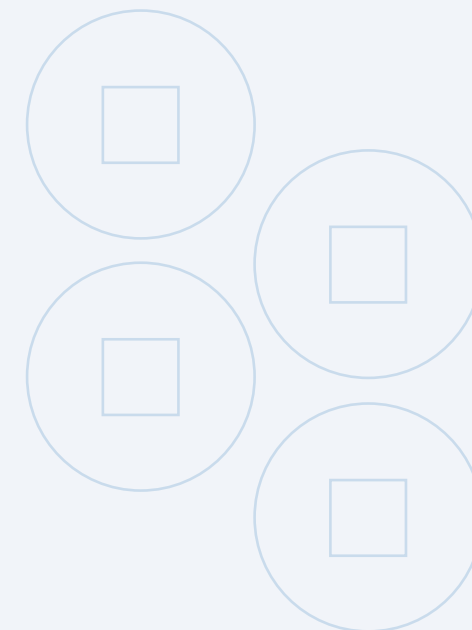




INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Apply/Manage GIRO Plan (Non-Individuals)



Apply/Manage GIRO Plan

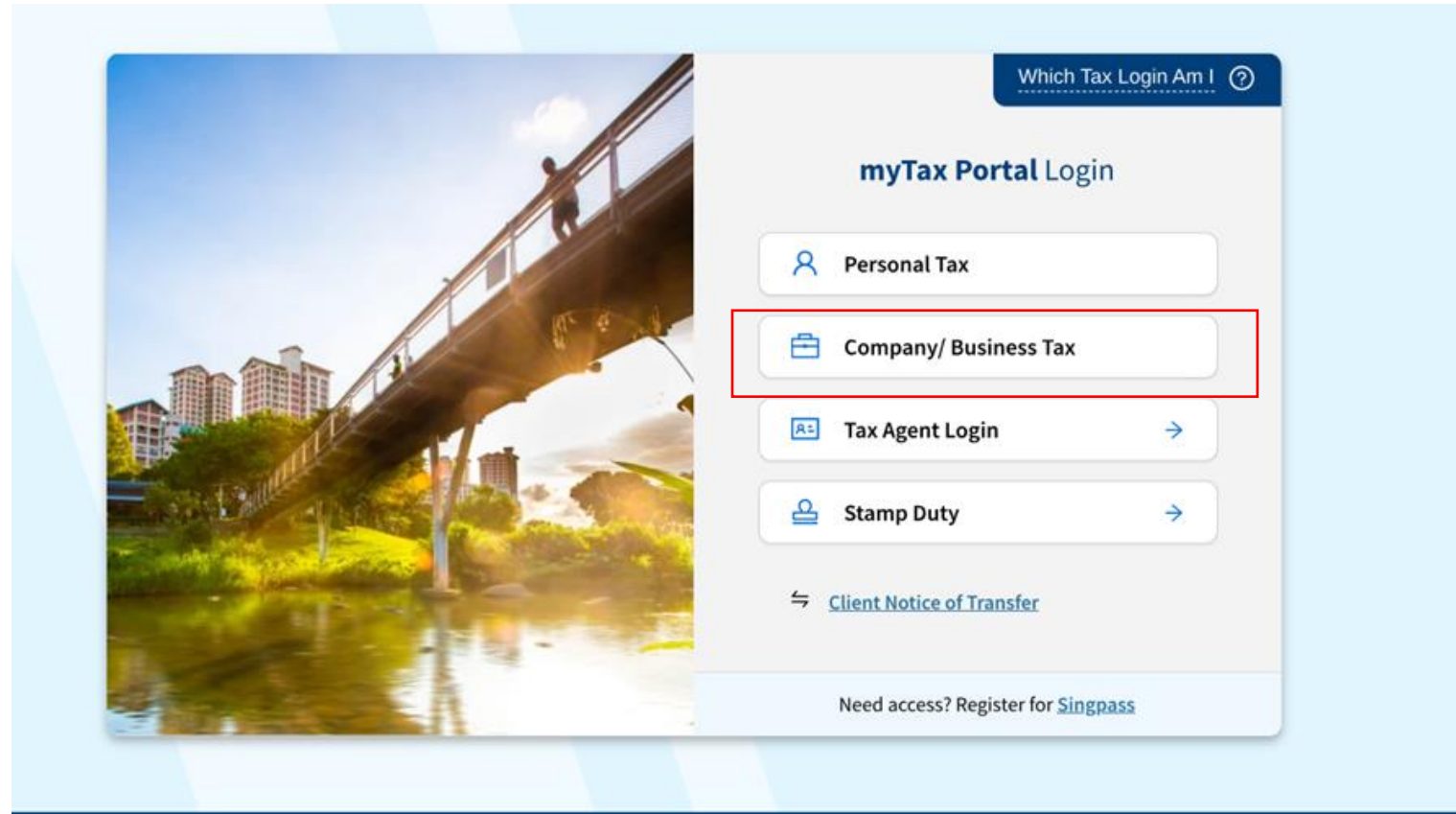
- You may **apply for a new GIRO arrangement** for your Corporate Tax, Goods and Services Tax, Property Tax and Section 45 Withholding Tax through electronic GIRO (eGIRO) in myTax Portal (DBS/POSB, OCBC, UOB, Bank of China and Maybank customers); or
 - **Re-activate your GIRO arrangement** for Corporate Tax, Goods and Services Tax and Property Tax; or
 - **Edit your 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 **Business Tax** to log in to [myTax Portal](#).



Step 2

Under **Account**, click on “**Apply/ Manage GIRO Plan**”.

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INLAND REVENUE AUTHORITY OF SINGAPORE

XXX
Tax Ref No. 123455789A

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Profile

- Update Notice Preferences
- Update Corporate Profile/ Contact Details
- Update GST Contact Details
- Switch to Stamp Duty Services

Tax Account

- Apply/ Manage GIRO Plan**
- Pay Taxes
- Appeal Penalty Waiver (Corporate Tax)
- Appeal Penalty Waiver (GST)
- Appeal Penalty Waiver (Property Tax)
- View Account Summary
- View Late Filing Fee/ Notice to Attend Court/ Summons
- View GIRO Plan

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation

Note
You are able to reactivate GIRO via this service.
You can view your payment plan details under Account > View Payment Plan once your application is approved.

[Learn more about alternative ways to apply for GIRO for other banks](#)
[Know more about GIRO deduction dates and how GIRO works](#)

To apply for **New GIRO arrangement**, please refer to **Steps 1 to 8**.

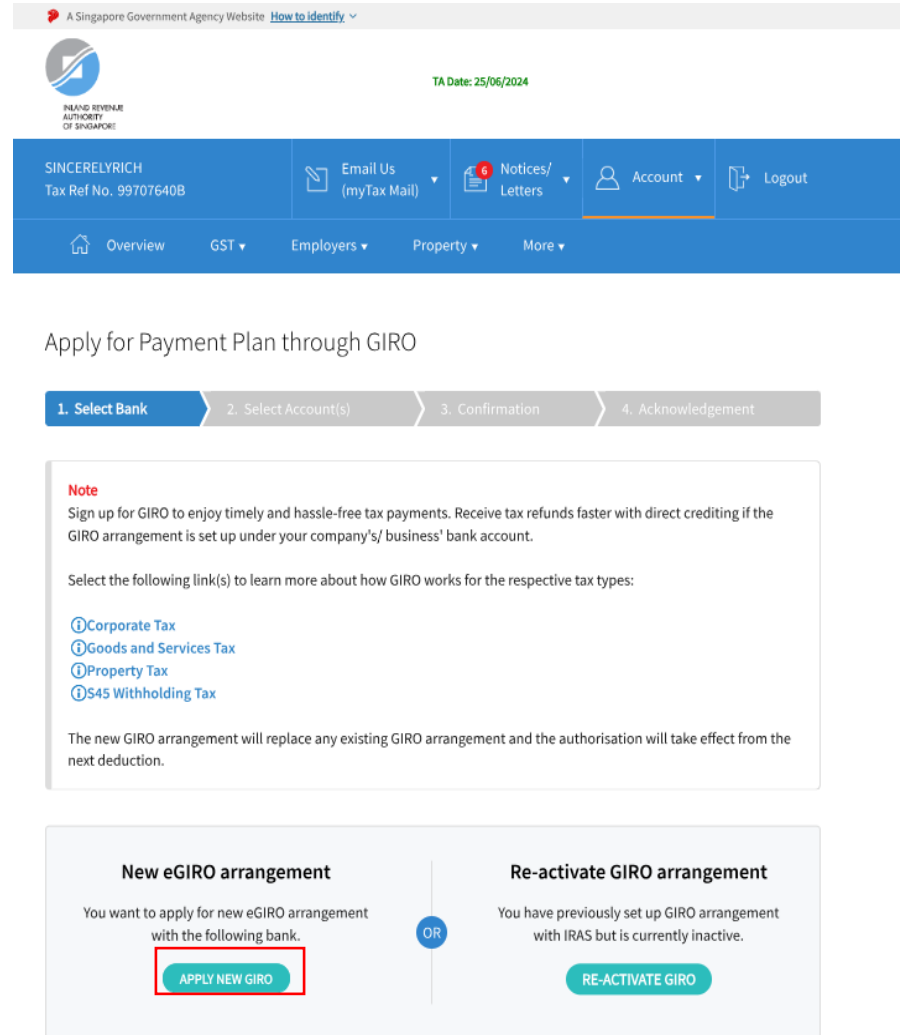
To **Re-activate Corporate Tax/ GST GIRO arrangement**, please refer to **Steps 9 to 13**.

To **Re-activate Property Tax GIRO arrangement**, please refer to **Steps 14 to 19**.

To **Edit existing active Property Tax GIRO plan or bank account**, please refer to **Steps 20 to 23**.

Step 3

Click on Apply New GIRO.



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TA Date: 25/06/2024

SINCERLYRICH
Tax Ref No. 99707640B

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Apply for Payment Plan through GIRO

1. Select Bank | 2. Select Account(s) | 3. Confirmation | 4. Acknowledgement

Note
Sign up for GIRO to enjoy timely and hassle-free tax payments. Receive tax refunds faster with direct crediting if the GIRO arrangement is set up under your company's/ business' bank account.

Select the following link(s) to learn more about how GIRO works for the respective tax types:

- ① Corporate Tax
- ① Goods and Services Tax
- ① Property Tax
- ① S4S Withholding Tax

The new GIRO arrangement will replace any existing GIRO arrangement and the authorisation will take effect from the next deduction.

New eGIRO arrangement
You want to apply for new eGIRO arrangement with the following bank.
APPLY NEW GIRO

OR


Re-activate GIRO arrangement
You have previously set up GIRO arrangement with IRAS but is currently inactive.
RE-ACTIVATE GIRO



Step 4

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

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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	<input type="button" value="SELECT"/>
PT BANK NEGARA INDON (PERSERO) 8234567898234567890 <i>Note: The Bank only accepts paper application with wet-ink signature.</i>	<input type="button" value="SELECT"/>

New Bank Arrangement for GIRO

Bank Other Banks ▾	<input type="button" value="SELECT"/>
-----------------------	---------------------------------------

Step 5

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

GIRO is IRAS' preferred payment mode and you are encouraged to set up GIRO for all the listed tax account(s).

For Property Tax, you may select GIRO Plan Option between 'Monthly' and 'One-time Yearly'.

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

Note: Property Tax within a property development is grouped together. Click on account(s) to see the properties within the development. Otherwise, Property Tax is listed individually.

Overview Corporate Tax GST Employers 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 business' tax account(s) shown below are not on GIRO.

You may choose the properties from each development to apply for GIRO.

You may only select up to 200 properties per GIRO arrangement.

<input checked="" type="checkbox"/> Corporate Income Tax 1 of 1 account(s) selected	
GIRO Plan Option Not Applicable	If you have any outstanding tax, you will receive your GIRO plan when application is approved by your bank.
<input checked="" type="checkbox"/> Goods and Services Tax 1 of 1 account(s) selected	
GIRO Plan Option Not Applicable	Please pay for any outstanding tax, if any. When the application is approved by your bank, you will receive a GIRO plan in your next GST filing.
<input checked="" type="checkbox"/> Section 45 1 of 1 account(s) selected	
GIRO Plan Option Not Applicable	If you have any outstanding tax, you will receive your GIRO plan when application is approved by your bank.
<input checked="" type="checkbox"/> Property Tax - Street Name 58901 1 of 1 account(s) selected	
GIRO Plan Option* <input checked="" type="radio"/> Monthly <input type="radio"/> One-time Yearly	If you have any outstanding tax, you will receive your GIRO plan when application is approved by your bank.
<input checked="" type="checkbox"/> Property Tax - Street Name 30516 194 of 194 account(s) selected	
GIRO Plan Option* <input checked="" type="radio"/> Monthly <input type="radio"/> One-time Yearly	If you have any outstanding tax, you will receive your GIRO plan when application is approved by your bank.

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



Step 6

Review your GIRO arrangement selection and contact details.

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”**.

You will be redirected to your selected bank’s portal login page.

206990402G | CELIA Email Us (myTax Mail) Notices/ Letters Account

Overview Corporate Tax GST Employers 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
BANK OF CHINA

1 - 203 of 203 Record(s)

Tax Account	GIRO Plan Option
Corporate Income Tax	Not applicable
Section 45	Not applicable
Goods and Services Tax	Not applicable
Property Tax 1 Street Name 83493 #01-04, S(846444) Tax Ref No. 9318750R	Monthly Instalments
Property Tax 10 Street Name 16652 #03-11, S(846755) Tax Ref No. 9318690G	Monthly Instalments
Property Tax 10 Street Name 16652 #03-21, S(846755) Tax Ref No. 9318700K	Monthly Instalments

Contact Details

Applicant Information
S1234567A, WONG XIAO MING ASHER

Contact Person (if different from above)

Name

Email Address*

Contact No.*

Declaration

I hereby authorise the Bank 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.*

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](#)

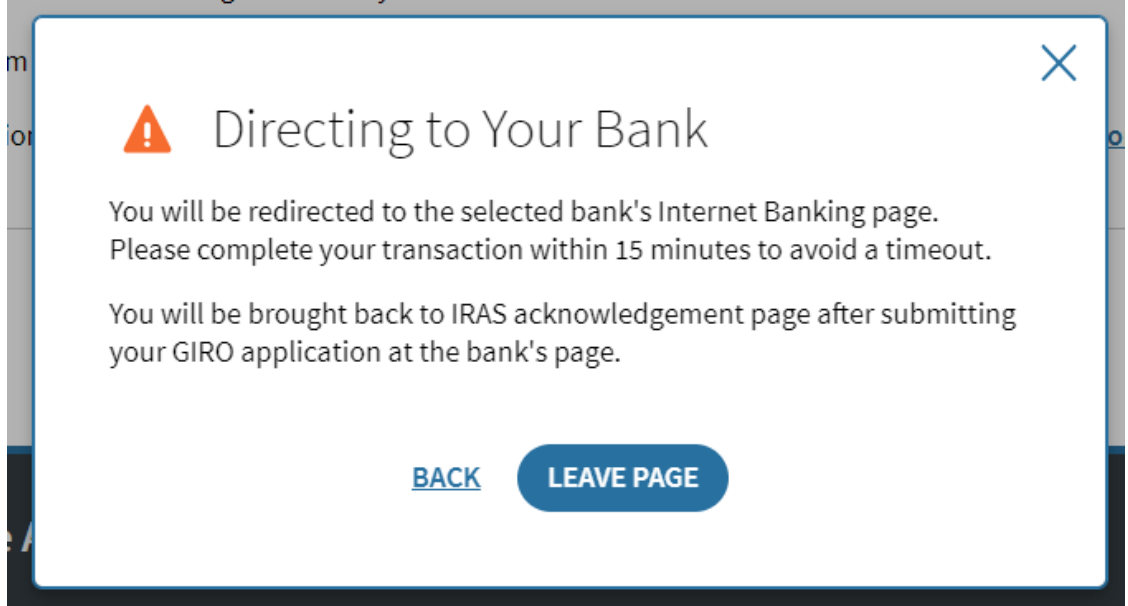
Step 7

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

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

Refer to your bank's User Guide for the detailed instructions:

- [DBS/POSB](#)
- [OCBC](#)
- [UOB](#)
- [Bank of China](#)
- [Maybank](#)



Step 8

Upon successful application at your bank's portal, you will be brought back* to the **Acknowledgement** page at myTax Portal to complete the eGIRO application.

*UOB, Bank of China and Maybank require you to click a button to return myTax Portal.

Points to note:

Please inform your **company's approver** (if applicable) to **approve the eGIRO application** at your bank's Corporate internet banking portal:

1. Within 48 hours as the eGIRO application will lapse after 48 hours; and
2. Outside IRAS system's weekly maintenance hours: Wed, 2 am to 6 am | Sun, 2 am to 8.30 am

Refer to Step 7 for bank's user guide on the steps to approve the eGIRO application at your bank's Corporate internet banking portal.

After IRAS receives the approval from the bank

1. You can view your GIRO plan for the outstanding tax (if any) in **Account > View GIRO Plan**; and

2. You will receive a notification on the set up of your eGIRO arrangement within 5 working days.

S1234567A | JOHN SMITH Inbox Account Profile

Overview Individuals Property S45 More

Apply/ Manage GIRO Plan

SAVE AS PDF/ PRINT

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

Acknowledgement

Application Submitted

Please inform the authorised personnel to approve the GIRO set up request via your bank portal

1. within 48 hours;
2. outside IRAS system's weekly maintenance hours (Singapore time): Wed 2:00 AM - 8:00 AM | Sun 2:00 AM - 8.30 AM.

Acknowledgement No. 399020 Date/ Time 16 Jan 2022 6:51 PM

After IRAS receives the approval from the bank, you can view your GIRO plan for the outstanding balance (if any) via Accounts > View GIRO Plan. No notice will be provided when the authorised personnel rejected, or did not approve the application within 48 hours.

For GST, please pay your outstanding balance (if any) with PayNow QR via Accounts > Pay Taxes. When your GIRO application is approved, the date of deduction and amount will be shown on the acknowledgement page when you e-file your GST return.

Bank Selected
DBS/ POSB

1 - 14 of 14 Record(s)

Tax Account	GIRO Plan Option	Status
Corporate Income Tax	Not applicable	Pending Approval ⓘ
Goods and Services Tax	Not applicable	Pending Approval ⓘ



Step 9

Under **Account**, click on “**Apply/Manage GIRO Plan**” to see this page.

Click on **Re-activate GIRO**.

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INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 25/06/2024

SINCERELYRICH
Tax Ref No. 99707640B

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Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Note
Sign up for GIRO to enjoy timely and hassle-free tax payments. Receive tax refunds faster with direct crediting if the GIRO arrangement is set up under your company's/ business' bank account.

Select the following link(s) to learn more about how GIRO works for the respective tax types:

- ① Corporate Tax
- ① Goods and Services Tax
- ① Property Tax
- ① S4S Withholding Tax

The new GIRO arrangement will replace any existing GIRO arrangement and the authorisation will take effect from the next deduction.

New eGIRO arrangement

You want to apply for new eGIRO arrangement with the following bank.

[APPLY NEW GIRO](#)

OR

Re-activate GIRO arrangement

You have previously set up GIRO arrangement with IRAS but is currently inactive.

[RE-ACTIVATE GIRO](#)



Step 10

Select the **tax account(s)** and **bank account** that you wish to re-activate the GIRO arrangement.

Click on **Proceed** to go to the **Confirmation** page.

Refer to **Step 11** if you wish to **edit** your payment plan(s).

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 7 of 7 Record(s)

<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details ⓘ	Remarks
<input checked="" type="checkbox"/>	Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020)	XXXXX1111 DBS/POSB ▾	S\$9,775.00	S\$3,925.00 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) Jan '20 - Mar '20	Edit Plan is not available ⓘ
<input checked="" type="checkbox"/>	Corporate Tax [Other Assessment(s)]	XXXXX1111 DBS/POSB ▾	S\$4,118,566.39	S\$4,118,566.39 1 instalment(s) Dec '19 - Dec '19	Edit Plan is not available ⓘ
	GST				Under Payment Plan ⓘ

CANCEL

PROCEED



Step 11

Click on **Edit Plan**.

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 7 of 7 Record(s)

<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details ⓘ	Remarks
<input type="checkbox"/>	Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020)	Select ▾	S\$9,775.00	S\$3,925.00 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) Jan '20 - Mar '20	Edit Plan is not available ⓘ
<input type="checkbox"/>	Corporate Tax [Other Assessment(s)]	Select ▾	S\$4,118,566.39	S\$4,118,566.39 1 instalment(s) Dec '19 - Dec '19	Edit Plan is not available ⓘ
<input checked="" type="checkbox"/>	GST	XXXXX1111 DBS/POSB ▾	S\$5,991.38	S\$1,997.13 3 instalment(s) Dec '19 - Feb '20	Edit Plan

Step 11a

At the Edit Plan page, you can:

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

Click on **Update** after editing your payment plan or **Cancel** to go back to the original payment plan.



Edit Plan

[← Back to Account Selection](#)

You are editing the payment plan for GST

Payment Plan

Payment Amount
S\$5,991.38
Dec '19 - Dec '19

No. of months
- 1 +

Balance S\$5,991.38



Step 11b

Click on **Proceed** to go to the **Confirmation** page.

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

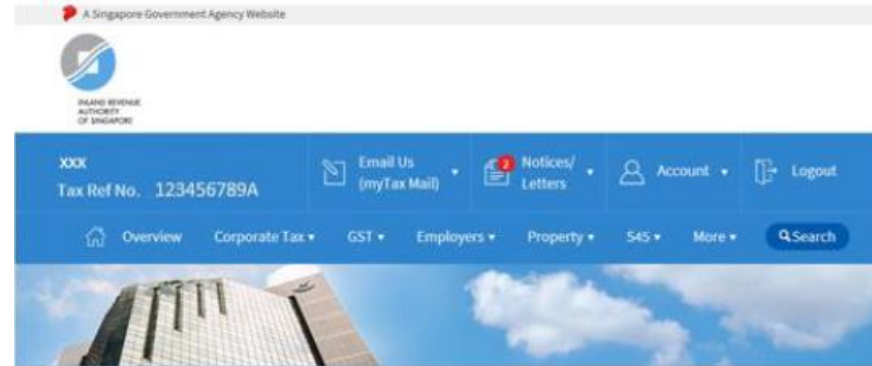
1 - 7 of 7 Record(s)

<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details ⓘ	Remarks
<input type="checkbox"/>	Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020)	Select ▾	S\$9,775.00	S\$3,925.00 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) Jan '20 - Mar '20	Edit Plan is not available ⓘ
<input type="checkbox"/>	Corporate Tax [Other Assessment(s)]	Select ▾	S\$4,118,566.39	S\$4,118,566.39 1 instalment(s) Dec '19 - Dec '19	Edit Plan is not available ⓘ
<input checked="" type="checkbox"/>	GST	XXXXX1111 DBS/POSB ▾	S\$5,991.38	S\$1,997.13 3 instalment(s) Dec '19 - Feb '20	Edit Plan

CANCEL **PROCEED**

Step 12

Confirm the payment plan details and click on **Submit**.



Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) **3. Confirmation** 4. Acknowledgement

You have applied GIRO for the following tax account(s):

1 - 2 of 2 Record(s)

Tax Account(s)	Bank	Balance	Payment Plan Details
Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020)	XXXXX1111 DBS/POSB	S\$9,775.00	S\$3,925.00 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) Jan '20 - Mar '20
Corporate Tax [Other Assessment(s)]	XXXXX1111 DBS/POSB	S\$4,118,566.39	S\$4,118,566.39 1 instalment(s) Dec '19 - Dec '19

BACK

SUBMIT

Step 13

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

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

Apply for Payment Plan through GIRO

PRINT

1. Select Bank 2. Select Account(s) 3. Confirmation **4. Acknowledgement**

Acknowledgement

Application Submitted

Name	XXX	Tax Ref No.	123456789A
Acknowledgement No.	396080	Date/ Time	11 Nov 2019 05:42:57 PM

You have re-activated GIRO arrangement for your tax account(s).

For approved request(s), you may view the payment plan in Account > View Payment Plan by the next working day. As for request(s) that are pending approval, IRAS will review your appeal and inform you of the outcome within 15 working days.

Tax Account(s)	Bank	Balance	Payment Plan Details	Status
Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020)	XXXXX1111 DBS/POSB	S\$9,775.00	S\$3,925.00 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) Jan '20 - Mar '20	Approved
Corporate Tax [Other Assessment(s)]	XXXXX1111 DBS/POSB	S\$4,118,566.39	S\$4,118,566.39 1 instalment(s) Dec '19 - Dec '19	Approved

Please comply with the payment plan (if any). If the plan is cancelled, IRAS may

- impose late payment penalties;
- take enforcement actions to recover the amount owed;
- deny subsequent request for GIRO arrangement.

Step 14

To Re-activate for Property Tax

Under **Account**, click on “**Apply/Manage GIRO Plan**”.

Click on **Re-activate GIRO**.

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INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 25/06/2024

SINCERELYRICH
Tax Ref No. 99707640B

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6 Notices/Letters ▾

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Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Note
Sign up for GIRO to enjoy timely and hassle-free tax payments. Receive tax refunds faster with direct crediting if the GIRO arrangement is set up under your company's/ business' bank account.

Select the following link(s) to learn more about how GIRO works for the respective tax types:

- ① Corporate Tax
- ① Goods and Services Tax
- ① Property Tax
- ① S45 Withholding Tax

The new GIRO arrangement will replace any existing GIRO arrangement and the authorisation will take effect from the next deduction.

New eGIRO arrangement
You want to apply for new eGIRO arrangement with the following bank.

Re-activate GIRO arrangement
You have previously set up GIRO arrangement with IRAS but is currently inactive.

APPLY NEW GIRO

OR


RE-ACTIVATE GIRO



Step 15

Click on **Proceed**.

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 **INLAND REVENUE
AUTHORITY
OF SINGAPORE** TA Date: 25/06/2024

SINCERELYRICH
Tax Ref No. 99707640B

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Overview | GST | Employers | Property | More

Apply for Payment Plan through GIRO

1. Select Bank | **2. Select Account(s)** | 3. Confirmation | 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 1 of 1 Record(s)

<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details ⓘ	Remarks
<input type="checkbox"/>	GST	Select	S\$50,587.42	S\$50,587.42 1 instalment(s) Jul '24 - Jul '24	Edit Plan

For Property Tax Accounts
Set up payment plan for Property Tax **PROCEED**


CANCEL **PROCEED**



Step 16

Click on **Select** for the bank you want to review the reactivation.

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 **INLAND REVENUE AUTHORITY OF SINGAPORE**

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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 17

Select the Property Tax account(s) that you wish to re-activate GIRO arrangement.

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

- Edit the **duration of your payment 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.

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 - 20 of 101 Record(s)

PROPERTY TAX									
100 Queen Street Singapore 123481 S() Tax Ref No. 9326754A	You will be paying S\$90.91 per month from Feb 24 - Dec 24								
<table border="1"><thead><tr><th>GIRO Plan Option*</th><th>No. of Instalments*</th><th>Account Balance</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> Monthly</td><td><input type="button" value="-"/> 11 <input type="button" value="+"/></td><td>S\$1,000.00</td></tr><tr><td><input type="radio"/> One-time Yearly</td><td></td><td></td></tr></tbody></table>		GIRO Plan Option*	No. of Instalments*	Account Balance	<input checked="" type="radio"/> Monthly	<input type="button" value="-"/> 11 <input type="button" value="+"/>	S\$1,000.00	<input type="radio"/> One-time Yearly	
GIRO Plan Option*	No. of Instalments*	Account Balance							
<input checked="" type="radio"/> Monthly	<input type="button" value="-"/> 11 <input type="button" value="+"/>	S\$1,000.00							
<input type="radio"/> One-time Yearly									



Step 18

Review your GIRO arrangement selection and contact details.

Note: If the bank account selected cannot be re-activated, the declaration box will appear in the Review Page. Refer to **Step 6 to 8** to complete the GIRO application. Otherwise, proceed to **Step 19**.

Apply/ Manage GIRO Plan

[- BACK TO PREVIOUS](#)



Review your Selection

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

Bank Selected
DBS/ POSB

1 - 1 of 1 Record(s)

Tax Account	GIRO Plan Option
Property Tax - Others 123 Novena Road #10-11, S(575001) Tax Ref No. 0960941E	Monthly Instalments

Contact Details

Applicant Information

S1234567A, WONG XIAO MING ASHER

Contact Person (if different from above)

Name

Email Address*

company@company.com

Contact No. *

+65 98765432

Declaration

hereby authorise the Bank 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.*

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



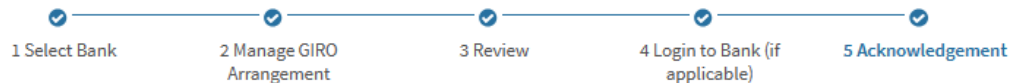
Step 19

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 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
---------------------	--------	------------	----------------------

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

Step 20

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

The screenshot displays the Inland Revenue Authority of Singapore (IRAS) website interface. At the top, there is a navigation bar with the IRAS logo and the text "A Singapore Government Agency Website". Below this, a user's profile information is shown, including a masked name "XXXX" and a Tax Reference Number "123455789A". Navigation links for "Email Us (myTax Mail)", "Notices/Letters", "Account", and "Logout" are present. A secondary navigation bar includes "Overview", "Employers", "Property", and "S45". The main content area features a banner image of a modern building and the heading "Apply for Payment Plan through GIRO". A progress indicator shows three steps: "1. Select Bank", "2. Select Account(s)", and "3. Confirmation", with the first step being active. A "Note" section provides instructions on reactivating GIRO and viewing payment plan details. Two informational links are provided at the bottom. The "Account" dropdown menu is open, listing options under "Profile" and "Tax Account", with "View GIRO Plan" highlighted in a red box.

A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

XXXX
Tax Ref No. 123455789A

Email Us (myTax Mail) • Notices/Letters

Account • Logout

Overview Employers • Property • S45 •

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation

Note
You are able to reactivate GIRO via this service.
You can view your payment plan details under Account > View Payment Plan once your application is approved.

[Learn more about alternative ways to apply for GIRO for other banks](#)
[Know more about GIRO deduction dates and how GIRO works](#)

Profile
Update Notice Preferences
Update Corporate Profile/ Contact Details
Update GST Contact Details
Switch to Stamp Duty Services

Tax Account
Apply/ Manage GIRO Plan
Pay Taxes
Appeal Penalty Waiver (Corporate Tax)
Appeal Penalty Waiver (GST)
Appeal Penalty Waiver (Property Tax)
View Account Summary
View Late Filing Fee/ Notice to Attend Court/ Summons
View GIRO Plan



Step 21

Click on “Proceed”.

INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 19/07/2024

TEST_ASAKUMA RESTAURANT1
Tax Ref No. 206990612H

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

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

Payment Plan Summary

SAVE AS PDF/PRINT

Type	Bank Account	Actions
Corporate Tax	UOB XXXXXX9883	VIEW PLAN CANCEL PLAN

For Property Tax Accounts
Set up payment plan for Property Tax

[PROCEED](#)



Step 22

Click on “View”.

The screenshot shows the IRAS portal interface. At the top, there is a navigation bar with the IRAS logo, a search icon, and a 'LOGOUT' button. Below the navigation bar, there is a header section with 'TAX REF NO. | ENTITY NAME' and links for 'Inbox', 'Account', and 'Profile'. The main content area is titled 'View GIRO Plan' and contains a 'Plans Summary' section. Below this, it indicates '1 - 2 of 2 Record(s)'. A table displays the details of the selected record:

		Balance (S\$)	
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

Below the table, there is a link: 'View the Payment Plan for the [other taxes](#)'.

The 'Related Services' section contains a button labeled 'View Account Summary'.



Step 22a

If you have more than 3 properties, properties are grouped together. Click on “**View Summary**”.

Otherwise skip to **Step 23**.

The screenshot shows the Inland Revenue Authority of Singapore (IRAS) myTax Mail interface. At the top left is the IRAS logo. To its right is the text 'INLAND REVENUE AUTHORITY OF SINGAPORE'. Further right is a green 'LOGOUT' button. Below this is a dark blue navigation bar containing the user ID '206990612H | TEST_ASAKUMA RESTAURANT1' and links for 'Email Us (myTax Mail)', 'Notices/ Letters', and 'Account'. A secondary blue navigation bar contains links for 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', 'S45', and 'More'. The main content area is titled 'View GIRO Plan'. Below the title is a red bookmark icon and a note: 'If you want to view your GIRO plan for Corporate Tax and GST, go to the menu bar and choose Account > View GIRO Plan.' The 'Plans Summary' section shows '1 - 1 of 1 Record(s)'. A table with one record is displayed. The table has a header 'Plan Balance(\$\$)' and a row for 'Property Tax' with a balance of '22,323.01'. A red box highlights the 'VIEW SUMMARY' button next to the balance.

	Plan Balance(\$\$)	
Property Tax You have 5 account(s)	22,323.01	VIEW SUMMARY



Step 22b

If you have properties in property developments, the properties are grouped together. Click on “**View Properties**”.

The screenshot shows the IRAS portal interface. At the top, there is a navigation bar with the IRAS logo, a 'LOGOUT' button, and a search icon. Below the navigation bar, there is a header section with 'TAX REF NO. | ENTITY NAME' and 'Inbox Account Profile'. The main navigation menu includes 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', 'S45', and 'More'. The current page is titled 'View GIRO Plan' and includes a '< BACK TO PREVIOUS' link. The main content area is titled 'Property Tax - Developments' and shows '1-3 of 3 Record(s)'. A table lists the developments with columns for 'Development' and 'Amount (S\$)'. The 'Novena Plaza' entry is highlighted, and the 'VIEW PROPERTIES' link is circled in red.

Development	Amount (S\$)	
Novena Plaza (2 accounts)	2,000.00	VIEW PROPERTIES
One Point (1 account)	1,000.00	VIEW PROPERTIES
Others (1 account)	1,000.00	VIEW PROPERTIES



Step 22c

Click on “**View**” to see the Property Tax instalment plan details.

INLAND REVENUE AUTHORITY OF SINGAPORE

206990612H | TEST_ASAKUMA RESTAURANT1

Email Us (myTax Mail) Notices/ Letters Account

Logout

Overview Corporate Tax GST Employers Property S45 More

View GIRO Plan

[< BACK TO PREVIOUS](#)

Property Tax - Developments - Street Name 68508

1 - 2 of 2 Record(s)

Address	Amount(S\$)
10 Street Name 2677 #27-06 S(802092) Tax Ref No. 9317914S	3,315.01
10 Street Name 2677 #27-07 S(802092) Tax Ref No. 9317905A	6,930.00

Step 23

Your GIRO plan details will be displayed.

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

INLAND REVENUE AUTHORITY OF SINGAPORE

206990611W | DAMARIS [Email Us \(myTax Mail\)](#) [Notices/ Letters](#) [Account](#) [LOGOUT](#)

[Overview](#) [Corporate Tax](#) [GST](#) [Employers](#) [Property](#) [S4S](#) [More](#)

GIRO Plan Details

[< BACK TO PREVIOUS](#)

Property Tax

GIRO Plan Details

GIRO Plan Option Monthly instalment EDIT	Bank Account DBS/POSB 1111114061 EDIT
--	---

Account Balance
S\$ 4,305.01

Deduction will be on 5th of the month. If the deduction is unsuccessful, we will attempt to deduct the amount again on the 21st. If 5th or 21st fall on a weekend or public holiday, deduction will be made on the next working day.

1 - 9 of 9 Record(s) [View ALL DEDUCTIONS](#) | UPCOMING

Payment Month	Amount (\$\$)	Amount Paid (\$\$)	Balance (\$\$)	Status	Remarks
Apr 2024	478.33	0.00	478.33	Pending	
May 2024	478.33	0.00	478.33		
Jun 2024	478.33	0.00	478.33		
Jul 2024	478.33	0.00	478.33		
Aug 2024	478.33	0.00	478.33		
Sep 2024	478.33	0.00	478.33		
Oct 2024	478.33	0.00	478.33		
Nov 2024	478.33	0.00	478.33		
Dec 2024	478.37	0.00	478.37		

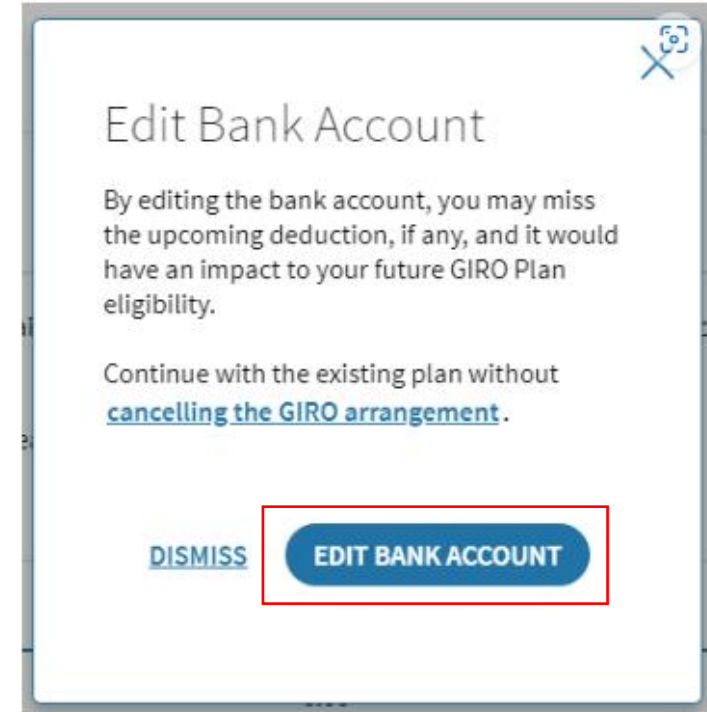
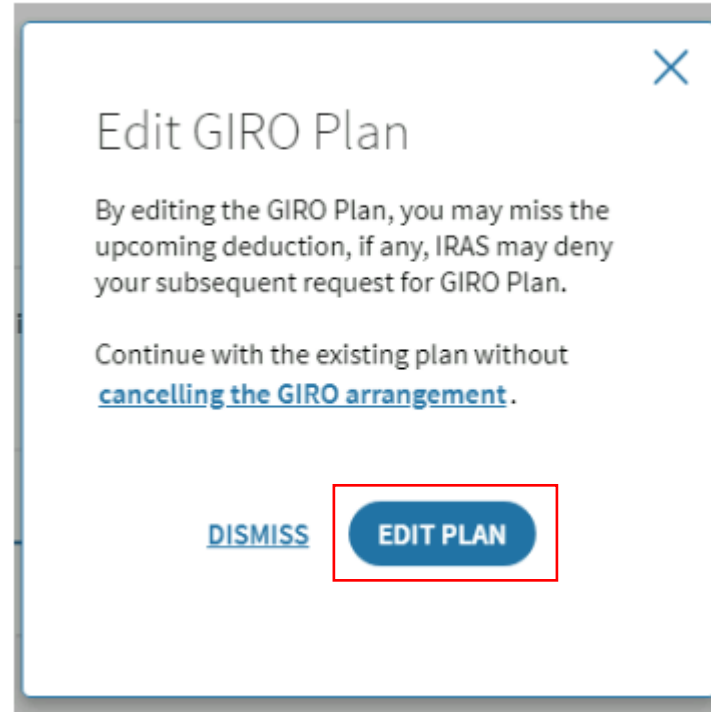


Step 23

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 17. Follow the steps accordingly to select GIRO Plan Option between 'Monthly' and 'One-time Yearly' or edit the duration of your GIRO plan.

For **Edit Bank Account**, click on **Edit Bank Account** and you will be directed to page in Step 16. Select the bank account that you wish to change to and follow the steps accordingly.





INLAND REVENUE
AUTHORITY
OF SINGAPORE

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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.