How to perform Additional Submission using Employee Database if you are on Electronic Standing Instruction (ESI)

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Perform Additional Submission for bonus or additional payments

1. Login to CPF EZPay and click on **View ESI**.

Manage your CPF Electronic Standing Instruction (ESI)

You are currently submitting your monthly CPF contribution via ESI which was activated by ▇▇▇▇▇▇ on ▇▇▇▇▇▇

The next deduction for your ESI will take place on ▇▇▇▇▇ for ▇▇▇ CPF contributions.

Manage Electronic Standing Instruction
- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission

Manage Records & Preferences
- View / Amend / Delete Submission
- View Record of Payment
- Manage Preferences

2. Click on **printer icon** to download a copy of ESI details for reference.

   Click **Back**

View ESI

CPF Submission No.
Company Name
Activated On
Next Payment Month
Next Deduction Date

Total Record(s): 2   Page 1 of 1 GO

S/N	CPF Account No. (SXXXXXXXA)	Name of Employee (as per NRIC)	CPF To Be Paid ($)	SDL To Be Paid ($)	Employer CPF ($)	Employee CPF ($)	Ordinary Wages ($)	Additional Wages ($)	Agency	Agency Fund ($)
1.	NRIC #1	Name for NRIC #1	775.00	11.25	425.00	350.00	5,000.00	0.00	CDAC	1.50
2.	NRIC #2	Name for NRIC #2	1,295.00	8.75	595.00	700.00	3,500.00	0.00	MBMF	15.00

Total Record(s): 2   Page 1 of 1 GO

S/N	Description	Amount ($)		
1.	Total CPF Contributions	2,070.00	Computed :	$2,070.00
2.	Skills Development Levy (SDL)	20.00	Computed :	$20.00
3.	Donation to Community Chest	0.00	Donor Count :	0
4.	Total MBMF Contributions	15.00	Donor Count :	1
5.	Total SINDA Contributions	0.00	Donor Count :	0
6.	Total CDAC Contributions	1.50	Donor Count :	1
7.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	2,106.50		

☑ I declare that all the information provided in this submission are true and correct.

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3. Login to CPF EZPay and click on **Perform Additional Submission**.

Manage your CPF Electronic Standing Instruction (ESI)

You are currently submitting your monthly CPF contribution via ESI which was activated by ▆▆▆▆▆▆▆ on ▆▆▆▆▆.

The next deduction for your ESI will take place on ▆▆▆▆▆ for ▆▆▆ CPF contributions.

Manage Electronic Standing Instruction
- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission

Manage Records & Preferences
- View / Amend / Delete Submission
- View Record of Payment
- Manage Preferences

4. Input **Contribution Month and Year** and select **Submit using pre-loaded Employee Database**

   Click on **Continue** to proceed.

5. Your ESI details are loaded accordingly.

   To remove an employee record (if required) for this submission, **tick the checkbox** beside the employee's CPF Account No. and click on **Delete Employee Record**.

   Note: Any changes to the employee details made in this submission will not overwrite the details in your existing ESI.
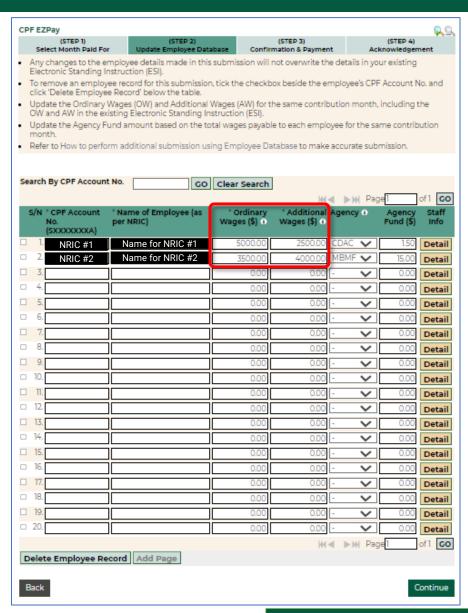
6. Update the **Ordinary Wages (OW)** and **Additional Wages (AW)**, including the OW and AW in the existing ESI.

Example:

- *Employee #1's ESI OW is $5,000 and you gave him an extra AW of $2,500 in this additional submission, you should retain OW as $5,000 and input AW as $2,500.*

- *Employee #2's ESI OW is $3,500 and you gave him an extra AW of $4,000 in this additional submission, you should retain OW as $3,500 and input AW as $4,000.*

Note: Any changes to the employee details made in this submission will not overwrite the details in your existing ESI.
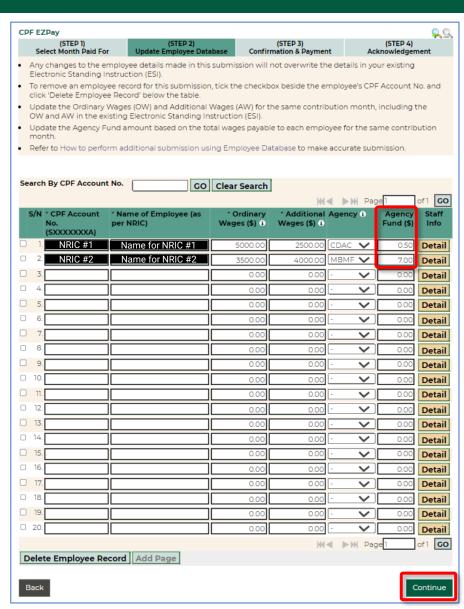
7. Update **Agency Fund** amount based on the total wages payable to each employee for the same contribution month.

Example:

- *Employee #1's total wages is $5,000 + $2,500 = $7,500. He would need to contribute Agency Fund amount of $2 but since $1.50 is paid under ESI, you should update the Agency Fund amount to $0.50 which is the difference (i.e. $2 - $1.50).*
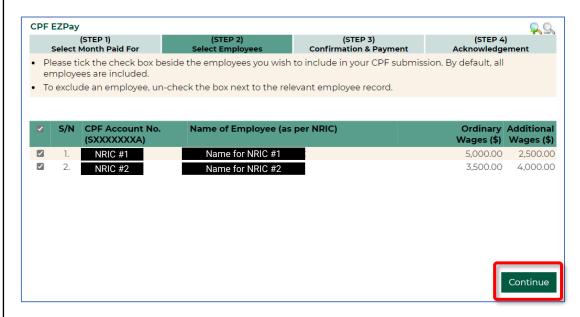
- *Employee #2's total wages is $3,500 + $4,500 = $7,500. He would need to contribute Agency Fund amount of $22 but since $15 is paid under ESI, you should update the Agency Fund amount to $7 which is the difference (i.e. $22 - $15)*

8. Review the list of employees and ensure that it is accurate.

   Click on **Continue** to proceed.

CPF EZPay

	(STEP 1) Select Month Paid For	(STEP 2) Select Employees	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement

- Please tick the check box beside the employees you wish to include in your CPF submission. By default, all employees are included.
- To exclude an employee, un-check the box next to the relevant employee record.

☑	S/N	CPF Account No. (SXXXXXXXA)	Name of Employee (as per NRIC)	Ordinary Wages ($)	Additional Wages ($)
☑	1.	NRIC #1	Name for NRIC #1	5,000.00	2,500.00
☑	2.	NRIC #2	Name for NRIC #2	3,500.00	4,000.00

Continue

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9. The computed **CPF To Be Paid** amount includes the ESI CPF contribution amount and the computed **SDL To Be Paid** amount includes the ESI SDL amount.

CPF EZPay

(STEP 1) Select Month Paid For	(STEP 2) Verify Contribution Details	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement

- Update the "CPF To Be Paid" amount for each employee, taking into account the CPF contribution under the existing ESI.
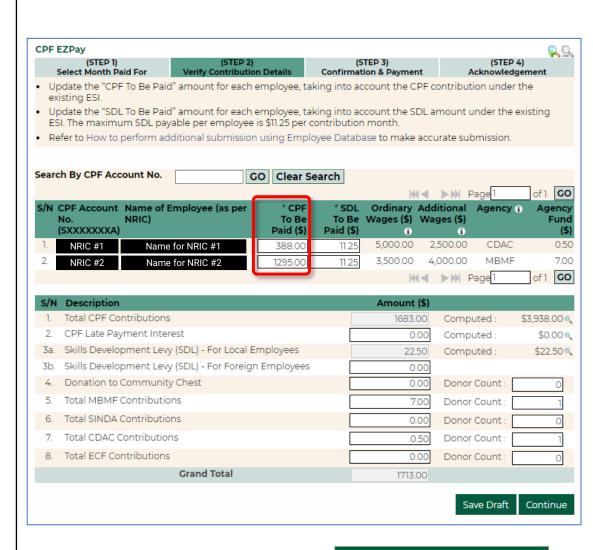- Update the "SDL To Be Paid" amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is $11.25 per contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No. [   ] GO | Clear Search

Page 1 of 1 GO

S/N	CPF Account No. (SXXXXXXXA)	Name of Employee (as per NRIC)	* CPF To Be Paid ($)	* SDL To Be Paid ($)	Ordinary Wages ($)	Additional Wages ($)	Agency	Agency Fund ($)
1.	NRIC #1	Name for NRIC #1	1163.00	11.25	5,000.00	2,500.00	CDAC	0.50
2.	NRIC #2	Name for NRIC #2	2775.00	11.25	3,500.00	4,000.00	MBMF	7.00

Page 1 of 1 GO

S/N	Description	Amount ($)		
1.	Total CPF Contributions	3938.00	Computed :	$3,938.00
2.	CPF Late Payment Interest	0.00	Computed :	$0.00
3a.	Skills Development Levy (SDL) - For Local Employees	22.50	Computed :	$22.50
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00		
4.	Donation to Community Chest	0.00	Donor Count :	0
5.	Total MBMF Contributions	7.00	Donor Count :	1
6.	Total SINDA Contributions	0.00	Donor Count :	0
7.	Total CDAC Contributions	0.50	Donor Count :	1
8.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	3968.00		

Save Draft | Continue

10. Update **CPF To Be Paid** amount for each employee by subtracting the ESI CPF contribution amount from the computed amount.

Example:

- *Employee #1's total computed CPF contribution based on OW of $5,000 and AW of $2,500 is $1,163 and his ESI contribution amount is $775. You should update the **CPF To Be Paid** to $388 which is the difference (i.e. $1,163 - $775).*

- *Employee #2's total computed CPF contribution based on OW of $3,500 and AW of $4,000 is $2,775 and his ESI contribution amount is $1,295. You should update the **CPF To Be Paid** to $1,480 which is the difference (i.e. $2,775 - $1,295).*

Note: If your employee has reached the AW Ceiling, use the <u>*AW Ceiling Calculator*</u> *to compute the correct CPF contribution amount and update **CPF To Be Paid** amount accordingly.*
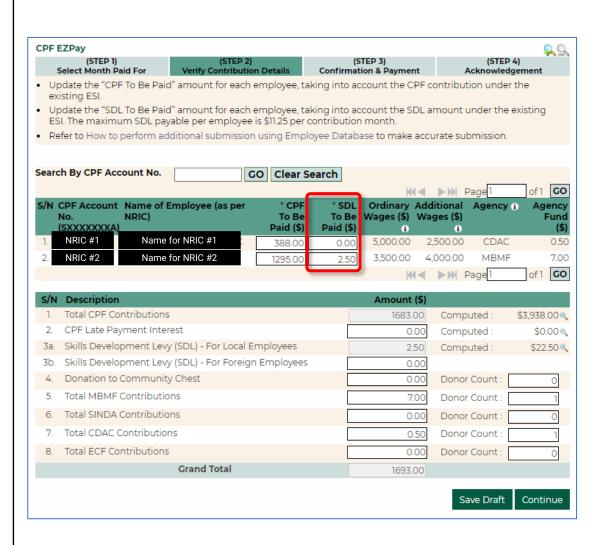
11. Update **SDL To Be Paid** amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is $11.25 per contribution month.

Example:

- *Employee #1's total computed SDL amount based on OW of $5,000 and AW of $2,500 is $11.25 and his ESI SDL amount is $11.25. You should update the **SDL To Be Paid** to $0 which is the difference (i.e. $11.25 - $11.25).*
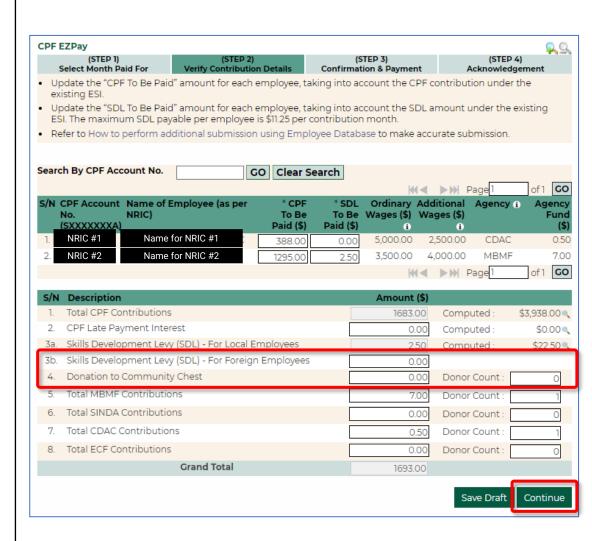
- *Employee #2's total computed SDL amount based on OW of $3,500 and AW of $4,000 is $11.25 and his ESI SDL amount is $8.75. You should update the **SDL To Be Paid** to $2.50 which is the difference (i.e. $11.25 - $8.75).*
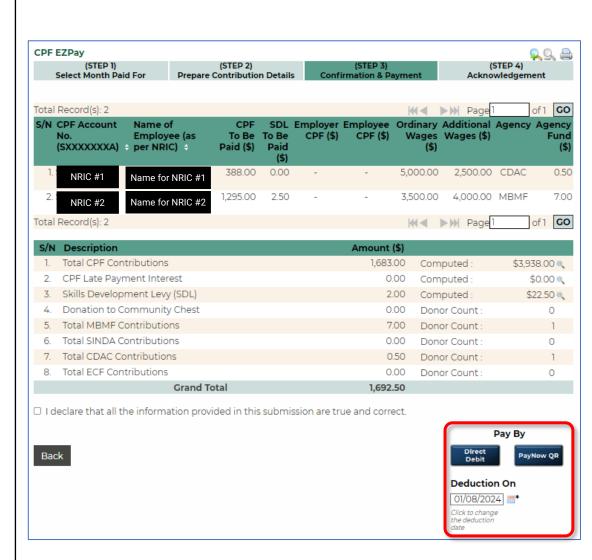
12. Add in **SDL for Foreign Employees** or **Donation to Community Chest**, if applicable.
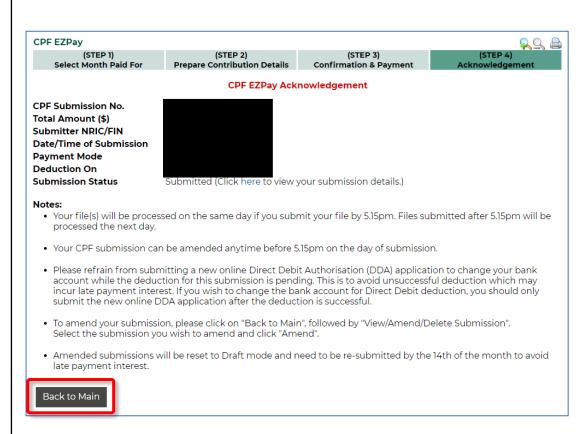
Click on **Continue** to proceed.

13. Tick the checkbox for the declaration and proceed to make payment via Direct Debit (preferred) or PayNow QR.

CPF EZPay

(STEP 1) Select Month Paid For	(STEP 2) Prepare Contribution Details	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement

Total Record(s): 2 |◀◀ ◀ ▶ ▶▶| Page 1 of 1 **GO**

S/N	CPF Account No. (SXXXXXXXA) ⇕	Name of Employee (as per NRIC) ⇕	CPF To Be Paid ($)	SDL To Be Paid ($)	Employer CPF ($)	Employee CPF ($)	Ordinary Wages ($)	Additional Wages ($)	Agency	Agency Fund ($)
1.	NRIC #1	Name for NRIC #1	388.00	0.00	-	-	5,000.00	2,500.00	CDAC	0.50
2.	NRIC #2	Name for NRIC #2	1,295.00	2.50	-	-	3,500.00	4,000.00	MBMF	7.00

Total Record(s): 2 |◀◀ ◀ ▶ ▶▶| Page 1 of 1 **GO**

S/N	Description	Amount ($)		
1.	Total CPF Contributions	1,683.00	Computed :	$3,938.00 🔍
2.	CPF Late Payment Interest	0.00	Computed :	$0.00 🔍
3.	Skills Development Levy (SDL)	2.00	Computed :	$22.50 🔍
4.	Donation to Community Chest	0.00	Donor Count :	0
5.	Total MBMF Contributions	7.00	Donor Count :	1
6.	Total SINDA Contributions	0.00	Donor Count :	0
7.	Total CDAC Contributions	0.50	Donor Count :	1
8.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	**1,692.50**		

☐ I declare that all the information provided in this submission are true and correct.

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Pay By

Direct Debit	PayNow QR

Deduction On

01/08/2024 📅*

Click to change the deduction date

14. You have completed the additional submission.

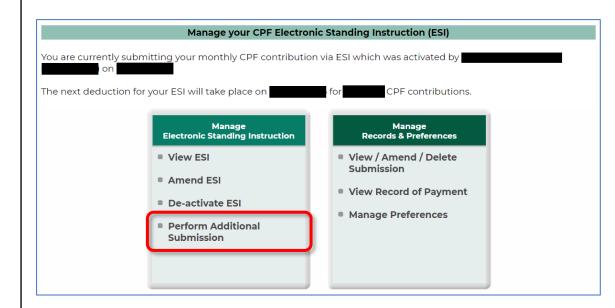   Click on **Back to Main** to perform other transactions or **Logout** to end the session.

CPF EZPay

(STEP 1) Select Month Paid For	(STEP 2) Prepare Contribution Details	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No.
Total Amount ($)
Submitter NRIC/FIN
Date/Time of Submission
Payment Mode
Deduction On
Submission Status   Submitted (Click here to view your submission details.)

Notes:
- Your file(s) will be processed on the same day if you submit your file by 5.15pm. Files submitted after 5.15pm will be processed the next day.
- Your CPF submission can be amended anytime before 5.15pm on the day of submission.
- Please refrain from submitting a new online Direct Debit Authorisation (DDA) application to change your bank account while the deduction for this submission is pending. This is to avoid unsuccessful deduction which may incur late payment interest. If you wish to change the bank account for Direct Debit deduction, you should only submit the new online DDA application after the deduction is successful.
- To amend your submission, please click on "Back to Main", followed by "View/Amend/Delete Submission". Select the submission you wish to amend and click "Amend".
- Amended submissions will be reset to Draft mode and need to be re-submitted by the 14th of the month to avoid late payment interest.

Back to Main

Perform Additional Submission for unsuccessful ESI deductions

1. Login to CPF EZPay and click on **Perform Additional Submission**.

Manage your CPF Electronic Standing Instruction (ESI)

You are currently submitting your monthly CPF contribution via ESI which was activated by ▇▇▇▇▇ ▇▇▇▇▇ on ▇▇▇▇▇

The next deduction for your ESI will take place on ▇▇▇▇▇ for ▇▇▇▇▇ CPF contributions.

Manage Electronic Standing Instruction
- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission

Manage Records & Preferences
- View / Amend / Delete Submission
- View Record of Payment
- Manage Preferences

2. Input **Contribution Month and Year** and select **Submit using pre-load Employee Database**

   Click **Continue**

3. Your ESI details are loaded accordingly.

    To remove an employee record (if required) for this submission, **tick the checkbox** beside the employee's CPF Account No. and click on **Delete Employee Record**.
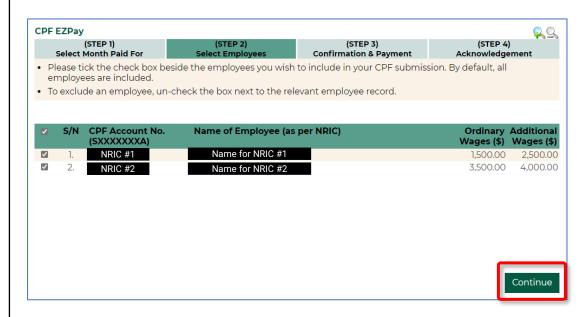
    Amend the **Ordinary Wages** and **Additional Wages**, and **Agency Fund** amount if required and click **Continue**.

Note: Any changes to the employee details made in this submission will not overwrite the details in your existing ESI.
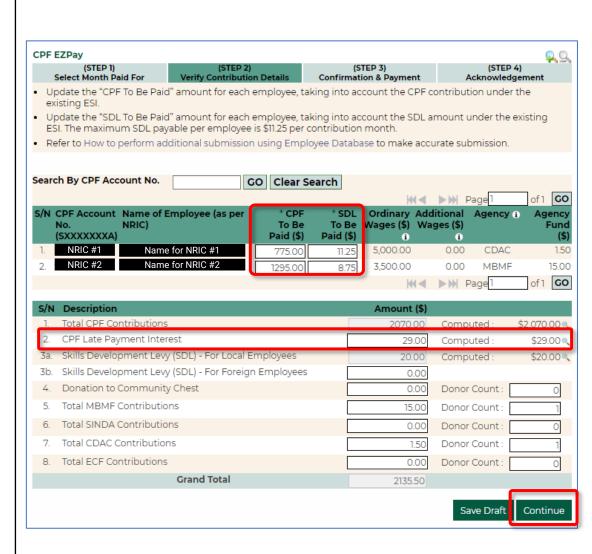
4. Review the list of employees and ensure that it is accurate.

5. Review the **CPF To Be Paid** and **SDL To Be Paid** amounts and amend if required.
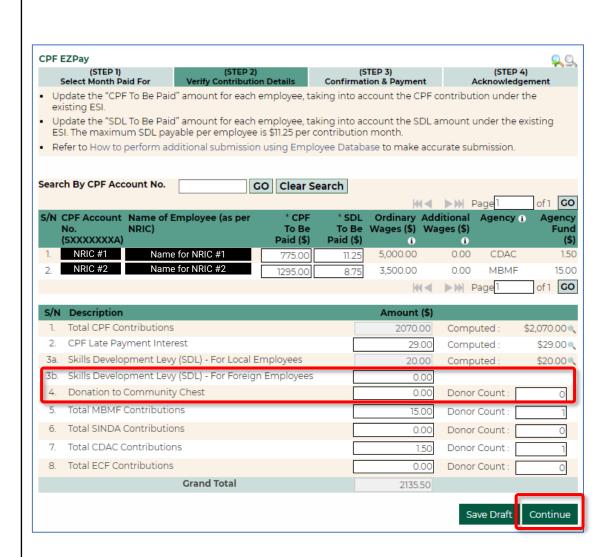
   Since the submission is late, the **CPF Late Payment Interest** has been auto-computed.
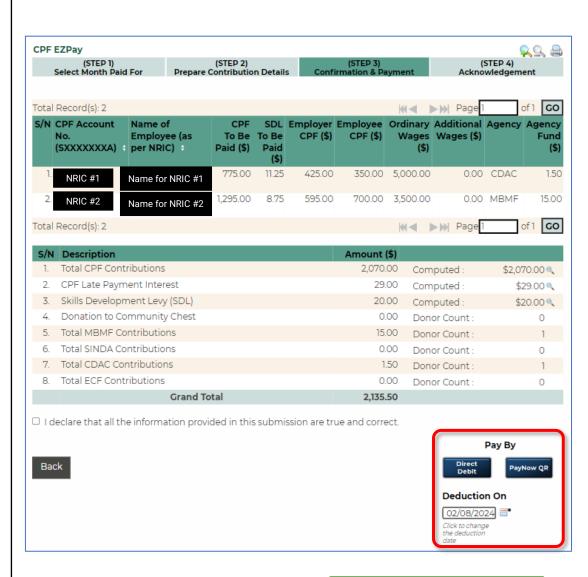
6. Add in **SDL for Foreign Employees** or **Donation to Community Chest**, if applicable.

Click on **Continue** to proceed.

7. Tick the checkbox for the declaration and proceed to make payment via Direct Debit (preferred) or PayNow QR.

8. You have completed the additional submission.

    Click on **Back to Main** to perform other transactions or **Logout** to end the session.

CPF EZPay

(STEP 1) Select Month Paid For	(STEP 2) Prepare Contribution Details	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No.
Total Amount ($)
Submitter NRIC/FIN
Date/Time of Submission
Payment Mode
Deduction On
Submission Status   Submitted (Click here to view your submission details.)

Notes:
- Your file(s) will be processed on the same day if you submit your file by 5.15pm. Files submitted after 5.15pm will be processed the next day.

- Your CPF submission can be amended anytime before 5.15pm on the day of submission.

- Please refrain from submitting a new online Direct Debit Authorisation (DDA) application to change your bank account while the deduction for this submission is pending. This is to avoid unsuccessful deduction which may incur late payment interest. If you wish to change the bank account for Direct Debit deduction, you should only submit the new online DDA application after the deduction is successful.

- To amend your submission, please click on "Back to Main", followed by "View/Amend/Delete Submission". Select the submission you wish to amend and click "Amend".

- Amended submissions will be reset to Draft mode and need to be re-submitted by the 14th of the month to avoid late payment interest.

Back to Main