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 <u>via the same channel as the original IR56B 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 [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;

(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";

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";

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") ;

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].

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)]

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 <u>(ii)</u>. 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 <u>(iii)</u>;

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];

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;

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

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