INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Tax Agent’s Access to myTax Portal for Individual Clients

Table of Contents

Click on page number to go to the section

List of Digital Services Accessible by Tax Agents

Filing Matters
- File Income Tax Return
- Check Employer’s Employment Income Submission Status
- Amend Tax Bill
- Transfer/View Parenthood Tax Rebate (PTR)
- Apply Extension of Time to File

Submit requested information
- Update Dependent's Particulars

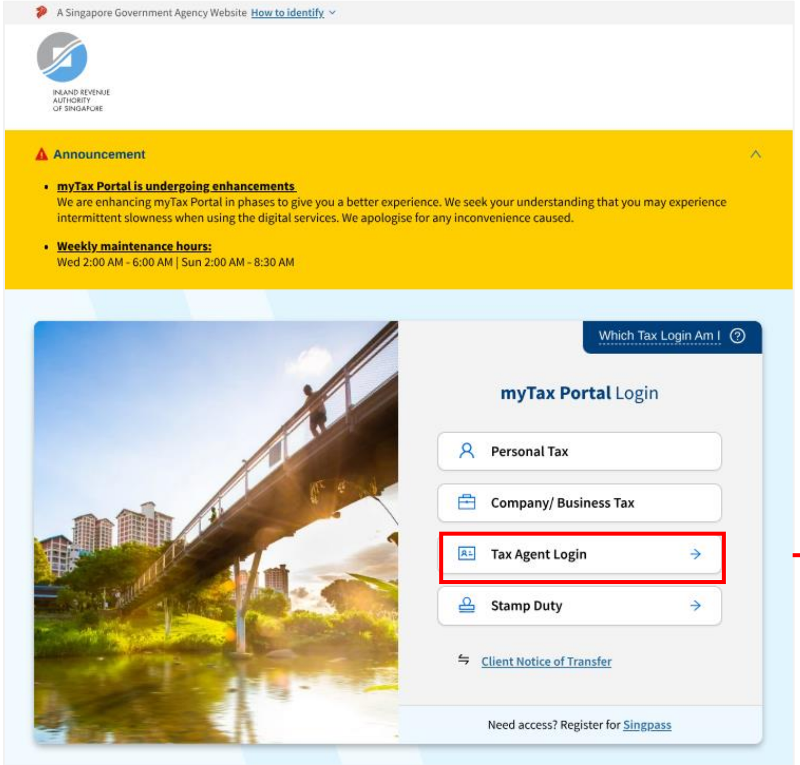
Inbox
- View Individual Notices / Letters
- MyTax Mail (MTM) > View Mailbox
- MyTax Mail (MTM) > Compose Mail

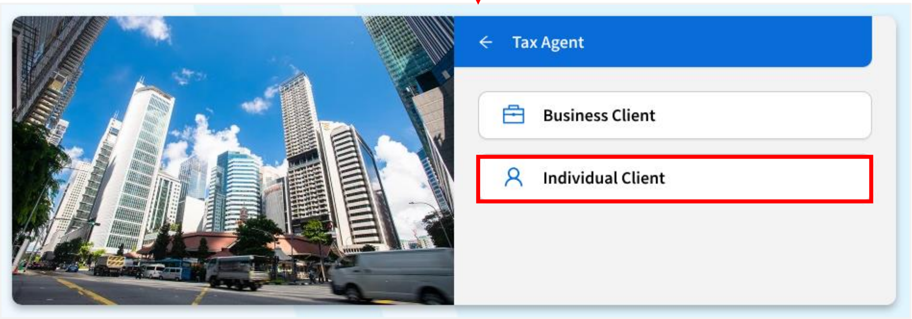
Note: Tax agents can only access MTMs sent by clients after the portal refresh.

Profile
- Update Contact & Notification Preferences

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

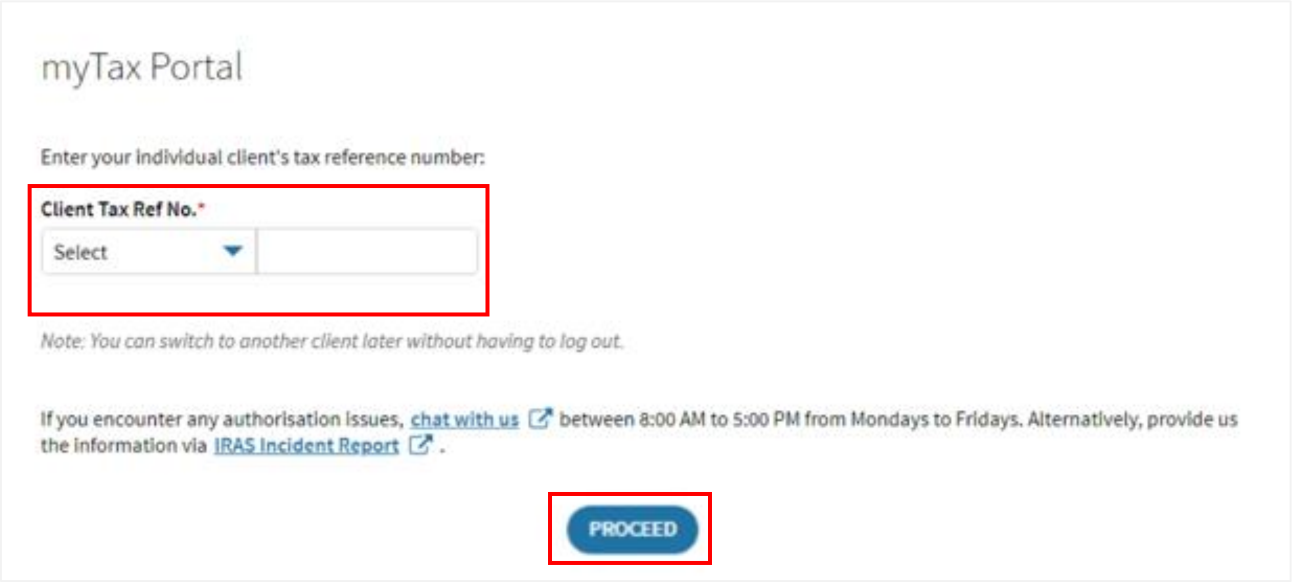
How to login to myTax Portal for Individual Clients





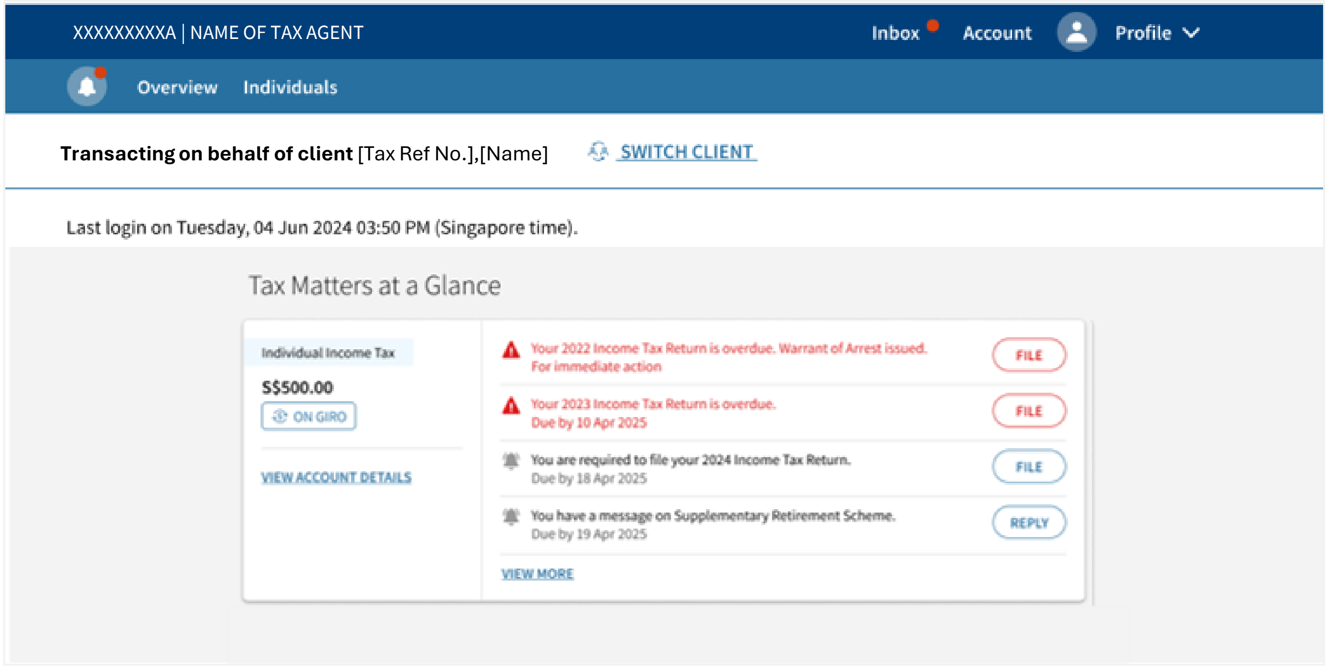
- Login to myTax Portal at *https://mytax.iras.gov.sg*.
- Select **'Tax Agent Login'**, then **'Individual Client'**.
- You will be redirected to the Singpass login page.
- Complete the Singpass authentication process.

How to login to myTax Portal for Individual Clients



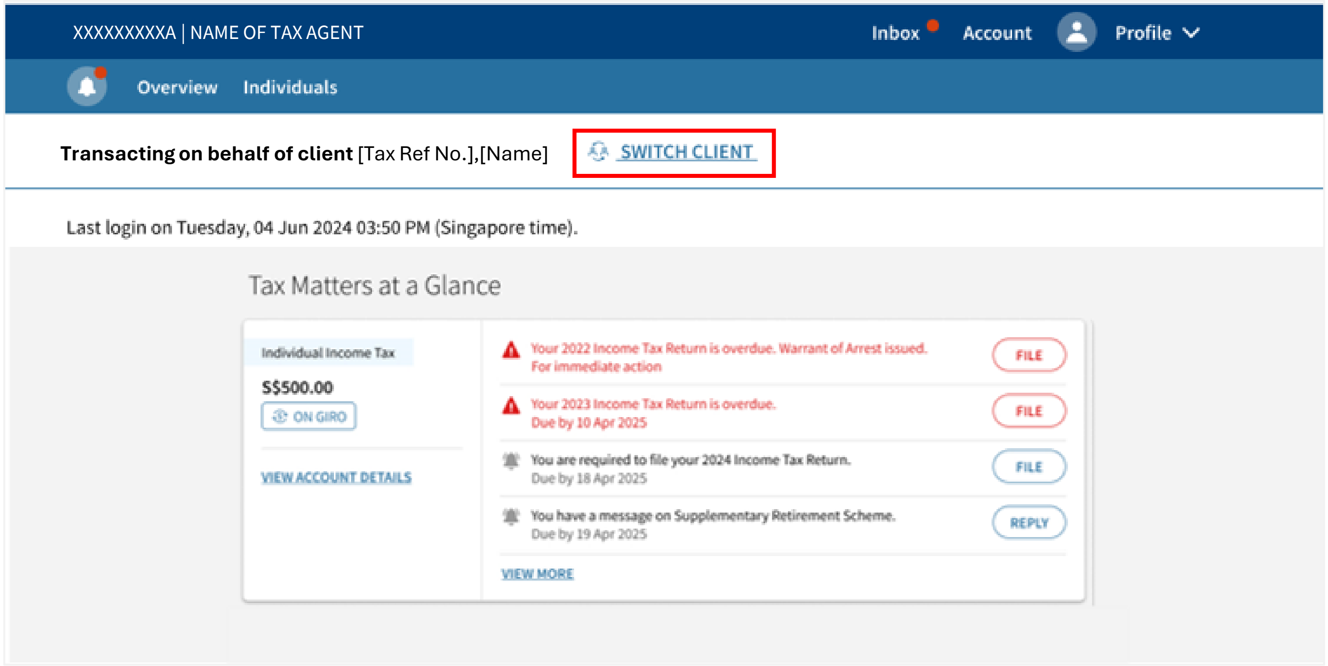
- Enter your individual client's tax reference number.
- Click **'PROCEED'**.

How to login to myTax Portal for Individual Clients



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

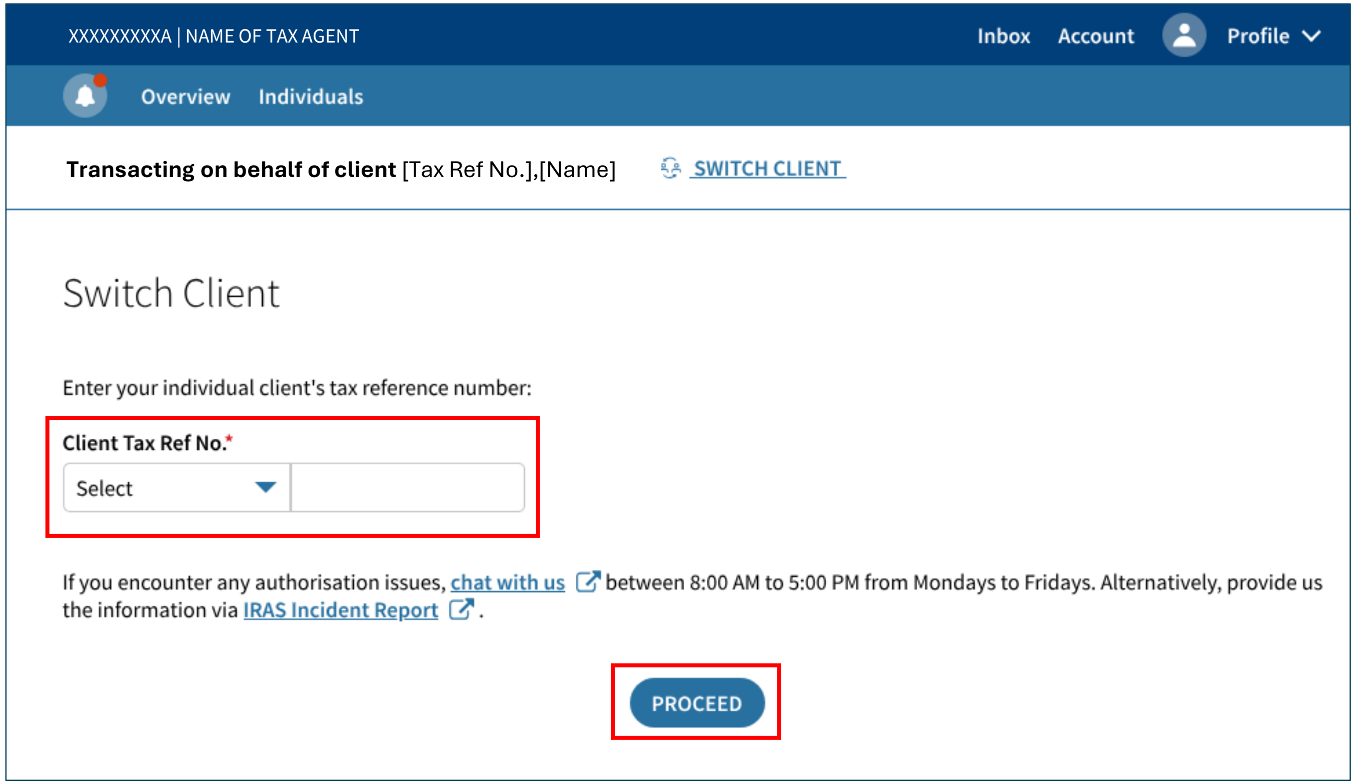
How to Switch Clients



Switching Clients in MyTax Portal

- To switch to a different client profile, select the '**SWITCH CLIENT**' link in the header.

How to Switch Clients



- Enter your individual client's Tax Reference Number.
- Click **'PROCEED'**.
- You will be redirected to the next client's myTax Portal Overview Page.

Published on 7 Mar 2025

Published by
Inland Revenue Authority of Singapore
www.iras.gov.sg