**Manual Tax Input Payday Report File Format (CSV)**

First line is treated as the header and is not parsed into NTIS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description** | **Attribute** | **Field Size** | **Required/****Optional** | **Notes** |
| TIN | NUM | 10 | Required | With leading zeros if shorter than 10 |
| Date of Birth | NUM | 8 | Required | Must be in format YYYYMMDD |
| Tax Code | RANGE | 1 | Required | Must be “P” or “S” (P for primary employment and S for secondary employment) |
| Residence | RANGE | 1 | Required | Must be “R” or “N” (R for resident and N for non-resident) |
| Employment Start | NUM | 8 | Required | Must be in format YYYYMMDD |
| Employment Finish | NUM | 8 | Required | Must be in format YYYYMMDD |
| Year-to-date Normal Pay | DEC | Max 15 | Required | Total Normal Pay paid to date during the year, excluding current period |
| Year-to-date Dir. Rem. & Bonus/Overtime | DEC | Max 15 | Required | Total Dir. Rem. & Bonus/Overtime paid to date during the year, excluding current period |
| Year-to-date Redundancy Payments | DEC | Max 15 | Required | Total Redundancy Payments paid to date during the year on or after 1 August 2019, excluding current period, net of exempt amount |
| Year-to-date Lump Sum Payments | DEC | Max 15 | Required | Total Lump Sum Payments paid to date during the year, excluding current period, net of exempt amount |
| Year-to-date Other One-off Payments | DEC | Max 15 | Required | Total Other One-off Payments paid to date during the year, excluding current period |
| Year-to-date Income Tax | DEC | Max 15 | Required | Total Income Tax withheld to date during the year, excluding current period |
| Year-to-date SRT | DEC | Max 15 | Required | Total SRT withheld to date during the year, excluding current period |
| Year-to-date ECAL | DEC | Max 15 | Required | Total ECAL withheld to date during the year, excluding current period |
| Normal Pay | DEC | Max 15 | Required | Normal Pay paid during the current period |
| Directors’ Remuneration | DEC | Max 15 | Required | Directors’ Remuneration paid during the current period |
| Bonus/Overtime | DEC | Max 15 | Required | Bonus/Overtime paid during the current period |
| Redundancy Payment Approval No. | NUM | 12 | Optional | With leading zeros if shorter than 12 |
| Redundancy Payment | DEC | Max 15 | Optional | Gross amount of Redundancy Payment paid during the current period for the respective Approval No. |
| Lump Sum Payment Approval No. | NUM | 12 | Optional | With leading zeros if shorter than 12 |
| Lump Sum Payment | DEC | Max 15 | Optional | Gross amount of Lump Sum Payment paid during the current period for the respective Approval No. |
| Other One-off Payment Approval No. | NUM | 12 | Optional | With leading zeros if shorter than 12 |
| Other One-off Payment | DEC | Max 15 | Optional | Other One-off Payment paid during the current period for the respective Approval No. |
| FNPF Deduction | DEC | Max 15 | Required | Total employee contribution to FNPF for the current period |
| Gross-up Employee | RANGE | 1 | Required | Must be “Y” or “N“ (Y for yes and N for no) |
| Income Tax | DEC | Max 15 | Required | Income Tax payable for the current period |
| SRT | DEC | Max 15 | Required | SRT payable for the current period |
| ECAL | DEC | Max 15 | Required | ECAL payable for the current period |

**Attribute Definitions**

|  |  |
| --- | --- |
| **Attribute** | **Definition** |
| NUM | A positive integer of a given length. No ‘+’ sign. |
| RANGE | May only contain the values within the given range. |
| DEC | Money in cents. Must be a non-negative number rounded off to 2 decimal places. For example, if the amount is $4,123.56, the output format should be ‘4123.56’. |