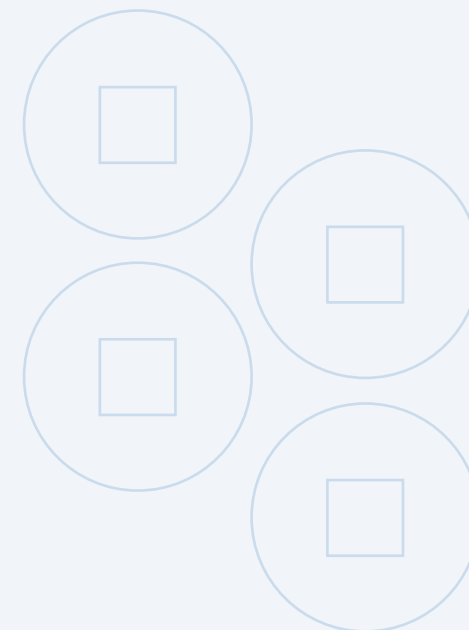
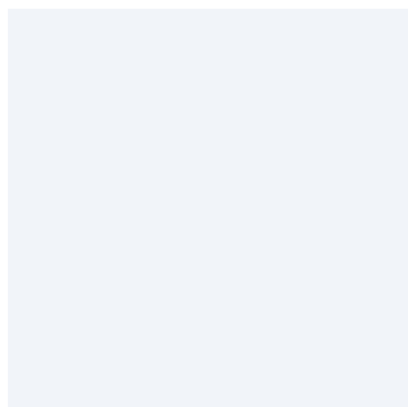




INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

View GIRO Plan



View GIRO Plan

- You may view or cancel your GIRO plan through myTax Portal for your Corporate Tax, Property Tax or GST.
- This user guide will show you how to view or cancel your GIRO plan through myTax Portal.

To **View GIRO Plan**, please refer to **Steps 1 to 4**.

To **Cancel GIRO Plan for Corporate Tax, GST or S45**, please refer to **Steps 5 to 9**.

To **Cancel GIRO Plan for Property Tax**, please refer to **Steps 10 to 14**.

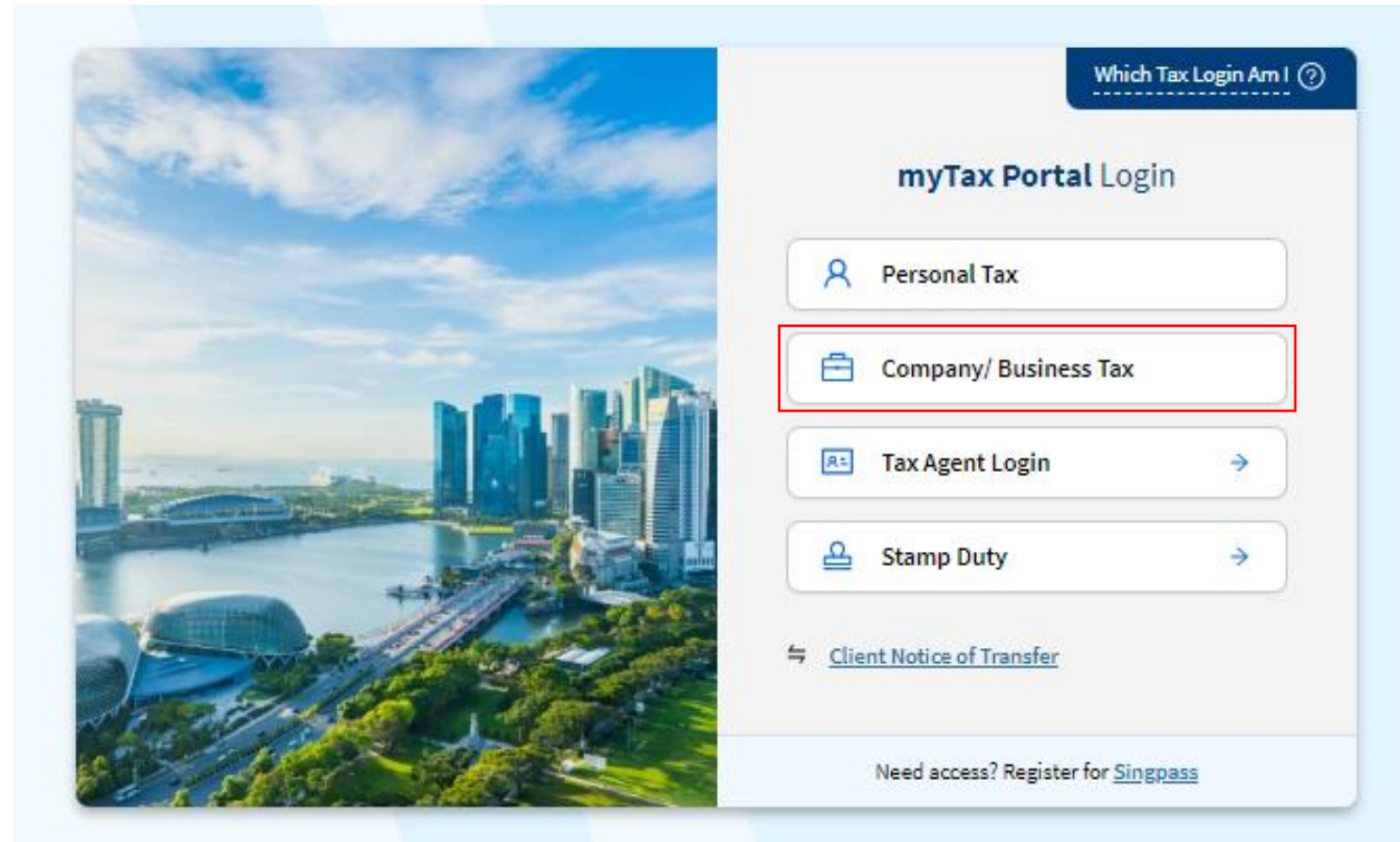


INLAND REVENUE
AUTHORITY
OF SINGAPORE

At myTax Portal landing page

Step 1

Select **Business Tax** to log in to [myTax Portal](#).





Step 2

Under Account, Click on **View
GIRO Plan.**

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

INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 27/06/2024

SINCERELYRICH
Tax Ref No. 99707640B

Email Us (myTax Mail) | Notices/Letters (6) | Account | Logout

Overview | GST | Employers | Property | More

Last login on Tuesday, 25 Jun 2024 9:30 AM (Singapore time).

Note
The company/ business has subscribed to the following notifications for its tax notices.

Email notification

- GST e-notices

Account Summary

1 - 1 of 1 Record(s)

[Apply Payment Plan](#) | [Pay Taxes](#)

Type	Balance	Actions
GST	S\$ 50,608.46 (DR)	VIEW DETAILS
Property Tax		VIEW SUMMARY

Popular e-Services

- [Update Notice Preferences](#)
- [View GST Notices/ Letters](#)
- [View GIRO Plan](#)

ue



Step 3

Click on **View Plan**.

For Property Tax, click on
Proceed.

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

IRAS Logo
INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 06/08/2024

Name of 207008113G
Tax Ref No. 207008113G

Email Us (myTax Mail) • Notices/Letters (42) • Account • Logout

Overview Corporate Tax • GST • Employers • Property • More •

Payment Plan Summary

SAVE AS PDF/PRINT

Type	Bank Account	Actions ⓘ
Corporate Tax	DBS/POSB XXXX8888	VIEW PLAN CANCEL PLAN
GST	DBS/POSB XXXX8888	VIEW PLAN CANCEL PLAN

For Property Tax Accounts

Set up payment plan for Property Tax [PROCEED](#)

Related e-Services

> [View Property Dashboard](#) > [View Account Summary](#)

> [View Corporate Tax Filing Status](#)



Step 4

Your GIRO plan details will be displayed.

Property Tax plan details will be displayed in a slightly different layout due to IRAS' transition to the new system for Property Tax.

Overview Corporate Tax GST Employers Property S45 Search

Payment Plan Details

SAVE AS PDF/ PRINT

< Back to Payment Plan Summary

The deduction will be on the **6th of the month**. If the deduction is unsuccessful, we will attempt to deduct the amount again on the 20th. Please maintain sufficient funds in your bank account.

Type	Bank Account
Corporate Tax	DBS/POSB XXXXXX0011

Payment Month	Amount (\$S)
May 2020	10,160.00
Total	10,160.00

VIEW PAYMENT PLAN SUMMARY

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

INLAND REVENUE AUTHORITY OF SINGAPORE

99707640B | SINCERELYRICH

Email Us (myTax Mail) Notices/Letters Account

Overview GST Employers Property More

View GIRO Plan

If you want to view your account summary for Corporate Tax and GST, go to the menu bar and choose Account -> View GIRO Plan.

Plans Summary

1 - 1 of 1 Record(s)

Plan Balance(\$S)

Property Tax You have 1 account	6,401.43	VIEW SUMMARY
---	----------	------------------------------

Inland Revenue Authority of Singapore

myTax Portal is a secured and personalised portal for you to view and manage your tax transactions with IRAS.

Contact Feedback Technical FAQ

Report Vulnerability Privacy Statement Terms of Use

© 2024 Government of Singapore
Last Updated on 01 Mar 2024



Step 5

Under **Account**, Click on **View GIRO Plan**.

The screenshot shows the IRAS user interface for a user named SINCERELYRICH with Tax Ref No. 99707640B. The user is logged in on Tuesday, 25 Jun 2024 9:30 AM (Singapore time). The 'Account' dropdown menu is open, showing options under 'Profile' (Update Notice Preferences, Update GST Contact Details, Switch to Stamp Duty Services) and 'Tax Account' (Apply/ Manage GIRO Plan, Pay Taxes, Appeal Penalty Waiver (GST), Appeal Penalty Waiver (Property Tax), View Account Summary, View Late Filing Fee/ Summons, and View GIRO Plan). The 'View GIRO Plan' option is highlighted in blue. Below the menu, there is an 'Account Summary' section showing 1 record of 1 record(s). The summary table has columns for Type, Balance, and Actions. The first row is for GST with a balance of S\$ 50,608.46 (DR) and a 'VIEW DETAILS' button. The second row is for Property Tax with a 'VIEW SUMMARY' button. At the bottom, there is a 'Popular e-Services' section with three icons: 'Update Notice Preferences', 'View GST Notices/ Letters', and 'View GIRO Plan'.

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

INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 27/06/2024

SINCERELYRICH
Tax Ref No. 99707640B

Email Us (myTax Mail) | Notices/ Letters | Account | Logout

Overview | GST | Employers | Property | More

Last login on Tuesday, 25 Jun 2024 9:30 AM (Singapore time).

Note
The company/ business has subscribed to the following notifications for its tax notices.

Email notification

- GST e-notices

Account Summary

1 - 1 of 1 Record(s)

[Apply Payment Plan](#) | [Pay Taxes](#)

Type	Balance	Actions
GST	S\$ 50,608.46 (DR)	VIEW DETAILS
Property Tax		VIEW SUMMARY

Popular e-Services

- [Update Notice Preferences](#)
- [View GST Notices/ Letters](#)
- [View GIRO Plan](#)

Step 6

Click on **Cancel Plan** for the GIRO plan that you wish to cancel.

To cancel plan for Property Tax, click on Proceed. Refer to Step 10 to 14 for cancelling Property Tax plan.

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

IRAS
INLAND REVENUE
AUTHORITY
OF SINGAPORE

TA Date: 06/08/2024

Name of 207008113G
Tax Ref No. 207008113G

Email Us (myTax Mail) • Notices/Letters (43) • Account • Logout

Overview Corporate Tax • GST • Employers • Property • More •

Payment Plan Summary

[SAVE AS PDF/ PRINT](#)

Type	Bank Account	Actions ⓘ
Corporate Tax	DBS/POSB XXXX8888	VIEW PLAN CANCEL PLAN
GST	DBS/POSB XXXX8888	VIEW PLAN CANCEL PLAN

For Property Tax Accounts [PROCEED](#)

Set up payment plan for Property Tax

Related e-Services

[> View Property Dashboard](#) [> View Account Summary](#)

[> View Corporate Tax Filing Status](#)

Step 7

Read the pop-up message. Click on **“Continue”** if you wish to proceed to cancel your GIRO plan or click on **“Cancel”** to cancel the request.


A screenshot of the Inland Revenue Authority of Singapore (IRAS) website. The page is titled 'A Singapore Government Agency Website' and shows the IRAS logo and 'TA Date: 31/01/2020'. The user's tax reference number is 'XXX Tax Ref No. 197801697R'. The navigation bar includes 'Email Us (myTax Mail)', 'Notices/Letters', 'Account', and 'Logout'. The main content area is titled 'Payment Plan' and includes a table with columns for 'Type' and 'Corporate Tax'. A pop-up message is displayed in the center, titled 'CANCEL PAYMENT PLAN'. The message reads: 'Please note that any outstanding balance has to be **paid in full** upon cancellation of your payment plan.' Below this, it says 'CHANGE OF BANK ACCOUNT' and provides instructions: 'If you wish to change your bank account for GIRO deductions, you may [download](#) the GIRO application form from our website. Once approved, it will replace the existing GIRO arrangement. The GIRO application form will generally be processed within 3 weeks and a notification letter will be mailed to the company's registered address.' At the bottom of the pop-up are two buttons: 'CANCEL' and 'CONTINUE'. The background page also shows a 'RATE THIS E-SERVICE' section and 'Related e-Services' including 'View Property Portfolio', 'View Account Summary', and 'View Corporate Tax Filing Status'.



Step 8

Click on **Submit**.

A Singapore Government Agency Website



XXX
Tax Ref No. 123456789A

Email Us (myTax Mail) | Notices/Letters | Account | Logout

Overview | Corporate Tax | GST | Employers | Property | S4S | Search

Cancel Payment Plan

[< Back to Payment Plan Summary](#)

Confirmation

You have requested to cancel your payment plan(s) for Corporate Tax under DBS/POSB bank account number XXXXXX0011.

Please pay any outstanding balance by 05 Feb 2020 to avoid late payment penalties.

[BACK TO PREVIOUS](#) [SUBMIT](#)

Inland Revenue Authority of Singapore

myTax Portal is a secured and personalised portal for you to view and manage your tax transactions with IRAS.

Contact | Feedback | Technical FAQ (PDF, 2.30 MB)

© 2020. Government of Singapore



Step 9

Upon successful cancellation of your GIRO plan, you will be brought to the **Acknowledgement** page.

xxx
Tax Ref No. 123456789A

Email Us (myTax Mail) | Notices/Letters | Account | Logout

Overview | Corporate Tax | GST | Employers | Property | S45 | Search

Cancel Payment Plan

SAVE AS PDF/PRINT

Acknowledgement

Application Submitted

Name	XXX	Tax Ref No.	123456789A
Acknowledgement No.	397214	Date/ Time	31 Jan 2020 02:27:28 PM

Your payment plan(s) has been cancelled for the following tax account.

Please pay any outstanding balance by 05 Feb 2020 to avoid late payment penalties.

To make payment via internet banking, visit [Pay Taxes](#). For other e-payment modes, visit [IRAS Website](#).

Tax Account(s)	Bank Account	Tax Ref No.
Corporate Tax	DBS/POSB XXXXXX0011	123456789A

Request submitted by

XXX



Step 10

Click on **VIEW** for the selected Property Tax account.

View GIRO Plan

Plans Summary

1 - 3 of 3 Record(s)

		Balance (S\$)	
Property Tax 490 JURONG WEST AVE 1 #01-10 S(654321) Tax Ref No. 1234567A	OCBC 0812341188 Next deduction: S\$2,000.00 on 16 Oct 2020	3,500.00	VIEW
Property Tax 3 WOODLANDS CLOSE #06-06 S(654321) Tax Ref No. 2345678B	Citibank 45123456001 Next deduction: S\$2,000.00 on 16 Oct 2020	2,000.00	VIEW

Related Services

[View Filing Status](#)

[View Account Summary](#)

[View my Property Summary](#)



Step 11

To cancel GIRO plan, click on **EDIT** under GIRO Plan Option or Bank Account.

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

51234567A | JOHN SMITH

Logout

Inbox Account Profile

Overview Individuals Property S45 More

GIRO Plan Details

[← BACK TO PREVIOUS](#)

Property Tax

GIRO Plan Details

GIRO Plan Option	Bank Account
Monthly instalment EDIT	PT BANK NEGARA INDON (PERSERO) 6234567890234567890 EDIT

Account Balance
\$51,000.00

Deduction will be on 5th of the month. If the deduction is unsuccessful, we will attempt to deduction the amount again on the 21st. If 5th or 21st falls on the weekends or Public Holiday, deduction will be made on the next working day.

1 - 4 of 4 Record(s) [View ALL DEDUCTIONS](#) UPCOMING

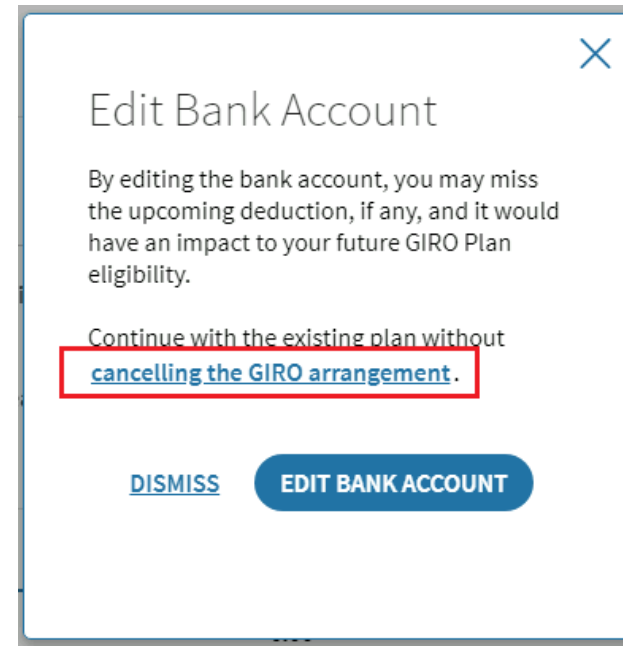
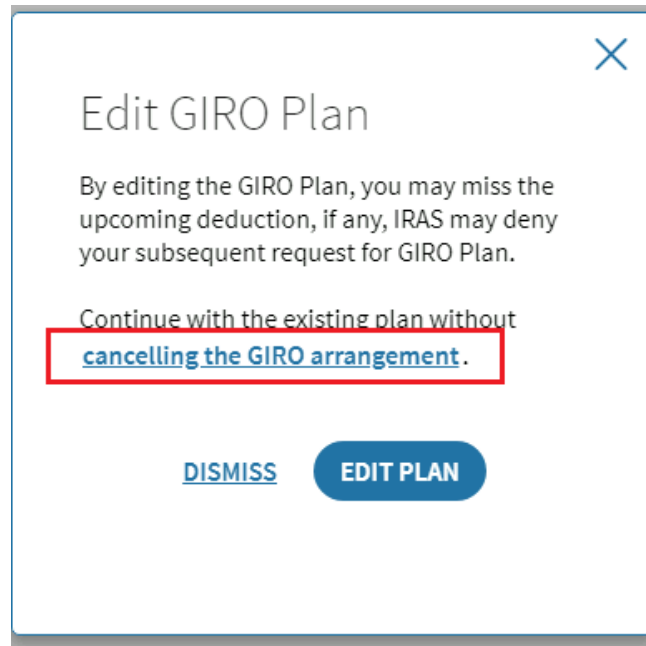
Payment Month ¹⁴	Amount (\$)	Amount Paid (\$)	Balance (\$)	Status	Remarks
Mar 2022	130.00	0.00	130.00	Pending	GIRO payment limit issue ⓘ
Apr 2022	121.00	0.00	121.00		
May 2022	121.00	0.00	121.00		
Jun 2022	121.00	0.00	121.00		



Step 12

System will prompt 'Edit GIRO Plan' popup window.

Click on 'cancelling the GIRO arrangement' hyperlink.



Step 13

You will be redirected to the 'Review' page of 'Cancel GIRO Plan'.

Check the Declaration box and click **“Cancel Plan”**

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

INLAND REVENUE AUTHORITY OF SINGAPORE

LOGOUT

2011180928R | PROPERTY OWNER PTE LTD

Inbox Account Profile

Overview Individuals Property S45 More

Cancel GIRO Plan

[← BACK TO PREVIOUS](#)

Confirmation

You are requesting to cancel your client's GIRO payment plan for Property Tax.

If you wish to [change the bank account](#) for this payment plan, you do not need to cancel this GIRO plan.

1 - 1 of 1 Record(s)

Tax Account	Bank Account	Balance (S\$)
Property Tax 490 JURONG WEST AVE 1 #01-10 S(640490) Tax Ref No. 234567A	Citibank 12345678	99,999,999,999.00

Declaration

Once a GIRO plan is cancelled, this action is irreversible. Please pay the outstanding balance in full, by 25 July 2020 to avoid late payment penalties.

declare that*

- I want to cancel this GIRO plan on behalf of my client; and
- I am aware that by cancelling the GIRO plan, it may have an impact to my future GIRO plan eligibility.

BACK CANCEL PLAN

Step 14

Upon successful cancellation of your GIRO plan, you will be brought to the **Acknowledgement** page.

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

IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

LOGOUT

2011180928R | PROPERTY OWNER PTE LTD [Inbox](#) [Account](#) [Profile](#)

[Overview](#) [Individuals](#) [Property](#) [SAS](#) [More](#)

Cancel GIRO Plan

[SAVE AS PDF/PRINT](#)

Acknowledgement

Successful Submission

Your GIRO plan has been cancelled. Kindly pay any outstanding balance by 25 July 2020 to avoid payment penalties.

Acknowledgement No.	399021	Date/Time	11 Oct 2020 11:26 AM
Authorised Person	WONG XIAO MING ASHER	Tax Agent Firm	T11LL1111X, ABC AUDITING PTE LTD

A copy of this acknowledgement is available at [View Notices](#) digital service.

Your client's GIRO plan(s) has been cancelled for the following tax account:

1 - 1 of 1 Record(s)

Tax Account	Bank Account	Balance (S\$)
Property Tax 490 JURONG WEST AVE 1 #01-10 S(640490) Tax Ref No. 234567A	Citibank 12345678	99,999,999,999.00

Declaration

Once a GIRO plan is cancelled, this action is irreversible. Please pay the outstanding balance in full, by 25 July 2020 to avoid late payment penalties.

I declare that

- I want to cancel this GIRO plan on behalf of my client; and
- I am aware that by cancelling the GIRO plan, it may have an impact to my future GIRO plan eligibility.

Pay your outstanding balance via **PayNow QR** or **AXS**, to avoid any late payment penalties.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Published by
Inland Revenue Authority of Singapore

Published on Aug 2024

www.iras.gov.sg



The information presented in the slides aims to provide a better general understanding of taxpayers' tax obligations and is not intended to comprehensively address all possible tax issues that may arise. This information is correct as at the date of presentation. While every effort has been made to ensure that this information is consistent with existing law and practice, should there be any changes, IRAS reserves the right to vary its position accordingly.