

## Case B: Income Tax Filing

This income Tax Filing Form is carefully designed to accommodate to the needs of all busy working adults or resident individuals in Malaysia. It aims to not only ease the tedious calculations of income tax payable and also enables users to have a better gauge of how the tax relief items work. Not only so, but this form is also designed to save time and effort in compiling the information that is relevant in the latest income tax assessment year 2020/2021. The form systemizes a breakdown of the claim amount and also restricted amount in Tax Relief items specifically to the needs of the user. More so, the user is only required to enter their personal details and claim amounts, where input cells are deliberately coded and validated to ensure that the form is as unerring and accurate as possible. This is to ensure that the form is as user friendly and foolproof as possible.

With that said, the income tax form comes with thorough explanations in each field to guide users to fill in the required fields which are white-filled cells. Users are not required to fill in the grey-filled cells as the fields have already been formulated and will change upon meeting the relevant conditions. All the message prompts are as self-explanatory and straightforward as possible. When the user clicks on the cell, they will be prompted with a small message box to guide them through the process of filling out the form. When an invalid entry is entered, the user will be prompted with an error to try again with careful instructions to correct their error. Furthermore, the form is divided into segments to categorize the tax relief items. This helps the users to have an improved vision on the total amount of claims in different categories, such as lifestyle, lifestyle for parenthood, education, medical expenses and so on. The form also shows the maximum claim amount a user is entitled to right next to the input fields as a guide.

The form also aims to reduce the user's workload in completion of the form by allowing minimal input fields as we know filling out forms can also be a tiresome task. Upon completion of the form, the user is only one click away from calculating the total tax payable for the year. The user can proceed to calculation upon clicking the "Calculate" Button located at the near bottom of the form. If a user decides to key in a new set of information, a "Reset" button located at the

bottommost clears the fields and is ready for the next user. The form also automatically resets as the user closes it and reopens it for the next use.

This assignment has greatly expanded my knowledge regarding income tax in Malaysia. From having 0 experience in how income tax works, I am glad to say that this assignment has granted me the opportunity to understand how income tax works. With this knowledge that I can use to brace myself for the adulting world, adulting does not seem as scary as it used to be as I have one more practical knowledge I can check off my “To-Learn-List” prior to stepping into the working life.

Not only so, but this assignment has also broadened my horizons in the world of Microsoft Excel. I have learnt many interesting tools I never knew existed in creating the form. Though faced with great trials and tribulations, I was able to solve most of the problems by studying more in-depth through the internet. I was also inspired by the existing online Tax calculators while curating the best of both worlds, a simple yet systematic form. The process has brought me through ups and downs but yet being able to run a code successfully feels the most rewarding. Little did I know the power of spreadsheets could be this substantial. Learning how to create a spreadsheet with form controls and coding has greatly improved my skills and my boundaries in Excel, which I am sure will be of good use in the near future.

With that being said, I am utmost grateful that the internet is the most helpful tool in guiding me through the process of creating the spreadsheet form, of course not to mention the expounding guidance of the subject lecturer, Dr Tan. While in-depth knowledge is important, Dr Tan has laid a solid groundwork in helping me to kickstart my assignment. Furthermore, online references such as the official Income Tax websites and my parents who are taxpayers have also done their part in guiding me through a better understanding with their experienced insights.