

Seminar on

e-filing Employer's Return Service Starting from 2 April 2013

4/2013



Agenda

1. New/Enhanced Service from 2.4.2013
2. Updates on e-filing Services in detail
3. Features of e-filing Services
4. Demonstration of e-filing Services
5. How to open an eTAX Account
6. Q & A session



Highlight/Overview on the New/Enhanced Services from 2 April 2013

- File up to 30 sets of IR 56 forms in one submission
- Upload a data file containing up to 200 IR56B records
- Can file "Supplementary" IR56B/M
- Can save online completed IR56 forms individually



Updates on e-filing Employer's Return Services in Detail

Two services : -

- **Completion of Employer's Return**
Any person appointed by the employer
(e.g. accounting staff or the tax representative
– eTAX Account is not required)
- **Completion and/or Submission of Employer's Return**
The filer is a person eligible to sign BIR56A
and must be an eTAX Account holder



Completion of Employer's Return

The Preparer may prepare the Employer's Return by:-

- Completing new return
- Importing data from an Annual Employer's Return file previously submitted through the Internet



Completion and/or Submission of Employer's Return

- The Filer should be
 - ✦ The Proprietor of a sole proprietorship business
 - ✦ The Precedent Partner of a partnership
 - ✦ The Company Secretary, Manager or Director of a corporation
 - ✦ Principal Officer of a body of persons
- The Filer must be an eTAX Account holder. He may use his eTAX Password, recognized personal digital certificate or MyGovHK Password to sign the return



Completion and/or Submission of Employer's Return

- After log-in his personal eTAX Account, the Filer may submit **employer's** return by one of the following ways:-
 - ❖ Completing and preparing return himself
 - ❖ **Importing data from an Annual Employer's** Return file previously submitted through the Internet



7

Completion and/or Submission of Employer's Return

- After log-in his personal eTAX Account, the Filer may submit **employer's** return by one of the following ways (cont') :-
 - ❖ Opening a draft return file prepared by the Preparer
 - ❖ Uploading a data file of IR56B records from IRD IR56B Software (version 4.1) or a pre-approved **Employer's Self-developed Software**



8

Features of e-filing Employer's Return

- Security
 - ❖ the **Preparer** must input a **Self-selected Key** (by own choice of 6 to 8 characters) when he starts to complete new returns. The Key will be used as an authentication for subsequent opening of the saved return file
 - ❖ the **Filer** must input an **Employer's Identification Code ("ERIC")** printed on the Annual **Employer's** Return to confirm the identity. The ERIC will be updated every year



9

Features of e-filing Employer's Return

- Starting from 2 April 2013, new service to file Annual **Employer's** Return by completing BIR56A online together with uploading an IR56B data file in XML format
 - ❖ The uploading file to be generated by IRD IR56B Software (version 4.1) or a pre-approved **Employer's Self-developed Software**
 - ❖ Contain up to 200 sets of IR56B records



10

Features of e-filing Employer's Return

- Enhanced services for Employer
 - ❖ **"Supplementary" IR56B/M** – to file further IR56B/M record for employee / recipient whose original IR56B/M was omitted in the annual submission to IRD



11

Features of e-filing Employer's Return

- Employer may continue to use the existing option to save **all the IR56 forms** completed online in **one file** in portable document format or
- Use an enhanced alternative option to save the forms on **individual form basis** facilitating the dispatch of the form in softcopy to the respective employee / recipient



12

Features of e-filing Employer's Return

- Fill in **employer's** details once is enough, no need to repeat on each form
- Can select Chinese/English for printing each individual form completed online
- Multiple submissions in a day are allowed for filing of notifications and/or corrections



13

Features of e-filing Employer's Return

- Preview summary of forms completed online
- eTAX Account holder can sign and submit the forms collectively online
- Acknowledgement(s) of receipt will be sent by e-mail to the Filer/person(s) nominated by Filer



14

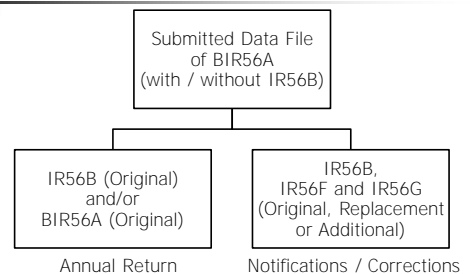
Features of e-filing Employer's Return

- Direct transfer the information of employer / employee(s) / recipient(s) from a previously submitted Annual Employer's Return file to new employer's return(s) makes future filing of returns faster and easier
 - ❖ An Annual Employer's Return file previously submitted through Internet will only be opened after correctly input the Transaction Reference Number, as an Authentication, printed in the Acknowledgement of the submitted file



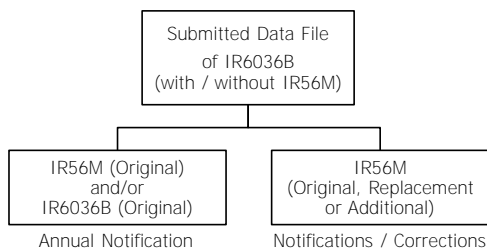
15

Data Import



16

Data Import



17

Obligations of An Employer

Form to Complete	Statutory Period for Notification	Reference in IRO
IR56E (Commencement)	Within 3 months	section 52(4)
IR56F (Cessation)	Not later than 1 month before cessation	section 52(5)
IR56G (Departure from HK)	Not later than 1 month before departure and withhold money for tax clearance	section 52(6) and section 52(7)

18

How to open an eTAX Account

Taxpayer Identification Number (TIN)

- TIN is printed on page 1 of Tax Return – Individuals (BIR60) or Notice of Assessment
- Complete Form IR6169 if the Filer does not have any tax file with IRD



19

How to open an eTAX Account

Steps for opening an eTAX Account

- Choose the function "Apply for eTAX Password" in eTAX
 - ❖ Input TIN and HK Identity Card No.
 - ❖ Access code will be sent by post within the next 2 working days



20

How to open an eTAX Account

Steps for opening an eTAX Account (Cont'd)

- Log in eTAX Account
 - ❖ Input TIN and the access code or recognized personal digital certificate
 - ❖ Input the self-selected TIN and eTAX Password



21

Enquiry on eTAX (Technical Support)

eTAX Help Desk

- Telephone : (852) 183 2011
- E-mail (For return call)
etaxhelpdesk1@ird.gov.hk
- E-mail (For reply in writing or by email)
etaxhelpdesk2@ird.gov.hk



22

Enquiry on e-filing of Employer's Return

- Telephone :
(852) 187 8022
- E-mail
taxctr2@ird.gov.hk



23

www.gov.hk/etax



The screenshot shows the eTAX website interface. At the top, there is a navigation bar with links for Home, Recently, Taxes & Duties, and eTAX. Below this, there is a 'I Want To...' section with several options: 'View eTAX Account, Tax Payers and Messages', 'Open eTAX Account', 'Calculate tax liability under Salaries Tax and Personal Assessment', 'Know more about my Entitlement to Allowance', 'Pay Tax, Business Registration Fees and Stamp Duty', and 'Purchase Tax Reserve Certificates (TRCO) by Electronic Payment Methods'. On the right side, there is a sidebar with various service categories like Communications & Technology, Culture, Leisure & Sports, Education & Training, Employment, Environment, Government, Law & Order, Health & Medical Services, Housing & Social Services, and Immigration Services. At the bottom, there is a footer with 'Information about eTAX' and a note that eTAX is the gateway to the Inland Revenue Department's (IRD) electronic services.

24