User Guide
E-Pay
Tax Form 1721 (Admin Mode)

CONTENTS

TAX FORM SETUP

Admins can upload pdf file of Tax Form 1721 and update tax form release status. Navigate to **E-Pay** module and select **Form 1721 (Admin).**

$ E-Pay	⌄
● E Pay Slip Administration	›
● EA Form Administration	›
● IRAS Form Administration	›
● Pay slip	
● EA Form	
● IRAS Form	
● Form 1721 (Admin)	
● Form 1721	

1.1 Upload Tax Form

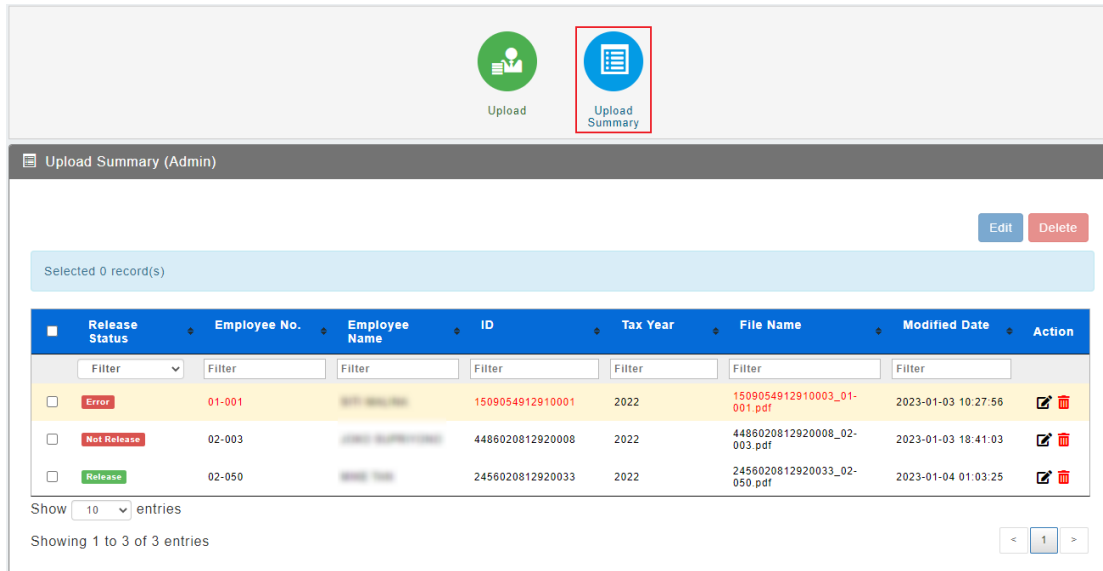Admin can upload Tax Form 1721 in pdf file format through the **Upload** tab.

Upload   Upload Summary

Upload (Admin)

⬆ Upload

Tax Year   :   -   ⌄
Upload File ❷   :   Choose Files   No file chosen

Please select tax year to upload form 1721.

Follow the steps below to upload the tax form:

1. Select tax year from the dropdown list

2. Select the attachment to be uploaded. Only pdf file type is allowed and file name format must in ID_EMPLOYEENO. Admin can upload multiple files at once.

3. Click **⬆ Upload** to upload tax form

1.2 Upload Summary

Admins can update release status to allow employees to view their tax forms or remove uploaded tax forms through the **Upload Summary** tab. Employees can only view their respective tax forms that have been released.
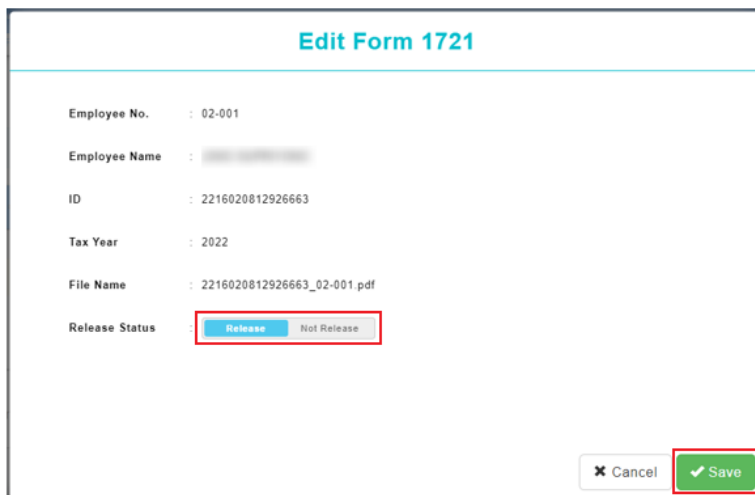

Click on the respective columns to sort or enter keyword in the search box to filter the desired items. An **Error** will be shown in the list when there is a discrepancy in the file name between employee profile ID and employee number.

*Record under ERROR status will cause user unable to export the tax form

Follow the steps below to update release status for a single tax form record:

1. Click on the button of the desired record

2. Select the release status, either **Release** or **Not Release**

3. Click button to save the record

Follow the steps below to update multiple tax form records:

1. To update multiple records, tick ☑ the check box of the desired records and click on the Edit button

2. Click ✖ if you would like to remove the selected item(s) from the list.

3. Select either ✔ Release or ✖ Not Release button to update all tax form release status or click the ✖ Cancel button to cancel the changes.

Follow the steps below to delete tax form records:

1. Click on the 🗑 icon of the desired record to be removed

2. Click on [Delete] button to confirm deletion.

3. To delete multiple records, tick ☑ the check box of the desired records and click on the [Delete] button

4. Click on the [Delete] button to confirm deletion.