



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

Update Contact & Notification Preferences  
(for Individual Property Owner)

This user guide explains how to an individual property owner can select a property to receive property tax notifications and to opt in or out of receiving consolidated notifications for multiple properties through myTax Portal. It ensures that your notification preference, as an individual owner, is accurately submitted to IRAS for receiving digital notifications based on your indicated preference.

## Learning Objectives

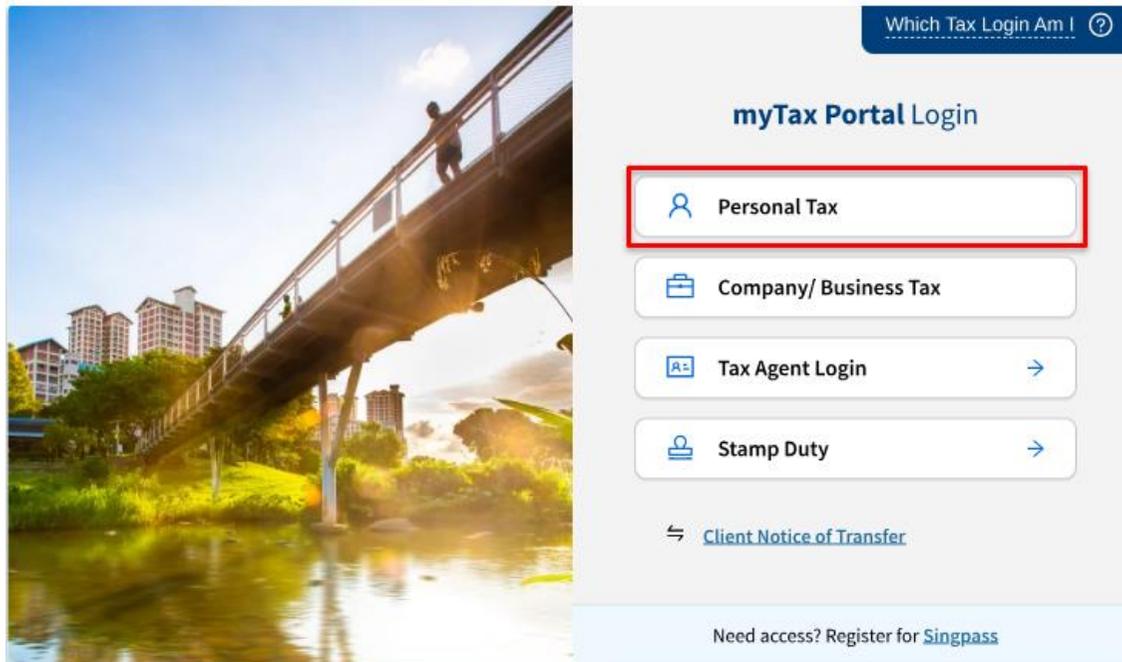
- Selecting property for property tax notifications
- Opting in or out of receiving consolidated notifications for multiple properties (if you own more than one property)

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## Module 1: Introduction to Contact & Notification Preference

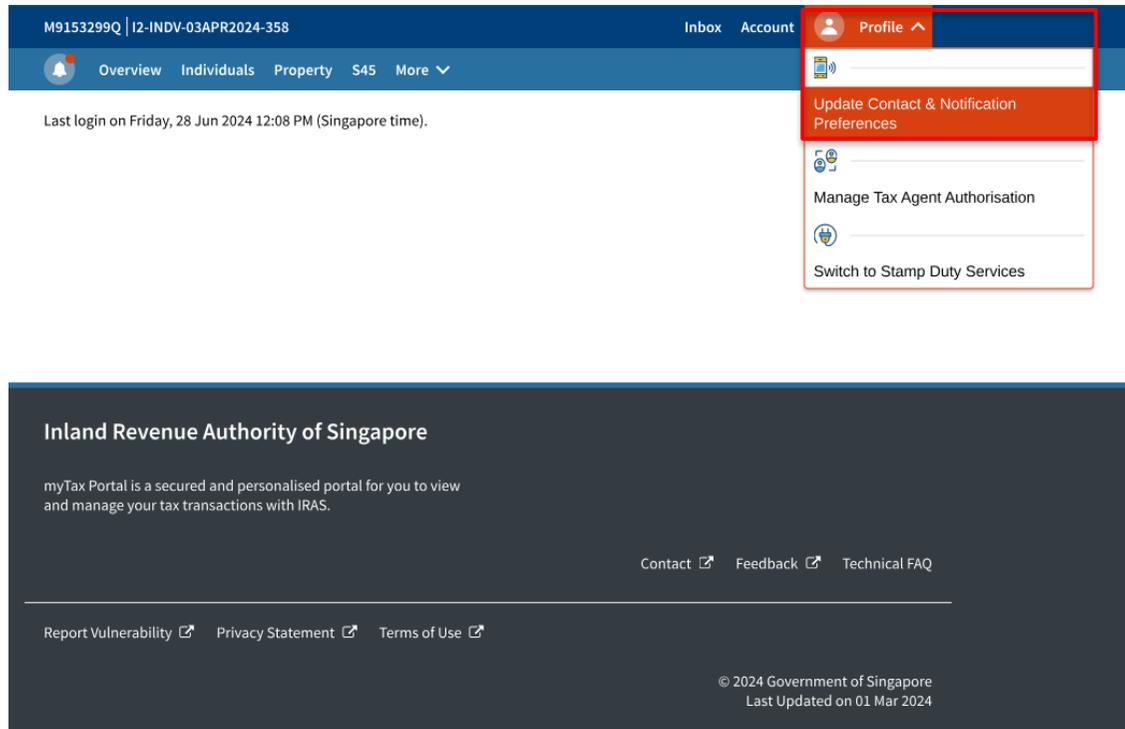
### myTax Portal Login



#### Step 1

At myTax Portal Login Page, click on "Personal Tax" and log in with your credentials.

## Landing Page



### Step 2

Once you have logged in, click on the "Profile" dropdown menu, and click on "Update Contact & Notification Preferences".

## Update Contact & Notification Preferences (for Individuals)

### Update Contact & Notification Preferences

M9153299Q | I2-INDV-03APR2024-358 Inbox Account Profile

Overview Individuals Property S45 More

#### Update Contact & Notification Preferences

Last updated on 28 Jun 2024 1:36 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.

<b>Singpass Mobile No.</b> +65 97705503	<b>Preferred Mobile No.</b> +65 91022033
<b>Home No.</b> Not provided	<b>Office No.</b> Not provided
<b>Email Address</b> hello@email.com	

##### Notification Preferences EDIT

**For All Tax Types**  
SMS

##### Address EDIT

If you have selected to receive paper notices, the notice will be sent to the address maintained with IRAS. If you have residential and mailing addresses in IRAS' record, notices will be sent to your mailing address.

**Residential Address**  
9 BUKIT MERAH LANE #04 - 11 S(996977)

**Mailing Address (For All Tax Types)**  
Not provided

### Step 3

On "Update Contact & Notification Preferences" page, you can update the following:

- Contact Details**  
Enter your contact details.
- Notification Preferences**  
Select your notification preference (SMS / Email / Both SMS and Email).  
 Select your digital notification preference to receive timely updates when the notice is available for viewing.
- Address**  
Enter your mailing address for all tax types. IRAS will mail all property notices to the updated address. For any other arrangements, please write in to IRAS via myTax Mail.

To do so, please click "Edit".

## Module 2: Select property to receive notification

### Notification Preferences

**Notification Preferences**

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**For All Tax Types** [CUSTOMISE BY TAXES](#)

I want to be notified by\*

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

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By using this service, you consent to the [Terms and Conditions of Use](#) and by selecting the 'SMS', 'Email' or 'Both SMS and Email' options, you agree to receive digital notices and notifications on your tax matters. No paper notices will be sent.\*

#### Step 4

On "Notification Preferences" section, you can update the following:

- a) Select property to receive notifications (if you are not the main recipient of that property).

*Note: Main recipient would be notified by default.*

- b) Opt in or opt out to receive consolidated notification(s) for all your properties. The update will take effect for the next round of billing in January.

To update the above, click "Customise by Taxes".

## Notification Preferences – Property Tax

**Notification Preferences**

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**Individual Income Tax** [APPLY TO ALL TAX TYPES](#)

I want to be notified by\*

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

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**Property Tax**

I want to be notified by

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

[VIEW/ EDIT PROPERTY LIST](#) (0 out of 3 properties will receive notifications)

---

**Withholding Tax** [APPLY TO ALL TAX TYPES](#)

I want to be notified by\*

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

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Step 4ai

Upon clicking on “Customise by Taxes”, to select the property to receive property tax notifications, click on “View/ Edit Property List”.

## View / Edit Property List

### View/ Edit Property List

Select a property to receive notifications for.

- You can only select a property to receive notifications if you are not the main recipient of that property.
- The main recipient of the property will receive notifications by default.
- You can only opt in or out of receiving notices once a day for a particular property.

1 - 3 of 3 Record(s)

<input checked="" type="checkbox"/>	Property ↑↓
<input checked="" type="checkbox"/>	155 Lavender ST #01-21 S(380018)
<input checked="" type="checkbox"/>	1 Novena ST #01-21 S(380019)
<input checked="" type="checkbox"/>	22 Novena ST #01-21 S(380020)

3 Record(s) Selected

Step 4aii

Tick on the property(s) to receive notifications and click "Select".

## Notification Preferences – Property Tax

**Notification Preferences**

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**Individual Income Tax** [APPLY TO ALL TAX TYPES](#)

I want to be notified by\*

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

---

**Property Tax** [APPLY TO ALL TAX TYPES](#)

I want to be notified by

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

[VIEW/ EDIT PROPERTY LIST](#) (3 out of 3 properties will receive notifications)

I want to receive consolidated notification(s) for all properties. The update will take effect for the next round of billing in January.

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**Withholding Tax** [APPLY TO ALL TAX TYPES](#)

I want to be notified by\*

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

---

By using this service, you consent to the [Terms and Conditions of Use](#) and by selecting the 'SMS', 'Email' or 'Both SMS and Email' options, you agree to receive digital notices and notifications on your tax matters. No paper notices will be sent.\*

Step 4a

Tick on the Declaration Box and click "Save Changes". You will receive notifications for the selected property(s) based on your notification preference.

Module 3: Opt in or opt out consolidation notification

**Notification Preferences**

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**Individual Income Tax** [APPLY TO ALL TAX TYPES](#)

I want to be notified by\*

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

---

**Property Tax** [APPLY TO ALL TAX TYPES](#)

I want to be notified by

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

[VIEW/ EDIT PROPERTY LIST](#) (3 out of 3 properties will receive notifications)

I want to receive consolidated notification(s) for all properties. The update will take effect for the next round of billing in January.

---

**Withholding Tax** [APPLY TO ALL TAX TYPES](#)

I want to be notified by\*

SMS

Email

Both SMS and Email

[I do not want SMS and/ or email notifications](#)

By using this service, you consent to the [Terms and Conditions of Use](#) and by selecting the 'SMS', 'Email' or 'Both SMS and Email' options, you agree to receive digital notices and notifications on your tax matters. No paper notices will be sent.\*

Step 4b

To opt in or opt out to receive consolidated notification(s) for all your properties\*, tick on the checkbox - "I want to receive consolidated notification(s) for all properties", tick on the Declaration Box and click "Save Changes".

You will receive consolidated notification(s) for all your properties based on your notification preference in the next round of billing in January once you have opted in.

Note:

*This option is only applicable for taxpayer owning more than 1 property and has selected SMS / Email / Both SMS and Email Notification Preferences.*

### Contact Information

For clarifications, you may chat with us online at [go.gov.sg/iraschat-login](https://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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