

User Guide & FAQs (for Corporates)

View Jobs Growth Incentive (JGI) Baseline
and Breakdown Details on myTax Portal

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- [View Baseline Employees](#)
- [View Payout Breakdown](#)
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User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

The screenshot shows the myTax Portal homepage. At the top left is the Inland Revenue Authority of Singapore (IRAS) logo. Below it is a teal announcement banner with a red warning icon, stating that from 11 Apr 2021, users must log in with Singpass instead of Corppass. It also lists weekly maintenance hours. The main content area features a large image of a modern building. Overlaid on this is a white login box titled 'Login to myTax Portal' with three buttons: 'Personal Tax', 'Business Tax' (highlighted with a green border), and 'Tax Agent Login'. Below these buttons are links for 'Client Notice of Transfer' and 'Request Singpass/ Corppass'. At the bottom of the main area are two blue promotional boxes: one for 'Greater Convenience with Digitised Notices' and another for 'GIRO'. The footer contains the IRAS name, a description of the myTax Portal, and links for Contact, Feedback, and Technical FAQ. At the very bottom are links for Report Vulnerability, Privacy Policy, and Terms of Use, followed by copyright information.

INLAND REVENUE AUTHORITY OF SINGAPORE

Announcement: From 11 Apr 2021, you will be required to log in to government digital services for businesses (G2B) using Singpass instead of Corppass. For more information, visit [Corppass website](#).

Weekly maintenance hours (Singapore time):
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

Login to **myTax Portal**

- Personal Tax
- Business Tax**
- Tax Agent Login

> Client Notice of Transfer
> Request Singpass/ Corppass

Greater Convenience with Digitised Notices
From May 2021, most IRAS notices will be digitised, with paper notices minimised.
> More Announcements

GIRO
Sign up for GIRO to enjoy up to 12 monthly interest-free instalments, or opt for once-a-year deduction.

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 Policy Terms of Use

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IRAS 30/07/2021-11P

Step	Action/ Note
	Logging in to myTax Portal – Go to https://mytax.iras.gov.sg
1	Select Business Tax . Please refer to this page on how to log in to myTax Portal.

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

The screenshot shows the myTax Portal interface. At the top, there is a blue header bar with navigation links: 'Email Us (myTax Mail)', 'Notices/Letters', 'Account', and 'Logout'. Below this is a secondary blue bar with a home icon and links for 'Overview', 'Corporate Tax', 'Employers', 'Property', and 'More'. The 'More' link is highlighted in orange. A dropdown menu is open under 'More', showing 'Government Payout' and 'View Jobs Growth Incentive (JGI) Breakdown'. The 'View Jobs Growth Incentive (JGI) Breakdown' option is highlighted with a green box. Below the navigation bar, there is a message: 'Last login on Thursday, 28 Jan 2021 2:25 PM (Singapore time)'. A 'Note' section states: 'The company/ business has subscribed to the following notifications for its tax notices: By post to your company's/ business' registered address • Corporate Tax paper notices'. A 'VIEW DETAILS' button is next to the note. Below the note is an 'Account Summary' section with the text '1 - 1 of 1 Record(s)'. At the bottom, there are links for 'Apply Payment Plan' and 'Pay Taxes'. A table with columns 'Type', 'Balance', and 'Actions' is partially visible.

Overview Corporate Tax Employers Property More

Last login on Thursday, 28 Jan 2021 2:25 PM (Singapore time).

Government Payout
View Jobs Growth Incentive (JGI) Breakdown

Note
The company/ business has subscribed to the following notifications for its tax notices:
By post to your company's/ business' registered address
• Corporate Tax paper notices
[VIEW DETAILS](#)

Account Summary
1 - 1 of 1 Record(s)

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

Type	Balance	Actions
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Step	Action/ Note
	Main Menu Jobs Growth Incentive (JGI) Breakdown
1	Select the e-Service from the menu: More > (Government Payout) View Jobs Growth Incentive (JGI) Breakdown

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

[Overview](#) [GST](#) [Employers](#) [Property](#) [More](#)

Jobs Growth Incentive (JGI) Breakdown

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Overview

Note: Each JGI phase has a different qualifying window and month that is used to define the baseline employees and adjustment amount. The payout for a period can be derived from more than one JGI phase.

Types of Baselines

2

Eligible for Phase 1,2

[VIEW DETAILS](#)

Current Estimated Payout

S\$0.00

Mar 2021 to May 2021

Total Estimated Payout to Date

S\$16,500.00

View [JGI letter](#) for the final JGI Payout amount

All Payouts To Date

1 - 3 of 3 Record(s)

Payout No. ↑↓	Period	Estimated Payout (S\$) ⓘ	Action
01	Sep 2020 to Nov 2020	8,250.00	VIEW BREAKDOWN
02	Dec 2020 to Feb 2021	8,250.00	VIEW BREAKDOWN
03	Mar 2021 to May 2021	-	

Your estimated total payout is S\$16,500.00

Your estimated payout is computed based on the employer's mandatory CPF contributions for each new eligible hire and the adjustment amount. Note that the estimated payout may be used to offset outstanding tax arrears of the employers before the balance is paid out. Please refer to the [JGI letter](#) for the final JGI payable amount.

Step	Action/ Note
	Jobs Growth Incentive (JGI) Breakdown
	View Baseline Details
1	Click on View Details from the Baseline box to view the baseline details page

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

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(myTax Mail)

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Jobs Growth Incentive (JGI) Breakdown

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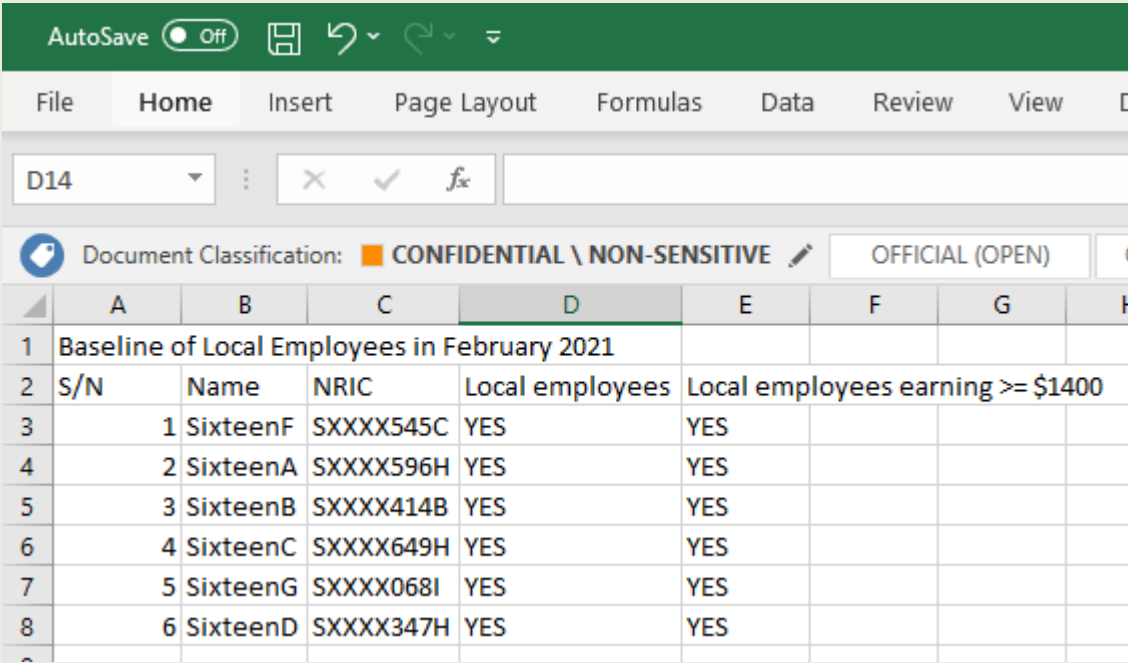
Baseline Employees by Phase

1 - 2 of 2 Record(s)

Phase	Employer Eligibility ⓘ	Baseline Month ⓘ	Local Employees	Local Employees Earning ≥ \$1400	List of Baseline Employees
1	Eligible	Aug 2020	5	5	EXPORT TO CSV
2	Eligible	Feb 2021	6	6	EXPORT TO CSV

Step	Action/ Note
	View Baseline Details
1	Click on 'Export to CSV' to view the list of qualifying baseline counts computed for employer in August 2020 or February 2021.
	<u>Notes</u> Depending on browser used, you may be prompted to Open/Save the document.
2	Go to file location where document was saved and open the document with Microsoft Excel Program.

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal



Baseline of Local Employees in February 2021				
S/N	Name	NRIC	Local employees	Local employees earning >= \$1400
1	SixteenF	SXXXX545C	YES	YES
2	SixteenA	SXXXX596H	YES	YES
3	SixteenB	SXXXX414B	YES	YES
4	SixteenC	SXXXX649H	YES	YES
5	SixteenG	SXXXX068I	YES	YES
6	SixteenD	SXXXX347H	YES	YES

Example of 'JGIBaseline' CSV document

Step	Action/ Note
	View Baseline Details
2	Go to file location where document was saved and open the document with Microsoft Excel Program.

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Jobs Growth Incentive (JGI) Breakdown

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Overview

Note: Each JGI phase has a different qualifying window and month that is used to define the baseline employees and adjustment amount. The payout for a period can be derived from more than one JGI phase.

Types of Baselines

2

Eligible for Phase 1,2

[VIEW DETAILS](#)

Current Estimated Payout

S\$0.00

Mar 2021 to May 2021

Total Estimated Payout to Date

S\$16,500.00

[View JGI letter](#) for the final JGI Payout amount

All Payouts To Date

1 - 3 of 3 Record(s)

Payout No. ↑↓	Period	Estimated Payout (S\$) ⓘ	Action
01	Sep 2020 to Nov 2020	8,250.00	VIEW BREAKDOWN
02	Dec 2020 to Feb 2021	8,250.00	VIEW BREAKDOWN
03	Mar 2021 to May 2021	-	

Your estimated total payout is S\$16,500.00

Your estimated payout is computed based on the employer's mandatory CPF contributions for each new eligible hire and the adjustment amount. Note that the estimated payout may be used to offset outstanding tax arrears of the employers before the balance is paid out. Please refer to the [JGI letter](#) for the final JGI payable amount.

Step	Action/ Note
	Jobs Growth Incentive (JGI) Breakdown View Payout Breakdown
1	Click on View Breakdown button to view the breakdown of the particular JGI payout

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

Email Us
(myTax Mail)

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Jobs Growth Incentive (JGI) Breakdown

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Payout Breakdown for Dec 2020 to Feb 2021

1 - 3 of 3 Record(s)

Month	Phase ①	Adjustment Amount (\$\$) ①	Estimated Payout (\$\$) ①
Dec 2020	1	0.00	2,750.00
Jan 2021	1	0.00	2,750.00
Feb 2021	1	0.00	2,750.00

Your total estimated payout for this period is S\$8,250.00

Your estimated payout is computed based on the employer's mandatory CPF contributions for each new eligible hire and the adjustment amount. Note that the estimated payout may be used to offset outstanding tax arrears of the employers before the balance is paid out. Please refer to the JGI letter for the final JGI payable amount.

You may view the payout breakdown per employee for the selected period.

EXPORT TO CSV

Step	Action/ Note
	View Payout Breakdown
2	Click on green button 'Export to CSV' to view the breakdown of individual JGI amount of your employees.
	Notes: Depending on browser used, you may be prompted to Open/Save the document.

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

AutoSave ☐ Off   						
File Home Insert Page Layout Formulas Data						
C8    						
 Document Classification:  CONFIDENTIAL \ NON-SENSITIVE 						
	A	B	C	D	E	F
1	JGI 1.0					
2	S/N	Name	NRIC	Dec-20	Jan-21	Feb-21
3	1	SixteenG	SXXXX068I	2000	2000	2000
4	2	SixteenF	SXXXX545C	750	750	750

Example of 'JGIBreakdown' CSV document

Step	Action/ Note
	View Payout Breakdown
3	Go to file location where document was saved and open the document with Microsoft Excel Program.

FAQ: View JGI Baseline and Breakdown Details on myTax Portal

Q1. Who can view the JGI Breakdown page?

Jobs Growth Incentive (JGI) Breakdown e-Service can only be viewed by business owners. Business owners are as identified below.

Individual employers and the following non-individual employers who log in to myTax Portal using SingPass:

	<u>Can View</u>
Sole-Proprietorship	Sole-Proprietor
Companies	Company Director (registered with ACRA)
Partnership	Precedent Partner

Q2 What software programs are required in order to view the ‘JGIBaseline’ and ‘JGIBreakdown’ CSV documents?

Microsoft Excel program.

Contact Information

If there are queries that have not been addressed in this user guide, please visit go.gov.sg/jgi or enquire via go.gov.sg/jgiask.

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