# WebSAMS Financial Monitoring and Planning (FMP) Module -Employer's Return of Remuneration and Pensions (IR56B) Data File for submission to the Inland Revenue Department (IRD)

#### Background

Schools can make use of FMP module of Web-based School Administration & Management System (WebSAMS) to prepare and generate IR56B data file. The following IR56B data file formats have been provided to school users to facilitate their submission to IRD:

- XML for uploading and submission via Employer's Return e-Filing Services (ER e-Filing Services) in e-Tax platform; and
- DAT for submission via a portable storage device (e.g. CD ROM)

2. Starting from 1 April 2023, IRD will cease to accept the IR56B data files in DAT format generated from WebSAMS or TXT format generated from other employer's self-developed software. In response to the requirement of IRD, schools that had previously submitted IR56B data file in DAT or TXT formats can make use of FMP module of WebSAMS to generate IR56B data file in XML format for submission via the ER e-Filing Services in the e-Tax platform. Procedures of generating IR56B data files in XML format has been set out in <u>Appendix A</u>.

## Action Required for the First Time Submission via the ER e-filing Services

3. Before schools are allowed to use the ER e-Filing Services in the eTax platform, submission of a signed copy of a written notification (<u>Appendix B</u>) to IRD via email is required for uploading the IR56B data files in XML format generated from WebSAMS. Please note that –

- To allow sufficient time for the IRD to process the registration for using the ER e-Filing Services, schools should submit the written notification as early as practicable and observe the deadline for submission of the IR56B;
- the IR56B data file to be submitted via the ER e-Filing Services in eTax platform must be in XML format;
- any revised version of the IR56B should be submitted <u>via the same channel as the original IR56B</u> <u>did;</u> and
- the written notification is NOT applicable to schools submitting IR56B data file generated from other self-developed software.

## Enquires

4. For enquiries on the generation of the IR56B data files in FMP module, please contact the officer-in-charge of FMP module at 3540 7440.

5. For details on the ER e-Filing Services, please visit the <u>IRD website</u> (https://www.ird.gov.hk/eng/tax/err.htm).

Systems Section, Finance Division Education Bureau 15 March 2023

# Procedures of Generating the IR56B Data Files in XML Format in FMP Module of WebSAMS

Procedures of generating the IR56B data files in XML format are set out below:

In "FMP" > "Staff Cost" > "Setup" > "Tax Information Setup", input employer tax information and then click [Save];         If "FMP" > "Staff Cost" > "Setup > Tax Information Setup", input employer tax information and then click [Save];         If "First Region"       [FF5C562] [MF> Suff Cost > Sup > Tax Information Setup         In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code edits taff 's (a) personal information and (b) employer's Res to the support of tax return purpose;         In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code edits staff 's (a) personal information and (b) employment record for tax return purpose;         In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code edits staff 's (a) personal information and (b) employment record for tax return purpose;         Staff Cost" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code is sufficient > Suff Kost" Suff Kost > Suff Kost" > "Staff Kost > Suff K	crating inood Da	i <mark>ta File (</mark> i	in XML Format	i) for Uploadin	g to the ER	e-Filing S	bervices
<pre>information and then click [Save]:  if i</pre>	In "FMP" > "Stat	ff Cost" >	- "Setup" > "Tax	Information Se	etup", input o	employer	tax
Image: Static Case:       Image: Static Case:<	information and t	then click	[Save];				
Common Setup       [\$#502847][\$#*5 staff Cost > Setup > Tax Information Setup         Doddspring       Staff Keaser         P Fund Ropher       Staff Measer         P Fund Ropher       Staff Measer         No "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code clict staff's (a) personal information and (b) employers Return No.         Staff Measer       Staff Measer         No "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code clict staff's (a) personal information and (b) employment record for tax return purpose;         Staff Keaser       Staff Measer         P Fund Ropher       Staff Measer         Staff Cost       Staff Measer         Staff Measer       Staff Measer         Staff Measer       Staff Measer         Staff Mea	FMP	*					
(a) Eddageting investors that is the investor in Edgation (in Schlerendischer in Edgate) in the edgeting in Chaines in Edgate in Chaines in Edgate in Chaines in Edgate in Chaines Engloyer's Name in Chaines Engloyer's Ream Na. In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code edit staff's (a) personal information and (b) employment record for tax return purpose; Staff Cost" > Staff Cost * Staff Master * Staff Cost * Staff Master * * Page * of # water * Staff Master * Staff Master * * Page * of # water * Staff Master * * * Page * of # water * * * Page * of # water * * * Page * of # water * * * * * * * * * * * * * * * * * * *	Common Setup	[S-FSC26-0	1] FMP > Staff Cost > Setup >	<ul> <li>Tax Information Setup</li> </ul>			
Staff Code       Is if Baser       Is if Baser         Payroll       Is if Baser       Is if Baser         Payroll       Is if Baser       Is if Baser         Payroll       Is if Baser       Is if Baser         In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code set edit staff's (a) personal information and (b) employer's Return No.         In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code set edit staff's (a) personal information and (b) employment record for tax return purpose;         Staff Cost       Is if Baser       Is if Cost if Baser         Staff Cost       Is if Cost if Baser       Is if Cost if Baser         Staff Reser       Is if Cost if Baser       Is if Baser         Staff Reser       Is if Cost if Baser       Is if Baser         Staff Reser       Is if Baser       Is if Baser       Is if Baser         Staff Reser       Is if Baser       Is if Baser       Is if Baser         Staff Reser       Is if Baser       Is if Baser       Is if Baser       Is if Baser         Staff Reser       Is if Baser       Is if Baser <t< td=""><td><ul> <li>Budgeting</li> <li>Bookkeeping</li> </ul></td><td>Provident</td><td>Fund Setup Payroll Setup</td><td>Tax Information Setup</td><td>Autopay Setup</td><td></td><td></td></t<>	<ul> <li>Budgeting</li> <li>Bookkeeping</li> </ul>	Provident	Fund Setup Payroll Setup	Tax Information Setup	Autopay Setup		
Step	W Staff Cost	Employer's	Name in English	Lui Kee Secondary So	thool		
Payodi	Setup Staff Master	Employer's	File No.	6A1 - 12345678			
P Fund Register Enquiry Report In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code cdit staff's (a) personal information and (b) employment record for tax return purpose; Staff Cost" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code cdit staff's (a) personal information and (b) employment record for tax return purpose; Staff Cost * Staff Cost * Staff Master * * Page * I * * * * * * * * * * * * * * * * *	Payroll	Signer's na	me	LAI MING			
Image: State of the popular of Employed's File No:: GedoodCEmployed's Return No:.         Image: State of the popular of the popular of the No:: GedoodCEmployed's Return No:.         Image: State of the popular of the popular of the No:: GedoodCEmployed's Return No:.         Image: State of the popular of the	P Fund Register	Designation	1 (e.g. School Head / Supervis	or) Director			
A report In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code cli staff 's (a) personal information and (b) employment record for tax return purpose; Staff S (a) personal information and (b) employment record for tax return purpose; Staff S (a) personal information and (b) employment record for tax return purpose; Staff S (a) personal information and (b) employment record for tax return purpose; Staff S (a) personal information and (b) employment record for tax return purpose; Staff S (a) personal information and (b) employment record for tax return purpose; Staff News (Ch)	Enquiry	Note: Forma	t of Employer's File No.: <sect< td=""><td>tion&gt;-<employer's no<="" return="" td=""><td>).&gt;.</td><td></td><td></td></employer's></td></sect<>	tion>- <employer's no<="" return="" td=""><td>).&gt;.</td><td></td><td></td></employer's>	).>.		
In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code is distaff's (a) personal information and (b) employment record for tax return purpose;	Report						
In "FMP" > "Staff Cost" > "Staff Master", click the hyperlink of individual staff code is edit staff's (a) personal information and (b) employment record for tax return purpose;							
• Pyroll       Staff Name (Eng)       Staff Name (Eng)         • P Fund Register       is Page v of 4       is well         • CAR       Report       Code       Staff Name (Eng)       Staff Name (Eng)         • CAR       Sales & Stock       Doily Coll. Summary       is doily Coll. Summary       Non. Recurrent Grant       Primary D Pyre       Non. Recurrent Grant Staff Master P Pyresont         Staff Name (Eng)       Cable Staff Name (Eng)       Staff Na	Staff Cost     Setup     Staff Master	[S-FSC05-02] F Staff Code Sch Level/Ses	MP > Staff Cost > Staff Master	v Status	▼ Act	ive 🗸	<b>1</b>
Privad Kagiser I Prad Kagiser I Privad Kagiser I Priv	Payroll	Staff Name (En	g)	Staff Na	me (Chi)		
Enquiry     Report     CAR     Sales & Stock     Daily Coll. Summary     Non-Recurrent Grant     SPA     Non-Recurrent Grant     SPA     Non-Recurrent Grant     SPA     Non-Recurrent Grant     SPA     Wr SFAA(SFO)     Report Management     Call to the mane (Eng)     Call to the mane (	P Fund Register     Tax Return	Search	Reset			Page 1 v of	4 N Bottor
	Enquiry	Ser.H				full Dourd	Capture For
Sales & Stock     Daily Coll, Summary     Mon Accurrent Grant     Daily Coll, Summary     Mon Accurrent Grant     A002     LEE LEE LEE     学科科科     SPA     MON Accurrent Grant     A002     CEEUNO CHI CHEUNO     SES     Secondary/Whole Day     PMP Module     A002     CEEUNO CHI CHEUNO     SES     Secondary/Whole Day     PMP Module     A002     CEEUNO     CHI CHEUNO     SES     Secondary/Whole Day     PMP Module     A002     CEEUNO     CHI CHEUNO     SES     Secondary/Whole Day     PMP Module     A002     CEEUNO     CHI CHEUNO     SES     Secondary/Whole Day     PMP Module     A002     CEEUNO     CHI CHEUNO     SES     Secondary/Whole Day     PMP Module     C      A003     CEEUNO     CHI CHEUNO     SES     Secondary/Whole Day     PMP Module     C      A004     TIM TAN TAN     田丹开     Primary/UNole Day     PMP Module     C      Secondary/Whole Day     PMP Module     C      Secondary/Whole Day     PMP Module     C      A003     CEEUNO     CHI TIM TAN TAN     田丹开     Primary/UNole Day     PMP Module     C      Secondary/Whole Day     PMP Module     C      Secondary/Whole Day     PMP Module     C      Cean SIU Manseer     Secondary/Whole Day     PMP Module     C      Secondary/Whole Day     PMP Module     C      Secondary/Whole Day     PMP Module     C      Cean SIU Manseer     None (Chi)     Key     Secondary/Whole Day     PMP Module     C      Cean SIU Manseer     None (Chi)     Key     Secondary     Cean SIU Manseer     Nerver     Secondary     S	<ul> <li>Report</li> <li>CAR</li> </ul>		Staff Name (Eng)	Staff Name (Chi)	Sch Level/Session	Created in	Payroll
○ Daily Coll. Summary       ○ A002       LEE LEE       学科教育       Secondary/Whole       PPP Module       ②         SPA       ○ A002       CHEUND3 CHI CHEUND3       S#EX#       Secondary/Whole       PRP Module       ④         WF SFAA(SFO)       ○ A002       CHEUND3 CHI CHEUND3       S#EX#       Secondary/Whole       PRP Module       ④         Report Management       ○ A002       TIN TAN TAN       田丹丹       Primary/Whole Day       PRP Module       ④         (a)       Edit personal information under "FMP" > "Staff Cost" > "Staff Master" > Person       ⑤         (s.FSC05-03] FMP > Staff Cost > Staff Master > Personal       ○	<ul> <li>Sales &amp; Stock</li> </ul>	□ <u>A001</u>	CHAN SIU MAN	陳少文	Primary/Whole Day	FMP Module	
SPA WF SFAA(SFO) Report Management       A003       CIBEUND3 CHI CREUND3       新桃神       Day       PRF Module       C         (a) Edit personal information under "FMP" > "Staff Cost" > "Staff Master" > "Pre Module       C         (s) Edit personal information under "FMP" > "Staff Cost" > "Staff Master" > "Person         [s+FSC05-03] FMP > Staff Cost > Staff Master > Personal         [massing] Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation         A001       CHAN SIU MAN (陳少文)         Staff Name (Chi)       陳少文         Sumame(Eng)       CHAN         Primary ID Type       HKIC (Mon-Standard) Primary ID No.         Primary ID Type       FT A, 0/F, WAN CHAI, CHAI WAN         Residential Address (Chi)       Other name (Eng)         Area       Others         Synname(Eng)       Other name (Chi)         FT A, 0/F, WAN CHAI, CHAI WAN       Other name (Chi)         Primary ID Type       Other name (Chi)         Primary ID Type       Other name (Chi)         Primary ID Type       Other name (Chi)	Non-Recurrent Grant	A002	LEE LEE LEE	李利莉	Secondary/Whole Day	FMP Module	
Image: Construction of the standard       Image: Constendard       Image: Constendard       Image: C	- SPA	□ <u>A003</u>	CHEUNG CHI CHEUNG	張慈祥	Secondary/Whole Day	FMP Module	
(a) Edit personal information under "FMP" > "Staff Cost" > "Staff Master" > "Person [S-FSC05-03] FMP > Staff Cost > Staff Master > Personal [Personal imployment Powident Fund Payroll Account Code Payroll Amount Cost Allocation A001 CHAN SIU MAN (陳少文) Created in FMP module Staff Name (Chi) 陳少文 Surmame(Eng) CHAN UNAN (陳少文) Cher name (Eng) SIU MAN Title Nr ~ Sex Martiel ~ Primary ID Type IKIC (Non-Standard) ~ Primary ID No. Primary ID Place of Issue Hong Kong ~ Residential Address (Eng) FT A, 0/F, WAN CHAI, CHAI WAN Residential Address (Chi) Area Others ~ Spouse Particulars Surmame (Chi) Other name (Eng) Other name (Eng) Surmame (Chi) Other name (Chi) Other name (Chi) Other name (Chi) Primary ID Type · Primary ID No.	Report Management	□ <u>A004</u>	TIN TAN TAN	田丹丹	Primary/Whole Day	FMP Module	
Employment       Provident Fund       Payroll Account Code       Payroll Amount       Cost Allocation         A001       CHAN SIU MAN (陳少文)       Created in FMP module         Staff Name (Chi)       陳少文       Sturname(Eng)       Sturname (Eng)       Sturname (Eng)         Title       Mr v       Sex       Male v         Date of Birth (DD/MM/YYYY)       D1/02/1972       Marital Status       Married v         Primary ID Type       HKIC (Non-standard) v Primary ID No.       Q1234567         Primary ID Place of Issue       Hong Kong v       Residential Address (Eng)       FT A, 0/F, WAN CHAI, CHAI WAN         Area       Other is       Other name (Eng)       Other name (Eng)         Surname(Eng)       Other is       V         Primary ID Type       Primary ID No.       Primary ID No.	(a) Edit persona (5.FSC05-03) FMP > Staff Cost	l informa	ation under "FMI	шлл P">"Staff Cos	Primary/Whole Day	FMP Module	•Persona
Staff Name (Chi)       陳少文         Surname(Eng)       CHAN         Other name (Eng)       SIU MAN         Title       Mr. ▼       Sex         Date of Birth (DD/MM/YYY)       01/02/1972       Marital Status       Married ▼         Primary ID Type       IKLIC (Non-standard)       Primary ID No.       (q1234567         Primary ID Place of Issue       Hong Kong ▼       Residential Address (Eng)       FT A, G/F, WAN CHAI, CHAI WAN         Residential Address (Chi)	A001 CHAN	N SIU MAN (陳少う		tost Allocadon	Created in FMP mode	ule	
Surname(Eng)       CHAN       Other name (Eng)       SIU MAN         Title       Mr v       Sex       Male v         Date of Birth (DD/MM/YYYY)       01/02/1972       Marital Status       Married v         Primary ID Type       HKIC (Non-standard) v Primary ID No.       Q1234567         Primary ID Place of Issue       Hong Kong v       Q1234567         Residential Address (Eng)       FT A, G/F, WAN CHAI, CHAI WAN       Q1234567         Area       Other s       Other s         Surname(Eng)       Other s       Q1         Surname(Eng)       Other name (Eng)							
Ittle     Mr     Sex     Male       Date of Birth (DD/MM/YYYY)     01/02/1972     Marital Status     Married       Primary ID Type     HKIC (Non-standard)     Primary ID No.     Q1234567       Primary ID Place of Issue     Hong Kong     Q1234567       Residential Address (Eng)     FT A, G/F, WAN CHAI, CHAI WAN     Q1234567       Area     Others     Others       Surname(Eng)     Other name (Eng)     Q1       Surname (Chi)     Other name (Chi)     Q1       Primary ID Type     Primary ID No.     Primary ID No.	Staff Name (Chi)	陳少文					
Primary ID Type       IMAGE 1972       Image 100         Primary ID Place of Issue       IMAGE And	Staff Name (Chi) Surname(Eng)	陳少文 CHAN		Other name (Eng)	U MAN		
Primary ID Place of Issue     Hong Kong       Residential Address (Eng)     FT A, G/F, WAN CHAI, CHAI WAN       Residential Address (Chi)	Staff Name (Chi) Surname(Eng) Title Date of Birth (DD/MM/YYYY)	陳少文 CHAN Mr マ		Other name (Eng) [3] Sex [44] Marital Status [46]	U MAN		
Residential Address (Chi)       Area       Others       Spouse Particulars       Surname(Eng)       Surname (Chi)       Primary ID Type	Staff Name (Chi) Surname(Eng) Title Date of Birth (DD/MM/YYYY) Primary ID Type	陳少文 CHAN Mr ~ 01/02/1972 HKIC (Non-	standard)	Other name (Eng) [3] Sex [4] Marital Status [4] Primary ID No. [2]	IU MAN ale v arried v 1234567		
Residential Address (Chi)	Staff Name (Chi) Surname(Eng) Title Date of Birth (DD/MM/YYYY) Primary ID Type Primary ID Place of Issue Residential Address (Eng)	陳少文 CHAN Mr ▼ 01/02/1972 HKIC (Non- Hong Kong FT A. G/F	standard)	Other name (Eng) [3] Sex [44] Marital Status [44] Primary ID No. [2]	U MAN ale V arried V 1234567		
Area     Others       Spouse Particulars     Other name (Eng)       Surname (Eng)     Other name (Chi)       Surname (Chi)     Other name (Chi)       Primary ID Type     Primary ID No.	Staff Name (Chi) Surname(Eng) Title Date of Birth (DD/MM/YYYY) Primary ID Type Primary ID Place of Issue Residential Address (Eng)	陳少文 CHAN Nr ✔ 01/02/1972 HKIC (Non- Hong Kong FT A, G/F,	standard) Van CHAI, CHAI WAN	Other name (Eng) [3] Sex Marital Status Ma Primary ID No. [1]	IU MAN ale V arried V 1234567		
Spouse Particulars       Surname(Eng)       Surname (Chi)       Primary ID Type   Primary ID No.	Staff Name (Chi) Surname(Eng) Title Date of Birth (DD/MM/YYYY) Primary ID Type Primary ID Place of Issue Residential Address (Eng) Residential Address (Chi)	陳少文 CHAN Mr ▼ 01/02/1972 HKIC (Non- Hong Kong FT A, G/F,	standard) , Van CHAI, CHAI WAN	Other name (Eng) s: Sex Marital Status Marital Status Qi	U MAN ale V arried V 1234567		
Surname (Chi)     Other name (Chi)       Primary ID Type     Primary ID No.	Staff Name (Chi) Surname(Eng) Title Date of Birth (DD/MM/YYYY) Primary ID Type Primary ID Place of Issue Residential Address (Eng) Residential Address (Chi) Area	陳少文 CHAN Mr ✓ 01/02/1972 HKIC (Non- Hong Kong FT A, G/F,	standard) Van CHAI, CHAI WAN	Other name (Eng) SI Sex Marital Status Ma Primary ID No. QI	IU MAN ale V arried V 1234567		
Primary ID Type   Primary ID No.	Staff Name (Chi) Surname(Eng) Title Date of Birth (DD/MM/YYYY) Primary ID Type Primary ID Place of Issue Residential Address (Eng) Residential Address (Chi) Area Spouse Particulars Surname(Eng)	陳少文 CHAN Mr ▼ 01/02/1972 HKIC (Non- Hong Kong FT A, G/F, Others	Standard)	Other name (Eng) SEX Marital Status Ma Primary ID No. QI	U MAN ale v arried v 1234567		
Primary ID Place of Issue	Staff Name (Chi) Surname(Eng) Title Date of Birth (DD/MM/YYYY) Primary ID Type Primary ID Place of Issue Residential Address (Eng) Residential Address (Chi) Area Spouse Particulars Surname(Eng) Surname (Chi)	陳少文 CHAN Mr ▼ 01/02/1972 HKIC (Non- Hong Kong FT A, G/F, Others	standard) • • WAN CHAI, CHAI WAN	Other name (Eng)       \$1         Sex       Marital Status         Marital Status       Marital Status         Primary ID No.       Q1         Other name (Eng)       Other name (Chi)	U MAN ale V arried V 1234567		

Generating IR56B Data File (in	enerating IR56B Data File (in XML Format) for Uploading to the ER e-Filing Services					
(b) Edit employment deta	l under "FMP" > "Staff Cost"	">"Staff Master">"Employment";				
[S-FSC05-04] FMP > Staff Cost > Staff Master > Em	ployment					
Personal Employment Provident Fund Payre	I Account Code Payroll Amount Cost Allocation					
A001 CHAN SIU MAN (陳少文)		Created in FMP module				
Employment Period (DD/MM/YYYY - DD/MM/YYYY)	01/09/2017 - Current					
Sch Level/Session Staff Type Employment Start Date (DD/MM/YYYY)	Primary/Whole Day V Clerical Staff V D1/09/2017					
Employment End Date (DD/MM/YYYY)						
Current Rank Staff Rank (for Tax Return)	Clerical Officer	<b>~</b>				
Remarks	CONTRACT ACCOUNTING CLERK					
Note for Staff Type: * - grouping from Staff Module ** - (	grouping from Staff Deployment Module					

Normally, the staff records of teaching staff are synchronized from "Staff Module" / "Staff Deployment Module". For non-teaching staff or if necessary, staff records can be added directly in "FMP";

Setup     Staff Master     Payroll	Staf Sch Staf	f Code Level/Ses: f Name (Er	sion All All (g)	✓ Status Staff	s <u>Ac</u> Name (Chi)	tive 🗸	
P Fund Register Tax Return Enquiry		Search (	Reset			H Page 1 ▼ of	4 <b>⊨</b> →Bott
Report CAR	•	<u>Staff</u>	Staff Name (Eng)	Staff Name (Chi)	Sch Level/Session	Staff Record Created in	Capture Fo Payroll
Sales & Stock		A001	CHAN SIU MAN	陳少文	Primary/Whole Day	FMP Module	
Daily Coll. Summary     Non-Recurrent Grant		<u>A002</u>	LEE LEE LEE	李莉莉	Secondary/Whole Day	FMP Module	
PA VFSFAA(SFO)		<u>A003</u>	CHEUNG CHI CHEUNG	張慈祥	Secondary/Whole Day	FMP Module	
eport Management		<u>A004</u>	TIN TAN TAN	田丹丹	Primary/Whole Day	FMP Module	2
ata Management	0	<u>A006</u>	LAM SAMMIE	林森	Primary/Whole Day	FMP Module	
ata Query Tool		<u>A007</u>	LING LING		Primary/Whole Day	FMP Module	
alent Databank	0	A009	WAN WONG WONG	温旺旺	Primary/Whole Day	FMP Module	
imetabling (TTL)		A010	KWONG WING	都杀	Primary/Whole Day	FMP Module	
ode Management		A018	SO HO	蘇豪	Primary/Whole Day	FMP Module	
ecurity		A019	CHOY SA SA	補莎莎	Primary/Whole Day	FMP Module	
	Note Note in FN	1 : Staff Ma 2 : Print Lo IP Module.	apping - Map staff master created g - A log report showing staff chai g (Print Log ( Padd) ( )	in FMP Module to staff mas nges in Staff Module / Staff D Copy to) ( Celete ) ( Staff S	ter created in Staff Modul Deployment Module and c	K Page 1 ←     e / Staff Deployment I     orresponding synchro	of 4 🕨 🛋 T Module. onization actio

3. In "FMP" > "Staff Cost" > "Tax Return", select taxation year and staff to be included in the generation of IR56B data file. Click [Save] (Note: The relevant accounting year of the taxation year must be added under "FMP" > "Common Setup" > "Accounting Year Maintenance");

Common setup     Budgeting     Bookkeeping     Staff Cost     Setup	Taxation Year (YYYY/YYYY	Faxation Year (\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\				
Setup Staff Master Payroll P Fund Register	Staff Code Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Retu Requi	
<ul> <li>Tax Return</li> </ul>	A001 CHAN SIU MAN	陳少文	Clerical Officer	0		
<ul> <li>Enquiry</li> <li>Report</li> </ul>	A002 LEE LEE LEE	李莉莉	Certificated Master/Mistress	0		
▶ CAR	A003 CHEUNG CHI CHEUNG	張慈祥		0		
Sales & Stock	A004 TIN TAN TAN	田丹丹		0		
Daily Coll. Summary	A006 LAM SAMMIE	林森	Clerical Officer	0		
<ul> <li>Non-Recurrent Grant</li> <li>SDA</li> </ul>	A007 LING LING	凌玲		0		
	Freeze Staff Mapping Print Log	Generate IR56B Gene	rate Revised IR56B Synchro	nize Rank from Staff Module		

erating I	R56B Data File (in XML Format) for Uploa	ading to the	ER e-Filing Services					
Click th	ne hyperlink of individual staff code and c	heck the d	etails in the "Staff Basic					
Informa	tion", "Tax Return Basic Information" and "Residence and Other Information". Ed							
the info	mation if nonoscome. If the datails are in order click [Save]							
	in the details are in order.	, ener [bave	<b>'</b> ]•					
[S-FSC24-0	3] FMP > Staff Cost > Tax Return							
A001	CHAN, SIU MAN (陳少文)							
Tax Return	is required.							
Staff Basic	Information Tax Return Basic Information	Residence and Ot	her Information					
Period of e to 31 Marcl	mployment for the year from 1 April 2022 01/04/2022 31/03/	2023						
Employee	Fax File No.							
Name of Pr	incipal Employer (for part time	7						
employee)								
Residentia	Address FT A, G/F, WAN CHAI, CHAI WAN							
Correspon	Jence Address	ŝ						
Area	·							
11. Particul	ars of income accruing for the year from 1 April 2022 to 31 March 2023		Bottom					
IR56B No.	Item Description	Original Amount HKS	Tax Return Amount HKS					
(a)	Salary/Wages	0	0					
(b)	Leave Pay	0	0					
(c)	Director's Fee	0	0					
(d)	Countission/Fees	0	0					
(0)	Bonus	0	0					
(f)	Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities	s 0	0					
(g)	Certain Payments from Retirement Schemes	0	0					
(h) Salaries Tax paid by Employer			0					
(i)	Education Benefits	0	0					
(i) (j)	Education Benefits Gain realized under Share Option Scheme	0	0					
(i) (j) (k)	Education Benefits Gain realized under Share Option Scheme Any other Rewards, Allowances or Perquisites	0	0					
(i) (j) (k)	Education Benefits Gain realized under Share Option Scheme Any other Rewards, Allowances or Perquisites (1) Nature :	0	0					
(i) (j) (k)	Education Benefits Gain realized under Share Option Schewe Any other Rewards, Allowances or Perquisites (1) Nature : (2) Nature :	0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
(i) (j) (k)	Education Benefits Gain realized under Share Option Scheme Any other Rewards, Allowances or Perquisites (1) Nature : (2) Nature : (3) Nature :	0						
(i) (j) (k) (1)	Education Benefits Gain realized under Share Option Scheme Any other Rewards, Allowances or Perquisites (1) Nature : (2) Nature : (3) Nature : Pensions	0						

- 5. In "FMP" > "Staff Cost" > "Tax Return", click [Generate IR56B]. A zipped file containing the following items would be generated:
  - (a) IR56B data file in DAT format;
  - (b) IR56B data file in XML format; and
  - (c) List of Employees and IR56B for each employee in PDF format (i)

 Freeze
 Staff Mapping
 Print Log
 Generate IR56B
 Synchronize Rank from Staff Module

 Save
 Save

6. Download the zipped file. Preview and check item (c) of step 5 above to ensure that the IR56B generated is correct;

#### Generating IR56B Data File (in XML Format) for Uploading to the ER e-Filing Services

- Upload the IR56B data file in XML format (item (b) of step 5 above) to the ER e-Filing Services via Mixed Mode <sup>(ii)</sup>. A control list with a QR Code and Transaction Reference Number (TRN) will be generated after successful uploading of the data file;
- 8. Print and sign the control list, where the authorised signer is required to sign on the cover page of the control list;
- 9. Submit the signed cover page of the control list (with Transaction Reference Number and QR Code) together with the duly completed and signed BIR56A form to IRD by post or in person (iii);
- After submission of IR56B and the document, in "FMP" > "Staff Cost" > "Tax Return", select the relevant taxation year, input the Transaction Reference Number (TRN) and click [Save TRN];

[S-FSC2 Taxatio	24-01] FMP > Staff Cost > Tax Return on Year (YYYY/YYYY) [2021/2022 - Free:	28 🗸	Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filling Services	[12341234]	Save TRN Bottom
Staff Code	<u>Staff Name (Eng)</u>	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
<u>A001</u>	CHAN SIU MAN	陳少文	Clerical Officer	0	
<u>A002</u>	LEE LEE LEE	学莉莉	Certificated Master/Mistress	0	
<u>A003</u>	CHEUNG CHI CHEUNG	張慈祥		35,000	
1.004		have been been			_

11. If revision of the submitted IR56B is required, in "FMP" > "Staff Cost" > "Tax Return", select the relevant taxation year and click [Unfreeze] to edit the tax return information;

Unfreeze Staff Mapping Print Log Generate IR56B Generate Revised IR56B Synchronize Rank from Staff Module

Perform steps 2 to 4 above after editing the tax return information. Click [Generate Revised IR56B] to generate the zipped file with the revised IR56B data files, list of employees and IR56B for each employee; and

 Freeze
 Staff Mapping
 Print Log
 Generate IR56B
 Synchronize Rank from Staff Module

 Save
 Save

 Follow steps 6 to 9 to submit the revised IR56B data files to IRD, except that submission of the BIR56A form is no longer required for the revised IR56B. Notes:

- (i) Schools are not required to submit the printout of IR56B (in PDF format) to IRD. Instead, they should distribute a copy to the individual employees and keep a set for record purpose.
- (ii) Under the Mixed Mode of the ER e-Filing Services, employers are allowed to designate a person to upload the IR56B data file without the login of the Authorised Signer's eTAX account. For details, please visit <u>https://www.gov.hk/en/residents/taxes/etax/services/efiling\_er.htm</u> and refer to the relevant <u>User Guide</u> and <u>Online Demo</u>.
- (iii) The mere uploading of the data file containing IR56B form records without submitting the signed BIR56A and control list will not be regarded as having complied with the employer's obligations as stipulated in the Inland Revenue Ordinance.

### [Please complete and submit the signed copy to IRD by email to sto\_c2@ird.gov.hk]

To: Assessor, Computer Section Inland Revenue Department [Email Address: sto\_c2@ird.gov.hk]

## <u>Submission of Employer's Return of Remuneration and Pensions (IR56B)</u> <u>through Employer's Return e-Filing Services</u>

I/We would like to confirm that our school will use the data file format generated from the Web-based School Administration & Management System (WebSAMS) of Education Bureau for submission of the Employer's Return of Remuneration and Pension (IR56B) through the Employer's e-Filing Services in eTAX. The data file format generated from WebSAMS has been approved by the Inland Revenue Department according to the approval letter dated 16 March 2020 (File No.: 6A1-99901631).

The employer's information is hereby provided below for your arrangement:

Name of Employer:	
Address of Employer:	
Employer's File No.:	
Name of Contact Person:	
Telephone No.:	
Authorised Signer	School / Company Chop
Signature:	
Name:	
Designation:	
Date:	