



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Tax Agent's Access to myTax Portal for Individual Clients

Access to myTax Portal for Individual Clients

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Access to myTax Portal for Individual Clients

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

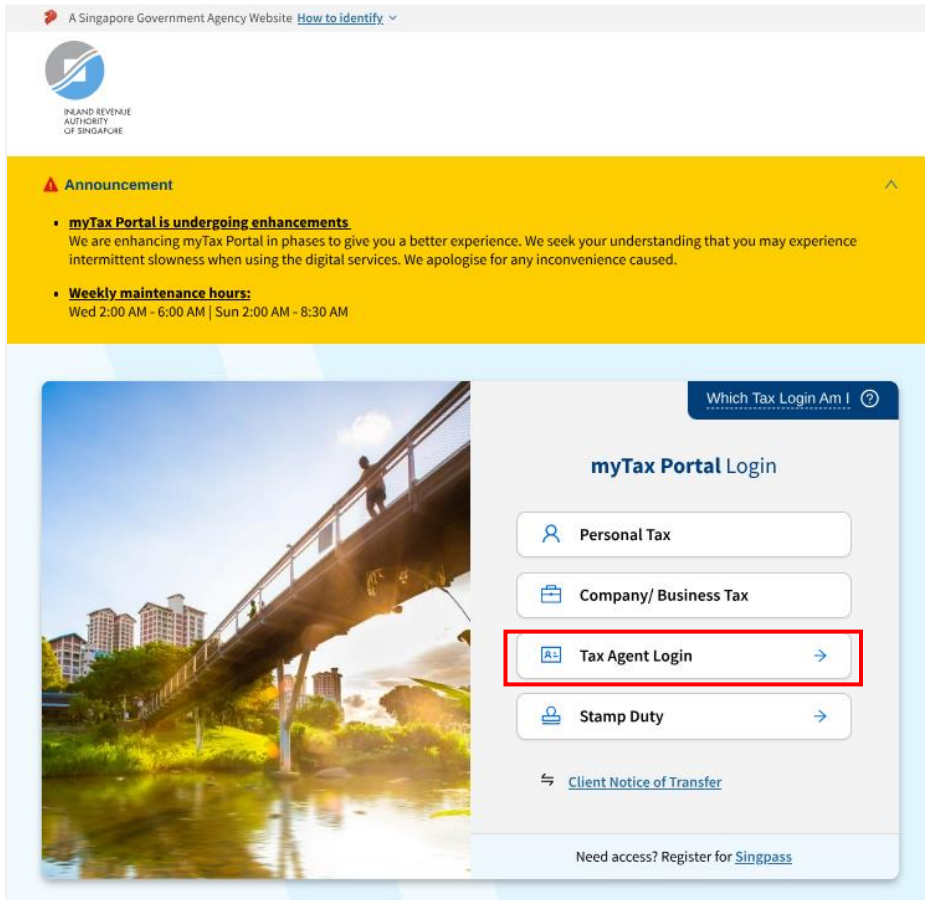
Profile

- Update Contact & Notification Preferences


Account

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

Access to myTax Portal for Individual Clients



A Singapore Government Agency Website [How to identify](#)

 INLAND REVENUE AUTHORITY OF SINGAPORE

Announcement

- myTax Portal is undergoing enhancements**
We are enhancing myTax Portal in phases to give you a better experience. We seek your understanding that you may experience intermittent slowness when using the digital services. We apologise for any inconvenience caused.
- Weekly maintenance hours:**
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

Which Tax Login Am I?

myTax Portal Login

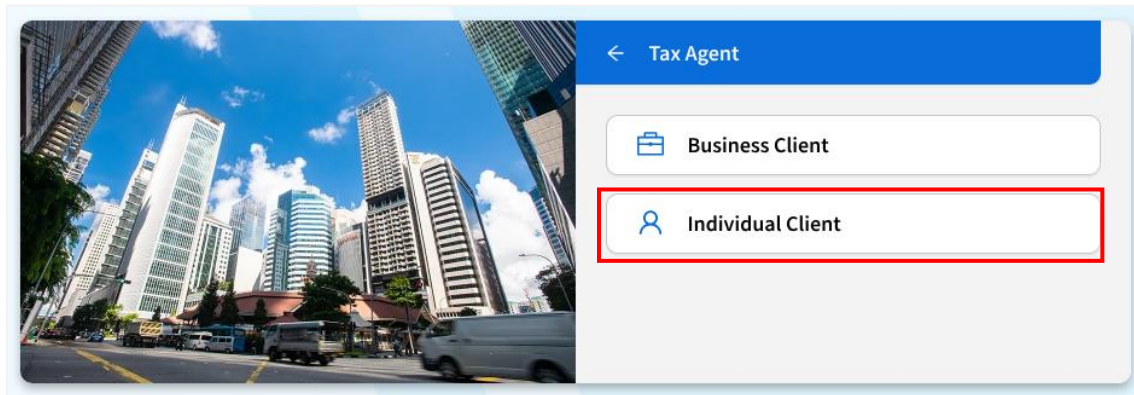
- Personal Tax
- Company/ Business Tax
- Tax Agent Login** →
- Stamp Duty →

[Client Notice of Transfer](#)

Need access? Register for [Singpass](#)

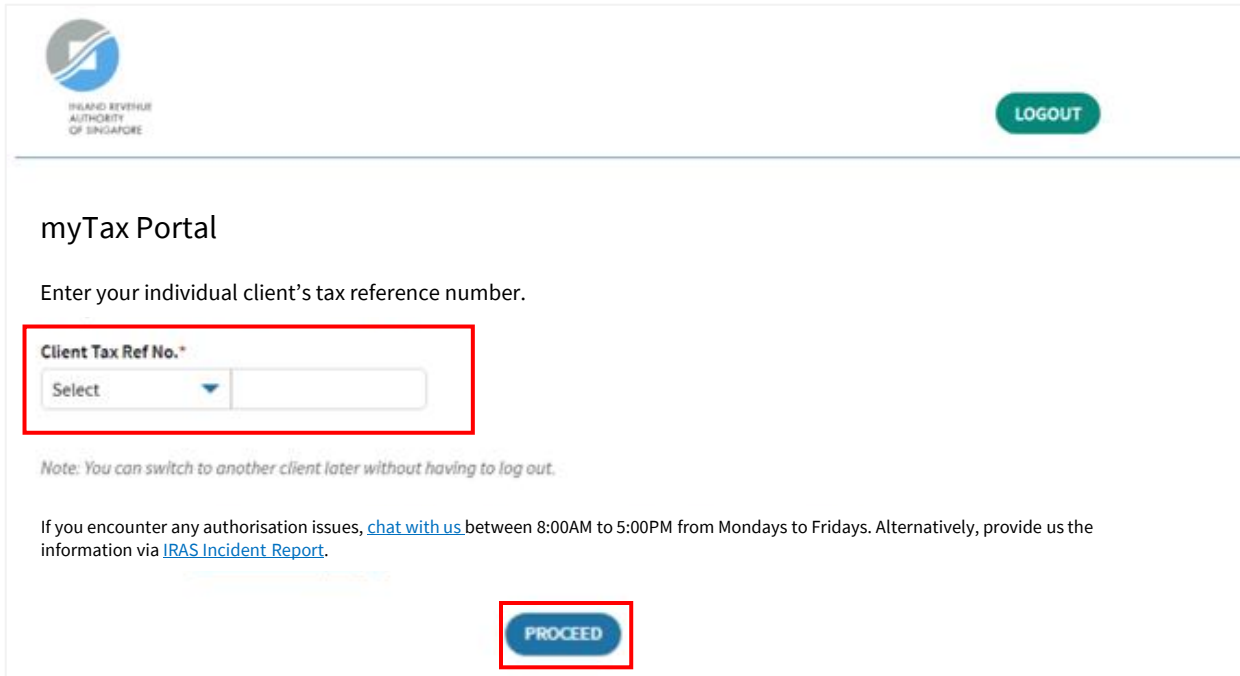
- Login to myTax Portal at <https://mytax.iras.gov.sg/login/selection>
- Select '**Tax Agent Login**'.

Access to myTax Portal for Individual Clients



- Then select '**Individual Client**'.
- You will be redirected to the Singpass login page.
- Complete the Singpass authentication process.

Access to myTax Portal for Individual Clients



The screenshot shows the myTax Portal interface. At the top left is the IRAS logo. At the top right is a green 'LOGOUT' button. Below the header, the text 'myTax Portal' is displayed. Underneath, it says 'Enter your individual client's tax reference number.' A red box highlights the 'Client Tax Ref No.*' field, which contains a dropdown menu with 'Select' and a small blue triangle icon. Below this field is a note: 'Note: You can switch to another client later without having to log out.' Further down, there is a paragraph of text: 'If you encounter any authorisation issues, [chat with us](#) between 8:00AM to 5:00PM from Mondays to Fridays. Alternatively, provide us the information via [IRAS Incident Report](#).' A red box highlights the blue 'PROCEED' button at the bottom of the form.

- Enter your individual client's tax reference number.
- Click '**PROCEED**'.

Access to myTax Portal for Individual Clients



XXXXXXXXXX | NAME OF TAX AGENT Inbox Account Profile

Overview Individuals

Transacting on behalf of client [Tax Ref. No.], [Name] [SWITCH CLIENT](#)

Last login on Tuesday, 04 Jun 2024 03:50 PM (Singapore time).

Tax Matters at a Glance

Individual Income Tax S\$500.00 ON GIRO	⚠ Your 2022 Income Tax Return is overdue. Warrant of Arrest issued. For immediate action FILE
VIEW ACCOUNT DETAILS	⚠ Your 2023 Income Tax Return is overdue. Due by 10 Apr 2025 FILE
	📧 You are required to file your 2024 Income Tax Return. Due by 18 Apr 2025 FILE
	📧 You have a message on Supplementary Retirement Scheme. Due by 19 Apr 2025 REPLY
	VIEW MORE

- You will be redirected to individual client's myTax Portal.

Access to myTax Portal for Individual Clients



The screenshot shows the myTax Portal interface. At the top, there is a dark blue header with the text "XXXXXXXXXA | NAME OF TAX AGENT" on the left and "Inbox Account Profile" on the right. Below the header, there is a navigation bar with "Overview" and "Individuals" tabs. The main content area shows "Transacting on behalf of client [Tax Ref. No.], [Name]" with a red-bordered button labeled "SWITCH CLIENT". Below this, it says "Last login on Tuesday, 04 Jun 2024 03:50 PM (Singapore time)." and a section titled "Tax Matters at a Glance". This section contains a table with tax-related information and actions.

Individual Income Tax		
S\$500.00	⚠️ Your 2022 Income Tax Return is overdue. Warrant of Arrest issued. For immediate action	FILE
ON GIRO	⚠️ Your 2023 Income Tax Return is overdue. Due by 10 Apr 2025	FILE
VIEW ACCOUNT DETAILS	📅 You are required to file your 2024 Income Tax Return. Due by 18 Apr 2025	FILE
	📅 You have a message on Supplementary Retirement Scheme. Due by 19 Apr 2025	REPLY
	VIEW MORE	

- To switch to a different client profile, click **'SWITCH CLIENT'**.

Access to myTax Portal for Individual Clients



XXXXXXXXXX | NAME OF TAX AGENT Inbox Account Profile

Overview Individuals

Transacting on behalf of client [Tax Ref. No.], [Name] SWITCH CLIENT

Switch Client

Enter your individual client's tax reference number.

Client Tax Ref No.*
Select

If you encounter any authorisation issues, [chat with us](#) between 8:00AM to 5:00PM from Mondays to Fridays. Alternatively, provide us the information via [IRAS Incident Report](#).

PROCEED

- Enter your individual client's tax reference number.
- Click '**PROCEED**'.
- You will be redirected to the next client's myTax Portal.

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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