



# e-Services Guide

Annual Return for Tax Deductible Donations (for Payroll Deductions only)

Last updated on April 2023

# Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	IPC	Institution of a Public Character
2	IRAS	Inland Revenue Authority of Singapore
3	TDD	Tax Deductible Donations

# Prerequisites/Please Read/Learning Objectives

Before you begin, your organisation must be a registered charity or an exempt charity conferred with an IPC status during the calendar year of submission.

TDD submission in the Charity Portal covers payroll deductions only. Your IPC should continue to submit the Annual Return for TDD to IRAS.

# Homepage

Click **Annual Return for Tax Deductible Donations (for Payroll Deductions only)** on the left menu.

This menu item will only be visible for organisations who have a valid IPC during the calendar year of submission. If the organisation has just submitted an IPC application, it will not be visible until the IPC application has been approved.

A Singapore Government Agency Website

**CHARITY PORTAL** (4) Logout

Hi, WA...

HOME

Home

Inbox

Home

Charity Profile ▾

View Charity Profile

Update Charity Profile

Application for Approval as an Institution of a Public Character (IPC)

Annual Submissions

Application for Deregistration as a Charity

**Annual Return for Tax Deductible Donations (for Payroll Deductions only)**

**Welcome WA...**,  
You are representing: ANTIOCH MISSIONS

**Your Form(s): 2 Record(s)**  
To continue with the Application for Registration as a Charity, please select the reference no.

S/N	Reference No.	Name of Form	Last Updated Date	Status
1	APP-17122020-1608196494	Application for Deregistration as a Charity	17/12/2020	Draft
2	APP-26102020-1603701755	Application for Extension as an Institution of a Public Character (IPC)	26/10/2020	Draft

Notes: Drafts that are stored for more than 90 days will be automatically deleted. All edits previously made to the drafts will not be retained. Please therefore submit the forms/ applications as soon as possible.

**Your Submission(s): 20 Record(s)**

S/N	Submission No.	Name of Form	Last Updated Date	Status
1	CPAR-200806-000001	FY2019 Annual Reports	28/12/2020	Pending Applicant

# Calendar Year of Submission

Enter the Calendar Year of Submission in the format of “YYYY”.

Then click **Proceed**.

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## Annual Return for Tax Deductible Donations

**Annual Return for Tax Deductible Donations (for Payroll Deductions only)**

An Institution of a Public Character (IPC) is required to submit its Annual Return for Tax Deductible Donations (TDD) to the Inland Revenue Authority of Singapore (IRAS) by 31 January each year.

If your IPC receives some TDD via the payroll deduction mode which are not reported via ipcLink, apart from the Annual Return for TDD submitted to IRAS, your IPC must continue to submit its Annual Return for TDD to the Commissioner of Charities or Sector Administrator before 31 January each year.

This application will take you about XX minutes to complete.

Please enter the calendar year (i.e. January to December) of Annual Return for Tax Deductible Donations that you would like to submit:

**Calendar Year**  
Enter the date in the format "YYYY"

2020

**Proceed**

**Inbox**

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**Charity Profile** ▾

- View Charity Profile
- Update Charity Profile

**Application for Approval as an Institution of a Public Character (IPC)**

**Annual Submissions**

**Application for Deregistration as a Charity**

**Annual Return for Tax Deductible Donations (for Payroll Deductions only)**

# 4 Stages of the Submission

Select the **Print** icon at the top right corner if you would like to print any parts of the submission.

There are 4 stages for the TDD Submission.

The current stage will be a solid colour and the stages that are completed will be marked with a check.

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**CHARITY PORTAL** (4) Logout

Hi, W/ S

HOME / 2020 ANNUAL RETURN FOR TAX DEDUCTIBLE DONATIONS

## 2020 Annual Return for Tax Deductible Donations

Reference No.: APP-01022021-1612155516 Status: Draft

Inbox

Home

1  Details of TDD

2  Declaration

3  Preview & Submit

4  Complete

Print icon highlighted in red box.

# Details of TDD

Enter the Payroll amount on the Payroll field, which allows for:

Up to 2 decimal points; and  
Value must be greater than 0.

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Reference No.: APP-01022021-1612155516 Status: Draft

1 Details of TDD
 -----
2 Declaration
 -----
3 Preview and Submit
 -----
4 Complete

- All fields are mandatory unless otherwise stated.
- You can save the application form as draft copy for future completion.

2020 Annual Return for Tax Deductible Donations

**Individual**

Payroll	S\$ <input style="width: 90%;" type="text" value="9999.99"/>
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Cancel
Save as Draft
Declare and Submit

# Declare and Submit

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Reference No.: APP-01022021-1612155516 Status: Draft

1 Details of TDD
 -----
2 Declaration
 -----
3 Preview and Submit
 -----
4 Complete

- All fields are mandatory unless otherwise stated.
- You can save the application form as draft copy for future completion.

2020 Annual Return for Tax Deductible Donations

Individual

Payroll	S\$ 9999.99
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Cancel
Save as Draft
Declare and Submit

Click **Declare and Submit** after completing the form.

# Declaration

The declarant's Full Name as per ID, ID Type, ID No. and Email Address are pre-populated from Corppass.

Declarant's name is non-editable as it is a Government-verified data. If it is incorrect, please contact [mccy\\_charities@mccy.gov.sg](mailto:mccy_charities@mccy.gov.sg) for further assistance.

Read the declaration statements carefully and select declaration checkboxes.

Click **Preview** to go to Preview page.

Reference No.: APP-01022021-1612155516 Status: Draft

Details of TDD -----
  **2 Declaration** -----
  3 Preview & Submit -----
  4 Complete

### Declaration

- Your name is pre-populated from Corppass, and is Government-verified data. If it is incorrect, please contact [mccy\\_charities@mccy.gov.sg](mailto:mccy_charities@mccy.gov.sg) for further assistance.

Declaration Details:

Full Name as per ID  
W. [REDACTED] 'ES

ID Type: NRIC (CITIZEN) ID No.: S [REDACTED] 4E

Email Address: W [REDACTED] @mail.com Designation (within Organisation): Operations Manager

Please note that any false information provided in this submission will invalidate this submission.

I confirm that the information provided in this submission is true and accurate to the best of my knowledge. I am aware that the provision of false or misleading information in relation to this submission to the Commissioner of Charities can constitute a criminal offence which is punishable by imprisonment and/or a fine.

I hereby declare that the Governing Board has approved this Annual Return on Tax Deductible Donations (for Payroll Deductions only) and has authorised me to submit this Return on its behalf. All information given by me in this Return is true to the best of my knowledge and I have not wilfully suppressed any material fact.

# Preview

Select the **Print** icon at the top right corner if you would like to print submission preview.

Verify the information that you have provided.

Click **Submit** to submit the completed form.

Reference No.: APP-25022021-1614246916 Status: Draft

✓ Details of TDD
 ✓ Declaration
 3 Preview and Submit
 4 Complete

**Submission Preview**

Before submission, please verify all the details in the completed form:

2020 Annual Return for Tax Deductible Donations

Individual

Payroll	SS	9999.99
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Back to Declaration
Submit

# Acknowledgement

You will receive an acknowledgement of the submission.

Click **Save a Copy** to download the submission in PDF.


Reference No.: APP-01022021-1612155516 Status: Submitted




**Submitted!**

An acknowledgement of your submission will be sent to your email: Walid\_Hayes@email.com

Submission Date: 01/02/2021 15:16:34

You may save a copy of your submission here 

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# Contact Us



**Helpdesk (6337 6597)**



**[MCCY\\_Charities@mccy.gov.sg](mailto:MCCY_Charities@mccy.gov.sg)**

# Thank You



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