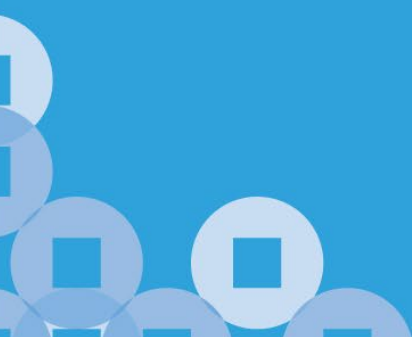




INLAND REVENUE
AUTHORITY
OF SINGAPORE

FAQ

Amend Tax Bill



Submitting an amendment request via the digital service

Q1 What is ‘Amend Tax Bill’?

A1 Amend Tax Bill is a digital service that allows eligible individual taxpayers to amend their tax bills for the:

Current Year of Assessment (YA);
Advance YA (for Clearance only); and
Previous 1 YA.

The digital service can be used to submit an amendment request within 30 days of your tax bill for any of the following reasons:

- (a) Revise previous Income Declaration;
- (b) Amend previous claims for Deductions and Reliefs;
- (c) Claim for Parenthood Tax Rebate; or
- (d) Change in Tax Residency Status (Non-Resident to Resident), if applicable.

For amendments due to other reason(s) or earlier YA, please email us via myTax Portal using Singpass or Singpass Foreign user Account.

Q2 What should I do if I am unable to use the digital service?

A2 You may correspond with us using the following modes:

- Email via mytax.iras.gov.sg (using myTax Mail)
- Chat with us via go.gov.sg/iras-livechat
- Call us at 1800 356 8300 (for local calls) or +65 6356 8300 (from overseas)
- Mail to Inland Revenue Authority of Singapore, 55 Newton Road, Revenue House, Singapore 307987

Q3 My employer is participating in the Auto-Inclusion Scheme for Employment Income. My employment income and deductions from this employer was, however, not included in my tax bill.

Do I have to report my employment income from this employer in the digital service?

A3 If your employment income and deductions are not included in your tax bill, you may email us the details via myTax Portal using your Singpass or Singpass Foreign user Account.

Do not provide the information in the digital service.

Q4 The employment income and deduction details shown in Employer(s) under Auto-Inclusion Scheme is incorrect. Can I amend the details?

A4 The employment income and deduction details shown in Employer(s) under Auto-Inclusion Scheme are based on information from your employer(s) and/or other organisations. If you disagree with the income and deductions information, please clarify with your employer(s) and/or the other organisations. They will resubmit the information to us if there are errors in the original submission and this will be included in your tax assessment.

Q5 My employer is participating in the Auto-Inclusion Scheme for Employment Income. I have erroneously declared the employment income from this employer and the income has been double assessed in my tax bill.

How should I rectify the error?

A5 You may remove the income amount that has been erroneously declared under 'Employer(s) Not under Auto-Inclusion Scheme'. Thereafter, you will be prompted with the question: 'Is the income reduction due to removal of the Auto-Included Employment Income?' Select 'Yes'.

Q6 My partnership income is incorrect but I am unable to amend it. How do I amend the figures?

A6 You cannot amend your partnership income. Your share of allocated partnership income will be adjusted based on the partnership filing submitted by your precedent partner. Please approach your precedent partner if you have any clarification on the partnership income allocation.

Q7 My employment income for tax clearance is incorrect but I am unable to amend it. How do I amend the figures?

A7 The employment income for tax clearance is provided by your ex-employer.
If there is any amendment required, please contact your ex- employer to submit an Additional or Amended Form IR21. If you wish to declare employment income from other employer(s), please declare at Employment Income and Expenses section.

Q8 How do I retrieve a draft copy of my amendment which I temporarily saved at myTax Portal?

- A8** Follow the steps below to retrieve your draft copy of your request to amend your tax bill:
- (a) Login to myTax Portal using your Singpass or Singpass Foreign user Account (SFA);
 - (b) Select 'Individuals' > 'Amend Tax Bill' from the menu bar;
 - (c) Follow the instructions shown on the screen to retrieve your draft copy and continue to submit your amendment.
- Note: The draft copy of your amendment will be saved for 14 days or until 28 Dec, whichever is earlier.
- Q9 Can I retrieve the Consolidated Statement after I have successfully submitted my amendment request?**
- A9** Yes, you may retrieve a copy of the Consolidated Statement in View Notices digital service within 5 days.
- Q10 Do I have to submit any supporting documents (e.g. IR8A)?**
- A10** You are only required to submit supporting documents such as Form IR8A/ certified Statement of Accounts if you are prompted to do so at the Consolidated Statement.
- While you may not be prompted to submit the supporting documents at the digital service, IRAS may still request these documents when we review your amendment request.
- Q11 I have been prompted to submit documents but I do not have them on hand now. Can I submit my amendment without uploading the documents?**
- A11** All requested documents must be uploaded before you can submit the request to amend your tax bill. If the documents are not available, you may save your request as a draft copy and complete the submission when the documents are ready.
- Select 'Save Draft' at the top or bottom of the tax form or Consolidated Statement. Your draft copy will be saved for 14 days or until 28 Dec, whichever is earlier, after which the draft copy will be deleted.
- Note: The draft saved is not a submission of your amendment request.
- Q12 What should I do if I do not see an Acknowledgement Page after selecting 'Submit'?**
- A12** You may access View Notices digital service to check if your Acknowledgement Page is available.
- If there is no Acknowledgement Page, check the status of your submission by selecting 'Individuals' > 'Amend Tax Bill' from the menu bar.

Q13 **How do I make amendments after I have submitted my amendment request via the digital service?**

A13 You may only amend your tax bill once using the digital service. If there are further amendments to make, please email us the details of the amendments via myTax Portal ('Inbox' > 'Compose Mail') using your Singpass or Singpass Foreign user Account. Please provide full details of the amendments.

Q14 **When will I receive my revised tax bill?**

A14 We will notify you via your preferred notification mode when your revised tax bill is ready or update you on the status of your amendment request within 10 working days.

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