***[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 | |  | School / Company Chop |
| Signature: |  |  |  |
| Name: |  |  |  |
| Designation: |  |  |  |
| Date: |  |  |  |