

# 僱主 電子報稅

網上填表  
簡單、方便又快捷！



## 網上提交僱主報稅表 / 通知書的步驟



完成提交程序

## 怎樣擬備資料檔案？

資料檔案可用以下方法擬備：

- IR56表格擬備工具(IR56B/F)<sup>全新</sup>
- 自行設計電腦軟件<sup>1</sup> (IR56B/F)
- 稅務局IR56B軟件(只適用於年度IR56B)
- 於網上直接填寫(IR56B/E/F/G/M)

## 怎樣經稅務易提交資料檔案？

### 在線模式

獲授權簽署人<sup>2</sup>須登入稅務易帳戶及用稅務易通行密碼以完成整個提交程序。除IR56表格外，僱主報稅表BIR56A及IR6036B亦可在線模式提交。資料檔案可用以下方法擬備：

- IR56表格擬備工具
- 自行設計電腦軟件<sup>1</sup> (上限800份)
- 稅務局IR56B軟件
- 於網上直接填寫 (上限30份)

### 混合模式

僱主可指派一位人士經僱主電子報稅服務上載IR56表格的資料檔案。當成功上載資料檔案至稅務局，獲授權簽署人<sup>2</sup>只須簽妥及交回由系統匯出的核對表(如用作年度報稅，請連同簽妥的文本BIR56A一併交回)，便可完成整個提交程序。資料檔案可用以下方法擬備：

- IR56表格擬備工具
- 自行設計電腦軟件<sup>1</sup> (上限800份)
- 稅務局IR56B軟件

1. 須事先獲得稅務局批准
2. 獲授權簽署人是指獨資經營業務的東主/合夥業務的首合夥人/法團的公司秘書、經理、董事、投資經理(只適用於開放式基金型公司)、臨時清盤人或清盤人/團體的主要職員/非居港人士的代理人

## 怎樣進入IR56表格擬備工具？

- 進入稅務局網站 [www.ird.gov.hk](http://www.ird.gov.hk)



閱讀重要提示後再按  
<繼續> 選擇服務

## IR56表格擬備工具的特點及好處

- 為網絡應用程式，無需安裝
- 每個資料檔案可存載多至800份IR56B或IR56F紀錄
- 簡單的屏幕流程及容易使用
- 備有數據驗證以確保輸入資料完整
- 能夠從舊有的資料檔案匯入僱員的個人資料
- 方便列印個別的文本或匯出電子版的IR56表格以分發給僱員
- 「自選存檔碼」用作保護所擬備的資料檔案
- 減少用紙

## 使用IR56表格擬備工具的聰明小貼士

- 為防止遺失輸入的數據，用戶每輸入或修改20筆紀錄，系統會提醒用戶儲存草稿檔
- 安全保管「自選存檔碼」(如用戶忘記或遺失「自選存檔碼」，稅務局亦無法重設或取回)
- 採取適當的方法以保護已儲存檔案，防止未獲授權的取閱

## 有用連結

- 僱主電子報稅服務 [www.ird.gov.hk/chi/tax/err.htm](http://www.ird.gov.hk/chi/tax/err.htm)
- 電子提交僱主報稅表 / 通知書的操作指南 [www.ird.gov.hk/chi/pdf/er\\_efiling\\_userguide.pdf](http://www.ird.gov.hk/chi/pdf/er_efiling_userguide.pdf)
- IR56表格擬備工具的操作指南 [www.ird.gov.hk/chi/pdf/erpt\\_userguide.pdf](http://www.ird.gov.hk/chi/pdf/erpt_userguide.pdf)





**Online Completion**  
**Simple, Fast & Easy!**



## Steps to submit an Employer's Return / Notification via e-Filing

Visit the IRD Web Site at [www.ird.gov.hk](http://www.ird.gov.hk)

Click  and select the service

Prepare the data file

Select the Mode of Submission

### Online Mode

The Authorized Signer logs in eTAX account

Enter the Employer's File No./Business Registration No. and Employer's Identification Code

- Upload the IR56 Forms data file
- Sign and submit the Employer's Return BIR56A (if applicable) and IR56 Forms via eTAX

Acknowledgement of submission will be generated

Complete the submission process

### Mixed Mode

Enter the Employer's File No./Business Registration No. and Employer's Identification Code

Upload the IR56 Forms data file

- Acknowledgement will be generated after successful upload of the data file
- Print the Control List generated from the system

The Authorized Signer signs and submits the Control List with the Employer's Return BIR56A (if applicable) to the Department by post or in person

## How to prepare a data file for submission ?

The data file can be prepared by the following means:

- IR56 Forms Preparation Tool (IR56B/F) 
- Self-developed Software<sup>1</sup> (IR56B/F)
- IRD IR56B Software (Annual IR56B only)
- Direct Keying (IR56B/E/F/G/M)

## How to get access to the IR56 Forms Preparation Tool ?

- Visit the Department's Web site at [www.ird.gov.hk](http://www.ird.gov.hk)



After reading the Important Notes, click <Continue> to select service

## Features & benefits of IR56 Forms Preparation Tool

- A web-based application and installation is not required
- Each data file can contain a maximum of 800 IR56B or IR56F records
- Simple screen flow and easy to use
- Built-in validation to ensure completeness of data entry
- Able to import employees' particulars from old data files
- Convenient to print hard copy or export soft copy for each IR56 form prepared for distribution to employees
- Secured data file by creating a Self-selected Key by the user
- Less paper consumption

## Smart tips for using the IR56 Forms Preparation Tool

- To avoid the loss of data inputted, the system will remind the user to save the draft for every 20 cases input or edited
- Safe custody of the 'Self-selected Key'. The Department has no means to reset or retrieve the key if it is forgot or lost
- Take appropriate measures to protect the saved files to avoid unauthorized access of data

## Useful links

- Employer's Return e-Filing Services [www.ird.gov.hk/eng/tax/err.htm](http://www.ird.gov.hk/eng/tax/err.htm)
- User Guide of Filing of Employer's Return / Notification via the Employer's Return e-Filing Services [www.ird.gov.hk/eng/pdf/er\\_efiling\\_userguide.pdf](http://www.ird.gov.hk/eng/pdf/er_efiling_userguide.pdf)
- User Guide of the Preparation Tool [www.ird.gov.hk/eng/pdf/erpt\\_userguide.pdf](http://www.ird.gov.hk/eng/pdf/erpt_userguide.pdf)



1. Prior approval must be sought from the Department  
2. An Authorized Signer refers to the Proprietor for a sole proprietorship business/ Precedent Partner for a partnership business/ Company Secretary, Manager, Director, Investment Manager (only applicable to an open-ended fund company), Provisional Liquidator or Liquidator for a corporation/ Principal Officer for a body of persons / Agent for a non-resident person