

CloudSAMS 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

Starting from 1 April 2024, IRD has ceased to accept submission of IR56B records through any removable storage device. To file Form IR56B through the Employer's Return e-Filing Services (ER e-Filing Services) of IRD, schools can make use of FMP module of CloudSAMS to generate IR56B data file in XML format for the submission via the ER e-Filing Services in the e-Tax platform. The previous IR56B data file in DAT format is no longer applicable and ceased to be generated by the system. Relevant procedures of generating IR56B data files in XML format are set out in [Appendix A](#).

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

2. Before schools are allowed to use the ER e-Filing Services in the e-Tax 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 CloudSAMS. 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 e-Tax 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

29 October 2024

EDB_Oct 2024

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

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

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

[S-FSC26-01] FMP > Staff Cost > Setup > Tax Information Setup

Provident Fund Setup Payroll Item and Account Code Setup **Tax Information Setup**

Employer's File No.^[1] 6A1 - 12345678

Name of Employer in English Lui Kee Secondary School

Name of Authorised Signer LAI MING

Name of Employer in Chinese 呂祺中學

Designation (e.g.School Head / Supervisor) Director

Note(s):
[1] Format of Employer's File No.: <Section>-<Employer's Return No.>.

- 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;

[S-FSC05-01] FMP > Staff Cost > Staff Master

Staff Master

Search Clear Add

School Level/Session: All

Status: All Active Departed

Save Reset Staff Mapping Print Log Delete Copy Assign

Filter: Enter keyword

Staff Code	English Name	Chinese Name	School Level/Session	Staff Record Created in	Capture for Payroll
<input type="checkbox"/> N003	LEE YAT MING	李逸明	Secondary/Whole Day	FMP Module	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> N004	CHEUNG CHI CHEUNG	張志祥	Secondary/Whole Day	FMP Module	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
<input checked="" type="checkbox"/> N005	LEE LI LI	李莉莉	Primary/AM	FMP Module	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

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

[S-FSC05-03] FMP > Staff Cost > Staff Master > Personal

Personal Employment Provident Fund Payroll Account Code Payroll Amount Cost Allocation

Save Reset Synchronize from Staff Module Back

Staff Code: N005 Staff Record Created in: FMP Module

Name: LEE LI LI (李莉莉)

Surname (Eng): LEE Name (Chi): 李莉莉

Given Name (Eng): LI LI

Sex: Male Female Title: Ms

Date of Birth (DD/MM/YYYY): 01/05/1960 Marital Status: Single

Primary ID Type: HKIC Place of Issue: Hong Kong

Primary ID No.: C2967578

Address

Residential Address (Eng): Room 2903, Tin Sum Estate, Tai Wai

Residential Address (Chi):

Area: New Territories

Spouse Particulars

Surname (Eng): Given Name (Eng):

Surname (Chi): Given Name (Chi):

Primary ID Type: Place of Issue:

Primary ID No.:

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-FSC05-08] FMP > Staff Cost > Staff Master > Employment

Personal | **Employment** | Provident Fund | Payroll Account Code | Payroll Amount | Cost Allocation

Save | Reset | Back

Staff Code: N005 Staff Record Created in: FMP Module
Name: LEE LI LI (李莉莉)

Edit Staff Employment Record

School Level/Session: Primary/AM Employment Period: 01/02/2005 - Current
(DD/MM/YYYY - DD/MM/YYYY)

Employment Start Date: 01/02/2005 Employment End Date: DD/MM/YYYY
(DD/MM/YYYY)

Staff Type^[1]: Teaching Staff* Rank: Graduate Master/Mistress

Staff Rank (for Tax Return): Teacher

Remarks:

Note(s):
[1] Staff types with * - 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-FSC05-01] FMP > Staff Cost > Staff Master

Staff Master

Search | Clear | **+ Add**

School Level/Session: All

Status: All | Active | Departed

Save | Reset | Staff Mapping | Print Log | Delete | Copy | Assign

Filter: Enter keyword

	Staff Code	English Name	Chinese Name	School Level/Session	Staff Record Created in	Capture for Payroll
<input type="checkbox"/>	N001	LING LING	凌玲	Primary/AM	FMP Module	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	N002	WAN WONG WONG	溫旺旺	Primary/AM	FMP Module	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	N003	LEE YAT MING	李逸明	Secondary/Whole Day	FMP Module	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	N004	CHEUNG CHI CHEUNG	張志祥	Secondary/Whole Day	FMP Module	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	N005	LEE LI LI	李莉莉	Primary/AM	FMP Module	<input type="checkbox"/> Y <input type="checkbox"/> N

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

Save | Save TRN | Reset | IR56B | Revised IR56B | Freeze | Unfreeze | Staff Mapping | Print Log | Synchronize Rank

Assign

Taxation Year and Status: 2022/2023 - Review
(YYYY/YYYY)

Transaction Reference Number (TRN):

Filter: Enter keyword

	Staff Code	English Name	Chinese Name	Rank	Total Amount \$	Included in Tax Return
<input checked="" type="checkbox"/>	N001	LING LING	凌玲	Assistant Clerical Officer	0	<input type="checkbox"/> Y <input type="checkbox"/> N
<input checked="" type="checkbox"/>	N002	WAN WONG WONG	溫旺旺	Workman I	0	<input type="checkbox"/> Y <input type="checkbox"/> N
<input checked="" type="checkbox"/>	N003	LEE YAT MING	李逸明	Laboratory Technician I	0	<input type="checkbox"/> Y <input type="checkbox"/> N
<input checked="" type="checkbox"/>	N004	CHEUNG CHI CHEUNG	張志祥		0	<input type="checkbox"/> Y <input type="checkbox"/> N
<input checked="" type="checkbox"/>	N005	LEE LI LI	李莉莉	Graduate Master/Mistress	0	<input type="checkbox"/> Y <input type="checkbox"/> N

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

Prepare Tax Return Information

Taxation Year: 2022/2023

Staff Code: N005 Included in Tax Return: Yes

Name: LEE, LI LI (李莉莉)

Employee Tax File No.

Name of Principal Employer (for part time employee)

Residential Address: Room 2903, Tin Sum Estate, Tai Wai

Correspondence address same as residential address?

Correspondence Address

Area

10. Period of employment for the year from 1 April 2022 to 31 March 2023

Period of Employment From: 01/04/2022 To: 31/03/2023

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

IR56B Item	Description	Original Amount HK\$	Tax Return Amount HK\$
(a)	Salary/Wages	0	390,000
(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

5. In “FMP” > “Staff Cost” > “Tax Return”, click [Generate IR56B]. A zipped file containing the following items would be generated:
- 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 (b) 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 (a) 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];

The screenshot shows the 'Tax Return' interface with the following elements:

- Navigation: [S-FSC24-01] FMP > Staff Cost > Tax Return
- Buttons: Save, Save TRN (highlighted), Reset, IR56B, Revised IR56B, Freeze, Unfreeze, Staff Mapping, Print Log, Synchronize Rank
- Taxation Year and Status: 2022/2023 - Freeze
- Transaction Reference Number (TRN): B366233 (highlighted)
- Filter: Enter keyword
- Table with columns: Staff Code, English Name, Chinese Name, Rank, Total Amount \$, Included in Tax Return

Staff Code	English Name	Chinese Name	Rank	Total Amount \$	Included in Tax Return
N001	LING LING	凌玲	Clerk	72,000	Y N
N002	WAN WONG WONG	溫旺旺	Workman	65,000	Y N
N003	LEE YAT MING	李逸明	Laboratory Technician I	260,000	Y N
N004	CHEUNG CHI CHEUNG	張志祥	Clerical Assistant	70,000	Y N
N005	LEE LI LI	李莉莉	Teacher	390,000	Y N

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;

The screenshot shows the 'Tax Return' interface with the following elements:

- Buttons: Save, Save TRN, Reset, IR56B, Revised IR56B, Freeze, Unfreeze (highlighted), Staff Mapping, Print Log, Synchronize Rank

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

The screenshot shows the 'Tax Return' interface with the following elements:

- Buttons: Save, Save TRN, Reset, IR56B, Revised IR56B (highlighted), Freeze, Unfreeze, Staff Mapping, Print Log, Synchronize Rank

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 e-TAX 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