

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 [Appendix A](#).

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** ([Appendix B](#)) 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 via the same channel as the original IR56B did; 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 [IRD website](https://www.ird.gov.hk/eng/tax/err.htm) (<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:

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

1. In “FMP” > “Staff Cost” > “Setup” > “Tax Information Setup”, input employer tax information and then click [Save];

2. In “FMP” > “Staff Cost” > “Staff Master”, click the hyperlink of individual staff code to edit staff’s (a) personal information and (b) employment record for tax return purpose;

A001
 CHAN SIU MAN | 陳少文 | Primary/Whole Day | FMP Module | |[A002](#) LEE LEE LEE | 李穎穎 | Secondary/Whole Day | FMP Module | |[A003](#) CHEUNG CHI CHEUNG | 張慈祥 | Secondary/Whole Day | FMP Module | |[A004](#) TIN TAN TAN | 田丹丹 | Primary/Whole Day | FMP Module | |

- (a) Edit personal information under “FMP” > “Staff Cost” > “Staff Master” > “Personal”;

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

(b) Edit employment detail under “FMP” > “Staff Cost” > “Staff Master” > “Employment”;

[S-FSC05-04] FMP > Staff Cost > Staff Master > Employment

Personal **Employment** Provident Fund Payroll 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 Primary/Whole Day

Staff Type Clerical Staff

Employment Start Date (DD/MM/YYYY) 01/09/2017

Employment End Date (DD/MM/YYYY)

Current Rank Clerical Officer

Staff Rank (for Tax Return)

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”;

[S-FSC05-02] FMP > Staff Cost > Staff Master

Staff Code All

Sch Level/Session All

Status Active

Staff Name (Eng)

Staff Name (Chi)

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Staff Code	Staff Name (Eng)	Staff Name (Chi)	Sch Level/Session	Staff Record Created in	Capture For Payroll
A001	CHAN SIU MAN	陳少文	Primary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A002	LEE LEE LEE	李莉莉	Secondary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A003	CHEUNG CHI CHEUNG	張慈祥	Secondary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A004	TIN TAN TAN	田丹丹	Primary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A006	LAM SAMMIE	林森	Primary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A007	LING LING	凌玲	Primary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A009	WAN WONG WONG	溫旺旺	Primary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A010	KWONG WING	鄺榮	Primary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A018	SO HO	蘇豪	Primary/Whole Day	FMP Module	<input checked="" type="checkbox"/>
A019	CHOY SA SA	謝莎莎	Primary/Whole Day	FMP Module	<input checked="" type="checkbox"/>

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Note 1 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module / Staff Deployment Module.
Note 2 : Print Log - A log report showing staff changes in Staff Module / Staff Deployment Module and corresponding synchronization action in FMP Module.

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”);

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

Taxation Year (YYYY/YYYY) 2022/2023 - Review

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

Save TRN

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Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
A001	CHAN SIU MAN	陳少文	Clerical Officer	0	<input checked="" type="checkbox"/>
A002	LEE LEE LEE	李莉莉	Certificated Master/Mistress	0	<input checked="" type="checkbox"/>
A003	CHEUNG CHI CHEUNG	張慈祥		0	<input checked="" type="checkbox"/>
A004	TIN TAN TAN	田丹丹		0	<input checked="" type="checkbox"/>
A006	LAM SAMMIE	林森	Clerical Officer	0	<input checked="" type="checkbox"/>
A007	LING LING	凌玲		0	<input checked="" type="checkbox"/>

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

4. Click the hyperlink of individual staff code and check the details in the “Staff Basic Information”, “Tax Return Basic Information” and “Residence and Other Information”. Edit the information if necessary. If the details are in order, click [Save].

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

A001 CHAN, SIU MAN (陳少文)
 Taxation Year(YYYY/YYYY) 2022/2023
 Tax Return is required.

Staff Basic Information **Tax Return Basic Information** **Residence and Other Information**

Period of employment for the year from 1 April 2022 to 31 March 2023 01/04/2022 - 31/03/2023

Employee Tax File No.

Name of Principal Employer (for part time employee)

Residential Address FT A, G/F, WAN CHAI, CHAI WAN

Correspondence Address Same as Residential Address

Area

11. Particulars of income accruing for the year from 1 April 2022 to 31 March 2023 Bottom

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
(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		0	0

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

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

7. Upload the IR56B data file in XML format (item (b) of step 5 above) to the ER e-Filing Services via Mixed Mode [\(ii\)](#). 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 [\(iii\)](#);
10. 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-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYY/YYYY) 2021/2022 - Freeze

Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filing Services: 12341234 [Save TRN]

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
A001	CHAN SIU MAN	陳少文	Clerical Officer	0	<input type="checkbox"/>
A002	LEE LEE LEE	李莉莉	Certificated Master/Mistress	0	<input type="checkbox"/>
A003	CHEUNG CHI CHEUNG	張慈祥		35,000	<input type="checkbox"/>

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]

[Save]

12. 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] [Generate Revised IR56B] [Synchronize Rank from Staff Module]

[Save]

13. 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 https://www.gov.hk/en/residents/taxes/etax/services/efiling_er.htm and refer to the relevant [User Guide](#) and [Online Demo](#).

- (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]

Submission of Employer's Return of Remuneration and Pensions (IR56B)
through Employer's Return e-Filing Services

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

Signature: _____
Name: _____
Designation: _____
Date: _____

School / Company Chop