


INLAND REVENUE DEPARTMENT NOTICE
ELECTRONIC FILING OF EMPLOYER'S RETURN – NEW ENHANCED SERVICES

The Department has enhanced the Employer's Return e-Filing Services to provide a Mixed Mode submission service which enables employers to submit Employer's Return / Notification in an easy and convenient way.

The new Mixed Mode service allows employers to submit IR56B or IR56F data file without login the eTAX account. An employer can designate a person to upload the IR56B or IR56F data file to the Department via the Mixed Mode service. After successful uploading of the data file, a paper Control List (with Transaction Reference Number and QR Code) will be generated from the system. The Authorized Signer only needs to sign and submit the paper Control List to the Department to complete the submission process. For details of the submission process via the Employer's Return e-Filing Services, please click [here](#) to read the User Guide of Filing of Employer's Return / Notification.

To assist employers to prepare the IR56B or IR56F data file for uploading via the Mixed Mode service, a new web-based tool "IR56 Forms Preparation Tool" (Preparation Tool) has also been introduced. The new Preparation Tool is easy to use and has the following features and benefits:-

- Simple screen flow
- Built-in validation to ensure completeness of data entry
- Able to import employees' particulars from old data files
- Convenient to print hard copy or export soft copy for each IR56 form prepared
- Secured data file through encryption to avoid unauthorized access
- Less paper consumption

Alternatively, if the Authorized Signer is an eTAX account holder, the data file so prepared can also be uploaded and submitted via the conventional Online Mode. The Preparation Tool can be accessed by clicking the icon  under the IRD web site (www.ird.gov.hk) and then selecting "IR56 Forms Preparation Tool" under the "Select Service" page. For details on how to use the Preparation Tool, please click [here](#) to read the User Guide of IR56 Forms Preparation Tool.

At present, the new Mixed Mode service and the Preparation Tool only cater for the preparation and submission of IR56B (Additional / Replacement / Supplementary) or IR56F (Original / Additional / Replacement) data files. The service and the Preparation Tool will be extended to cover the preparation and submission of annual IR56B in coming April 2019 so that employers can also use the new services for the annual submission. For more information about the electronic filing of Employer's Return, please click [here](#).

If you require further information, please call us at 2594 5396.

WONG Kuen-fai
Commissioner of Inland Revenue