIS, report the lump sum payment in item 4 and provide the above details on the Lump Sum Payment separately via email to <a href="mailto:taxqueries@iras.gov.sg">taxqueries@iras.gov.sg</a></p> <p>For more details, you may refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Taxes &gt; Individual Income Tax &gt; Employers &gt; Retrenchment Exercise in the Company &gt; Lump Sum Payments]</p> |
| <p><b>d) 6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore</b></p>              | <p>Contributions made by an employer to a pension/provident fund constituted outside Singapore in respect of an employment exercised in Singapore are taxable. These contributions are taxable even if the employee had ceased employment in Singapore at the time the contributions were made.</p> <p>With effect from Year of Assessment 2025, the concessionary tax treatment on employer's contribution to mandatory overseas pension or provision fund will cease. Employer's contributions made on or after 1 January 2024 to an overseas pension or provident fund are taxable in the hands of employees upon contribution and claimable as a tax deduction in the hands of the employer.</p> <p>Report the amount of contribution in item d6.</p>  |
| <p><b>d) 7. Excess/Voluntary contribution to CPF by employer</b></p>  | <p>The excess/voluntary employer's contributions are taxable in the employee's name.</p> <p>Complete this item if the contributions:</p> <ol style="list-style-type: none"> <li>i. are <u>more than the compulsory contributions (pegged to a CPF rate which is higher than the rate for each age group of your employees)</u> under the CPF Act;</li> <li>ii. on monthly Ordinary Wages (OW) are more than \$6,800;</li> <li>iii. on total Additional Wages (AW) are more than the difference between \$102,000 and the OW subject to compulsory CPF contributions; or</li> <li>iv. are <u>not compulsory</u> under the CPF Act. The CPF contributions made by employer for foreign employees or on director's fees are considered as voluntary contributions.</li> </ol> <p>State the amount of employer's excess contribution <b>less amount refunded/to be refunded</b> to the employer and complete Form IR8S.</p> <p>For more information, refer to the Explanatory Notes for Completion of Form IR8S.</p>   |
| <p><b>d) 8. Gains or profits from Employee Stock Option (ESOP)/other forms of Employee Share Ownership (ESOW) Plans</b></p> | <ol style="list-style-type: none"> <li>1) Gains or profits derived by the employee, <b>directly or indirectly</b> by reason of any office or employment from the: <ul style="list-style-type: none"> <li>• exercise, assignment, release or acquisition of any right or benefit; or</li> <li>• grant or vesting of any shares under an ESOW Plan is taxable</li> </ul> <p>For more information, refer to the Explanatory Notes for Completion of Appendix 8B.</p> </li> <li>2) Tax exemptions under the ERIS<sup>1</sup> (Start-ups)/ERIS<sup>1</sup> (SMEs)/ERIS<sup>1</sup> (All Corporations) Schemes will NOT apply under circumstances where the employee receives cash compensation for the release of his right or benefit to acquire shares in a qualifying company by reason of resignation or termination of employment due to misconduct.</li> <li>3) State the amount of cash compensation in item "d) 1. (iii) Others" of the Form IR8A. <b>DO NOT</b> complete the Appendix 8B.</li> </ol> <p><sup>1</sup>Equity Remuneration Incentive Scheme</p>   |

|   |   |
|---|---|
| <b>TOTAL (items d1 to d9)</b>   | The total <b>should not include</b> :<br>i. Compensation for loss of office;<br><br>ii. The amount of retirement benefits accrued up to 31 Dec 1992 if the employee received the retirement benefit from an existing approved pension and provident fund upon reaching the statutory retirement age.  |
| <b>e) 1. Remission</b>  | Include the full amount of OCLA in item “ <b>d) 1. (iii) Other Allowances</b> ”.<br><br>Provide the amount of income that has been granted tax remission in <b>e) 1. Remission</b> .  |
| <b>f) Employee’s income tax borne by employer</b><br><br><b>Do not report tax reimbursement in this section. The reimbursement should be reported under “Allowance – Others”.</b> | Income tax of the employee which is borne by the employer is taxable as a gain from employment.<br><br>Complete this item if:<br><ul style="list-style-type: none"> <li>• Employer pays the full amount of the employee’s income tax payable;</li> <li>• Employer pays the employee’s income tax payable on only certain income item e.g employer pays the income tax attributable to bonus only; or</li> <li>• Employer pays a fixed amount of employee’s income tax payable e.g. employee’s income tax payable is \$5,000 and employer will pay \$2,000.</li> </ul> Employers participating in AIS, select from the list if:<br><br><u>Employee’s income tax is not paid by employer</u> <ul style="list-style-type: none"> <li>• Leave field blank; or</li> <li>• Select “No, tax is Not borne by employer”.</li> </ul> <u>Employee’s income tax is fully paid by employer</u> <ul style="list-style-type: none"> <li>• Select “Yes, tax is FULLY borne by employer.”</li> <li>• DO NOT enter amount in items f(i) and f(ii).</li> </ul> <u>Employee’s income tax is partially paid by employer</u> <ul style="list-style-type: none"> <li>• Select “Yes, tax is Partially borne by employer”; and</li> <li>• Enter the amount of employment income which the employer is paying tax for in item f(i).</li> </ul> <u>A fixed amount of income tax is paid by employee</u> <ul style="list-style-type: none"> <li>• Select “Yes, a FIXED amount of tax is borne by employee”; and</li> <li>• Enter the amount of tax which the employee is paying in item f(ii).</li> </ul> |

## 10. DEDUCTIONS

|   |
|---|
| <p><b>(I) Employee’s Compulsory contribution to CPF/Designated Pension or Provident Fund</b></p> <p>Apply the appropriate CPF rates published by CPF Board at <a href="http://www.cpf.gov.sg">www.cpf.gov.sg</a> and exclude the amount of excess/voluntary CPF contributions in this item.</p> <p><u>Voluntary Contributions made by the Employer on the Employee’s behalf</u></p> <p><b>Do not</b> include the following voluntary contributions as deductions will be allowed automatically:</p> <p>i) Voluntary contributions to Medisave Account<br/> ii) Voluntary contributions to the Retirement Sum Topping-up Scheme; and<br/> iii) SRS contributions made by employer</p> <p><b>(II) Donations deducted from salaries</b></p> <p>i) Report actual amount deducted from employee’s salaries and donated to Yayasan Mendaki Fund, Community Chest of Singapore, CDAC, SINDA, ECF and Other tax exempt donations.<br/> ii) Do not report contributions deducted from salaries to Mosque Building Fund [see point (III) below]</p> <p><b>(III) Contributions deducted from salaries to Mosque Building Fund</b></p> <p>Report only contributions made to Mosque Building Fund deducted from salaries.</p> <p><b>(IV) Life Insurance Premiums</b></p> <p>Report life insurance premium paid for insurance (including group insurance) deducted through employee’s salary.</p> |
|---|



|  |  |
|--|--|
| <b>employee and his family</b>   |  |
| <b>4b. Interest payment made by employer to a third party on behalf of an employee and/ or loans provided by employer interest free or at a rate below market rate to the employee who has substantial shareholding or control or influence over the company</b> | <p>Interest benefits on loans to employees including company directors are taxable.</p> <p>For more details, refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Taxes &gt; Individual Income Tax &gt; Employers &gt; Understanding the Tax Treatment &gt; Benefits Relating to Loans].</p>   |
| <b>4c. Insurance premiums paid by the employer</b>   | <p>Insurance premiums paid by the employer for personal insurance policy where employee is the policyholder, is taxable.</p> <p>For other insurance policies where premium is paid by the employer, refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Taxes &gt; Individual Income Tax &gt; Employers &gt; Understanding the Tax Treatment &gt; Insurance Premium].</p> |
| <b>4e. Educational expenses including tutor provided</b>   | <p>This relates to any educational expenses pertaining to employees paid by the employer, inclusive of any student care and childcare subsidies paid by the employer, unless the childcare subsidy is paid to a childcare centre licensed under the Early Childhood Development Act.</p>   |



|  |  |
|--|--|
| <p><b>4i. Car benefits</b></p>                 | <p><b>(a) New Car provided by employer</b></p> <p>Value of Benefit:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <math display="block">3/7 \times [(car\ cost - PARF\ rebate)/10 + actual\ running\ and\ maintenance\ costs\ incurred\ by\ the\ employer]</math> </div> <p>i) "3/7" refers to the use of the car outside office hours for private matters, which is estimated at 3 out of 7 days in a week.</p> <p>ii) "Car cost" refers to the acquisition cost of a car (inclusive of COE) paid or payable on the date of purchase. If the car is not provided to the employee for the full year, the cost of the car can be apportioned based on the number of days that the car was provided to employee in the year.</p> <p>iii) "PARF rebate" refers to the Preferential Additional Registration Fee rebate to be granted when the car is de-registered at the age of above 9 but not exceeding 10 years.</p> <p>iv) Actual running and maintenance costs incurred by the employer (including reimbursements made to the employee by the employer) refer to costs such as road tax, petrol, car park charge, ERP charge, car insurance, repairs and maintenance, if any.</p> <p><b>(b) Leased car provided by employer</b></p> <p>Value of Benefit:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <math display="block">3/7 \times (rental\ cost\ incurred\ by\ the\ employer + actual\ running\ and\ maintenance\ costs\ incurred\ by\ the\ employer)</math> </div> <p>i) "3/7" refers to the use of the car outside office hours for private matters, which is estimated at 3 out of 7 days in a week.</p> <p>ii) If you have rented a car for your employee's use, the rental cost of the car should be used instead of the car cost.</p> <p>iii) Actual running and maintenance costs incurred by the employer (including reimbursements made to the employee by the employer) refer to costs not borne by the car hiring company, such as petrol, car park charge, ERP charge, if any.</p> <p>For more information on how to compute the taxable value of a second-hand car, refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Taxes &gt; Individual Income Tax &gt; Employers &gt; Understanding the Tax Treatment &gt; Car and Car-related Benefits].</p> |
| <p><b>4j. Non-monetary awards/benefits</b></p> | <p>Non-cash awards/benefits are taxable unless they are specifically exempted from income tax or are covered by an existing <a href="#">administrative concession</a>. Examples of non-cash awards are a pen, a plaque and a watch.</p> <p>For more details on the tax treatment on non-monetary benefits, refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Taxes &gt; Individual Income Tax &gt; Employers &gt; Understanding the Tax Treatment].</p>   |

13. Other Information

| FAQ   | Answer   |
|---|--|
| Where to obtain the Form IR8A, Appendix 8A, Appendix 8B and Form IR8S | Download from <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Quick Links > Forms > Employers].  |
| How to complete the Form IR8A, Appendix 8A, Appendix 8B and Form IR8S | Refer to <a href="http://www.iras.gov.sg">www.iras.gov.sg</a> [Taxes > Individual Income Tax > Employers > Auto Inclusion Scheme (AIS) for Employment Income > Reporting Employee Earnings (IR8A, Appendix 8A, Appendix 8B, IR8S)] |