

How to File Form P – Partnership Income

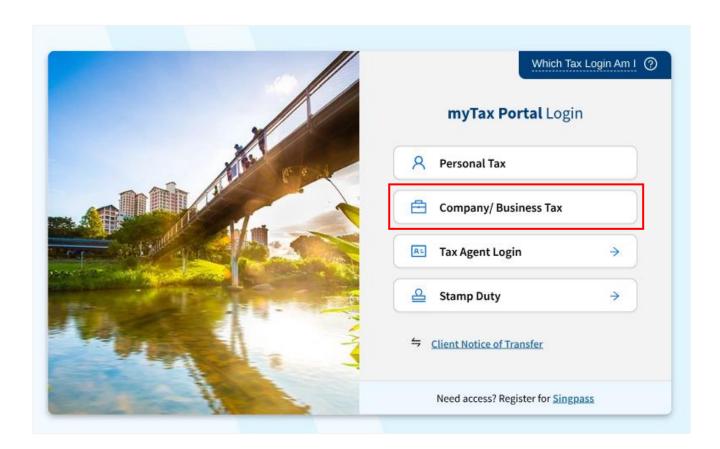
How to File Form P

Key Information for Precedent Partners

The Precedent Partner is responsible for filing Form P by 18 Apr of each year.

- 1. e-Filing of Form P will be available from 1 Feb. If a partnership e-Files Form P by 28 Feb, the partnership allocation will be pre-filled in the respective partners' Form B/B1. With this pre-filling initiative, the precedent partner need not separately inform the respective partners of their share of the partnership income and the individual partners can enjoy the convenience of having their tax return prefilled.
- 2. Inform all the partners of their share of income from the partnership. Individual partners must each declare their share of income in their respective individual Income Tax Returns.
- 3. Lodge objections to IRAS-computed partnership profit on behalf of all partners.
- 4. Inform IRAS of any change of partners.
- 5. Give one month's written notice to IRAS if any partner
 - Ceases or is about to cease being a partner and is likely to be chargeable to tax in Singapore; or
 - Is leaving or intending to leave Singapore for any period exceeding 3 months and is likely to be chargeable to tax in Singapore.
- 6. For more information, please visit the IRAS <u>website</u>.

This guide is intended for general partnerships that is registered with Accounting and Corporate Regulatory Authority (ACRA).

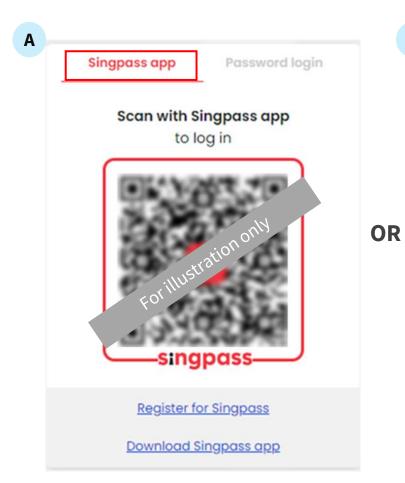


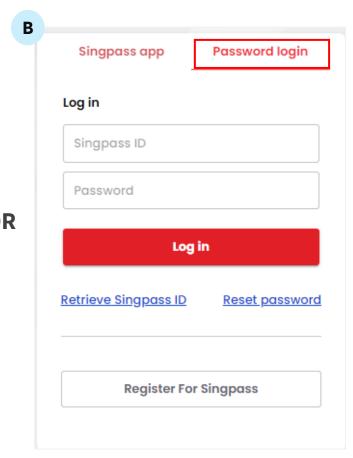
Accessing myTax Portal

- Access myTax Portal at <u>mytax.iras.gov.sq</u>.
- Click 'Company/ Business Tax'.
- You will be redirected to the Singpass login page.

Note: Please ensure that you have been authorised for the IRAS digital service 'Partnership (Form P Filing)' in Corppass in order to file Form P.

How to File Form P – Login





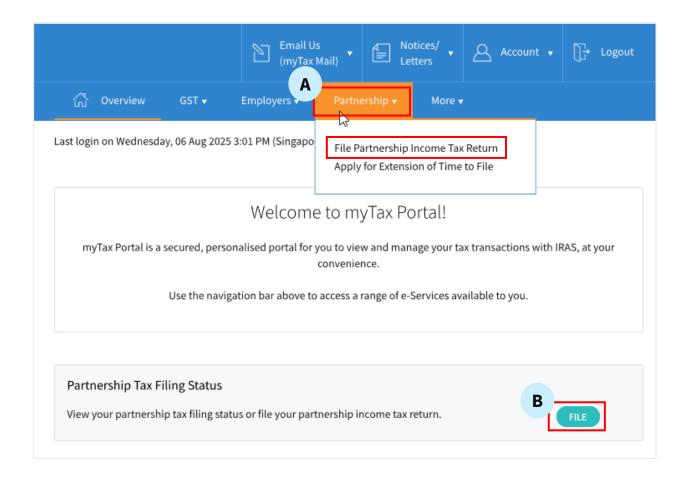
A. Singpass App

- For 'Singpass app login', scan the QR code provided using your mobile Singpass application.
- You will be directed to Singpass for authentication.
 Thereafter, you will be directed to myTax Portal.

B. Password Login

- For 'Password login', key in your 'Singpass ID' and 'Password'.
- Click 'Log in' and complete the 2-Factor Authentication.
 Thereafter, you will be directed to myTax Portal.

How to File Form P – Accessing Form P

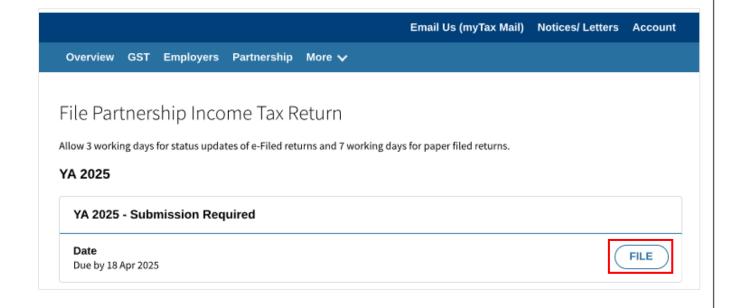


Accessing your Partnership Tax Return

A. From the top menu, select 'Partnership', then 'File Partnership Income Tax Return' from the dropdown list.

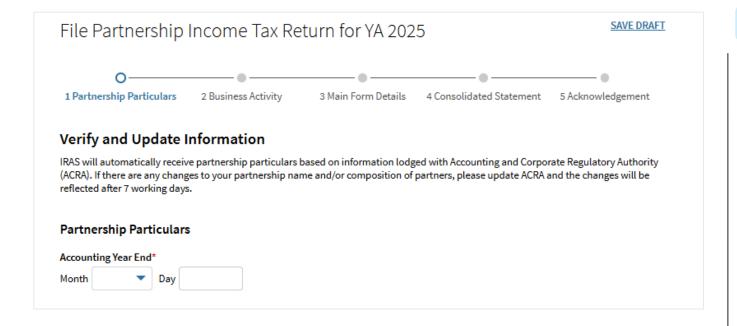
OR

B. Click 'FILE' and you will be directed to the Partnership Tax Return.



At the 'File Partnership Income Tax Return' digital service,

• Click 'FILE' and you will be directed to your Partnership Tax Return.



Partnership Particulars

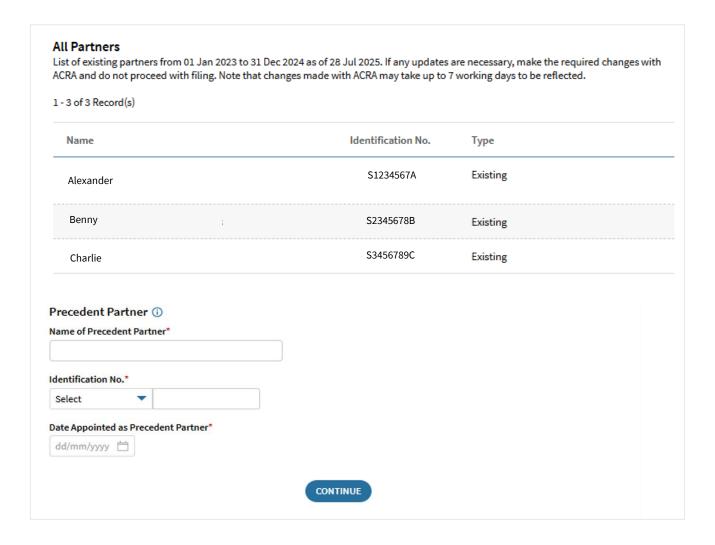
Partnership information is pre-filled using data from ACRA (Accounting and Corporate Regulatory Authority).

If there is any incorrect information, you should

- 1. Submit the corrections directly to ACRA
- 2. Allow at least 7 working days for the updated information to be reflected in the system
- Verify the following partnership particulars:

Accounting Year End

Update your accounting year end if it differs from what is shown



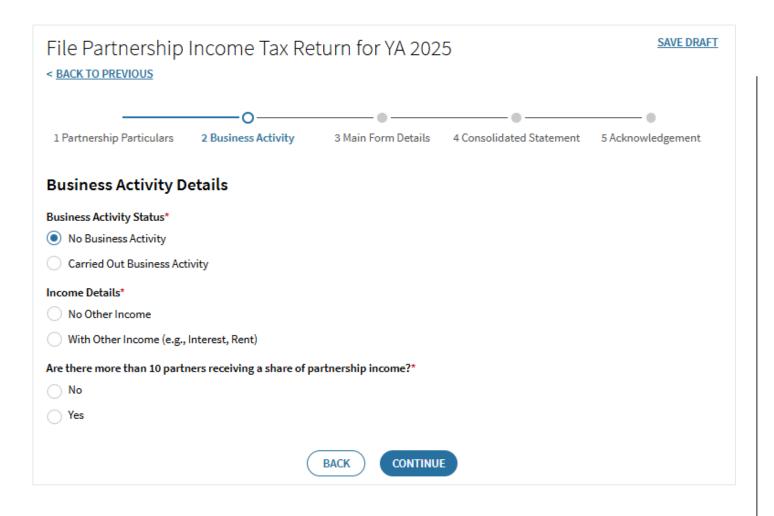
Partners Information

Only up to 10 partners are displayed.

Precedent Partner Details

- If the pre-filled information is incorrect, please provide the updated details.
- If the fields are empty, enter the current Precedent Partner's information.

Then, click '**CONTINUE**' to proceed.



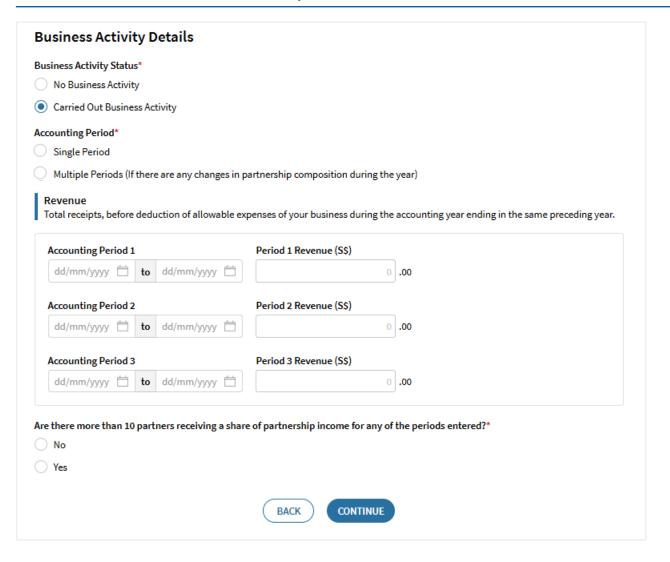
Business Activity Details

Indicate if your partnership has carried out any business activity in the accounting year and its details.

Business Activity Status - No Business Activity

- Indicate if there is any other source of income generated for this partnership.
- Indicate if there is more than 10 partners.
- Then click, 'CONTINUE' to proceed to review your consolidated statement.

Note: For Limited Partnerships (LP) and Limited Liability Partnerships (LLP), you must declare the contributed capital amount before you can proceed.

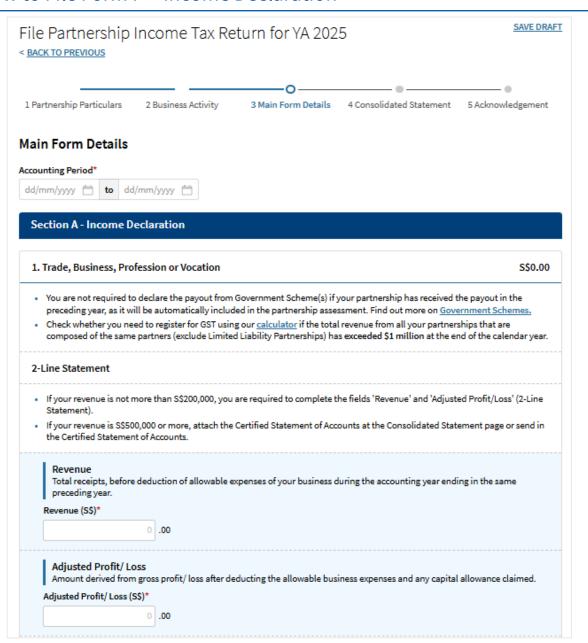


Business Activity Status - Carried Out Business Activity

• Indicate the number of accounting period(s).

Note: Multiple period could be due to change in any partnership structure (e.g., withdrawal or addition of partners, profit allocation ratio) during the accounting year.

- If there are multiple periods, please list each period and the respective revenue generated for each period.
- Indicate if there is more than 10 partners at any one point in time.
- Then, click 'CONTINUE' to proceed.



Main Form Details

Enter your Accounting Period.

Section A - Income Declaration

If your Revenue is \$200,000 or less

Fill in the '2-Line Statement':

Revenue

Total amount received before any deductions

Adjusted Profit/Loss

Calculate by: Revenue – Cost of Goods Sold (if applicable) – Allowable Business Expenses (including enhanced tax deductions/ allowances claimed under Enterprise Innovation Scheme)

Section A - Income Declaration

1. Trade, Business, Profession or Vocation S\$0.00 . You are not required to declare the payout from Government Scheme(s) if your partnership has received the payout in the preceding year, as it will be automatically included in the partnership assessment. Find out more on Government Schemes. . Check whether you need to register for GST using our calculator if the total revenue from all your partnerships that are composed of the same partners (exclude Limited Liability Partnerships) has exceeded \$1 million at the end of the calendar year. 4-Line Statement If your revenue is not more than \$\$200,000, you are required to complete the fields 'Revenue' and 'Adjusted Profit/Loss' (2-Line . If your revenue is \$\$500,000 or more, attach the Certified Statement of Accounts at the Consolidated Statement page or send in the Certified Statement of Accounts. Revenue Total receipts, before deduction of allowable expenses of your business during the accounting year ending in the same preceding year. Revenue (S\$)* .00 Gross Profit/Loss Amount of revenue after deducting cost of goods sold. If your business activities do not involve the sale of goods, gross profit is equal to the amount of revenue. Gross Profit/Loss (S\$)* Allowable Business Expenses Only expenses incurred wholly and exclusively in the production of your income are allowable. Exclude personal, private, capital, and other non-deductible expenses (e.g., Partner's Salary, Bonus, CPF and Other Benefits and private car expenses). Expenses based on estimates are not acceptable. Allowable Business Expenses (S\$) * Adjusted Profit/ Loss Amount derived from gross profit/loss after deducting the allowable business expenses and any capital allowance claimed. Adjusted Profit/Loss (S\$) 0.00

If your Revenue is more than \$200,000

Fill in the '4-Line Statement':

Revenue

Total amount received before any deductions

Gross Profit

Calculated by: Revenue – Cost of Goods Sold (if applicable)

Allowable Business Expenses

Total allowable business expenses – Refer to <u>IRAS</u> <u>website</u> for the list of allowable business expenses, and including enhanced tax deductions / allowances claimed under Enterprise Innovation Scheme.

Adjusted Profit/Loss

This amount is auto calculated using: Gross Profit/Loss – Allowable Business Expenses

Note: If your business revenue is \$500,000 or more You need to submit certified statement of accounts by uploading it as a single attachment under the 'Consolidated Statement' page.

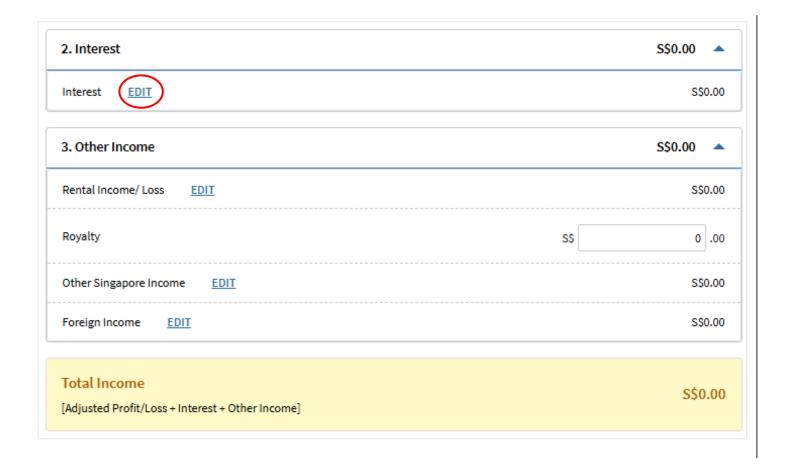


Partners' Salary, Bonus & CPF

Enter the amount of salary, bonus or CPF received or due to you or your partner(s).

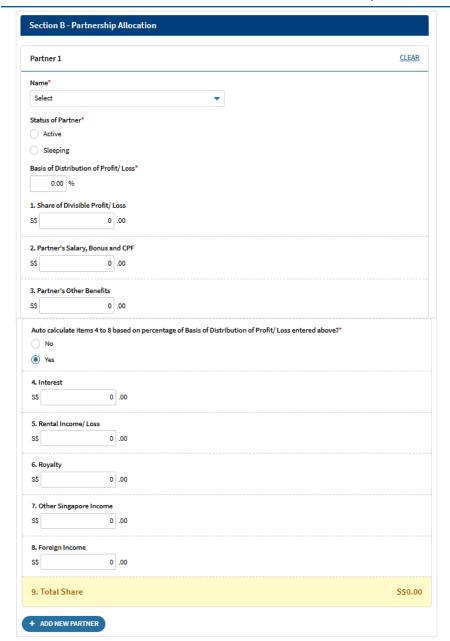
Partners' Other Benefits

Enter all payments in cash or in-kind received or due to you or your partner(s).



- Click 'EDIT' or enter in the field to declare other sources of taxable income derived from the partnership.
 - Interest
 - o Rent
 - Royalty
 - o Other Singapore Income
 - Foreign Income

How to File Form P – Details of Partnership Allocation

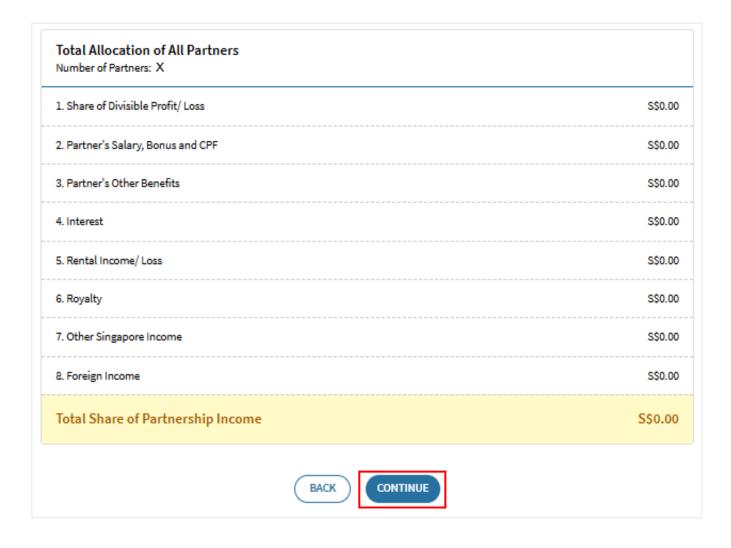


Section B - Partnership Allocation

For partnership with ≤ 10 partners

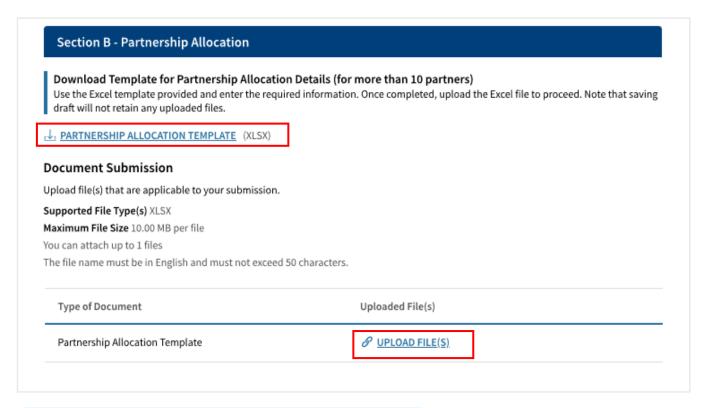
- Enter the details for the partners:
 - Name
 - Partner's Status i.e., Acting or Sleeping
 - Basis of Distribution of Profit/Loss i.e., the partner's share of profit/loss in percentage
 - Type of Partner i.e., General or Limited (applicable to Limited Partnerships (LP) and Limited Liability Partnerships (LLP) only)
 - Contributed Capital accumulated till the end of the preceding year for this partner (applicable to limited partner only)
- Share of Partner's Divisible profit/loss will be automatically calculated
- Enter the partner's share for
 - Amount of salary, bonus or CPF received or due to this partner
 - Payments in cash or in-kind (other benefits) received or due to this partner
 - For items 4 8, select '**YES**' to allow system to auto-calculate the amount OR select '**NO**' to enter the amount manually.
- Click 'ADD PARTNER' to enter the allocation details for all partners. You may add up to 10 partners. \(^{15}\)

How to File Form P – Summary

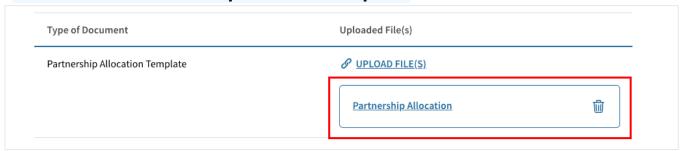


- Scroll down the main tax form to view the summary of the total allocation for all partners based on your input.
- Click 'CONTINUE' to proceed.

How to File Form P – Template Submission



Document will be shown upon successful upload



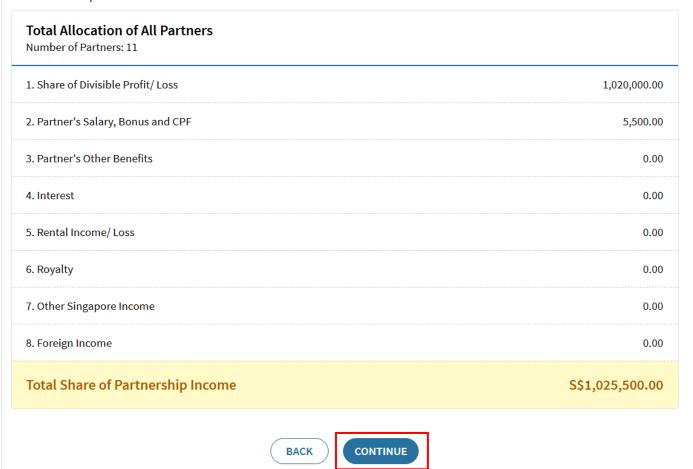
For partnership with > 10 partners

- Download and complete the 'PARTNERSHIP ALLOCATION TEMPLATE'.
- Click 'UPLOAD FILE(S)' to upload the completed file.
- Upon successful upload, the document will be shown.

How to File Form P - Summary

Summary

The values are derived from the uploaded template and must match the values entered in section A. If error(s) are displayed, update section A or re-upload the form.



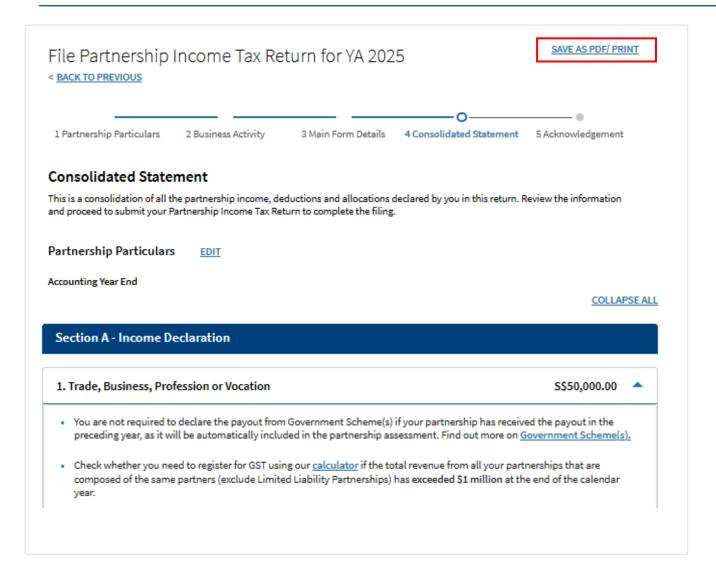
Summary

After successfully uploading the Partnership Allocation Template, you will see a summary showing the total allocation for all partners.

The values shown are based on the information from your uploaded file.

Click 'CONTINUE' to proceed.

How to File Form P - Consolidated Statement



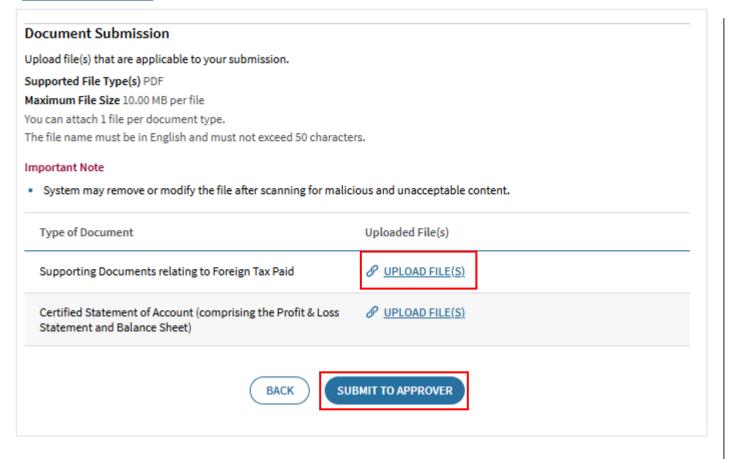
Reviewing your Consolidated Statement

- This page displays the summary of your tax filing before submission.
- Check and ensure all information is in order before you submit your tax filing.
- Save a copy of the Consolidated Statement by clicking the 'SAVE AS PDF/PRINT' button, located at the right corner on top of the page.

Note: The Consolidated Statement will not be available to you once filing has been submitted.

How to File Form P – Document Submission

Preparer's View



Scroll down the Consolidated Statement

Submission of Documents (if required)

This section will be displayed if you are required to submit documents for your tax filing.

• Click 'UPLOAD FILE(S)' to upload the required document(s) in pdf format.

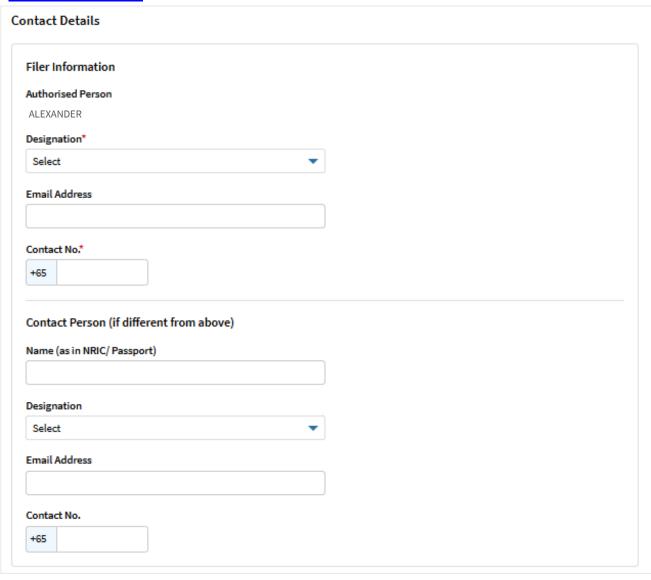
Note: If you do not have the required document during filing, you may proceed to submit your tax return first then send the document separately using the same digital service 'File Partnership Income Tax Return' by the filing due date of 18 Apr, whichever is earlier.

- Then, click 'SUBMIT TO APPROVER' to proceed for your Approver to submit the e-Filing.
- You (Preparer) will be brought to an Acknowledgement Page.

Note: Please remind the Approver to submit the Form P within 14 days.

How to File Form P - Contact Details

Approver's View



Contact Details

Filer Information

Enter the **contact details of the person filing the tax return** (i.e., details of the approver who is submitting the tax return for the partnership)

- Designation
- Email address
- Contact no.

Contact Person

Enter details of Contact Person, if the person is not the approver.

- o Name
- Designation
- Email Address
- Contact No.

How to File Form P – Declaration and Submission

Approver's View

Declaration



- The information on the partnership income, deductions and allocations given in this tax return and in any document(s) to be submitted is true and complete;
- I am aware that penalties may be imposed for failing to furnish a tax return by the due date and/ or making incorrect or false declaration to the Comptroller of Income Tax.

BACK



Submitting your Tax Return

- Tick the Declaration box.
- If there is changes to be made, click 'BACK'.
- Otherwise, click '**SUBMIT**' to complete your tax filing.

File Partnership Income Tax Return for YA 2025

SAVE AS PDF/ PRINT

1 Partnership Particulars

2 Business Activity

3 Main Form Details

4 Consolidated Statement 5 Acknowledgement

Acknowledgement

Successful Submission

The Partnership Income Tax Return (Form P) is being processed by IRAS. Note that the Precedent Partner is required to inform all the partners of their share of profit or loss from the partnership and advise the partners to declare their share of profit or loss in their individual Income Tax Return (Form B).

Acknowledgement No.

5900000000459

Date/Time

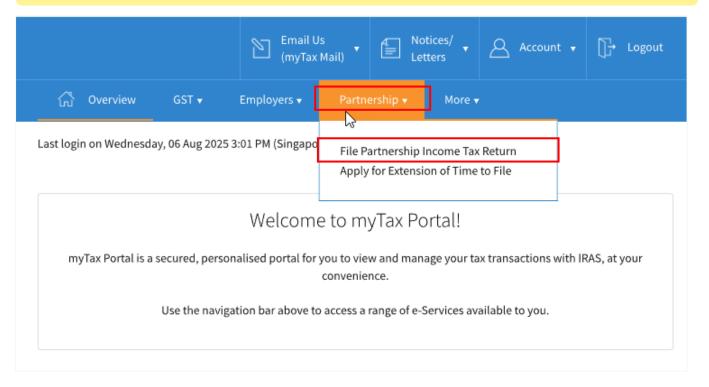
28 Feb 2025 10:29 AM

Acknowledgment of successful submission

- This page will be displayed once your filing is submitted successfully.
- Click 'SAVE AS PDF/PRINT' if you would like to save the acknowledgement page.

Note: Form P can only be submitted **once**. If you need to make any changes after submission, the Precedent Partner must send the required changes via myTax Mail.

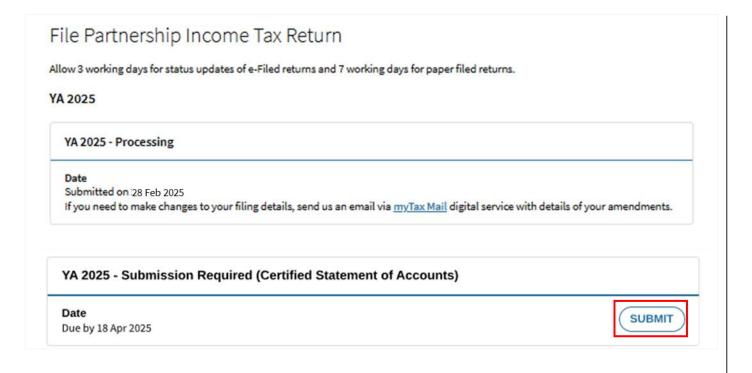
Additional Information: Submission of Documents (if required) AFTER e-Filing



After login to myTax Portal,

 Select 'Partnership', then 'File Partnership Income Tax Return' from the dropdown list.

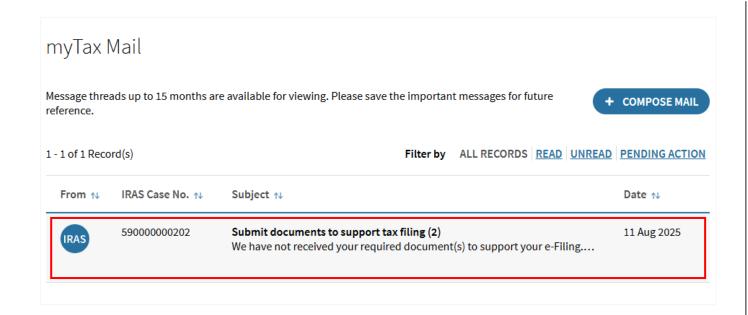
How to File Form P – Submission of Documents (if required) after e-Filing



At the 'File Partnership Income Tax Return' digital service,

- Click 'SUBMIT'.
- You will be redirected to myTax Mail to upload and submit the required document(s) in pdf format.

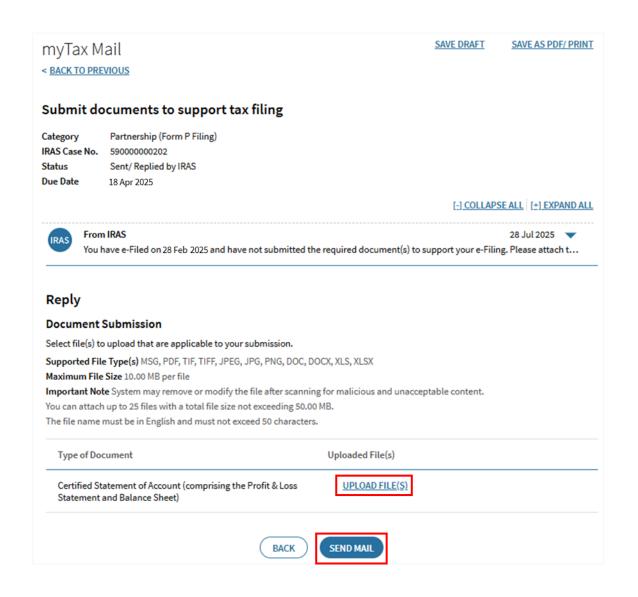
How to File Form P – Submission of Documents (if required) after e-Filing



At 'myTax Mail' digital service,

 You may submit the documents by replying to myTax Mail with the attachments within 21 days.

How to File Form P – Submission of Documents (if required) after e-Filing



- Click 'UPLOAD FILE(S)' to upload the required document(s) in pdf format.
- Upon successful upload, the document will be shown.
- Click 'SEND MAIL' to submit the required document(s).

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