



HOW TO Submit CPF contributions with CPF EZPay

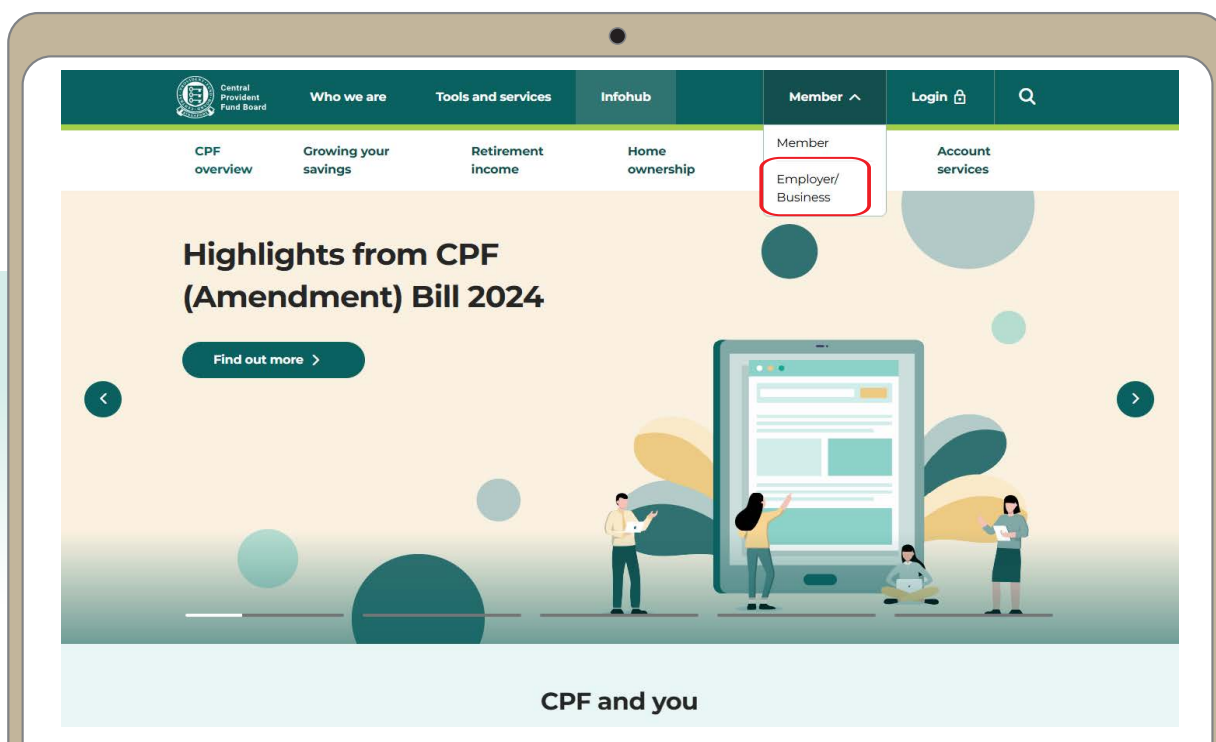
FTP

CPF EZPay - FTP (File Specifications)

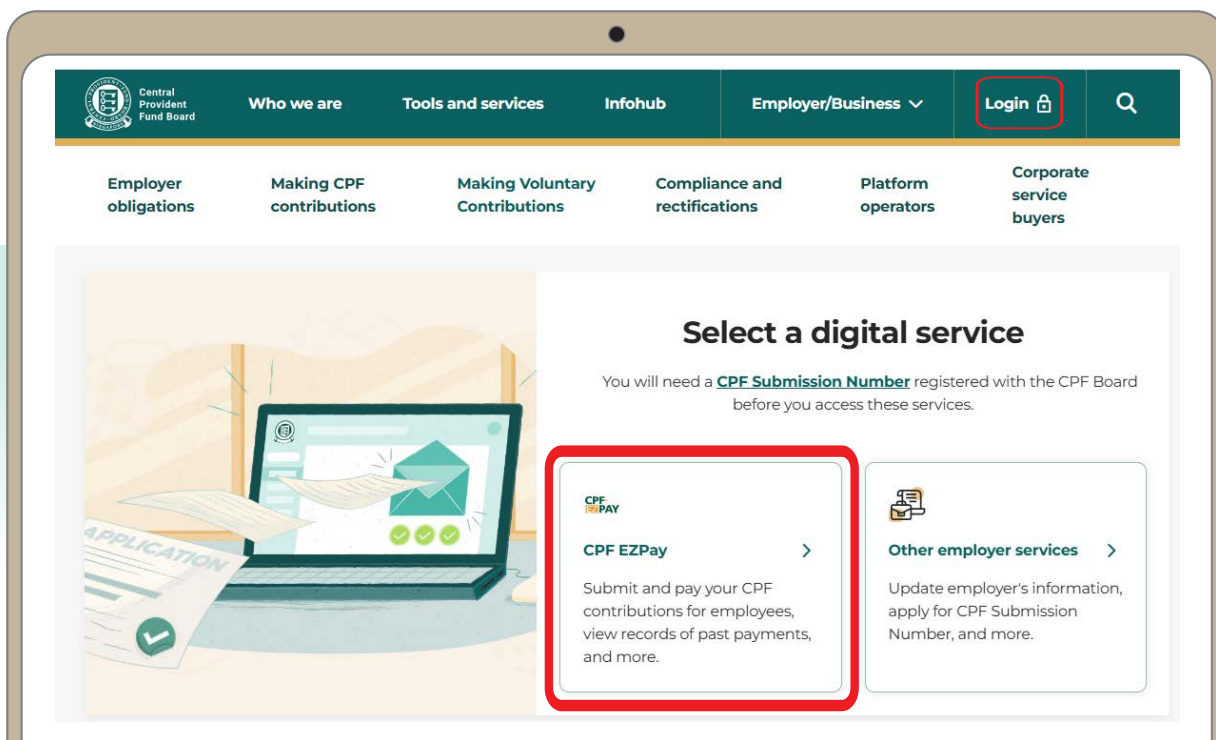
The File Transfer Protocol (FTP) mode enables you to prepare your CPF submission details offline, and only log in to CPF EZPay when you are ready to perform your submission.

If you wish to generate your own FTP file for submission, please ensure that your file complies with the [FTP File Specifications](#) (PDF, 0.3 MB)

1. Go to cpf.gov.sg
2. Select **Employer/Business**

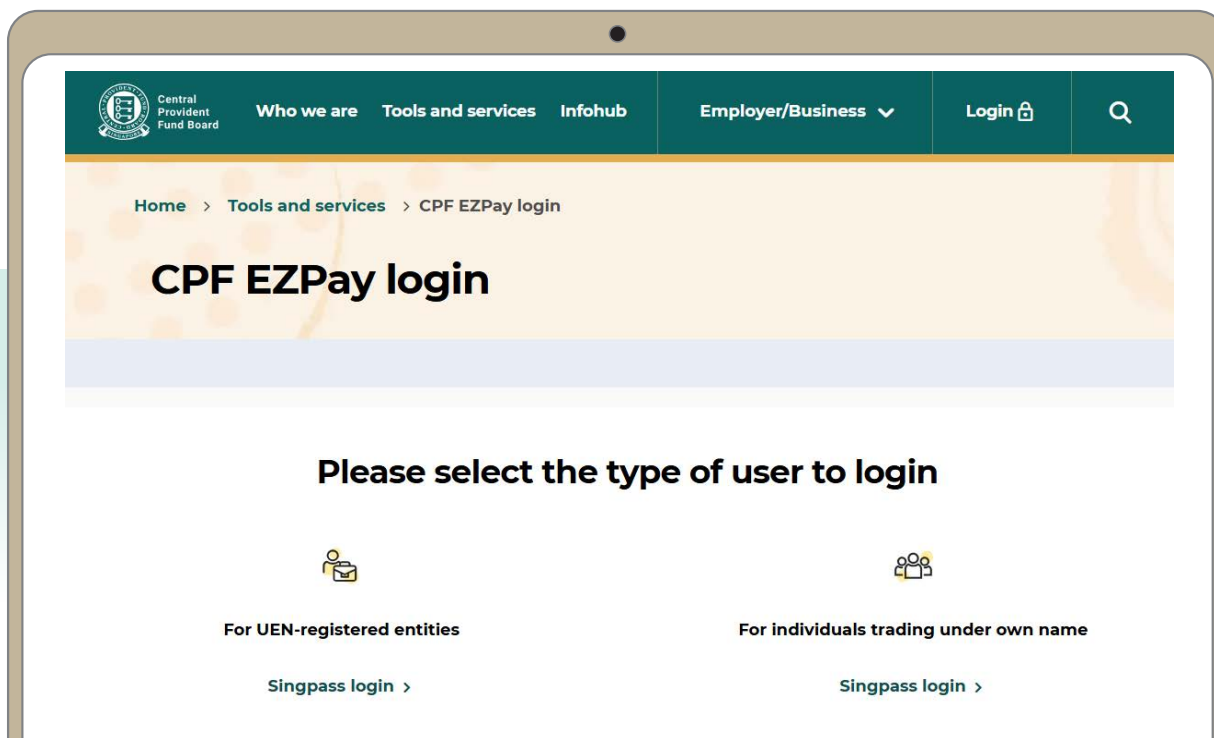


3. Click on **Login**, then **CPF EZPay**.



4. Select the type of business entity applicable to you and log in with your **Singpass**.

*For UEN-registered entities, [learn how](#) to setup and assign access to your user in Corppass portal.
For individuals trading under own name, [learn how](#) to manage your user's access in CPF EZPay.*



5. Select **CPF EZPay (FTP)**.

CPF EZPAY

Welcome, **STAFF A** (CPF Account Number: SXXXX014C)
Your last login to CPF EZPay was on **04 Oct 2024 at 02:22 PM** (GMT+8).

CPF Submission No. 12345XXXXX-XXX-XX
Company Name COMPANY

Notice :

1. To keep pace with rising wages and strengthen retirement adequacy of senior workers, there will be changes to the CPF Ordinary Wage ceiling and contribution rates from 1 Jan 2025. Find out more about these changes.
2. You are required to declare accurate wage information of your employees when making your monthly CPF submission. This is so that CPF Board can verify that the correct CPF contributions were paid. It is an offence under the CPF Act to knowingly submit inaccurate wage information.
 - You should still declare the actual full wage information of your employee, even if it is above the Ordinary Wage and Additional Wage Ceilings.
3. Total CPF contribution should be rounded off to the nearest dollar, and cents should be dropped for the employee's share of CPF contribution.
4. The "Statement No." in the Record of Payment has been renamed to "Submission ID" for new Record of Payment issued from 9 Oct 2024.
5. Payments for Skills Development Levy (SDL), Self-Help Groups (SHGs) and SHARE donation should only be made using CSN for CPF contributions. From 16 Oct 2024, submissions made using CSN for voluntary contributions (i.e. CSN with payment code VCT, AMS or MSE) with these payments will be rejected and refunded.
6. Please read through the "Terms and Conditions" before using CPF EZPay.

Submit Contribution

- CPF EZPay
- **CPF EZPay (FTP)**
(For payroll software users)
- Activate Electronic Standing Instruction (ESI)

Manage Records & Preferences

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

6. Click on **Choose File** to select the file to be submitted and click on **Continue**.

CPF EZPay (FTP)

(STEP 1)
File Upload

(STEP 2)
Confirmation & Payment

(STEP 3)
Acknowledgement

You are required to declare accurate wage information of your employee(s) when making your monthly CPF Submission so that the correct amount of CPF contributions can be verified. This is important as it ensures that government payout schemes can be correctly paid out based on your employees' wages. It is an offence under the CPF Act to knowingly provide false information to CPF Board.

- You should still provide the actual full wage information of your employee, even if it is above the Ordinary Wage and Additional Wage Ceilings.

File Name No file chosen

Only file with the extension .dat, .dtl or .txt is allowed. The file size should not exceed 50 MB.

Submit CPF contributions with CPF EZPay FTP

7. Check your submission before selecting **Direct Debit** or **PayNow QR** to complete the transaction.

CPF EZPay (FTP)

(STEP 1) File Upload (STEP 2) Confirmation & Payment (STEP 3) Acknowledgement

File Name Submission for Nov 2023.txt

S/N	CPF Submission No.	Month Paid For	Advice Code	Amount (\$)
1.	12345XXXX-XXX-XX	NOV 2023	64	3,831.50

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

Back

Pay By

Direct Debit **PayNow QR**

Deduction On

*

Click to change the deduction date

8. You have completed your CPF submission.
You will receive a copy of this acknowledgement via email.

CPF EZPay (FTP)

(STEP 1) File Upload (STEP 2) Confirmation & Payment (STEP 3) Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No. 12345XXXX-XXX-XX
Total Amount (\$) 3,831.50
Submitter NRIC/FIN SXXXX014C
Date/Time of Submission 27/11/2023 04:44:53 PM
Payment Mode Direct Debit
Deduction On 29/11/2023
File Name Submission for Nov 2023.txt
Submission Status Submitted (Click here to view your submission details.)

Month Paid For	Advice Code	Amount (\$)
NOV 2023	64	3,831.50
Grand Total:		3,831.50

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 deleted 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.

Back to Main **Upload Another File**