HOW TO

Submit CPF contributions with CPF EZPay

Web

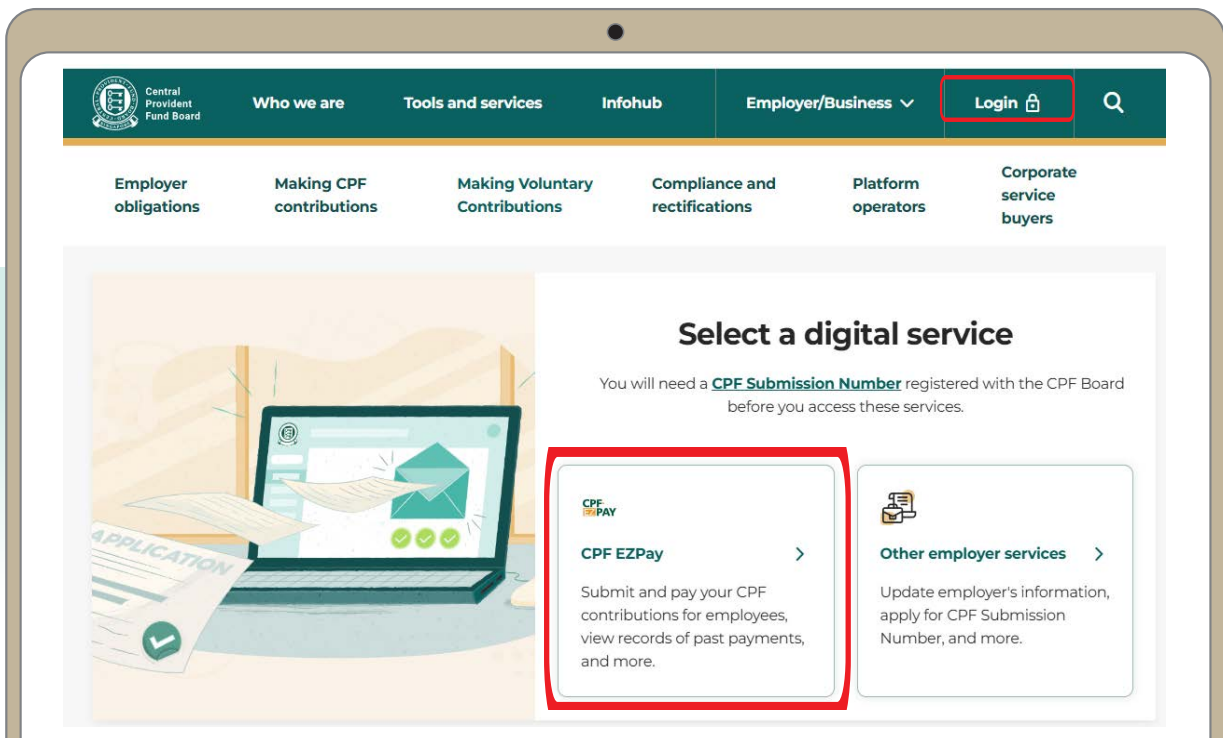Updated in October 2024

Submit CPF contributions with CPF EZPay

1. Go to **cpf.gov.sg**   2. Select **Employer/Business**
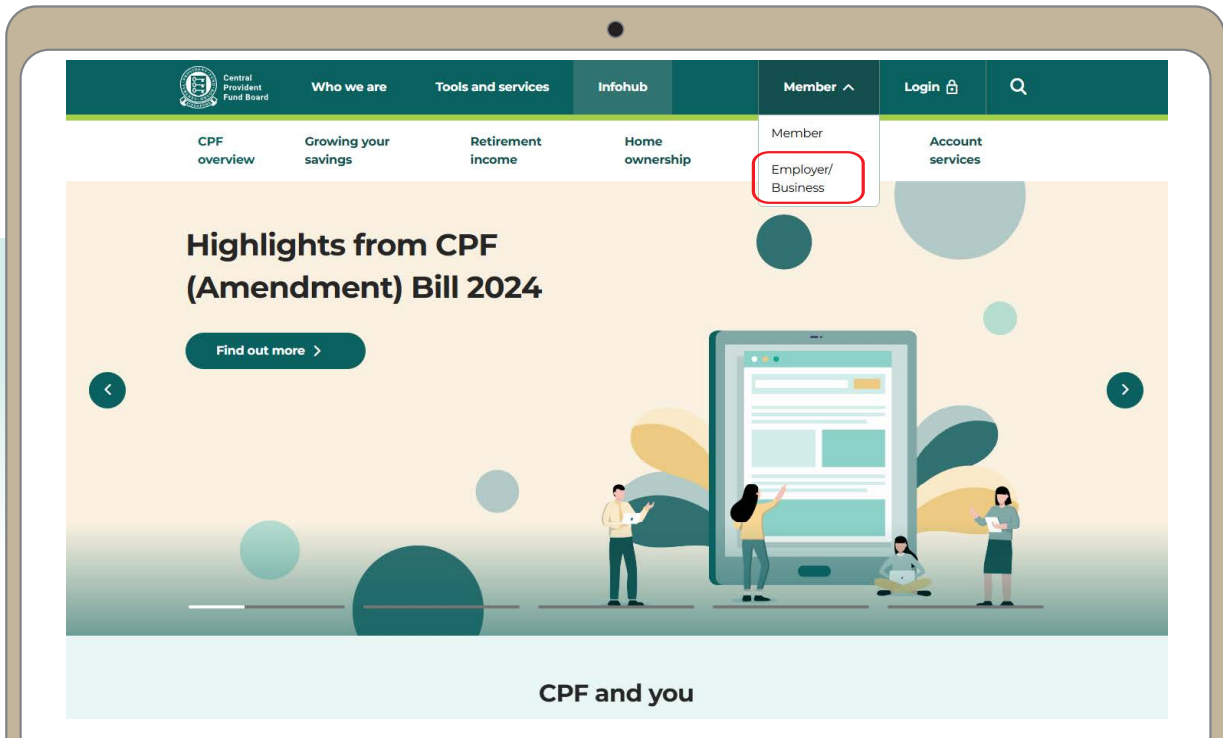
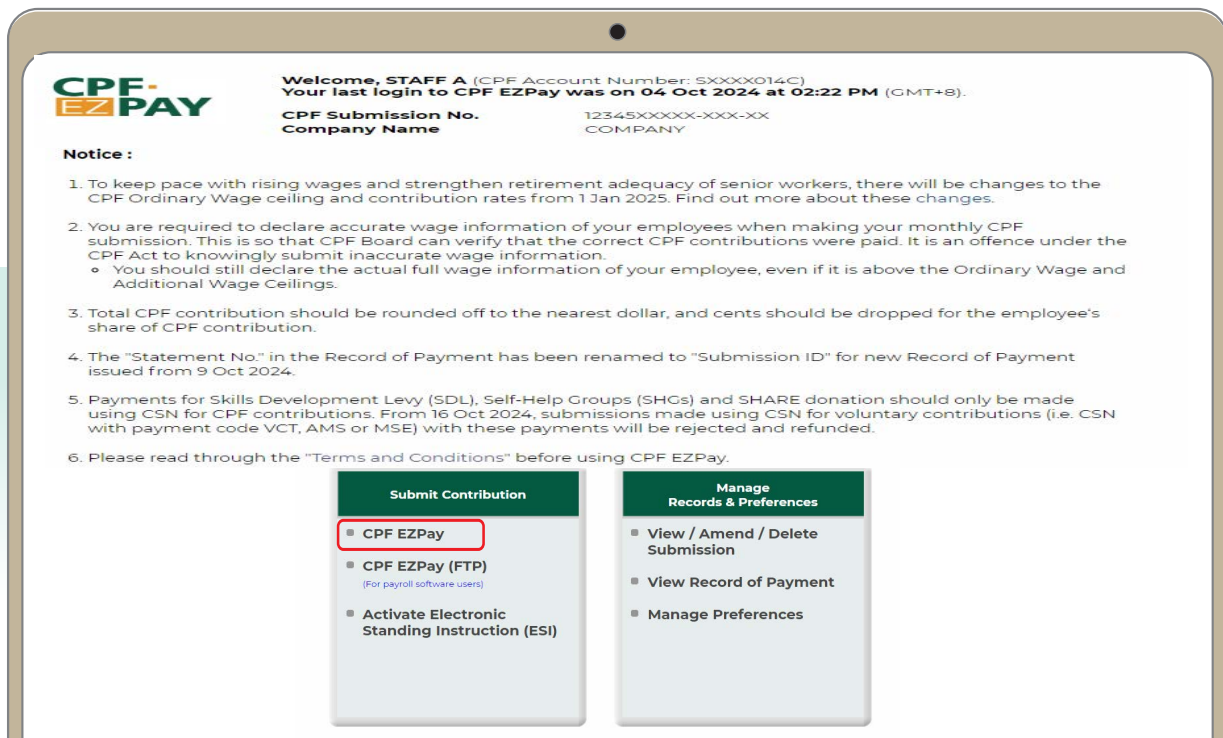3. Click on Login, then **CPF EZPay**.

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.
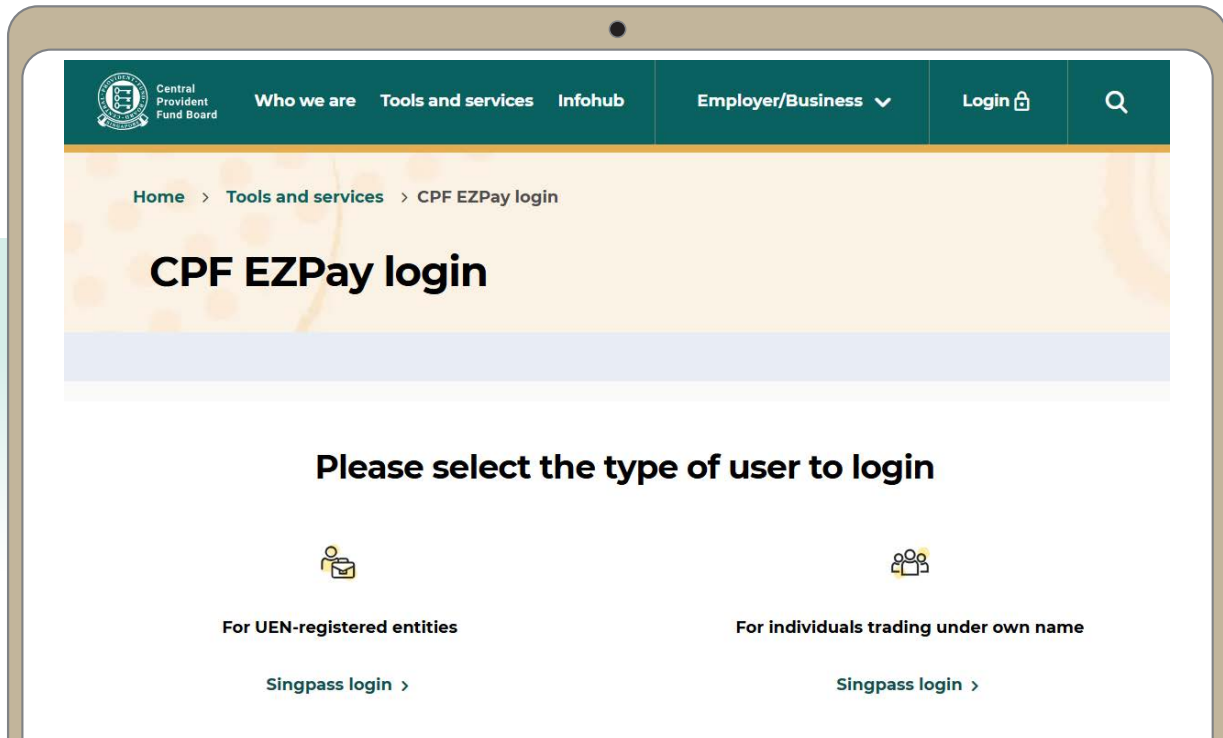
5. Select **CPF EZPay**.

6. Key in the **Month** and **Year** for which you are making CPF contributions
   Select **Continue**.

CPF EZPay

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

- Please indicate the **month** and **year** you are submitting for.

Contribution Details For [- ▾] - [_____]
   (Month)   (Year)

◉ Submit via **Employee Database**
   (Pre-load saved employee details with auto-computation of CPF)

○ Submit **ad hoc** CPF payments
   (For one-time CPF submission (no auto-computation), or other ad hoc payments e.g. late payment interest)

[Back]   [Continue]

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7. Key in the **CPF Account No.**, **Name of Employee** (as stated in NRIC) and other
   details of your employee.
8. Select **Detail** to key in other required information (see next step).
Note: You will be logged out after 15 minutes of inactivity.

CPF EZPay

(STEP 1) Select Month Paid For	(STEP 2) Update Employee Database	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement

- Please complete all mandatory fields indicated by an asterix(*).
- Please indicate the name of your employee as shown in their NRIC.
- To remove an employee record, select the check box beside employee and click "Delete Employee Record".
- Please click on the "Save Changes" button before leaving this page. If not, any changes made will not be saved.

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)	* Ordinary Wages ($) ⓘ	* Additional Wages ($) ⓘ ⓘ	Agency	Agency Fund ($)	Staff Info
☐ 1.	SXXXXX06B	STAFF C	5000.00	0.00	MBMF ▾	2.00	Detail
☐ 2.	SXXXXX14C	STAFF B	2400.00	0.00	CDAC ▾	0.50	Detail
☐ 3.			0.00	0.00	- ▾	0.00	Detail
☐ 4.			0.00	0.00	- ▾	0.00	Detail
☐ 5.			0.00	0.00	- ▾	0.00	Detail

9. Key in the **Date of Birth**, **Citizenship** and **Employment Status** of your employee. Select **Save** to proceed.

10. Repeat Steps 7, 8 and 9 for all your employee records and click **Save Changes**. The records will be auto-populated when you make your next submission.

11. Select the employees that you are making CPF contributions for.
Select **Continue**.

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.	SXXXXX06B	STAFF C	5,000.00	0.00
☑	2.	SXXXXX14C	STAFF B	2,400.00	0.00

Back   Continue

12. Confirm the CPF amount to be paid, and make changes if necessary.

CPF EZPay

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

- Please complete all mandatory fields indicated by an asterix(*).
- To remove a record, click on the "Delete" button for the employees you wish to remove.

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 ($)	Delete
1.	SXXXXX06B	STAFF C	1850.00	11.25	5,000.00	0.00	MBMF	2.00	Delete
2.	SXXXXX14C	STAFF B	492.00	6.00	2,400.00	0.00	CDAC	0.50	Delete

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Add Employee

13. Key in the amount for other payments, if applicable.
    Select **Continue**.

S/N	Description	Amount ($)		
1.	Total CPF Contributions	2342.00	Computed :	$2,342.00 🔍
2.	CPF Late Payment Interest	0.00	Computed :	$0.00 🔍
3a.	Skills Development Levy (SDL) - For Local Employees	17.25	Computed :	$17.25 🔍
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00		
4.	Donation to Community Chest	0.00	Donor Count :	0
5.	Total MBMF Contributions	2.00	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	2361.75		

Back   Save Draft   Continue

14. Check your submission. Select **Direct Debit**, **PayNow QR** to complete the transaction.

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.	SXXXXX06B	STAFF C	1,850.00	11.25	850.00	1,000.00	5,000.00	0.00	MBMF	2.00
2.	SXXXXX14C	STAFF B	492.00	6.00	264.00	228.00	2,400.00	0.00	CDAC	0.50

Total Record(s): 2   ⏮◀ ▶⏭ Page 1 of 1 GO

S/N	Description	Amount ($)		
1.	Total CPF Contributions	2,342.00	Computed :	$2,342.00 🔍
2.	CPF Late Payment Interest	0.00	Computed :	$0.00 🔍
3.	Skills Development Levy (SDL)	17.00	Computed :	$17.25 🔍
4.	Donation to Community Chest	0.00	Donor Count :	0
5.	Total MBMF Contributions	2.00	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	2,361.50		

☑ 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

15. You have completed your CPF submission and will receive an email acknowledgement.

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.	12345XXXXX-XXX-XX
Total Amount ($)	2,361.50
Submitter NRIC/FIN	SXXXX014C
Date/Time of Submission	27/11/2023 11:00:34 AM
Payment Mode	Direct Debit
Deduction On	29/11/2023
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