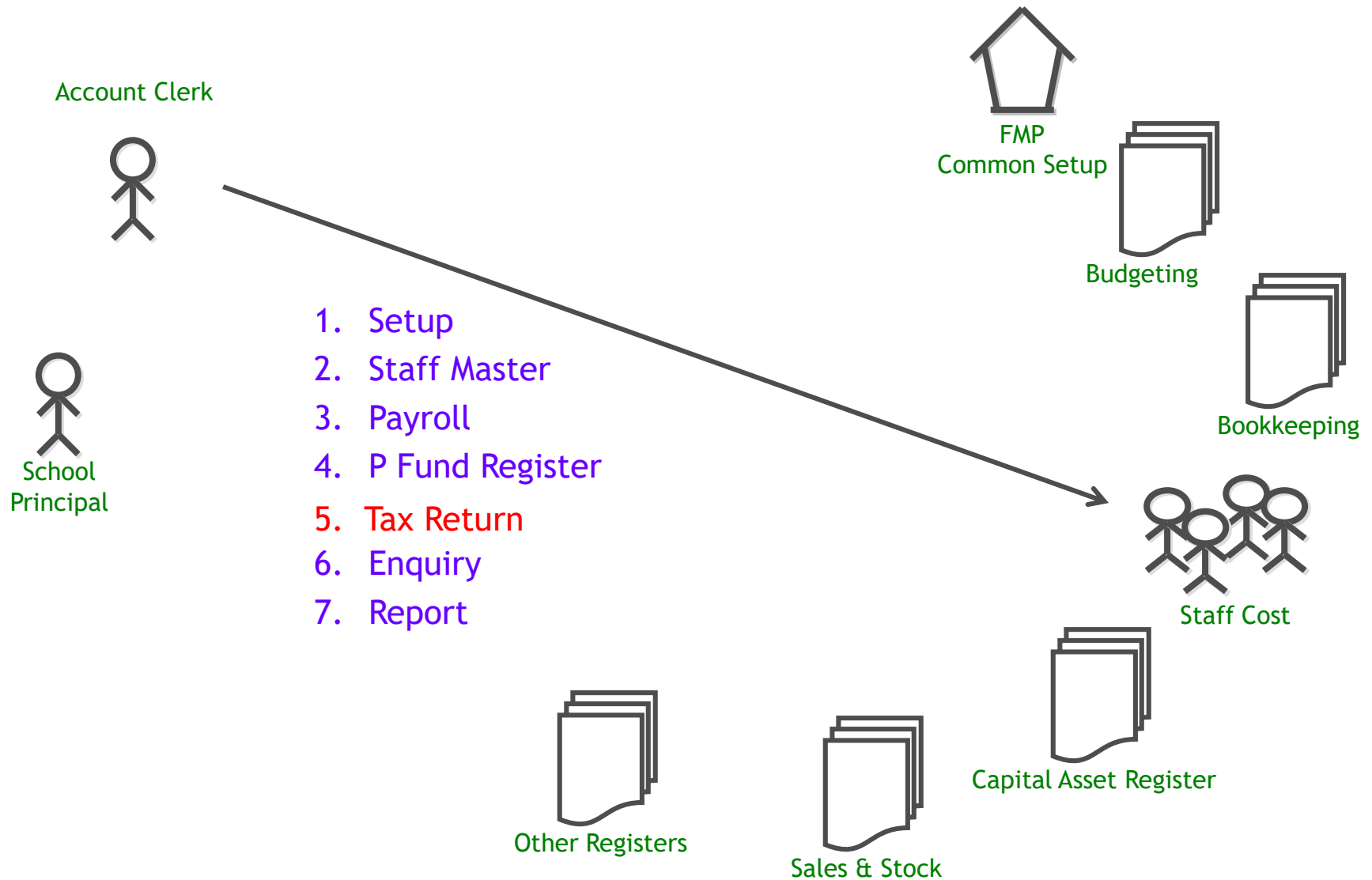


# FMP - Staff Cost



# Staff Cost - Tax Return

- Maintain **tax return information, taxable items and amounts** of individual staff of the taxation year for generating employer's tax return (IR56B) data file for submission to Inland Revenue Department (IRD).
- A zipped file containing the following items would be generated for employer's tax return:
  - IR56B data file in DAT format for saving in a portable storage device (e.g. CD ROM);
  - IR56B data file in XML format for uploading to the Employer's Return e-Filing Services of IRD; and
  - List of Employees and IR56B for each employee in PDF format
- Relationship with **Payroll** function:



- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summ
  - ▶ Non-Recurrent C

[S-FSC24-01] FMP > Staff Cost > Tax Return

Receiving Information from Staff Module / Staff Deployment Module

Before the system retrieves all the staff records based on the input searching criteria, the system will capture all the newly created, amended or deleted staff information from Staff / Staff Deployment Module automatically.

# Maintain Tax Return



User: jennifer Last Login: 08/07/20

Current School

Step 1. Click [Staff Cost] → [Tax Return] from the menu on the left.

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYY/YY) 2019/2020 - Review

Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
<a href="#">A099</a>	LUI KEE	呂祺		0	<input type="checkbox"/>
<a href="#">A001</a>	CHAN SIU MAN	陳少文	Clerical Officer	306,669	<input type="checkbox"/>
<a href="#">A002</a>	LEE LEE LEE	李莉莉	中文科主任	553,050	<input type="checkbox"/>
<a href="#">A003</a>	CHEUNG CHI CHEUNG	張慈祥	Staff	418,500	<input type="checkbox"/>

Top

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

# Maintain Tax Return

User: jennifer Last Login: 08/07/20

Step 2. Select the Taxation Year.

English Name

Current School

- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summary
  - ▶ Non-Recurrent Cost
- ▶ SPA
- ▶ Report Management
- ▶ Data Management
- ▶ Timetabling
- ▶ Code Management
- ▶ Security

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (yyyyyy) 2019/2020 - Review

Transaction Reference No. (TRN)   
for tax return successfully  
uploaded via Employer's Return  
e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
<a href="#">A099</a>	LUI KEE	呂祺		0	<input type="checkbox"/>
<a href="#">A001</a>	CHAN SIU MAN	陳少文	Clerical Officer	306,669	<input type="checkbox"/>
<a href="#">A002</a>	LEE LEE LEE	李莉莉	中文科主任	553,050	<input type="checkbox"/>
<a href="#">A003</a>	CHEUNG CHI CHEUNG	張慈祥	Staff	418,500	<input type="checkbox"/>

Top

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

# Maintain Tax Return

User: jennifer Last Login: 08/07/20

Current School

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYY) 2019/2020 - Review

Transaction Reference  
for tax return successfully  
uploaded via Employer's Return  
e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
<a href="#">A099</a>	LUI KEE	呂祺		0	<input type="checkbox"/>
<a href="#">A001</a>	CHAN SIU MAN	陳少文	Clerical Officer	306,669	<input type="checkbox"/>
<a href="#">A002</a>	LEE LEE LEE	李莉莉	中文科主任	553,050	<input type="checkbox"/>
<a href="#">A003</a>	CHEUNG CHI CHEUNG	張慈祥	Staff	418,500	<input type="checkbox"/>

Top

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

Step 3. Click the Staff Code hyperlink to view / edit tax return information of the selected staff.

# Maintain Tax Return – Staff Basic Information

Step 4. Select Staff Rank and provide Staff Rank (for Tax Return) (where necessary).

FileEditViewFavoritesToolsHelp

BackForwardStopHomeSearchFavoritesMedia

Addresshttp://localhost:8080/jsp/index.jsp

User: jenniferLast Login: 08/07/2003 11:03Logout | Help | 中文版本

Current School Year: 20019 July 2003 18:13

ReportData CommunicationCDSHKATHKEAAFMPCommon SetupBudgetingBookkeepingStaff CostSetupStaff MasterPayrollP Fund RegisterTax ReturnEnquiryReport

[S-FSC24-02] FMP > Staff Cost > Tax Return

EDB3KONG, KONG

Taxation Year(YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information	Tax Return Basic Information	Residence and Other Information
Staff Rank	Senior Graduate Master/Mistress	
Staff Rank (for Tax Return)		
Primary ID Type	HK Doc of Identity for Visa Purposes	Primary ID No. 123456
Place of Issue	Hong Kong	Sex Female
Marital Status	Single	

Synchronize from Staff ModuleSaveBack



# Maintain Tax Return – Staff Basic Information

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Customize Links

Go

Addresshttp://localhost:8080/jsp/index.jsp

User: jenniferLast Login: 08/07/2003 11:03Logout | Help | 中文版本

Current School Year: 20019 July 2003 18:13

Report

Data Communication

CDS

HKAT

HKEAA

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
  - Setup
  - Staff Master
  - Payroll
  - P Fund Regist
  - Tax Return
  - Enquiry
  - Report

[S-FSC24-02] FMP > Staff Cost > Tax Return

EDB3KONG, KONG

Taxation Year(YYYY/YYYY)2019/2020

Tax Return is required.

Staff Basic Information	Tax Return Basic Information	Residence and Other Information
Staff Rank	Senior Graduate Master/Mistress	
Staff Rank (for Tax Return)		
Primary ID Type	HK Doc of Identity for Visa Purposes	Primary ID No.123456
Place of Issue	Hong Kong	SexFemale
Marital Status	Single	

Synchronize from Staff Module

Save

Back

Step 5. Click [Save] button.



# Maintain Tax Return - Staff Basic Information

WebSAMS	IR56B
Staff Surname (Eng) / Other Name (Eng)	Item 2: Name of Employee or Pensioner
Staff Name (Chi)	Item 2: Full name in Chinese
Staff Rank / Staff Rank (for Tax Return)	Item 9: Capacity in which employed
Primary ID Type / Primary ID No. / Primary ID Place of Issue	Item 3: H.K. Identity Card Number or Passport Number and place of issue
Sex	Item 4: Sex
Marital Status	Item 5: Marital Status
Spouse's Surname (Eng) / Other Name (Eng) Spouse's Surname (Chi) / Other Name (Chi)	Item 6: If married, full name of spouse
Spouse's Primary ID Type / Primary ID No. / Primary ID Place of Issue	Item 6: Spouse's H.K. Identity Card Number/ Passport Number and place of issue (if known)

# Maintain Tax Return – Tax Return Basic Information

Step 6. Click [Tax Return Basic Information] hyperlink.

Back Forward Stop Home Search Favorites Media Print Mail Address <http://localhost:8080/jsp/index.jsp>

User: jennifer Last Login: 08/07/2003

English Name

Current School Year: 2001 9 July 2003 18:13

- Report
- Data Communication
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return**
    - Enquiry
    - Report

[S-FSC24-02] FMP > Staff Cost > Tax Return

EDB3 KONG, KONG

Taxation Year(YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information	Tax Return Basic Information	Residence and Other Information
Staff Rank	Senior Graduate Master/Mistress	
Staff Rank (for Tax Return)		
Primary ID Type	HK Doc of Identity for Visa Purposes	Primary ID No. 123456
Place of Issue	Hong Kong	Sex Female
Marital Status	Single	

Synchronize from Staff Module Save Back

Done Local intranet

# Maintain Tax Return – Tax Return Basic Information

## Step 7. Fill in Tax Return Basic Information

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Current School Year: 2001 9 July 2003 18:09

English Name

[S-FSC24-03] FMP > Staff Cost > Tax Return

EDB4 TEST, SECURITY

Taxation Year(YYYY/MM) 2019/2020

Tax Return is required.

Staff Basic Information	Tax Return Basic Information	Residence and Other Information
Period of employment for the year from 1 April 2019 to 31 March 2020	01/09/2019 - 31/03/2020	
Employee Tax File No.		
Name of Principal Employer (for part time employee)		
Residential Address	Flat X, Floor 5, Block 5, Building Build X, 5 Building Ave, Tung Chung	
Correspondence Address	<input checked="" type="checkbox"/> Same as Residential Address	
Area		

11. Particulars of income accruing for the year from 1 April 2019 to 31 March 2020

IR56B No.	Item Description	Original Amount HK\$	Tax Return Amount HK\$
(a)	Salary/Wages	0	0
(b)	Leave Pay	0	0
(c)	Director's Fee	0	0
(d)	Commission/Fees	0	0
(e)	Bonus	0	0

Maintain Tax Return Local intranet

# Maintain Tax Return – Tax Return Basic Information

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English Name User: jennifer Last Login: 08/07/2003 11:03 Logout Help 中文版本

Current School Year: 2001

9 July 2003 18:09

- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
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    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
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  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summ

## 11. Particulars of income accruing for the year from 1 April 2019 to 31 March 2020

IR56B No.	Item Description	Original Amount HK\$	Tax Return Amount HK\$
(a)	Salary/Wages	80,000.00	80,000
(b)	Leave Pay	0	0
(c)	Director's Fee	0	0
(d)	Commission/Fees	0	0
(e)	Bonus	0	0
(f)	Back Pay, Payment in Lieu of Notice, etc.	0	0
(g)	Certain Payments from Retirement Schemes	0	0
(h)	Salaries Tax paid by Employer	0	0
(i)	Education Benefits	0	0
(j)	Gain realized under Share Option Scheme	0	0
(k)	Any other Rewards, Allowances or Perquisites	0	0
	(1) Nature : <input type="text"/>		0
	(2) Nature : <input type="text"/>		0
	(3) Nature : <input type="text"/>		0
(l)	Pensions	0	0
Total Amount		80,000.00	80,000

Step 8a. If required, enter the Tax Return Amount directly.

Save Back

Local intranet

# Maintain Tax Return – Tax Return Basic Information

Back Forward Stop Home Search Favorites Media Print Copy Paste Links Customize Links

Address <http://localhost:8080/jsp/index.jsp> Go

English Name

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 18:09

- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
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    - Setup
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    - Tax Return
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  - ▶ Daily Coll. Summ

11. Particulars of income accruing for the year from 1 April 2019 to 31 March 2020

IR56B No.	Item Description	Original Amount HK\$	Tax Return Amount HK\$
(a)	Salary/Wages	80,000.00	80,000
(b)	Leave Pay	0	0
(c)	Director's Fee	0	0
(d)	Commission/Fees	0	0
(e)	Bonus	0	0
(f)	Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities	0	0
(g)	Certain Payments from Retirement Schemes	0	0
(h)	Salaries Tax paid by Employer	0	0
(i)	Education Benefits	0	0
(j)	Gain realized under Share Option Scheme	0	0
(k)	Any other Rewards, Allowances or Perquisites	0	0
	(1) Nature : <input type="text"/>		0
	(2) Nature : <input type="text"/>		0
	(3) Nature : <input type="text"/>		0
(l)	Pensions	0	0
Total Amount		80,000.00	80,000

Step 8b. Fill in Nature of item 11(k) if the amount of the corresponding item is filled.

Save Back

Local intranet

# Maintain Tax Return – Tax Return Basic Information

Step 9. Click [Save] button.

Address http://localhost:8080/jsp/index.jsp

User: jennifer Last Login: 08/07/2003

English Name

Current School Year: 2001 9 July 2003 18:09

11. Particulars of income accruing for the year from 1 April 2019 to 31 March 2020

IR56B No.	Item Description	Original Amount HK\$	Tax Return Amount HK\$
(a)	Salary/Wages	80,000.00	80,000
(b)	Leave Pay	0	0
(c)	Director's Fee	0	0
(d)	Commission/Fees	0	0
(e)	Bonus	0	0
(f)	Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities	0	0
(g)	Certain Payments from Retirement Schemes	0	0
(h)	Salaries Tax paid by Employer	0	0
(i)	Education Benefits	0	0
(j)	Gain realized under Share Option Scheme	0	0
(k)	Any other Rewards, Allowances or Perquisites	0	0
	(1) Nature : <input type="text"/>		0
	(2) Nature : <input type="text"/>		0
	(3) Nature : <input type="text"/>		0
(l)	Pensions	0	0
Total Amount		80,000.00	80,000

Local intranet

# Maintain Tax Return - Tax Return Basic Information

WebSAMS	IR56B
Residential Address	Item 7: Residential Address
Correspondence Address	Item 8: Postal Address
Period of employment for the selected taxation year (April - March of the following year)	Item 10: Period of employment for the selected taxation year (April - March of the following year)
Tax Return Amount column under Particulars of income accruing for the selected taxation year (April - March of the following year)	Item 11: Particulars of income accruing for the selected taxation year (April - March of the following year)



# Maintain Tax Return – Residence and Other Information

Step 10. Click  
[Residence and Other  
Information]  
hyperlink.

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Address <http://localhost:8080/jsp/index.jsp>

User: jennifer Last Login: 08/07/2003

Current School Year: 2001 9 July 2003 18:09

English Name

- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR
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  - ▶ Daily Coll. Summ

[S-FSC24-02] FMP > Staff Cost > Tax Return

EDB3 KONG, KONG

Taxation Year(YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information	Tax Return Basic Information	Residence and Other Information
Staff Rank	Senior Graduate Master/Mistress	
Staff Rank (for Tax Return)		
Primary ID Type	HK Doc of Identity for Visa Purposes	Primary ID No. 123456
Place of Issue	Hong Kong	Sex Female
Marital Status	Single	

Synchronize from Staff Module Save Back

Local intranet

# Maintain Tax Return – Residence and Other Information

Step 11a. Fill in the place of residence of the selected staff if it is provided by employer.

English Name

Current School

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return**
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Cost

[S-FSC24-04] FMP > Staff Cost > Tax Return

EDB4 TEST, SECURITY

Taxation Year (YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information

Tax Return Basic Information

Residence and Other Information

12. Particulars of Place of Residence provided:

- ☒ No Place of Residence provided
- ☐ Place of Residence provided by Employer

Address 1

Address 2

Place of Residence 1

Place of Residence 2

Nature

Period provided (DD/MM/YYYY)

Rent paid to landlord by employer

Rent paid to landlord by employee

Rent refunded to employee

Rent paid to employer by employee

HK\$

HK\$

HK\$

HK\$

HK\$

HK\$

HK\$

HK\$

13. ☐ Employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company

Name of the non-Hong Kong Company

Address

Amount (if known)

(This amount must be also included in item 11.)

14. Remarks

Save

Back

# Maintain Tax Return – Residence and Other Information

07/2003 09:25 Logout | Help | 中文版本

Current School Year: 2001

10 July 2003 9:03

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C

[S-FSC24-04] FMP > Staff Cost > Tax Return

EDB4 TEST, SECURITY

Taxation Year (YYYY/YYYY)

2019/2020

Tax Return is required.

Staff Basic Information

Tax Return Basic Information

Residence and Other Information

12. Particulars of Place of Residence provided:

- ☒ No Place of Residence provided
- ☐ Place of Residence provided by Employer

Address 1

Address 2

Place of Residence 1

Nature

Period provided (DD/MM/YYYY)

To

Rent paid to landlord by employer

HK\$

Rent paid to landlord by employee

HK\$

Rent refunded to employee

HK\$

Rent paid to employer by employee

HK\$

HK\$

Step 11b. Fill in relevant information if the employee was paid by non-Hong Kong company and provide Remarks.

13. ☐ Employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company

Name of the non-Hong Kong Company

Address

Amount (if known)

(This amount must be also included in item 11.)

14. Remarks

Save

Back

# Maintain Tax Return – Residence and Other Information

07/2003 09:25 Logout | Help | 中文版本

Current School Year: 2001

10 July 2003 9:03

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
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- FMP
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    - P Fund Regist
    - Tax Return**
    - Enquiry
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[S-FSC24-04] FMP > Staff Cost > Tax Return

EDB4

TEST, SECURITY

Taxation Year (YYYY/YYYY)

2019/2020

Tax Return is required.

Staff Basic Information

Tax Return Basic Information

Residence and Other Information

12. Particulars of Place of Residence provided:

- ☒ No Place of Residence provided
- ☐ Place of Residence provided by Employer

Address 1

Address 2

Place of Residence 1

Place of Residence 2

Nature

Period provided (DD/MM/YYYY)

Rent paid to landlord by employer

HK\$

Rent paid to landlord by

HK\$

Rent refunded to employer

HK\$

Rent paid to employer by

HK\$

13. ☐ Employee was wholly owned by a non-Hong Kong company

Name of the non-Hong Kong

Address

Amount (if known)

(This amount must be also included in item 11.)

14. Remarks

Save

Back

Step 12. Click [Save] button.

# Maintain Tax Return - Residence and Other Information

WebSAMS	IR56B
Particulars of Place of Residence provided	Item 12: Particulars of Place of Residence provided
Name of non-Hong Kong company / Address / Amount (if known) if the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company	Item 13: Name of non-Hong Kong company, address and amount if the employee was wholly or partly paid either in Hong Kong or elsewhere by an non-Hong Kong company
Remarks	Item 14: Remarks

# Generate IR56B

User: jennifer Last Login: 08/07/20

Current School

Step 1. Select staff to be included in generation of IR56B data file.

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYYMM) 2019/2020 - Review

Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
<a href="#">A099</a>	LUI KEE	呂祺		0	<input checked="" type="checkbox"/>
<a href="#">A001</a>	CHAN SIU MAN	陳少文	Clerical Officer	306,669	<input checked="" type="checkbox"/>
<a href="#">A002</a>	LEE LEE LEE	李莉莉	中文科主任	553,050	<input checked="" type="checkbox"/>
<a href="#">A003</a>	CHEUNG CHI CHEUNG	張慈祥	Staff	418,500	<input checked="" type="checkbox"/>

Top

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

# Generate IR56B

User: jennifer Last Login: 08/07/2003 11:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

9 July 2003 17:50

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYY) 2003/2004 - Review

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
<a href="#">789</a>	Chan Tai Man	陳太太	Graduate Master/Mistress	0.00	<input checked="" type="checkbox"/>
<a href="#">987</a>	Chan Siu Man		Assistant Social Work Officer	0.00	<input checked="" type="checkbox"/>
<a href="#">A100</a>	YAN JASON		Assistant Master/Mistress	0.00	<input checked="" type="checkbox"/>

Step 2. Click [Save] button.

Note 1 : The Taxation Year has been successfully generated. If you need to generate again for the frozen

Taxation Year, you are required to click the button "Generate IR56B".

Note 2 : When you click the button "Generate IR56B", three items will be generated. They are: (1) List of employees with IR56B Filed via Computerised Format to be filed to IRD, (2) Soft Copy of IR56B to be filed to IRD, (3) Employer's Tax Return (IR56B). You are required to click the button "Generate IR56B" whenever you need to generate again or update information changes for any one of the three items.

Note 3 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module.

Note 4 : Print Log - A log report showing staff changes in Staff Module and corresponding synchronization action in FMP Module.

Note 5 : Synchronize Rank from Staff Module - to check the difference in rank between Tax Return and Staff Module for selected staff and synchronize the rank from Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Synchronize Rank from Staff Module

Save



- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summ
  - ▶ Non-Recurent C
  - ▶ SPA
  - ▶ Report Management
  - ▶ Data Management
  - ▶ Timetabling
  - ▶ Code Management
  - ▶ Security

[S-FSC24-05] [FMP](#) > [Staff Cost](#) > [Tax Return](#) > [Staff Rank Synchronization](#)

Taxation Year (YYYYYY) 2003/2004

▼ Bottom

### Staff Rank Synchronization

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank in Tax Return	Staff Rank in Staff Module
<input type="checkbox"/>	<a href="#">789</a>	Chan Tai Man	陳大大	Graduate Master/Mistress	Clerical Officer
<input type="checkbox"/>	<a href="#">987</a>	Chan Siu Man	陳小文	Assistant Social Work Officer	Boarding Service Master/Mistress II

▲ Top

Note 1: If no record is shown, that means no discrepancy is found in staff rank between Tax Return and Staff Module. Users can click the **[Confirm]** button to proceed.

Note 2: If a list of staff with difference in rank is shown, users can click the **Staff Code** hyperlink to view the information of the staff in Staff Module, such as Appointment History and Staff Rank Change History.

Note 3: If it is necessary to synchronize the rank from Staff Module, users can tick the check-box beside the relevant **Staff Code** and then click the **[Confirm]** button.

Note 4: If staff rank synchronization is not necessary, users can click the **[Confirm]** button direct

**Confirm**

◀ Back

Step 3a. Select staff whose staff ranks should be synchronized with that in Staff Module

Step 3b. Click **[Confirm]** button

# Generate IR56B

User: jennifer Last Login: 08/07/2003 11:03 Logout | Help | 中文版本

Current School Year: 2001

9 July 2003 17:50

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYYYY) 2019/2020 - Review

Transaction Reference No. (TRN)  
for tax return successfully  
uploaded via Employer's Return  
e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
A099				0	<input checked="" type="checkbox"/>
A001		文	Clerical Officer	306,669	<input checked="" type="checkbox"/>
A002		莉	中文科主任	553,050	<input checked="" type="checkbox"/>
A003		祥	Staff	418,500	<input checked="" type="checkbox"/>

Step 4: Click  
[Generate IR56B]  
button

Note 1 : [Save] - This will save tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

# Generate IR56B – Failed Case

User: jennifer Last Login

Error List for Staff / Supply Teacher / Others with Incomplete Data in Generating IR56B Softcopy (R-FSC025-E)

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return
      - Enquiry
      - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summary
  - Non-Recurrent Cost

[S-FSC24-01] FMP > Staff Cost > Tax Return

Tax Return is not generated successfully.

Taxation Year  
(YYYYYYYY)

Staff Code

EMBL

NCS1

NCS2

NCS3

Note 1: The Tax Return must be generated again for the tax year.  
Note 2: When you generate the Tax Return via Computer, you are required to choose one of the three options.  
Note 3: Staff Master Data must be maintained.  
Note 4: Print Log

Freeze

http://localhost:8080/jsp/rpt/viewPreviewFile.jsp?type=R&file...

File Edit View Favorites Tools Help

46%

Print Preview File Edit View Favorites Tools Help

Primary School (HK) (TYPE 2)

Report List for STAFF/SUPPLY TEACHER/OTHERS WITH INCOMPLETE DATA IN GENERATING IR56B SOFTCOPY

Sub Level/Session : ALL  
Taxation Year : 2003/2004

Printed By : sjennifer  
Date : 11/07/2003  
Page : 1 of 1

STAFF TYPE	STAFF CODE	STAFF NAME	INCOMPLETE DATA
Clerical and Support Staff *	NCS1	LEE CHIE YUN (李智雲)	The rates of 1st item of any other rewards, allowances or perquisites has not been provided. Employee's residential address has not been provided. Area of employee's residential address has not been provided. The rates of 1st item of any other rewards, allowances or perquisites has not been provided.
Supporting Staff *	NCS2	YEA JIAHUA (叶嘉华)	Employee's residential address has not been provided. Area of employee's residential address has not been provided. The rates of 1st item of any other rewards, allowances or perquisites has not been provided.
Teaching Staff *	NCS3	NGO DEEVEY (吳大衛)	Employee's residential address has not been provided. Area of employee's residential address has not been provided. The rates of 1st item of any other rewards, allowances or perquisites has not been provided.

\*\*\* End of Report \*\*\*

1 of 1 11.68 x 8.26 in

Tax Return  
Required

☐

☐

☒

☒

You need to generate

employees with IR56B  
return (R56B). You  
can changes for any

on in FMP Module.

# Generate IR56B – Successful Case

- Student Activities
- School Activities Management
- Award & Punishment
- Assessment
- Institute Application
- SLP
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- Applied Learning
- HKEAA
- ▼ FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - ▼ Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
  - Tax Return
  - Enquiry

Tax Return is generated successfully

Taxation Year (YYYYYY) 2019

Status change from “Review” to “Freeze” for successful case.

System will generate the following items in a zipped file

- IR56B data file in DAT format for saving in a portable storage device
- IR56B data file in XML format for uploading to Employer’s Return e-Filing Services of IRD
- list of employees and IR56B for each employee in PDF format (R-FSC007-E / R-FSC008-E)

Staff Code	Staff Name (Eng)	Staff Name (Chi)	
<a href="#">A099</a>	LUI KEE	呂祺	
<a href="#">A001</a>	CHAN SIU MAN	陳少文	Cleric
<a href="#">A002</a>	LEE LEE LEE	李莉莉	Certif Master
<a href="#">A003</a>	CHEUNG CHI CHEUNG	張慈祥	Staff
<a href="#">A004</a>	TIN TAN TAN	田丹丹	Staff
<a href="#">A005</a>	YIP YIP	葉業	Assistant Officer
<a href="#">A006</a>	LAM SAMMIE	林森	Clerical Assistant
<a href="#">A007</a>	LING LING	凌玲	Executive Officer
<a href="#">A008</a>	CHING CHING CHING	程青青	Executive Officer II

Do you want to open or save TR2020.zip from 10.15.35.193?

Open

Save

Cancel

# Generate Revised IR56B

User: jennifer Last Login: 08/07/2003 11:03 Logout | Help | 中文版本

Current School Year: 2001

9 July 2003 17:50

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYY/YYYY) 2019/2020 - Freeze

Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
&099	LUI KEE	呂祺		0	<input type="checkbox"/>
			Clerical Officer	46,000	<input checked="" type="checkbox"/>
			Certificated Master/Mistress	80,000	<input checked="" type="checkbox"/>
			Staff	72,550	<input checked="" type="checkbox"/>
			Staff	70,000	<input checked="" type="checkbox"/>

Step 1: Click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision.

Selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation. The system would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year will be changed to "Review".

Note 3: [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4: [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5: [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6: [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7: [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Unfreeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save



# Generate Revised IR56B

User: jennifer Last Login: 08/07/2003 11:03 Logout | Help | 中文版本

Current School Year: 2001

9 July 2003 17:50

[S-FSC24-01] FMP

Successfully unfreeze

Taxation Year (Y)

Step 2: If the IR56B data file has been successfully uploaded to the IRD via Employer's Return e-Filing Services, input the Transaction Reference No. (TRN) for the relevant taxation year and click [Save TRN]

Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filing Services

T45454

Save TRN

Staff Code	Staff Rank	Total Amount \$	Tax Return Required
A099 LUI KEE		0	<input type="checkbox"/>
A001 CHAN SIU	Clerical Officer	46,000	<input checked="" type="checkbox"/>
A002 LEE LEE LEE	Certificated Master/Mistress	80,000	<input checked="" type="checkbox"/>
A003 CHEUNG CHI CHEUNG	Staff	72,550	<input checked="" type="checkbox"/>
A004 TIN TAN TAN	Staff	70,000	<input checked="" type="checkbox"/>

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - The system will generate the following files: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B related files in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the IRD via Employer's Return e-Filing Services, user must input the Transaction Reference No. (TRN) for the relevant taxation year and click [Save TRN] to save the TRN.

Note 4 : [Unfreeze] - If amendment to a previous IR56B is required, user should click [Unfreeze] to change the status of the taxation year to "Review" for re-generation of the IR56B related files.

Note 5 : [Staff Mapping] - Staff master data will be synchronized with the Staff Module.

Note 6 : [Print Log] - User can print a log of the IR56B related files.

Note 7 : [Synchronize Rank from Staff Module] - User can click the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

Step 3: Click [Generate Revised IR56B] to generate revised IR56B related files

# Staff Cost - Tax Return

1. Users can submit employer's tax return with the following items to IRD via ONE of the following options:
  - a. **Submitting in a Portable Storage Device to IRD** - (i) IR56B data file in DAT format in a portable storage device; (ii) the duly signed list of employees; and (iii) BIR56A form (not required for the revised IR56B)
  - b. **Uploading to the Employer's Return e-Filing Services** - (i) the control list with a QR Code and Transaction Reference Number (TRN) generated after successful uploading (duly signed by authorized person); and (ii) duly completed and signed BIR56A form (not required for the revised IR56B).

For schools who wish to upload IR56B data file to the Employer's Return e-Filing Services, submission of a signed copy of a written notification to the IRD via email is required before users are allowed to use the Employer's Return e-Filing Services in the eTAX platform for uploading the IR56B data files generated from FMP Module. Once the schools have submitted such written notification, the schools concerned are no longer allowed to submit the data file in a portable storage device to IRD. For details, please refer to the FMP updates in the WebSAMS Central Document Repository or contact FMP officer in charge.

2. Users are not required to submit the printout of IR56B (in PDF format) to IRD. Instead, they should distribute a copy to the individual employee and keep a set for record purpose.