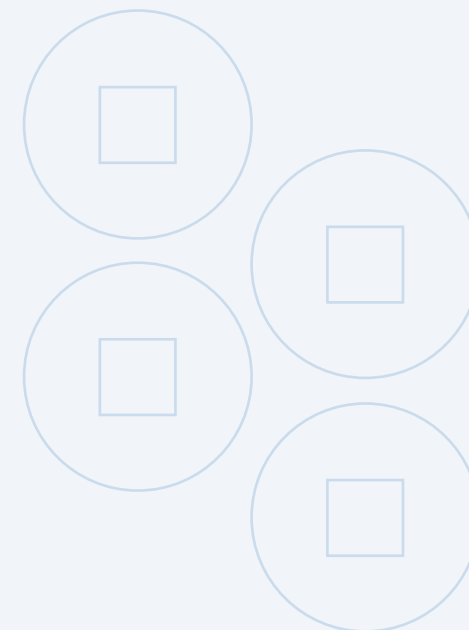
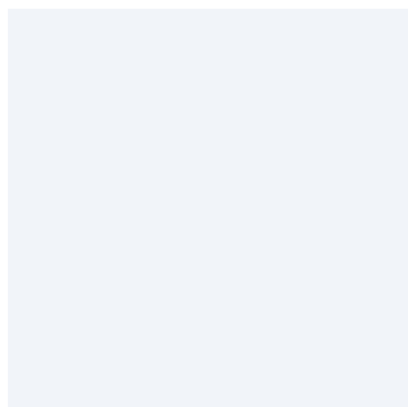




INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Apply/Manage GIRO Plan (Individuals)



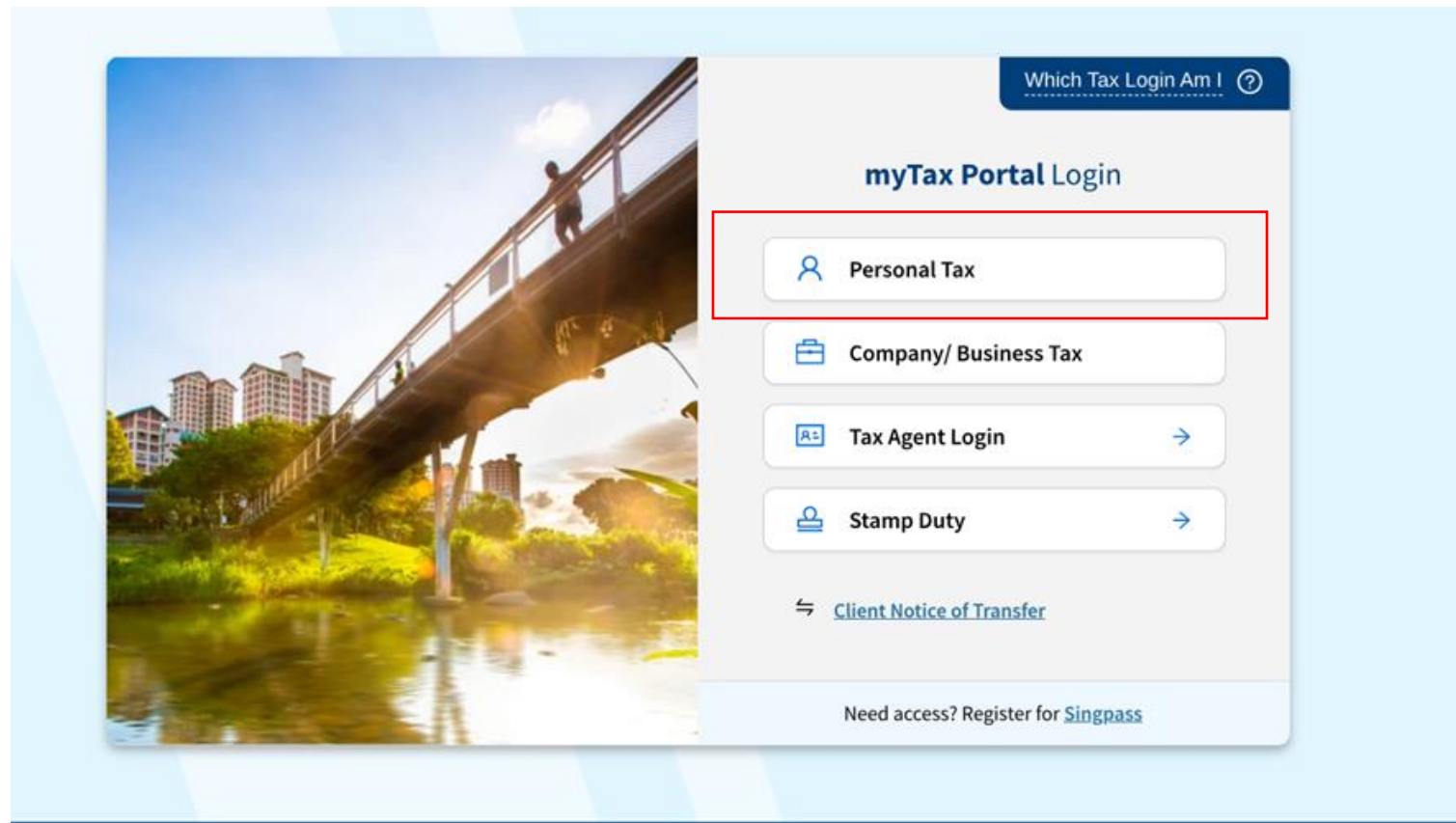
Apply/Manage GIRO Plan

- You may apply for eGIRO, re-activate your GIRO arrangement, edit your GIRO plan or change your bank account through myTax Portal for your Individual Income Tax and Property Tax:
 - a) **Apply for new GIRO arrangement** using an Internet Banking account with DBS/POSB, OCBC, UOB, Bank of China, Citibank, HSBC or Maybank.
 - b) **Re-activate GIRO arrangement** of a previous GIRO arrangement set up with IRAS
 - c) **Edit existing active GIRO plan or bank account**
- This user guide will show you the steps on how to apply for a new eGIRO arrangement, re-activate your previous GIRO arrangement, edit your GIRO plan and change your bank account through myTax Portal.

At myTax Portal landing page

Step 1

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



To Apply for New GIRO arrangement, please refer to **Steps 1 to 7**

To Re-activate GIRO arrangement, please refer to **Steps 8 to 11**

To Edit existing active GIRO plan or bank account, please refer to **Steps 12 to 15**



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Step 2

Under 'Account', click on
"Apply/Manage GIRO Plan".

T7014538Z | SAINT LAURENCE Inbox ● Account | Profile ▼

🔔 Overview Individuals Property S45 More ▼

Last login on Friday, 19 Jul 2024 02:17 PM (Singapore time).

Tax Matters at a Glance

📌 **Note:** We are enhancing this feature in phases, so some information may not be available. During this time, please refer to our notices or specific digital services for up-to-date information.

Individual Income Tax

S\$200.00

[VIEW ACCOUNT DETAILS](#)

- 💰 View Account Summary
- 💰 Pay Taxes
- View GIRO Plan
- Apply/ Manage GIRO Plan
- Appeal Penalty Waiver



Step 3

Select the Bank that you wish to apply GIRO with from the dropdown list and click on “Select”.

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INLAND REVENUE AUTHORITY OF SINGAPORE LOGOUT

S1234567A | JOHN SMITH Inbox Account Profile ▾

Overview Individuals Property S45 More ▾

Apply/ Manage GIRO Plan

1 **Select Bank** 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Select Bank for Your GIRO Arrangement

You may need to login to your internet banking account or submit a paper application.
[Learn about GIRO deduction dates and how GIRO works](#)

Bank Account(s) in Our Record

DBS/ POSB 123456789	SELECT
PT BANK NEGARA INDON (PERSERO) 8234567898234567890 <i>Note: The Bank only accepts paper application with wet-ink signature.</i>	SELECT

New Bank Arrangement for GIRO

Bank Other Banks ▾	SELECT
-----------------------	---------------------

Step 4

Select the tax account(s) that you wish to set up GIRO arrangement.

You may select GIRO Plan Option between 'Monthly' and 'One-time Yearly'.

- Edit the **duration of your GIRO plan** by clicking on '+' to increase or '-' to reduce the number of instalments (applicable for Monthly plan only).

Click on **Continue** to go to the Review page or **Back** to go back to the previous page.

T7103450F | LOREN Inbox Account Profile

Overview Individuals Property S45 More

Apply/ Manage GIRO Plan

[< BACK TO PREVIOUS](#)

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Manage GIRO Arrangement

Your tax account(s) shown below are not on GIRO.

Select All

1 - 3 of 3 Record(s)

<input checked="" type="checkbox"/> Individual Income Tax			
GIRO Plan Option*	No. of Instalment(s)	Account Balance	You will be paying
<input checked="" type="radio"/> Monthly <input type="radio"/> One-time Yearly	- 8 +	S\$321.68	S\$40.21 per month from Sep 24 - Apr 25

<input checked="" type="checkbox"/> Property Tax			
30 Street Name 88694 #11-52 S(864418) Tax Ref No. 9318471K		Account Balance	You will receive your GIRO plan when you have tax payable in the future.
GIRO Plan Option*		S\$0.00	
<input checked="" type="radio"/> Monthly <input type="radio"/> One-time Yearly			

<input checked="" type="checkbox"/> Property Tax			
335 Street Name 9709 #06-504 S(876287) Tax Ref No. 9317935J		Account Balance	You will be paying
GIRO Plan Option*		S\$1,598.40	S\$1,598.40 in Sep 24
<input type="radio"/> Monthly <input checked="" type="radio"/> One-time Yearly			

3 Record(s) Selected

[BACK](#) [CONTINUE](#)





Step 5

Please read the Declaration details. Should you agree with the Declaration details and wish to continue with the eGIRO application, please check the **Declaration** box and click **“Continue”**.

T7103450F | LOREN Inbox Account Profile

Overview Individuals Property S45 More

Apply/ Manage GIRO Plan

[< BACK TO PREVIOUS](#)

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Review Your Selection

You are applying a new GIRO arrangement for the following tax account(s):

Bank Selected
CITIBANK SINGAPORE LTD

1 - 3 of 3 Record(s)

Tax Account	Balance (S\$)	Plan Details (S\$)
Individual Income Tax	321.68	40.21 per month & instalments Sep 24 - Apr 25
Property Tax: 30 Street Name 88694 #11-52 S(864418) Tax Ref No. 9318471K	0.00	Monthly
Property Tax: 335 Street Name 9709 #06-504 S(876287) Tax Ref No. 9317935J	1,598.40	1,598.40 One-time yearly Sep 24

Declaration

hereby authorise the Bank to debit or credit the [Selected Account](#), as instructed to the Bank by IRAS and I agree to the [Terms & Conditions](#) for GIRO Application. *

Where I am not the account holder of the [Selected Account](#), I confirm that I have been authorised by the account holder concerned to give instructions to the Bank on his/ her behalf to debit or credit the Selected Account, as instructed to the Bank by IRAS. By checking the box, I agree to the [Terms & Conditions](#) for GIRO Application. I also confirm that I have been authorised by the account holder concerned to make the following declarations and agree to the [Terms & Conditions](#) for GIRO Application, on his/ her behalf.

In addition, where I am not the account holder of the [Selected Account](#), I confirm that I have been authorised by the account holder to declare that he/ she will not hold IRAS nor the Bank liable for any [Losses](#) incurred by me arising out of or in connection with this GIRO arrangement at myTax Portal.

I further confirm that I have read and agreed to the [disclaimers of liability by IRAS and the Bank](#).

These instructions will remain in force until they are terminated in accordance with the [Terms & Conditions](#) for GIRO Application.

[BACK](#) [CONTINUE](#)



Step 6

You will be redirected to the selected bank's Internet Banking page.

Login to the Internet Banking Portal and complete the eGIRO setup as directed.

Directing to Your Bank

You will be redirected to the selected bank's Internet Banking page.
Please complete your transaction within 15 minutes to avoid a timeout.

You will be brought back to IRAS acknowledgement page after submitting your GIRO application at the bank's page.

[BACK](#) [LEAVE PAGE](#)



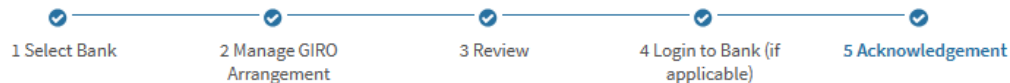
Step 7

Upon successful application, you will be brought to the IRAS **Acknowledgement** page that will show your application status and GIRO plan details.

You can view the GIRO plan in **Account > View GIRO Plan** by the next working day.

Apply/ Manage GIRO Plan

[SAVE AS PDF/ PRINT](#)



Acknowledgement

Application Submitted

Acknowledgement No. 100621 Date/ Time 22 Jan 2024 11:41 AM

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

Please ensure that you have sufficient funds in your bank account for GIRO deductions. Defaulting on payments may affect your eligibility for GIRO plan(s) in the future.

You have setup a new GIRO arrangement for the following tax account(s):

Bank Account

UAT OCBC 503007189001

1 - 2 of 2 Record(s)



Tax Account	Balance (S\$)	Plan Details (S\$)	Status
PROPERTY TAX 656 Bukit Batok Lane 3 #01-02 S(750656) S() Tax Ref No. 9346047R	1,800.00	180.00 per month 10 instalments Mar 24 - Dec 24	Approved
INCOME TAX	1,500.00	500.00 per month 3 instalments Mar 24 - May 24	Approved



Step 8

Select the bank account that you wish to reactivate the GIRO arrangement.

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 INLAND REVENUE AUTHORITY OF SINGAPORE LOGOUT 


S1234567A | JOHN SMITH Inbox Account Profile ▾

Overview Individuals Property S45 More ▾

Apply/ Manage GIRO Plan

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Select Bank for Your GIRO Arrangement

You may need to login to your internet banking account or submit a paper application.
[Learn about GIRO deduction dates and how GIRO works](#) 

Bank Account(s) in Our Record

DBS/ POSB 123456789	SELECT
PT BANK NEGARA INDON (PERSERO) 8234567898234567890 <i>Note: The Bank only accepts paper application with wet-ink signature.</i>	SELECT

New Bank Arrangement for GIRO

Bank	SELECT
Other Banks	SELECT

Step 9

Select the tax account(s) that you wish to set up GIRO arrangement.

You may select GIRO Plan Option between 'Monthly' and 'One-time Yearly'.

- Edit the **duration of your GIRO plan** by clicking on '+' to increase or '-' to reduce the number of instalments (applicable for Monthly plan only).

Click on "**Continue**" to go to the Review page or "**Back**" to go back to the previous page.

T7103450F | LOREN Inbox Account Profile

Overview Individuals Property S4S More

Apply/ Manage GIRO Plan

[< BACK TO PREVIOUS](#)

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Manage GIRO Arrangement

Your tax account(s) shown below are not on GIRO.

Select All

1 - 3 of 3 Record(s)

GIRO Plan Option*	No. of Instalment(s)	Account Balance	You will be paying
<input checked="" type="radio"/> Monthly <input type="radio"/> One-time Yearly	- 8 +	S\$321.68	S\$40.21 per month from Sep 24 - Apr 25
<input checked="" type="radio"/> Monthly <input type="radio"/> One-time Yearly		S\$0.00	You will receive your GIRO plan when you have tax payable in the future.
<input type="radio"/> Monthly <input checked="" type="radio"/> One-time Yearly		S\$1,598.40	You will be paying S\$1,598.40 in Sep 24

3 Record(s) Selected

[BACK](#) [CONTINUE](#)





Step 10

Click “Continue”.

Note: If the bank account selected cannot be re-activated, the declaration box will appear in the Review Page. Refer to **Step 5 to 7** to complete the GIRO application. Otherwise, proceed to **Step 11**.

Overview Individuals Property S4S More ▾

Apply/ Manage GIRO Plan

[< BACK TO PREVIOUS](#)

1 Select Bank 2 Manage GIRO Arrangement 3 Review 4 Login to Bank (if applicable) 5 Acknowledgement

Review Your Selection

You are applying a new GIRO arrangement for the following tax account(s):

Bank Selected
UAT OCBC

1 - 2 of 2 Record(s)

Tax Account	Balance (S\$)	Plan Details (S\$)
INCOME TAX	3,000.00	1,000.00 per month 3 instalments Feb 24 - Apr 24
PROPERTY TAX 100 Queen Street Singapore 123481 S0 Tax Ref No. 9326754A	1,000.00	90.91 per month 11 instalments Feb 24 - Dec 24

BACK CONTINUE



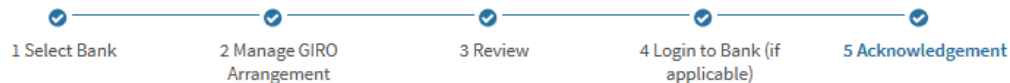
Step 11

Upon successful re-activation, you will be brought to the IRAS **Acknowledgement** page that will show your application status and GIRO plan details.

You can view the payment plan in **Account > View GIRO Plan** by the next working day.

Apply/ Manage GIRO Plan

[SAVE AS PDF/ PRINT](#)



Acknowledgement

Application Submitted

Acknowledgement No.	100621	Date/ Time	22 Jan 2024 11:41 AM
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A copy of this acknowledgement is available at [View Notices](#) digital service.

Please ensure that you have sufficient funds in your bank account for GIRO deductions. Defaulting on payments may affect your eligibility for GIRO plan(s) in the future.

You have setup a new GIRO arrangement for the following tax account(s):

Bank Account

UAT OCBC 503007189001

1 - 2 of 2 Record(s)

Tax Account	Balance (S\$)	Plan Details (S\$)	Status
PROPERTY TAX 656 Bukit Batok Lane 3 #01-02 S(750656) S() Tax Ref No. 9346047R	1,800.00	180.00 per month 10 instalments Mar 24 - Dec 24	Approved
INCOME TAX	1,500.00	500.00 per month 3 instalments Mar 24 - May 24	Approved



Step 12

Under 'Account', Click on "View GIRO Plan".

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INLAND REVENUE
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OF SINGAPORE

LOGOUT

T7034634B | CHERYL LIM

Inbox Account Profile ▾

Overview Individuals Property S45 More ▾

Last login on Wednesday, 26 Jun 2024 12:13 PM (Singapore time).

- View Account Summary
- Pay Taxes
- View GIRO Plan**
- Apply/ Manage GIRO Plan
- Appeal Penalty Waiver

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 ↗

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Last Updated on 01 Mar 2024

Step 13

Under Plans Summary, select the tax account and click “VIEW”.

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S1234567A | JOHN SMITH [Inbox](#) [Account](#) [Profile](#)

[Overview](#) [Individuals](#) [Property](#) [S45](#) [More](#)

Authorised Tax Agent for Individual Income Tax (till 31 Dec 2022) 200014263E, ERNST & YOUNG LLP

View GIRO Plan

Plans Summary

1 - 3 of 3 Record(s)

		Balance (S\$)	
Individual Income Tax	OCBC 0812341188 Next deduction: S\$120.00 on 16 Oct 2020	6,900.00	VIEW
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 14

Your GIRO plan details will be displayed.

You may edit the GIRO Plan or Bank Account by clicking on “EDIT”.

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INLAND REVENUE AUTHORITY OF SINGAPORE

LOGOUT

S1234567A | JOHN SMITH

Inbox Account Profile

Overview Individuals Property S45 More

GIRO Plan Details

[< BACK TO PREVIOUS](#)

Individual Income Tax

GIRO Plan Details

GIRO Plan Option	Bank Account
Monthly instalment EDIT	OCBC 0812341188 EDIT

Account Balance
S\$3,300.00

Deduction will be on 6th of the month. If the deduction is unsuccessful, we will attempt to deduct the amount again on the 20th. If 6th or 20th 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](#)

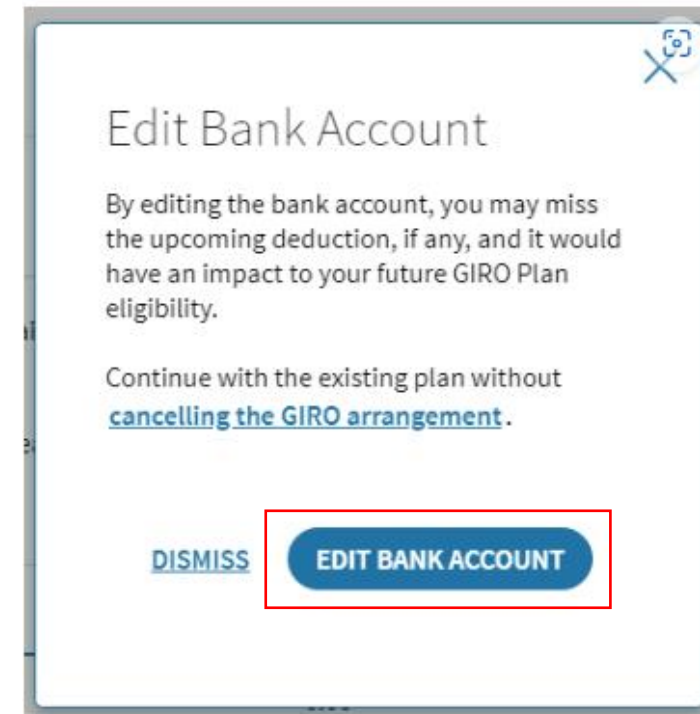
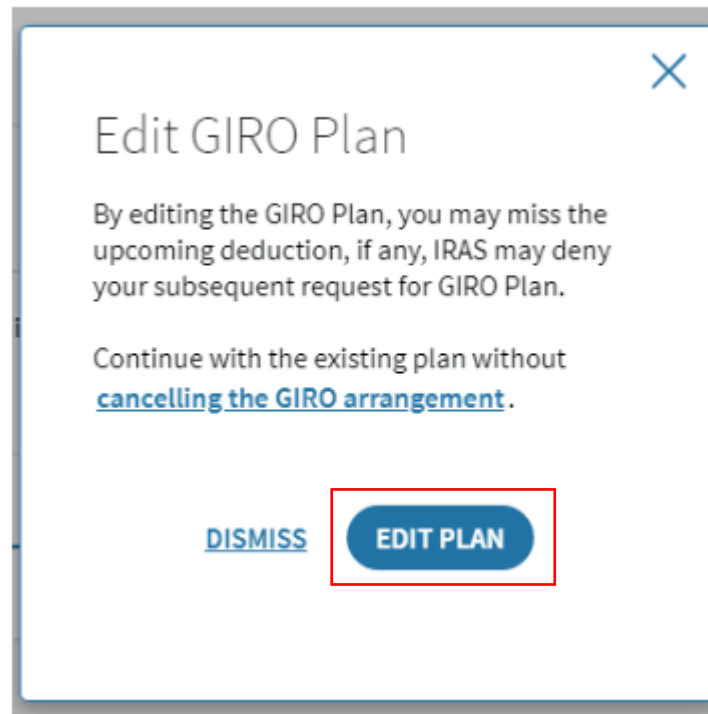
Payment Month ↑	Amount (S\$)	Amount Paid (S\$)	Balance (S\$)	Status	Remarks
Mar 2022	130.00	0.00	130.00	Pending	
Apr 2022	121.00	0.00	121.00		
May 2022	121.00	0.00	121.00		
Jun 2022	121.00	0.00	121.00		

Step 15

System will prompt a popup window based on your selection.

For **Edit GIRO Plan**, click on “**Edit Plan**” and you will be directed to page in Step 9. Follow the steps accordingly to select GIRO Plan Option between ‘Monthly’ and ‘One-time Yearly’ or edit the duration of your payment plan.

For **Edit Bank Account**, click on “**Edit Bank Account**” and you will be directed to page in Step 8. Select the bank account that you wish to change to and follow the steps accordingly.





INLAND REVENUE
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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.