

僱主 電子報稅

網上填表
簡單、方便又快捷！



網上提交僱主報稅表 / 通知書的步驟



怎樣擬備資料檔案？

資料檔案可用以下方法擬備：

- IR56表格擬備工具 (IR56B/F) **全新**
- 自行設計電腦軟件¹ (IR56B/F)
- 稅務局IR56B軟件 (只適用於年度IR56B)
- 於網上直接填寫 (IR56B/E/F/G/M)

怎樣經稅務易提交資料檔案？

在線模式

獲授權簽署人²須登入稅務易帳戶及用稅務易通行密碼以完成整個提交程序。除IR56表格外，僱主報稅表BIR56A及IR6036B亦可在線模式提交。資料檔案可用以下方法擬備：

- IR56表格擬備工具 **全新**
- 自行設計電腦軟件¹ (上限800份)
- 稅務局IR56B軟件
- 於網上直接填寫 (上限30份)

混合模式 **全新**

僱主可指派一位人士經僱主電子報稅服務上載IR56表格的資料檔案。當成功上載資料檔案至稅務局，獲授權簽署人²只須簽妥及交回由系統匯出的核對表 (如用作年度報稅，請連同簽妥的文本BIR56A一併交回)，便可完成整個提交程序。資料檔案可用以下方法擬備：

- IR56表格擬備工具 **全新**
- 自行設計電腦軟件¹ (上限800份)
- 稅務局IR56B軟件

1. 須事先獲得稅務局批准
2. 獲授權簽署人是指獨資經營業務的東主/合夥業務的首合夥人/法團的公司秘書、經理、董事、投資經理 (只適用於開放式基金型公司)、臨時清盤人或清盤人/團體的主要職員/非居港人士的代理人

怎樣進入IR56表格擬備工具？

- 進入稅務局網站 www.ird.gov.hk
- 點擊 **僱主電子報稅** 閱讀重要提示後再按 **<繼續>** 選擇服務

IR56表格擬備工具的特點及好處

- 為網絡應用程式，無需安裝
- 每個資料檔案可存載多至800份IR56B或IR56F紀錄
- 簡單的屏幕流程及容易使用
- 備有數據驗證以確保輸入資料完整
- 能夠從舊有的資料檔案匯入僱員的個人資料
- 方便列印個別的文本或匯出電子版的IR56表格以分發給僱員
- 「自選存檔碼」用作保護所擬備的資料檔案
- 減少用紙

使用IR56表格擬備工具的聰明小貼士

- 為防止遺失輸入的數據，用戶每輸入或修改20筆紀錄，系統會提醒用戶儲存草稿檔
- 安全保管「自選存檔碼」(如用戶忘記或遺失「自選存檔碼」，稅務局亦無法重設或取回)
- 採取適當的方法以保護已儲存檔案，防止未獲授權的取閱

有用連結

- 僱主電子報稅服務 www.ird.gov.hk/chi/tax/err.htm
- 電子提交僱主報稅表 / 通知書的操作指南 www.ird.gov.hk/chi/pdf/er_efiling_userguide.pdf
- IR56表格擬備工具的操作指南 www.ird.gov.hk/chi/pdf/erpt_userguide.pdf

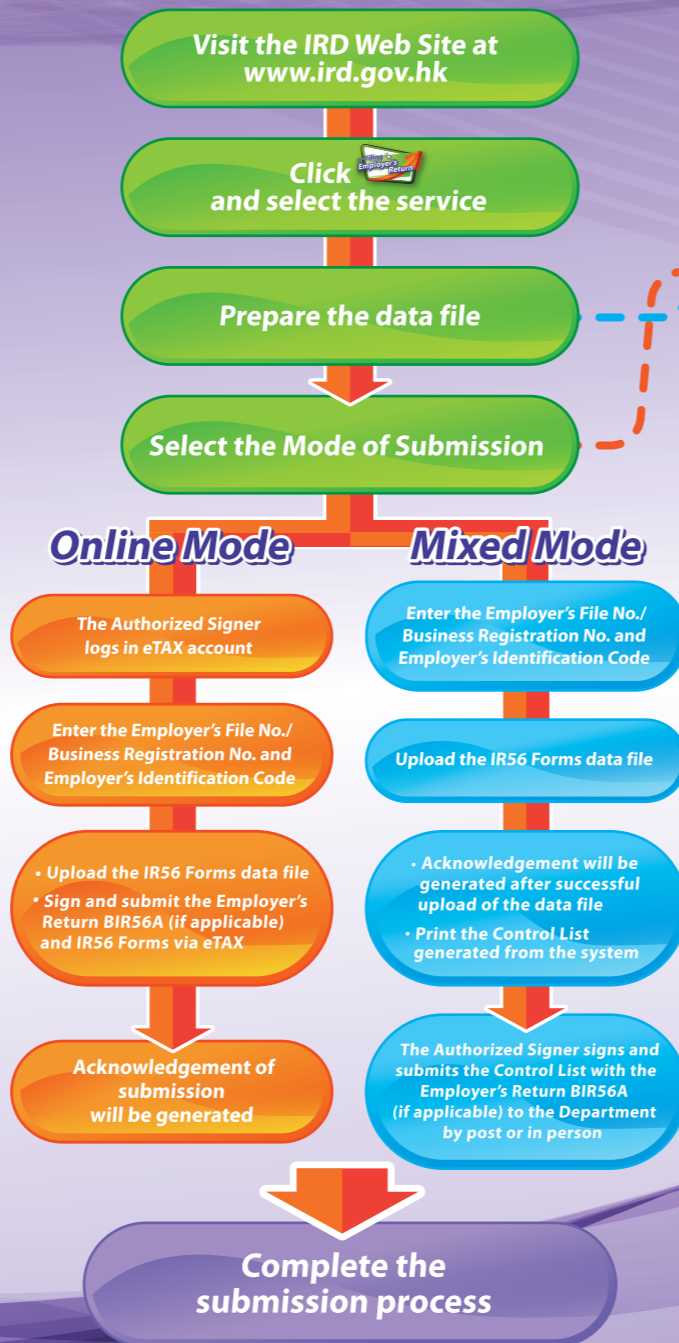


e-Filing Employer's Return

Online Completion
Simple, Fast & Easy!



Steps to submit an Employer's Return / Notification via e-Filing



How to prepare a data file for submission?

The data file can be prepared by the following means:

- IR56 Forms Preparation Tool (IR56B/F) **NEW**
- Self-developed Software¹ (IR56B/F)
- IRD IR56B Software (Annual IR56B only)
- Direct Keying (IR56B/E/F/G/M)

How to submit a data file via eTAX?

Online Mode

The Authorized Signer² has to login the eTAX Account and use his/her eTAX password to complete the submission process under the system. The Employer's Return BIR56A & IR6036B can be filed via the Online Mode in addition to the IR56 forms records. The data file of IR56 forms can be prepared by the following means:

- NEW** • IR56 Forms Preparation Tool
- Self-developed Software¹ (limited to 800 records)
- IRD IR56B Software
- Direct Keying (limited to 30 records)

Mixed Mode **NEW**

The employer can designate a person to upload a data file of IR56 forms via the Employer's Return e-Filing Services. After successful uploading, the Authorized Signer² only needs to sign and submit the paper Control List generated from the system (together with a duly signed paper BIR56A if for Annual submission) to complete the submission process. The data file can be prepared by the following means:

- NEW** • IR56 Forms Preparation Tool
- Self-developed Software¹ (limited to 800 records)
- IRD IR56B Software

How to get access to the IR56 Forms Preparation Tool?

- Visit the Department's Web site at www.ird.gov.hk



After reading the Important Notes, click <Continue> to select service

Features & benefits of IR56 Forms Preparation Tool

- A web-based application and installation is not required
- Each data file can contain a maximum of 800 IR56B or IR56F records
- Simple screen flow and easy to use
- 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 for distribution to employees
- Secured data file by creating a Self-selected Key by the user
- Less paper consumption

Smart tips for using the IR56 Forms Preparation Tool

- To avoid the loss of data inputted, the system will remind the user to save the draft for every 20 cases input or edited
- Safe custody of the 'Self-selected Key'. The Department has no means to reset or retrieve the key if it is forgot or lost
- Take appropriate measures to protect the saved files to avoid unauthorized access of data

Useful links

- Employer's Return e-Filing Services
www.ird.gov.hk/eng/tax/err.htm
- User Guide of Filing of Employer's Return / Notification via the Employer's Return e-Filing Services
www.ird.gov.hk/eng/pdf/er_e_filing_userguide.pdf
- User Guide of the Preparation Tool
www.ird.gov.hk/eng/pdf/erpt_userguide.pdf



1. Prior approval must be sought from the Department
2. An Authorized Signer refers to the Proprietor for a sole proprietorship business/ Precedent Partner for a partnership business/ Company Secretary, Manager, Director, Investment Manager (only applicable to an open-ended fund company), Provisional Liquidator or Liquidator for a corporation/ Principal Officer for a body of persons / Agent for a non-resident person