

How to submit CPF Adjustment

Step 1 : Login to CorpPass, select to the company/UEN No., and some declarations about submitting CPF Adjustment.

Step 2 : To choose the “Type of Adjustment” as per the screenshot below. Choose to ‘Adjust Month/Year – Partial Payment Adjustment’ as this option is more relevant.

Employer Services Home
Online Applications
MediSave / MediShield Life Reimbursement
Enquiry on Application Submission Status

Application for Adjustment of CPF Payment

ER_DMS_REQ01

Step 1 Step 2 Step 3 Step 4

Types of Adjustment*

Please select only one of the types of adjustment.

- Adjust Payment Type
[View Example](#)
- Adjust Month/Year - full payment adjustment
[View Example](#)
- Adjust Month/Year - partial payment adjustment.
[View Example](#)
- Adjust CPF payment paid from one company to another company - full payment adjustment.
[View Example](#)
- Adjust CPF payment paid from one company to another company - partial payment adjustment.
[View Example](#)
- Adjust CPF Contribution paid from one employee to another employee.
[View Example](#) [Consent form for employee with excess contribution](#)

Step 3 : To fill up the details to be submitted and more details can be referred to the example in the next screenshot.

Type of Adjustment

Adjust Month/Year - partial payment adjustment [View Example](#)

(a) Payment Received On # * e.g. dd/mm/yyyy	(b) Adjust From # * CPF Contribution Relevant Month CPF Account Number	(c) Adjust To * CPF Contribution Relevant Month CPF Account Number	(d) Amount # (\$) e.g. 123.23
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="mmm yyyy"/> <input type="text"/>	<input type="text" value="mmm yyyy"/> <input type="text"/>	<input type="text"/>
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="mmm yyyy"/> <input type="text"/>	<input type="text" value="mmm yyyy"/> <input type="text"/>	<input type="text"/>

Adjust Month/Year - partial payment adjustment

Note

- To adjust selected employees' CPF Contribution amounts.
- If the adjustment is to offset excess CPF Contribution amount paid, please also indicate the employee's correct salary amount (for the month with excess amount) in the 'Reason(s) for adjustment' field e.g. Reason(s) for adjustment: Tan Ah Woo's (S1234567A) Aug 2011 salary is \$4500.
- Offset of excess CPF Contribution is subjected to one year time-bar e.g. excess amount in Jan 2011's CPF contribution cannot be offset to Feb 2012's CPF Contribution.

Example Adjust \$500 paid on 06 Oct 2011 for S1234567A from Aug 2011 to Sep 2011.

(a) Payment Received On* (DD MMM YYYY)	(b) Adjust From*	(c) Adjust To	(d) Amount* (\$)
06 Oct 2011	CPF Contribution, Aug 2011 S1234567A	CPF Contribution, Sep 2011 S1234567A	500.00

* As stated on the Record of Payment (Form CPF90)

Close

Step 4 : Confirmation and proceed for submission.