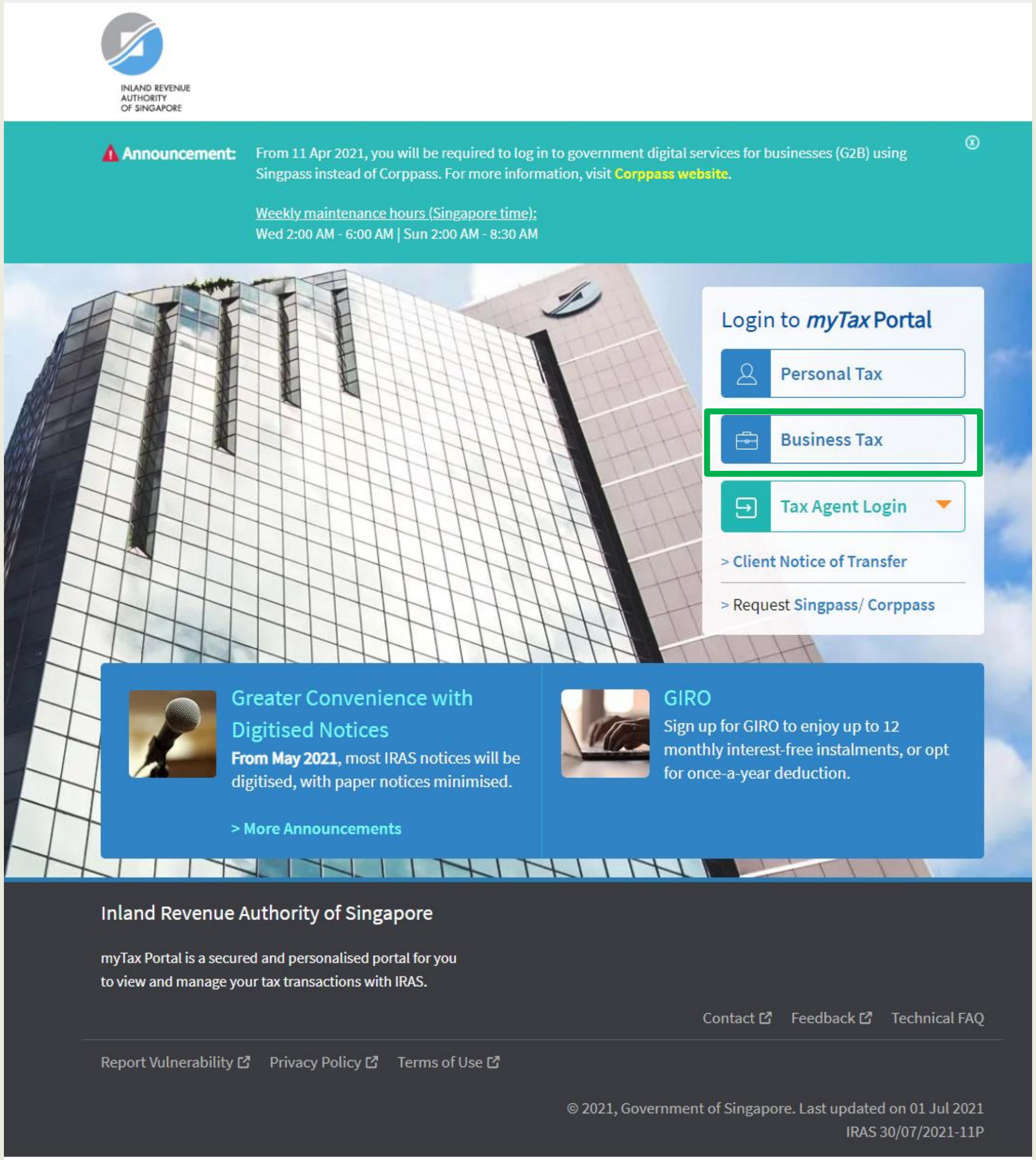
User Guide & FAQs (for Corporates)

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

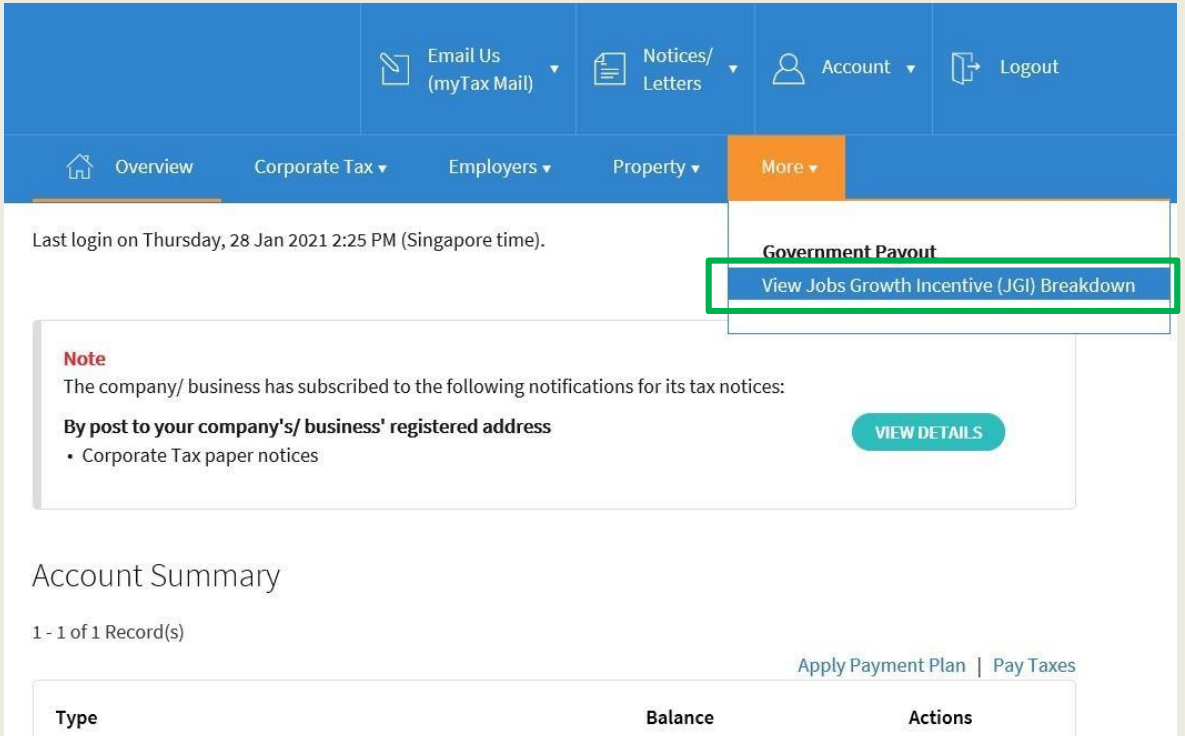
Content Page

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



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



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

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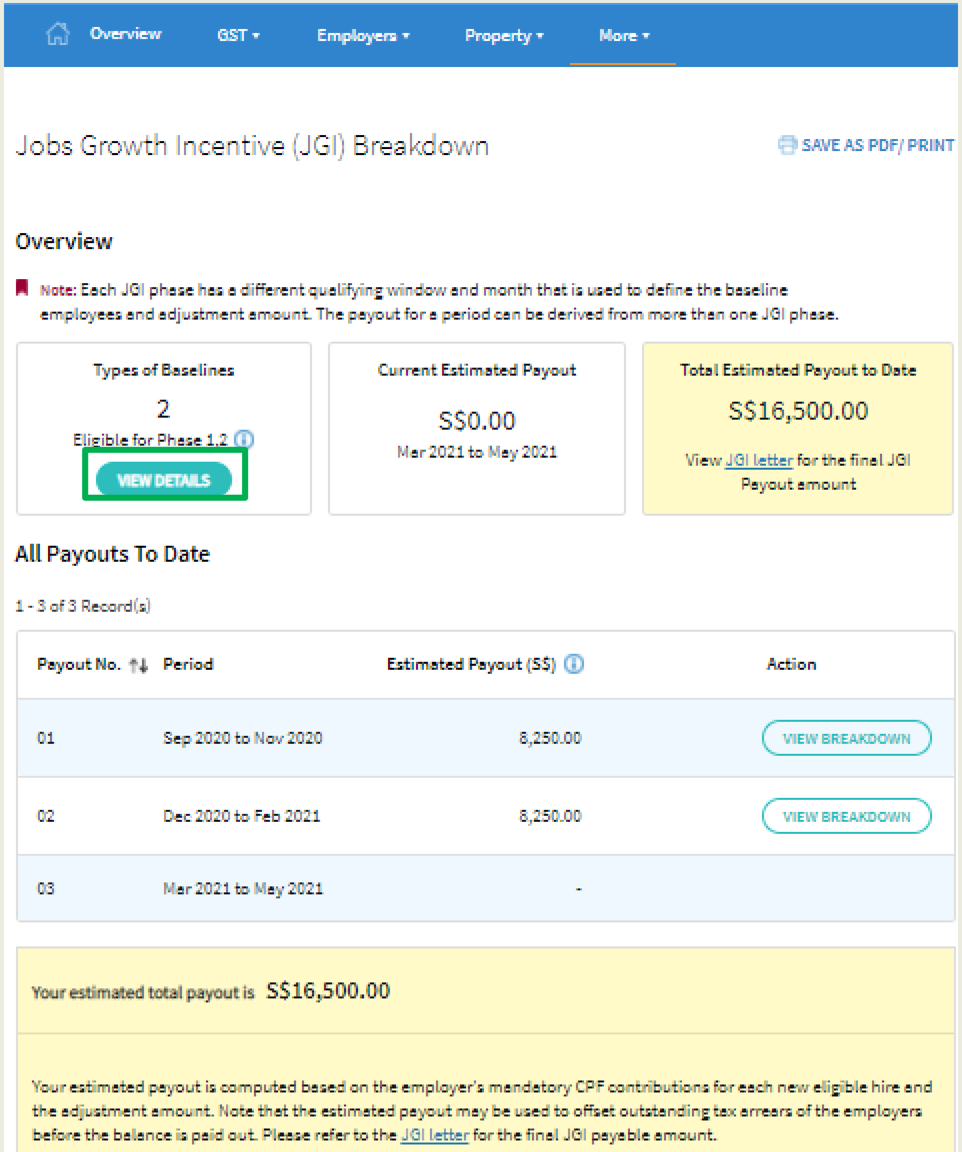

Step	Action/ Note
	Jobs Growth Incentive (JGI) Breakdown **View Baseline Details**
1	Click on View Details from the Baseline box to view the baseline details page

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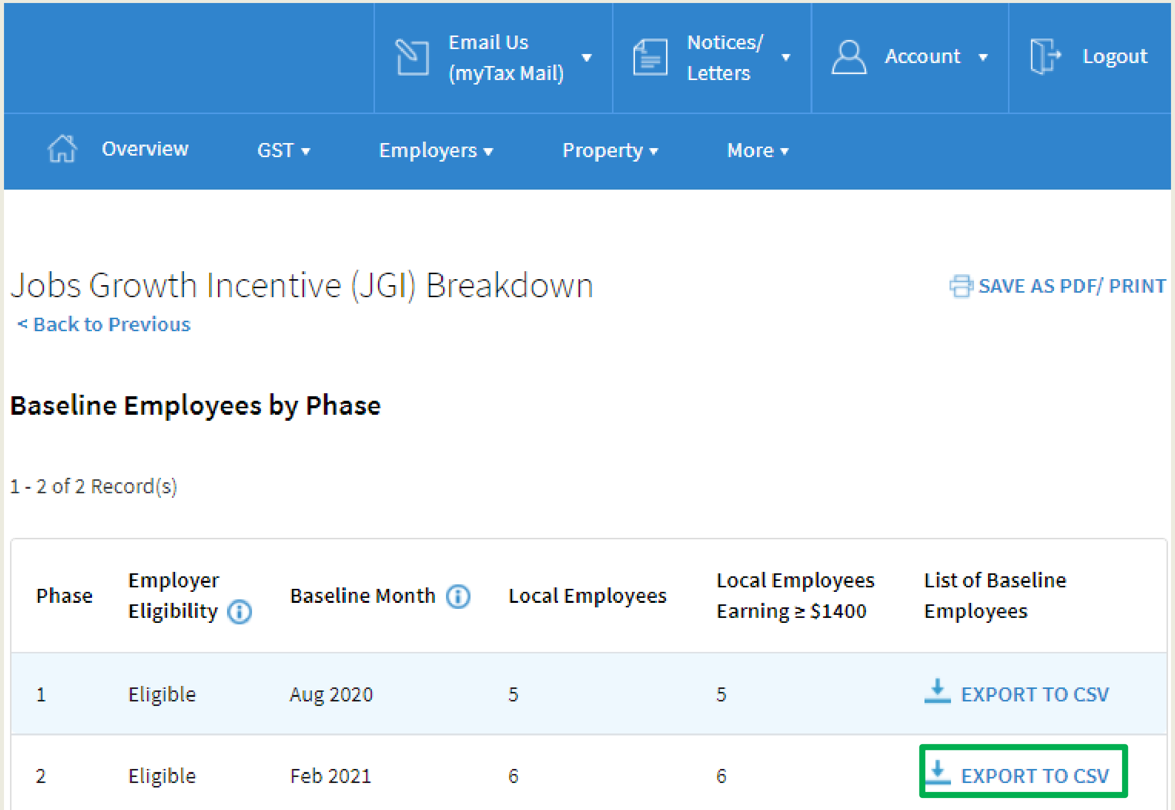

Step	Action/ Note
	View Baseline Details
1	Click on ‘Export to CSV’ to view the list of qualifying baseline counts computed for employer in August 2020 or February 2021.
	<u>Notes</u> Depending on browser used, you may be prompted to Open/Save the document.
2	Go to file location where document was saved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

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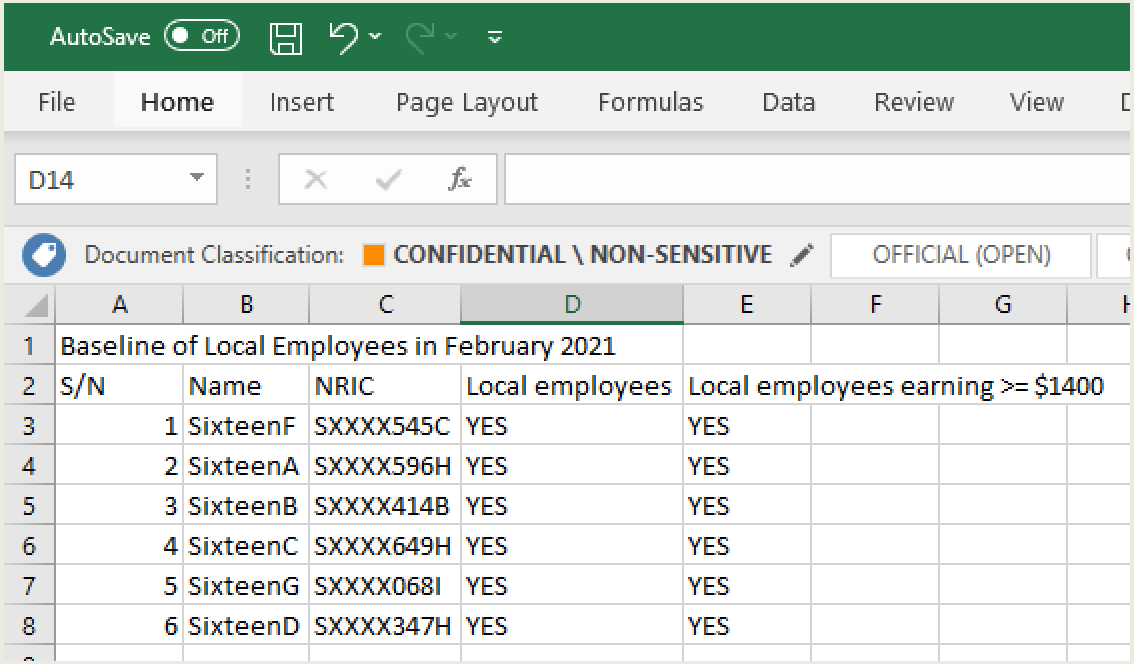
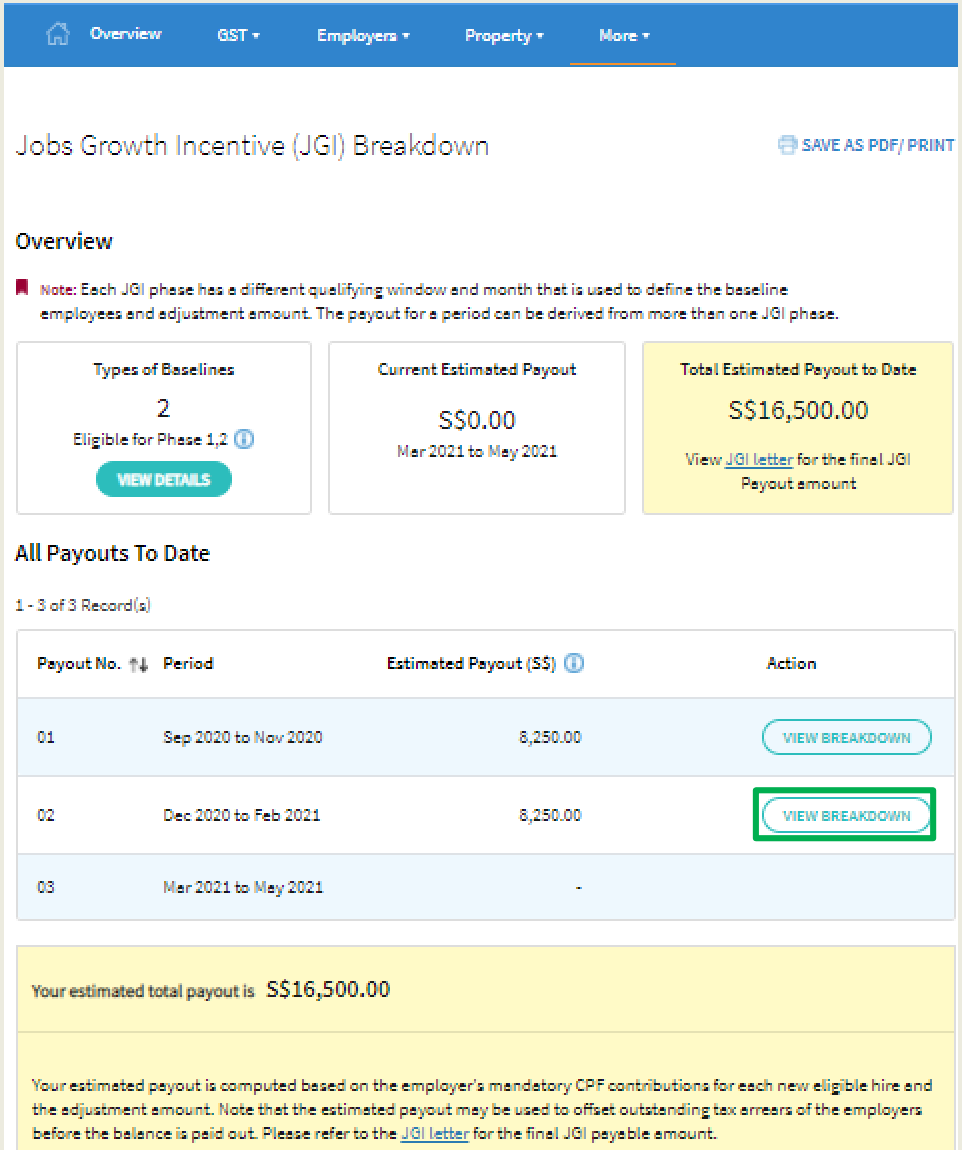


	A	B	C	D	E
1	Baseline of Local Employees in February 2021				
2	S/N	Name	NRIC	Local employees	Local employees earning >= $1400
3	1	SixteenF	SXXXX545C	YES	YES
4	2	SixteenA	SXXXX596H	YES	YES
5	3	SixteenB	SXXXX414B	YES	YES
6	4	SixteenC	SXXXX649H	YES	YES
7	5	SixteenG	SXXXX068I	YES	YES
8	6	SixteenD	SXXXX347H	YES	YES

Example of ‘JGIBaseline’ CSV document

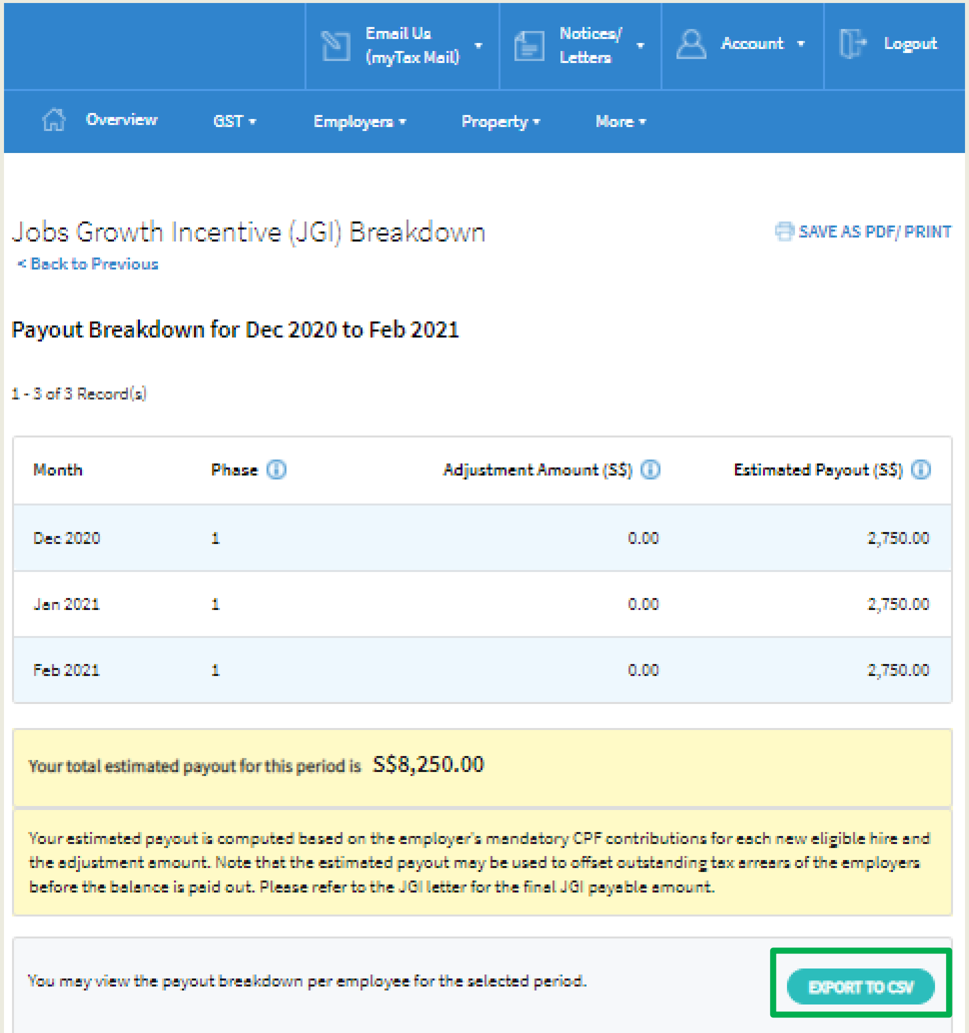
Step	Action/ Note
	View Baseline Details
2	Go to file location where document was saved and open the document with Microsoft Excel Program.

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



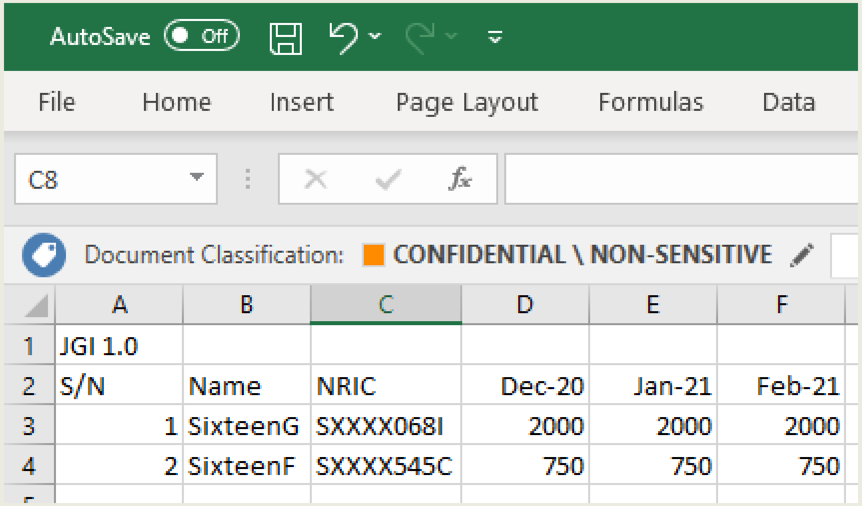
Step	Action/ Note
	Jobs Growth Incentive (JGI) Breakdown **View Payout Breakdown**
1	Click on View Breakdown button to view the breakdown of the particular JGI payout

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



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



	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:

	Can View
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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