

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.

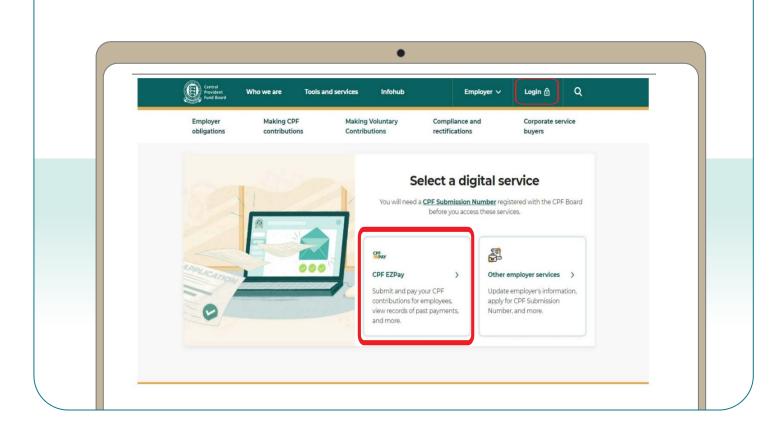
If you wish to generate your own FTP file for submission, please ensure that your file complies with the <u>FTP File Specifications</u> (PDF, 0.3 MB)

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

	Central Fund Board Who we are	Tools and services	Infohub	Member A	Login 🔒	۹	
	CPF Growing your overview savings	Retirement income	Home ownership	Employer	Account services		
0	Seize each day your best life Make every day matter. Plan for you Find out more >					•	
	-				y.		



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, <u>learn how</u> to setup and assign access to your user in Corppass portal. For individuals trading under own name, <u>learn how</u> to manage your user's access in CPF EZPay.

Central Provident Who we are Tools and services I Fund Board	Infohub Employer 🗸 Login 🔂 📿	
Home > Tools and services > CPF EZPay login		
CPF EZPay login		
Please select the	type of user to login	
	2 <mark>6</mark> 3	

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

CPF	Your last login to CPF EZI	Account Number: SXXXX014C) Pay was on 29 Nov 2023 at 08:04 AM (GMT+8).
	CPF Submission No. Company Name	12345XXXX-XXX-XX COMPANY
Notice :		
	linary Wage ceiling and contribution	retirement adequacy of senior employees, there will be changes to rates from 1 Sep 2023 and 1 Jan 2024 respectively. Find out more
submission. CPF Act to k • You shou	This is so that CPF Board can verify t mowingly submit inaccurate wage in	nation of your employees when making your monthly CPF that the correct CPF contributions were paid. It is an offence under the formation formation of your employee, even if it is above the Ordinary Wage and
	ontribution should be rounded off to F contribution.	the nearest dollar, and cents should be dropped for the employee's
4. Please read	through the Terms and Conditions b	before using CPF EZPay.
	Submit Contribution	Manage Records & Preferences
	CPF EZPay CPF EZPay (FTP)	View / Amend / Delete Submission
	(For payroll software users)	View Record of Payment
	Activate Electronic	Manage Preferences

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

(STEP 1) File Upload	(STEP 2) Confirmation & Payment	(STEP 3) Acknowledgement
Submission so that the correct am	te wage information of your employee(s) whount of CPF contributions can be verified. T be correctly paid out based on your employ e information to CPF Board.	This is important as it ensures that
You should still provide the actu and Additional Wage Ceilings.	al full wage information of your employee, e	even if it is above the Ordinary Wage
and Additional Wage Ceilings.		
e Name Choose File No file cho	osen ion .dat, .dtl or .txt is allowed. The file size sho	uld not evened E0 MD

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

CPF EZPay (FTP)			<u>, </u>
(STEP 1) File Upload	(STEP 2) Confirmation & Payment	(STE Acknowle	
File Name Submission for N	ov 2023.txt		
S/N CPF Submission No.	Month Paid For	Advice Code	Amount (\$)
1. 12345XXXX-XXX-XX	NOV 2023	64	3,831.50
	rovided in this submission are true and c	orrect.	Pay By

8. You have completed your CPF submission.

You will receive a copy of this acknowledgement via email.

File Upload Confirmation & Payment 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	CPF EZPay (FTP) (STEP 1)		(STEP 2)	(STEP 3)
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