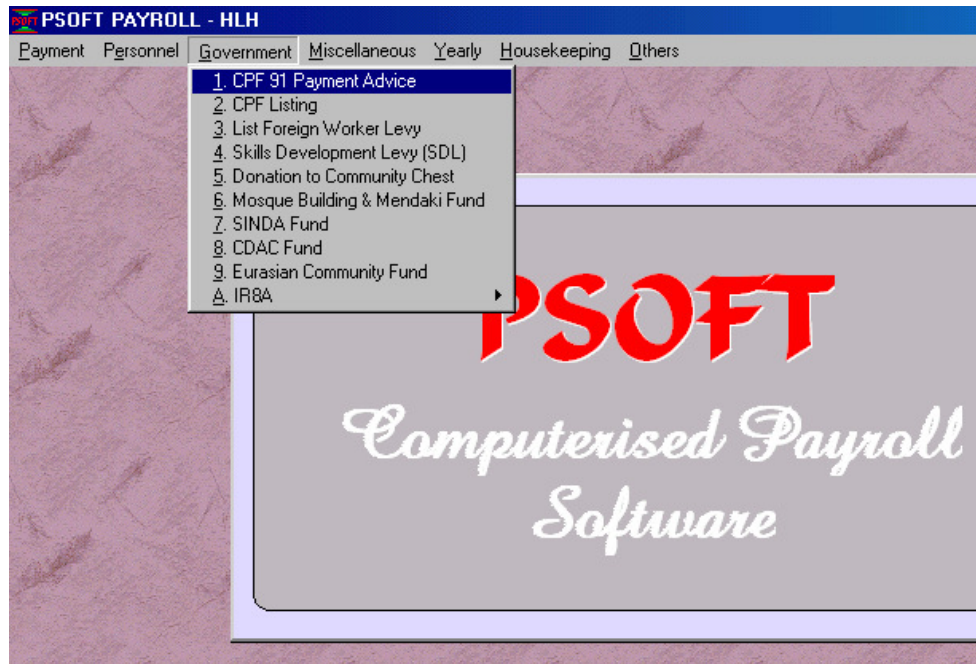


Chapter 3. Government Reports

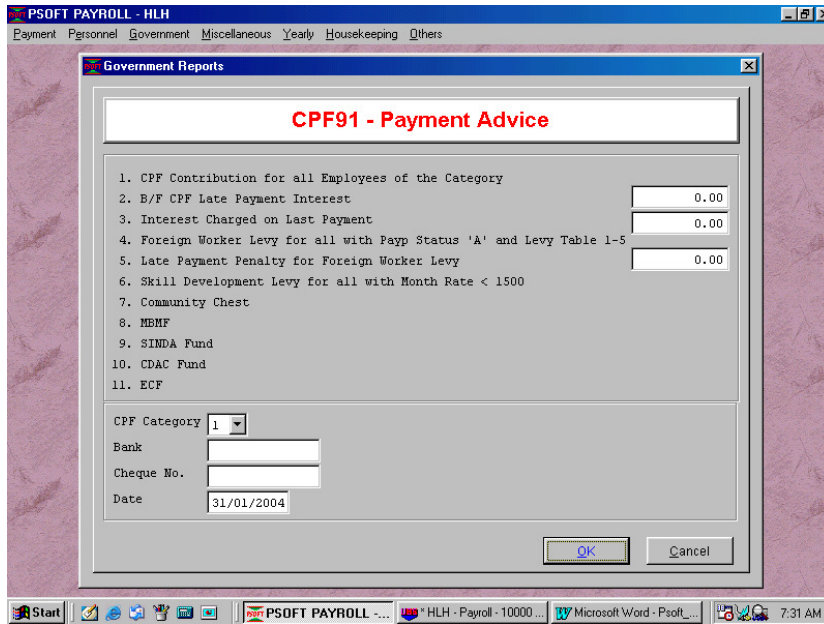
This **Government Reports** section allows us to print/view any or all of the government required reports like CPF form 91, Foreign Worker Levy, Skill Development Levy, IR8A and so on.

From the main menu, we select the **Government Reports** option the screen below will show us the various reports available:



CPF 91 Payment Advice

The first important report is the CPF form 91 which must be submitted every month. We just click on to select this report and the following dialog box will appear:



Notice from this screen that there are 3 empty boxes with 0 in them. The first box is CPF late payment interest charge, this is the late payment penalty from the previous month's CPF. If we pay CPF in time, there will be no late charge, then just ignore this box. Thus if we do not have any penalty, just ignore these three boxes and we proceed to enter our cheque no. and the Bank. We then click on the OK button, the CPF payment will pop up as shown in the next figure to inform us the total CPF payment amount that we have to sent to the CPF board for the current month's employees' payroll.

To submit all the employees' monthly CPF contribution, we just have to print out this form and attach the cheque and sent to the CPF board.

PART 1: Payment Details For MAY 2004

Payment to be made by : 14 JUN 2004

	AMOUNT \$
1. CPF Contribution	12051.00
2. B/F CPF late payment interest	0.00
Interest charged on last payment	0.00
3. Late payment on interest on CPF Contribution	0.00
4. Foreign Worker Levy	0.00
5. Late payment penalty for Foreign Worker Levy	0.00
6. Skills Development Levy	83.00
7. Donation to Community Chest	0.00
8. Mosque Building & Mendaki Fund	0.00
9. SINDA Fund	0.00
10. CDAC	0.00
11. Eurasian Community Fund	0.00
TOTAL	12134.00

FOR CPF OFFICE/POST OFFICE USE	
RECEIPT DATE	
SPECIAL INSTRUCTIONS	
BANK	
CHEQUE NO.	

PART 2: Contribution Details For MAY 2004

NAME OF EMPLOYEE	CPF ACCOUNT NO.	CPF CONTRIBUTION \$	DATE LEFT EMPLOYMENT	ORDINARY WAGES \$	ADDITIONAL WAGES \$
ALAIN HON THAI YEW	608480	1815.00	//	5500.00	0.00
AVUDAYAP PAN SARAVANAN	608480	0.00	//	500.50	0.00
AZMAN BIN BASRI	608480	138.00	//	600.00	0.00

Notice from the above print out that the Skill Development Levy was already calculated. Similarly for the Foreign Worker Levy (FWL), if there is any FWL to be paid, Psoft will also automatically calculate the total amount of FWL. The rest like MBMF, SINDA and CDAC Psoft will also automatically calculate their respective total amounts if they exist.

The next government is the CPF listing which will list out the detail of the employees' CPF from both the employer and the employee, the gross wage and any additional wage. The list is shown in the next figure below:

CPF LISTING FOR MONTH May 2004

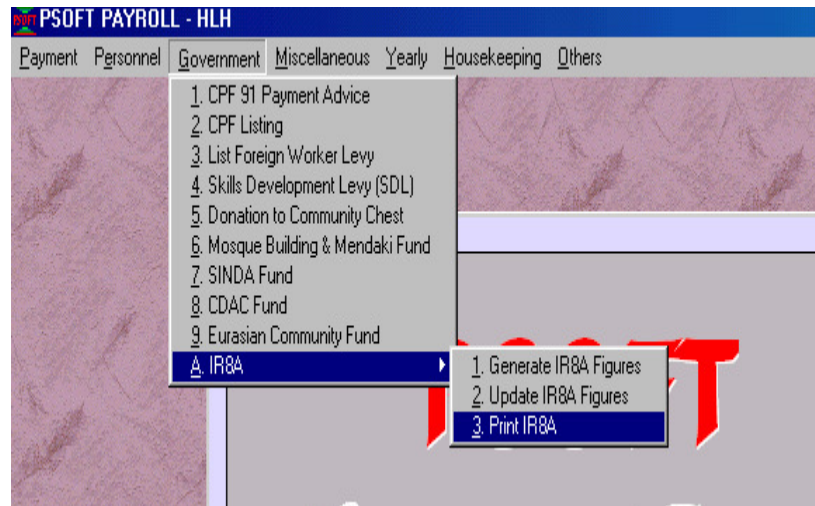
HLH

EMPNO	NAME	CPF A/C NO.	CPF YEE	CPF YER	TOTAL CPF	GROSS SALARY	ADDITIONAL WAGES
SA0001	ALAN HONG TAT YET	608480	1100.00	715.00	1815.00	4430.00	0.00
MWAD00	AZZAM BIN BADAQ	608480	60.00	78.00	138.00	540.00	0.00
DF0001	FONG CHEA TAT	260375.6	840.00	546.00	1386.00	3360.00	0.00
LWF002	FONG SIN YDU	608480	102.00	87.00	189.00	568.00	0.00
LWF001	FONG TAT JAY	608480	0.00	59.00	59.00	450.00	0.00
LWF003	FRANK NGO	608480	0.00	39.00	39.00	300.00	0.00
MWGD00	GANILAM A/L PERWAJA	608480	204.00	133.00	337.00	816.00	0.00
DH0002	HONG HUP KIA	260375.6	780.00	507.00	1287.00	3120.00	0.00
DH0001	HONG HUP SENG	260375.6	1100.00	715.00	1815.00	6200.00	0.00
SJ0001	JAILA/L PALMS TAY	260375.6	220.00	143.00	363.00	880.00	0.00
MWMD00	K. MUKIM KRUMAN	260375.6	251.00	164.00	415.00	1005.60	0.00
DL0001	LEW MIN KEE	260375.6	1040.00	676.00	1716.00	4160.00	0.00
SM0001	RAMASING MANIKU	260375.6	240.00	156.00	396.00	960.00	0.00
SR0001	RE GENT YAU	608480	176.00	114.00	290.00	704.00	0.00
SS0001	SIMAR A/L PALM	260375.6	510.00	332.00	842.00	2040.00	0.00
ST0001	TOM TANG HUK QUIT	608480.-	584.00	380.00	964.00	2336.00	0.00
TOTAL :			7207	4844	12051		

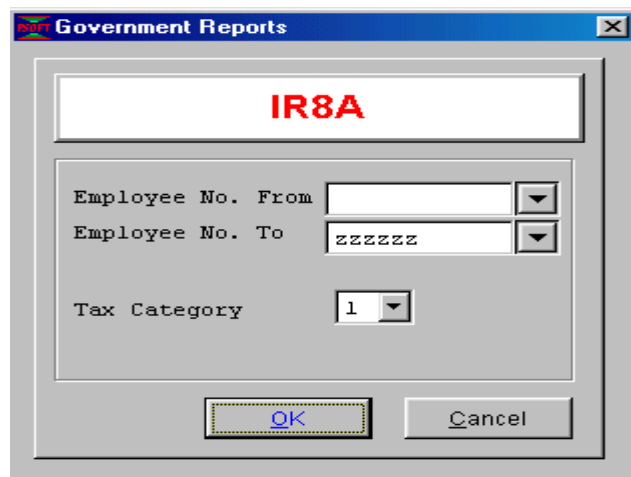
Similarly, we can print/view each and every other report in the **Government Report** option to confirm all the details for the month's CPF calculation.

Another important report that is required by the government is the annual IR8A form for income tax submission. From the **Government Report** option, we double click on the Print IR8A option as shown

below:



Another dialog box will pop up to allow us to select the range of employees to print/view:



We can select certain range of employee to print/view or just click on the OK button to print/view all employees' IR8A. A sample of IR8A print out is shown below. Psoft will automatically calculate and print out all the IR8A's requirements in the form for the staff to submit to the Inland Revenue Authority.

2005

FORM IR8A

Return of Employee's Remuneration for the year ended 31 Dec 2004

You must fill in this form and give it to your employee/pensioner By 1 MAR 2005 for submission together with his income Tax Return

Employer's Tax Ref. No. (RCB No. / Others) 132132029H	* Employee's Tax Ref. / NRIC / FIN / Immigration IMS / Work Permit / Passport No. S123456B		
Full Name of Employee or Pensioner FONG TAT JAY	Date of Birth 06/05/1959	Sex M	Designation DRIVER
Residential Address : BLK 618 JURONG WEST ST1 #18-229 420618	Marital Status S		
If employment commenced/ceased during the year, state:	Date of Commencement	Date of Cessation	

INCOME	\$
a) Gross Salary, Fee, Leave Pay, Wages, and Overtime Pay:	450.00
b) Bonus (non-contractual bonus declared ___/___/___ and / or contractual bonus for services rendered in)	0.00
c) Director's fees approved at the company's AGM on ___/___/___	0.00
d) OTHERS :	
1. Gross Commission for the period to * monthly/one-time payment	0.00
2. Pension :	0.00
3. Allowances : Transport.. 0.00 Entertainment.. 0.00 Others.. 0.00	0.00
4. Gratuity of compensation including retrenchment benefits / payments in lieu notice / ex-gratia payments, etc. (give details separately) :	0.00
5. Retirement benefits including gratuities / pension / commutation of pension / lump sum payments, etc from Pension / Provident Fund : Name of Fund	0.00