



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Manage Tax Agent Authorisation

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Manage Tax Agent Authorisation

List of Digital Services Accessible by Tax Agents

Filing Matters

- File Income Tax Return
- Check Your Employer's Employment Income Submission Status
- Amend Tax Bill
- Transfer/View Parenthood Tax Rebate (PTR) [Available in early 2025]
- Apply Extension of Time to File

Submit requested information

- Revise Duplicate Relief Claim
- Update Dependent's Particulars

Inbox

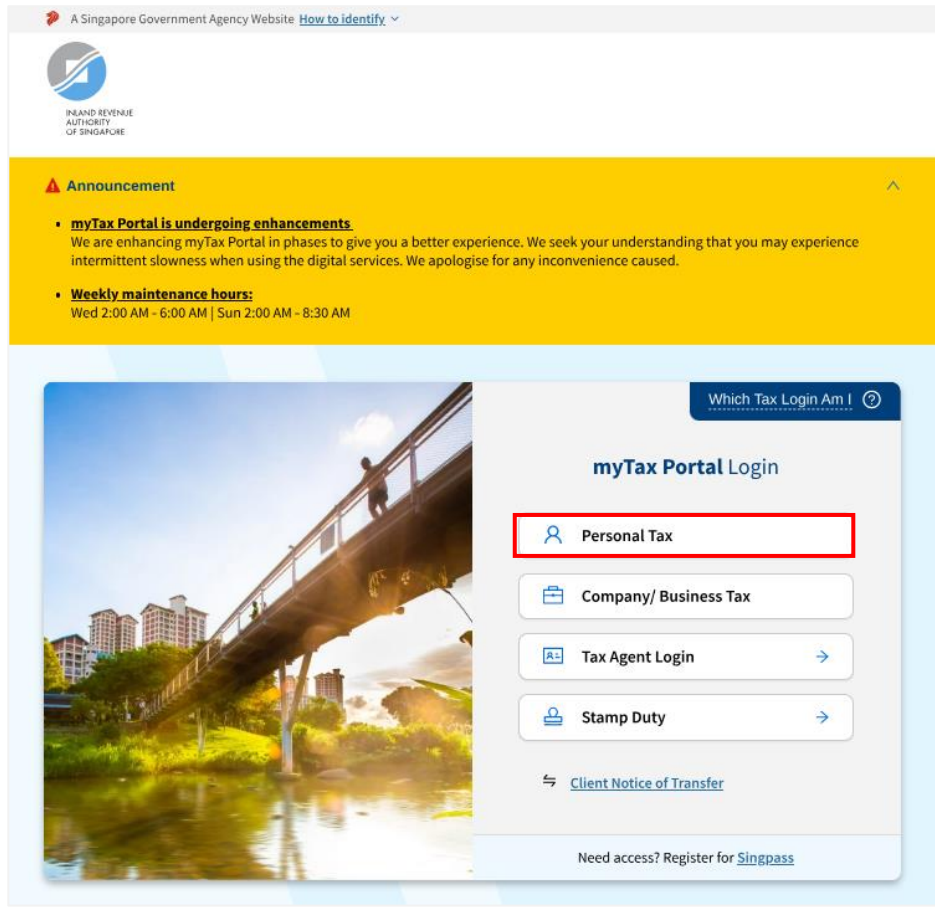
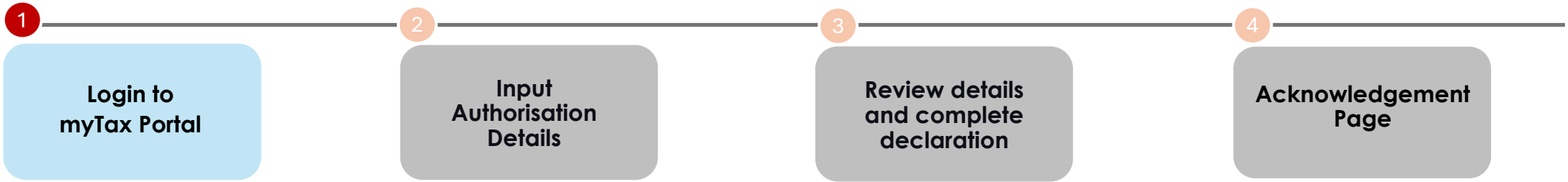
- View Individual Notices / Letters
- MyTax Mail (MTM) > View Mailbox
- MyTax Mail (MTM) > Compose Mail

Profile

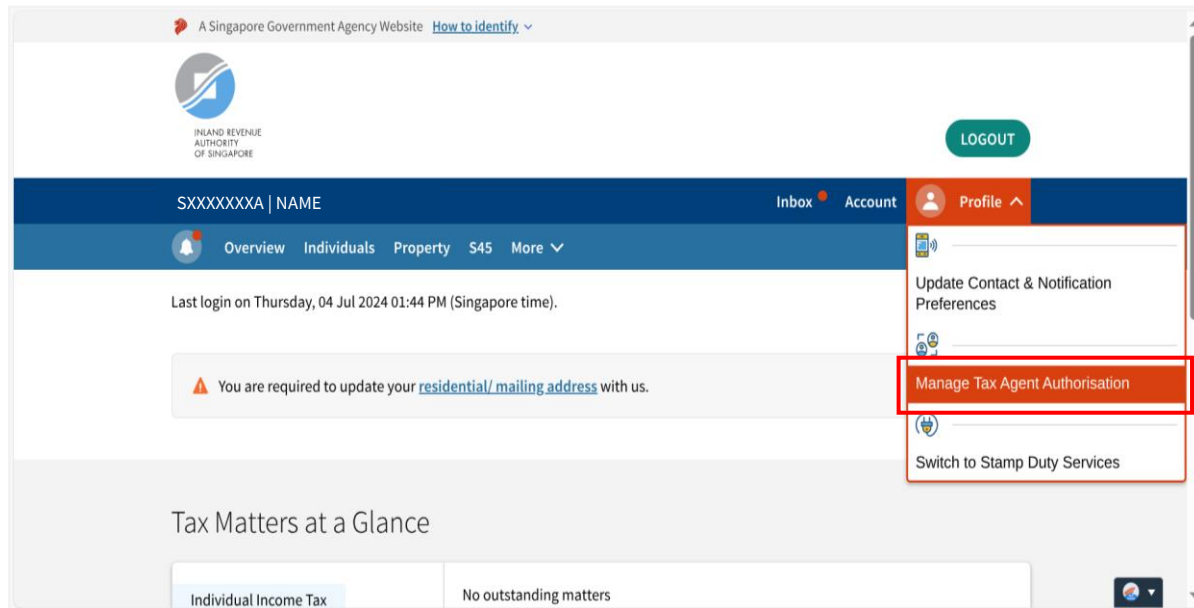
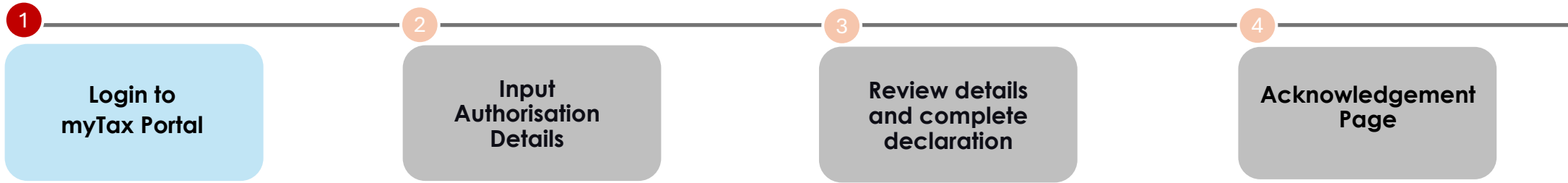
- Update Contact & Notification Preferences

Account

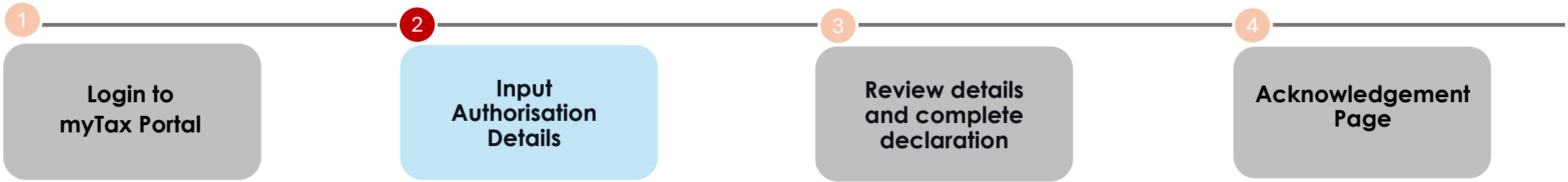
- Pay Taxes
- Apply Penalty Waiver
- View Account Summary
- View GIRO Plan



- Login to myTax Portal at <https://mytax.iras.gov.sg/login/selection>.
- Select **'Personal Tax'**.
- You will be redirected to the Singpass login page.
- After you have completed the Singpass authentication, you will be redirected to myTax Portal.



- Select 'Profile' > 'Manage Tax Agent Authorisation'.



Manage Tax Agent Authorisation

Authorise/ manage a tax agent to access your myTax Portal account and transact with IRAS on your behalf via a suite of Individual Income Tax-related digital services. ⓘ

1 Request Details 2 Review 3 Acknowledgement

Request Details

Please provide the following details of the tax agent that you wish to authorise to transact with IRAS on your behalf: ⓘ

Tax Agent Firm's Tax Ref No.*

Select

Enter Tax Ref No. to retrieve name of tax firm

Tax Agent's Email Address

By providing your tax agent's email address:

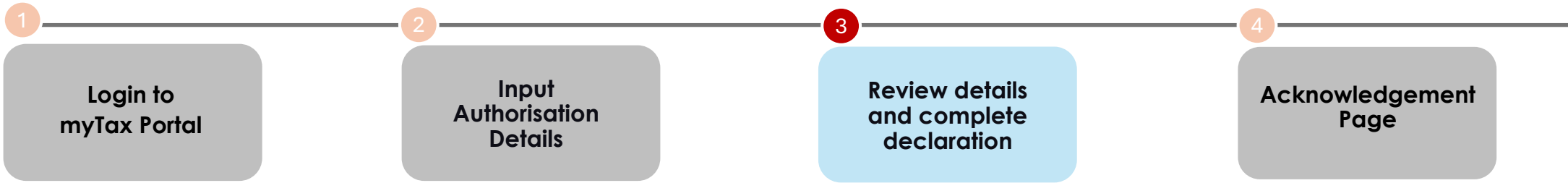
- The tax agent will receive email notifications relating to your Individual Income Tax matters and when there are changes to their authorisation.
- The email address will be synced to the Update Contact and Notification Preferences digital service.

Effective Authorisation Period ⓘ

Start Date
30/07/2024

End Date ⓘ

- Fill in the following details:
 - Tax Agent Firm's Tax Ref No.:**
Select the Tax Agent Firm's ID Type and enter the Tax Ref No.
 - Tax Agent's Email Address:**
This is a *non-mandatory* field. You may enter the tax agent's email address and they will be able to receive timely updates on your tax matters.
 - Start Date:**
Start Date will be pre-filled with current date.
 - End Date:**
This is a *non-mandatory* field. You may indicate End Date, i.e., the termination date, if available.
- Click '**CONTINUE**'.



Summary
You would like to authorise the following tax agent to transact with IRAS on your behalf.

Tax Agent Firm
UEN-LOCAL XXXXXXXXXA
NAME OF TAX AGENT FIRM

Tax Agent's Email Address

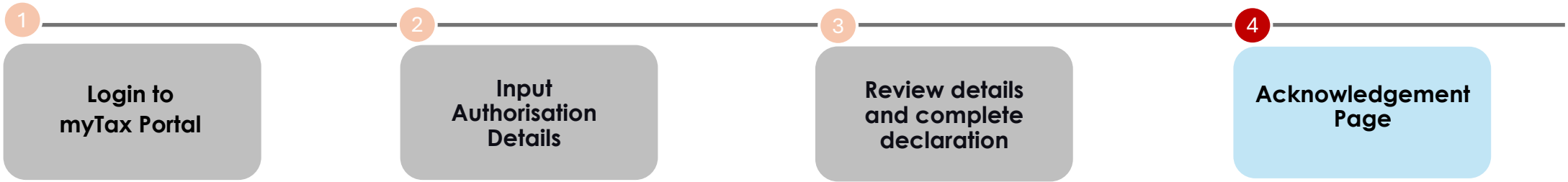
Effective Authorisation Period
From 30 Jul 2024

Declaration

declare that*

- I shall inform IRAS immediately via Manage Tax Agent Authorisation digital service once the tax agent no longer represents me in handling my individual income tax matters, or is no longer authorised to access my personal account on myTaxPortal on my behalf.
- I understand that my authorised tax agent (or any individual authorised by such tax agent) will be able to access and view all my individual income tax-related records and/or notices via myTaxPortal, including records and/or notices for periods before the effective start date of such authorisation.

- Review the summary of details entered.
- Tick the declaration checkbox.
- Click '**SUBMIT**'.



Acknowledgement

Successful Submission
You have successfully authorised [Name of Tax Agent] to access your myTax Portal account and transact with IRAS on your behalf.

We are unable to notify your tax agent as you did not provide your tax agent's email address during the authorisation. As such, please inform your tax agent of the authorisation change(s). If you wish for your tax agent to receive further notification(s), please [update your tax agent's email address](#).

Acknowledgement No.	0000001653	Date/ Time	17 May 2024 10:05 AM
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A copy of this acknowledgement can be found in [View Notices](#) digital service.

Summary of your Request

Tax Agent Firm
UEN-LOCAL XXXXXXXXXA
NAME OF TAX AGENT FIRM

Effective Authorisation Period
From 30 Jul 2024

Declaration

I declare that

- I shall inform IRAS immediately via Manage Tax Agent Authorisation digital service once the tax agent no longer represents me in handling my individual income tax matters, or is no longer authorised to access my personal account on myTaxPortal on my behalf.
- I understand that my authorised tax agent (or any individual authorised by such tax agent) will be able to access and view all my individual income tax-related records and/or notices via myTaxPortal, including records and/or notices for periods before the effective start date of such authorisation.

You may [view or update your tax agent's authorisation details](#).

- An acknowledgement page will be displayed upon successful submission.
- Submission will be processed **within 15 minutes**.
- An SMS/email will be sent to you on the authorisation. Your authorised tax agent will also receive an email notification if you have provided his/her email address.
- To update your tax agent's email address, you may select Profile > Manage Tax Agent Authorisation.



Manage Tax Agent Authorisation

Keep your tax agent's email address up-to-date at [Update Contact and Notification Preferences](#) digital service for him/ her to receive notifications on your Individual Income Tax matters and when there are changes to their authorisation.

To authorise a new tax agent, please terminate the current authorisation first.

Authorise/ manage a tax agent to access your myTax Portal account and transact with IRAS on your behalf via a suite of Individual Income Tax-related digital services. [i](#)

Authorised Tax Agent Details

NAME OF TAX AGENT	Effective Authorisation Period i	Tax Agent's Email Address	TERMINATE
UEN-LOCAL XXXXXXXXXA	From 30 Jul 2024 	XXXXXXXXXXXX 	

Your tax agent will be able to access and view all your individual income tax-related records/ notices via myTaxPortal, including records/ notices for periods before the effective start date.

Update 'Effective Authorisation Period'

Refer to page 4 and 5 to login to myTax Portal.

- Click the pencil icon.

Request Details

Please provide the following details of the tax agent that you wish to authorise to transact with IRAS on your behalf: ⓘ

Tax Agent Firm

UEN-LOCAL XXXXXXXXXA
NAME OF TAX AGENT FIRM

Tax Agent's Email Address ⓘ

Effective Authorisation Period ⓘ

Start Date

30/07/2024

End Date ⓘ

dd/mm/yyyy 

CONTINUE

- Update the 'End Date'. End date must be current or future date. It cannot be a back date.
- Click '**CONTINUE**'.

Summary

You would like to authorise the following tax agent to transact with IRAS on your behalf.

Tax Agent Firm

UEN-LOCAL XXXXXXXXXA
NAME OF TAX AGENT FIRM

Tax Agent's Email Address

XXXXXXXXXXXXXXXXXX

By providing your tax agent's email address:

- The tax agent will receive email notifications relating to your Individual Income Tax matters and when there are changes to their authorisation.
- The email address will be synced to the Update Contact and Notification Preferences digital service.

Effective Authorisation Period

30/07/2024 – 31/12/2026

Declaration

I declare that*

- I understand that my authorised tax agent (or any individual authorised by such tax agent) will be able to access and view all my individual income tax-related records and/ or notices via myTax Portal, including records and/ or notices for periods before the effective start date of such authorisation.
- I shall inform IRAS immediately via Manage Tax Agent Authorisation digital service once the tax agent no longer represents me in handling my individual income tax matters, or is no longer authorised to access my personal account on myTax Portal on my behalf.

BACK

SUBMIT

- Review the summary of details entered.
- Tick the declaration checkbox.
- Click '**SUBMIT**'.

Acknowledgement

You have successfully updated the authorisation access of [Name of Tax Agent].

We will notify xxxxxxxxxxxx (email address of Tax Agent) of the authorisation change(s).

Acknowledgement No.	0000002068	Date/ Time	19 Jul 2024 2:21 PM
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A copy of this acknowledgement can be found in [View Notices](#) digital service.

You have requested to update the following details:

End Date

31/12/2026

Declaration

I declare that

- I understand that my authorised tax agent (or any individual authorised by such tax agent) will be able to access and view all my individual income tax-related records and/ or notices via myTax Portal, including records and/ or notices for periods before the effective start date of such authorisation.
- I shall inform IRAS immediately via Manage Tax Agent Authorisation digital service once the tax agent no longer represents me in handling my individual income tax matters, or is no longer authorised to access my personal account on myTax Portal on my behalf.

You may [view or update your tax agent's authorisation details](#).

- An acknowledgement page will be displayed upon successful submission.



Manage Tax Agent Authorisation

Keep your tax agent's email address up-to-date at [Update Contact and Notification Preferences](#) digital service for him/ her to receive notifications on your Individual Income Tax matters and when there are changes to their authorisation.

To authorise a new tax agent, please terminate the current authorisation first.

Authorise/ manage a tax agent to access your myTax Portal account and transact with IRAS on your behalf via a suite of Individual Income Tax-related digital services. [i](#)

Authorised Tax Agent Details

NAME OF TAX AGENT UEN-LOCAL XXXXXXXXXA	Effective Authorisation Period i From 30 Jul 2024 	Tax Agent's Email Address XXXXXXXXXXXX 	TERMINATE
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Your tax agent will be able to access and view all your individual income tax-related records/ notices via myTaxPortal, including records/ notices for periods before the effective start date.

Update 'Tax Agent's Email Address'

Refer to page 4 and 5 to login to myTax Portal.

- Click the pencil icon.

Note: If there is no existing Tax Agent's email address, to update one, you need to click 'Update Contact and Notification Preferences' instead.

Update Contact & Notification Preferences

[< BACK TO PREVIOUS](#)

Last updated on 19 Jul 2024 3:07 PM (Singapore time).

Contact Details

 [EDIT](#)

By default, IRAS sends SMS notifications to your Singpass mobile number. If there are Singpass and preferred mobile numbers in IRAS' record, SMS notifications will be sent to your preferred mobile number.

Note

The retrieval of information from your Singpass Account is currently unavailable. Please update your contact details.

Singpass Mobile No.

Not provided

Preferred Mobile No.

Not provided

Home No.

Not provided

Office No.

Not provided

Email Address

Not provided

Tax Agent's Email Address

XXXXXXXXXXXXXX

- At the 'Update Contact & Notification Preferences' page, click **'EDIT'**.

Contact Details

By default, IRAS sends SMS notifications to your Singpass mobile number. If there are Singpass and preferred mobile numbers in IRAS' record, SMS notifications will be sent to your preferred mobile number.

Note
The retrieval of information from your Singpass Account is currently unavailable. Please update your contact details.

Singpass Mobile No. **Preferred Mobile No.**
Not provided +65

Home No. **Office No.**
+65 XXXXXXXX +65 XXXXXXXX

Email Address

Tax Agent's Email Address

By using this service, you consent to the [Terms and Conditions of Use](#) and for IRAS to use the updated Mobile No. and/ or Email Address for all tax matters.*

- Update the 'Tax Agent's Email Address'.
- Tick the 'Terms and Conditions of Use' checkbox.
- Click '**SAVE CHANGES**'.

Update Contact & Notification Preferences

Last updated on 19 Jul 2024 3:07 PM (Singapore time).

Contact Details [EDIT](#)

By default, IRAS sends SMS notifications to your Singpass mobile number. If there are Singpass and preferred mobile numbers in IRAS' record, SMS notifications will be sent to your preferred mobile number.

Singpass Mobile No. <i>Not provided</i>	Preferred Mobile No. +65 <input type="text"/>
Home No. +65 <input type="text"/> 99999999	Office No. +65 <input type="text"/> 88888888

Email Address

Tax Agent's Email Address

By using this service, you consent to the [Terms and Conditions of Use](#) and for IRAS to use the updated Mobile No. and/ or Email Address for all tax matters.*

Successful Update ✕

Acknowledgement No.:
6000000004795

Date/ Time: 19 Jul 2024 3:07 PM

You have updated your tax agent's email address.

- Upon successful update, an acknowledgement message will appear at top right corner of the page.



Manage Tax Agent Authorisation

Keep your tax agent's email address up-to-date at [Update Contact and Notification Preferences](#) digital service for him/ her to receive notifications on your Individual Income Tax matters and when there are changes to their authorisation.

To authorise a new tax agent, please terminate the current authorisation first.

Authorise/ manage a tax agent to access your myTax Portal account and transact with IRAS on your behalf via a suite of Individual Income Tax-related digital services. [i](#)


Authorised Tax Agent Details

NAME OF TAX AGENT UEN-LOCAL XXXXXXXXXA	Effective Authorisation Period i From 30 Jul 2024 	Tax Agent's Email Address XXXXXXXXXXXX 	TERMINATE
---	---	--	---------------------------

Your tax agent will be able to access and view all your individual income tax-related records/ notices via myTaxPortal, including records/ notices for periods before the effective start date.

Refer to page 4 and 5 to login to myTax Portal.

- Click **TERMINATE** to end the authorisation of current tax agent.



Confirm Termination

You are about to terminate the authorisation access of [Name of Tax Agent].
This action cannot be undone.

[CANCEL](#) **CONTINUE**

- Click '**CONTINUE**' to confirm and proceed with the termination.
- An acknowledgement page will be displayed upon successful submission.

Manage Tax Agent Authorisation

[SAVE AS PDF/ PRINT](#)

Acknowledgement

Successful Submission

You have successfully terminated the authorisation access of [Name of Tax Agent].

We will notify xxxxxxxxxx (email address of Tax Agent) of the authorisation change(s).

Acknowledgement No.	0000002072	Date/ Time	19 Jul 2024 3:11 PM
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A copy of this acknowledgement can be found in [View Notices](#) digital service.

You may [authorise a new tax agent](#).

Contact Information

For enquiries on this user guide, you may chat with us online at go.gov.sg/iraschat-login, from Monday to Friday, 8:00 am to 5:00 pm (except Public Holidays) or call us at 1800 356 8300.

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