

e-NEWSLETTER

HASIL

PREPARATION OF TAX REPORTING 2021

**PREPARE BELOW DOCUMENTATIONS FOR CLAIMS
PURPOSES:**

PURCHASE RECEIPTS

INCOME STATEMENT

INSURANCE/ZAKAT STATEMENT

1. INDIVIDUAL RESPONSIBILITIES

Taxpayers are obliged to carry out responsibilities towards the nation by reporting tax with transparency and in orderly manner.

Individual Responsibilities :

a) Check

- Information on MTD, EPF, Socso, Zakat or other contributions in your income statement or any relatable documents.
- Information in the documents /statements/ receipt to be claimed as reliefs.

b) Declare via e-Filing

- Receivable income including non - employment incomes.
(i.e: business, commissions, royalties etc.).
- Eligible expenses to be claimed as reliefs including deductions and rebates.

c) Pay

- The tax balance payable as displayed in e-Filing / e-Lejar.

d) Keep

- All relevant documents / statements / receipts / working sheets which, to be kept for seven (7) years for audit purposes.

Kindly log on to HASiL official portal at www.hasil.gov.my > Individual for further information on the individuals' responsibilities.

2. HASiL RECOVERY CALL CENTRE @ HRCC

HRCC acts as a medium that handles questions on tax payments and stoppage orders imposed on taxpayers.

Groups of Tax Recovery Consultant (TRC) provide services on personal tax payment methods, company, monthly tax deduction (MTD) as well as payments for stoppage order.

HRCC can be contacted at 03-8751 1000 and the status on stoppage order can be checked using the link below : <http://sspi.imi.gov.my/sspi/>.

3. ARE YOU ONE OF OUR E-FILING USERS ?

Not sure if you have registered ?

Let's refresh !

a) First Time User :

e-Filing PIN number can be generated via HASiL Customer Feedback Form at <https://maklumbalaspelanggan.hasil.gov.my/MaklumBalas/ms-MY/>.

b) Forgot Your e-Filing Password / Blocked Account ?

Follow the steps below if your email address or mobile number is registered with HASiL :

i) Kindly log on to <https://mytax.hasil.gov.my/> > e-Filing > Click Forgot Password .

ii) Send "HASILEF <space> IND < space > <Identification No>" to 38888 for Temporary Activation Code via SMS.

For more information, visit MyTax Portal at <https://mytax.hasil.gov.my/> > e-Filing.

4. MTD CONTRIBUTION BY EMPLOYER

Each year, it is the responsibility of employers to prepare Employees' Annual Income Statement namely EA Forms (private sectors) or EC Forms (government sectors) which to be given to respective employees on or before the last day of February of 2022.

Among other responsibilities of employees is to ensure that the information recorded in the income statement received is accurate and in orderly manner.

Employees are to double check on the amount displayed in the income statement which must be equal to the total contribution made by the employer to HASiL.

MTD contributions can be checked in the e-Lejar via MyTax at <https://mytax.hasil.gov.my/>.

Employees are advised to consult, further review and make amendment (if necessary) with respective employers in the event of any discrepancy in EA / EC Forms.