

User Guide

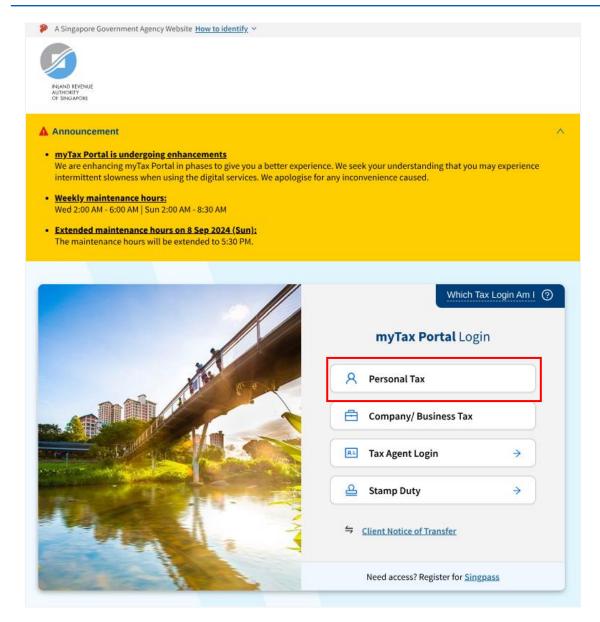
Guide to Apply, Edit and Cancel GIRO Plan (Individuals)

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GIRO Application – Set Up for GIRO

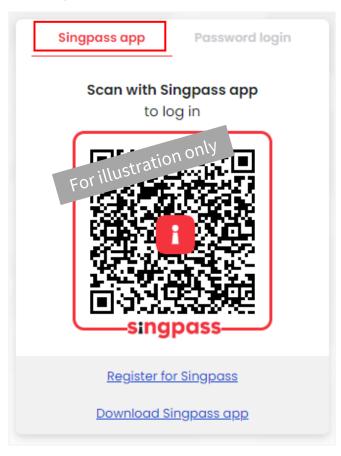




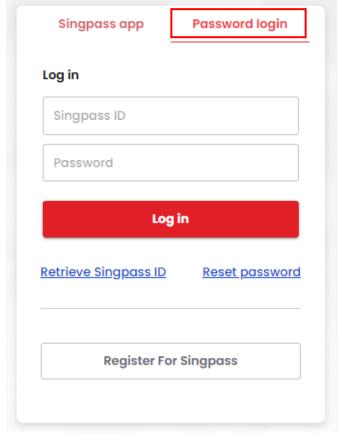
- Login to myTax Portal at mytax.iras.gov.sg.
- Select 'Personal Tax'.
- You will be redirected to the Singpass login page.



1. Singpass App



2. Password Login



Singpass Login Page

Login using either methods:

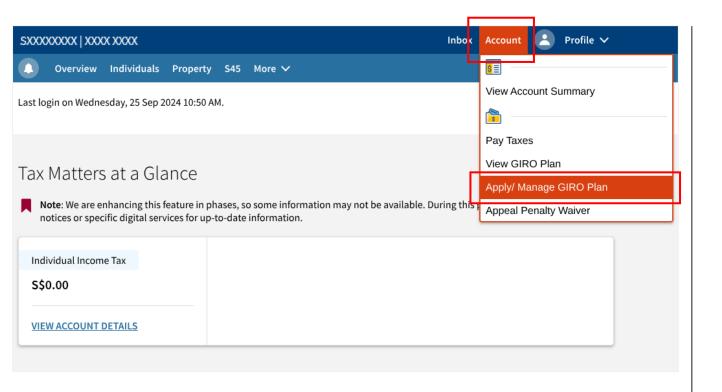
1. Singpass App

- Scan the QR code provided using your mobile's Singpass application.
- After scanning, you will be directed to Singpass for authentication. Thereafter, you will be directed to the myTax Portal.

2. Password Login

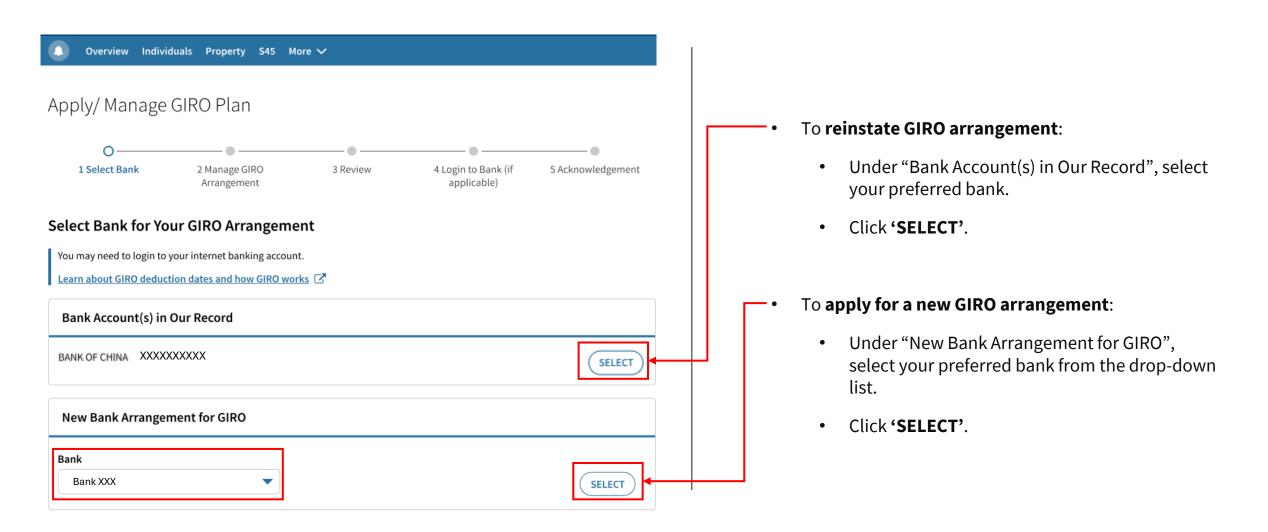
- For 'Password login', key in your 'Singpass ID' and 'Password'.
- Click **'Log in'** and you will be directed to the myTax Portal.





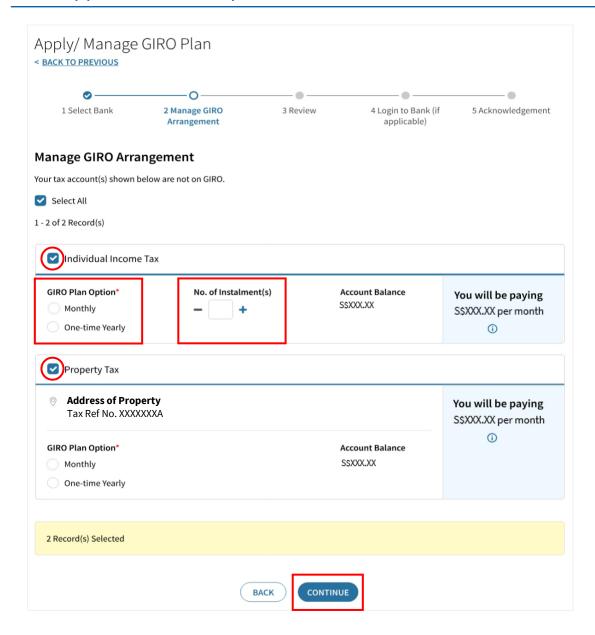
- Select 'Account'.
- Then, select 'Apply/Manage GIRO Plan'.





GIRO Application - Set Up for GIRO





- Tick the relevant tax account which you would like to apply GIRO i.e., 'Individual Income Tax' and/or 'Property Tax'.
- Select the GIRO Plan Option i.e., Monthly / One-time Yearly.
- Click '+' or '-' button to increase or decrease the number of instalments.
- Click 'CONTINUE'.

Note: If you increase the number of instalments beyond the standard payment cycle, penalty and provisional instalment amount may be imposed to Individual Income Tax, and penalty may be imposed to Property Tax.

GIRO Application – Set Up for GIRO



Apply/ Manage GIRO Plan

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Reason(s) for Appeal

You have appealed for an extended instalment GIRO plan.

Provide the reasons for your appeal and keep any supporting documents as you may be contacted to submit them for our review.

Loss of job/Business failure No steady source of income High medical expenses incurred by myself or my immediate family members Reduction in income/ Business cashflow Other

1 - 1 of 1 Record(s)

Tax Account

Balance (S\$) Plan Details (S\$)

Individual Income Tax

1,600.00
228.57 per month
7 instalments
Nov 24 - May 25

Confirmation

l confirm that the reason(s) provided above is true and agree to comply with the payment plan granted. I am aware that if the agreed plan is defaulted, IRAS may *

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

- This page may be displayed if you increase the number of instalments beyond the standard payment cycle, i.e., requesting for an extended instalment GIRO plan.
- Select your reason(s) for an extended instalment GIRO plan.
- If 'Other" is selected, please provide reason(s) in the textbox below it.
- Tick the checkbox for your confirmation.
- Click 'CONTINUE'.



GIRO Application - Set Up for GIRO



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 Bank XXX

1 - 2 of 2 Record(s)

Tax Account	Balance (S\$) Plan Details (S\$)
Individual Income Tax	XX.XX S\$ XX.XX per month XX instalments mmm/yy – mmm/yy
Property Tax 3 Temasek Blvd #18-911S(038983) S() Tax Ref No. 9377156G	XX.XX S\$ XX.XX per month XX instalments mmm/yy – mmm/yy

Declaration

hereby authorise the Bank to debit or credit the <u>Selected Account</u>, as instructed to the Bank by IRAS and I agree to the <u>Terms & Conditions</u> for GIRO Application. *

Where I am not the account holder of the <u>Selected Account</u>, 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 <u>Terms & Conditions</u> 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 <u>Terms & Conditions</u> for GIRO Application, on his/her behalf.

In addition, where I am not the account holder of the <u>Selected Account</u>, 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 <u>Losses</u> 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 <u>Terms & Conditions</u> for GIRO Application.

- Review your selection for the GIRO application.
- Tick the checkbox for your declaration.
- Click 'CONTINUE'.
- If you are reinstating your GIRO arrangement, you will be directed to the acknowledgement page at <u>Page 11</u>.
- If you are applying for a new GIRO arrangement, you will be directed to your bank portal.





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



X

Note: This step is for new GIRO applications only.

- Click 'LEAVE PAGE' to be redirected to your preferred bank's portal.
- Upon completion of the internet banking procedures, you will be redirected to mTP to access the transaction acknowledgement page.

For DBS/POSB Bank, click here.

For OCBC Bank, click here.

For UOB Bank, click here.

For HSBC Bank, click here.

For Bank of China, click here.

For Citibank, click here.

For Maybank, click here.

For **Standard Chartered Bank**, click <u>here</u>.



Acknowledgement

Application Submitted

For approved plan(s), you can view your GIRO Plan Notice at Account > View GIRO Plan by the next working day. For plans in progress, please proceed to login To Account > View GIRO Plan by the next working day to check

Acknowledgement No.

XXXXXXXX

Date/ Time

XX:XXXX XXXX XXX

A copy of this acknowledgement is available at Inbox > View Notices digital service.

Contact Details

IRAS may need to contact you for more information/ clarification on your appeal. Update your contact details if necessary.

Mobile No.

+65 XXXX XXXX

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

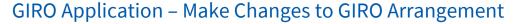
Bank XXX

1 - 2 of 2 Record(s)

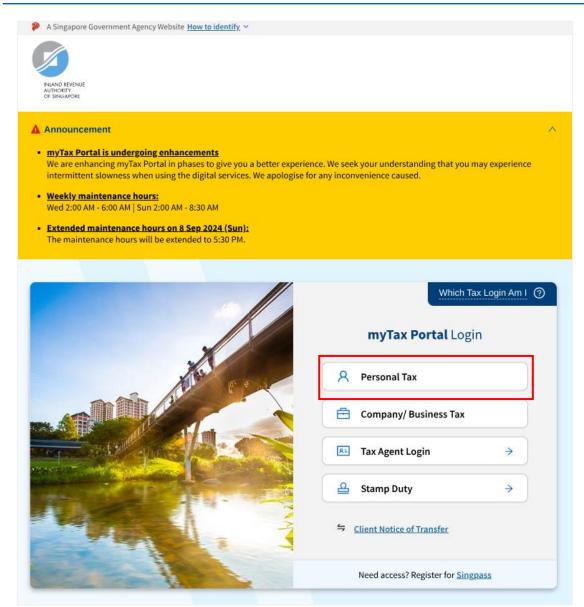
Tax Account	Balance (S\$)	Plan Details (S\$)	Status
INCOME TAX	XXXXXX	XXX.XX per month XX instalments XXX.XX – XXX.XX	In Progress
PROPERTY TAX XXX XXXXXXXXXX \$(XXXXXXXXXXXXXXXXXXXX	xxxxx	XXX.XX per month XX instalments XXX XX - XXX XX	In Progress

 At IRAS' myTax Portal, an acknowledgement page will be displayed for completed application.

Note: For applications with the status "In Progress," your submission is currently under review by the bank, and **no further action is required from you.** Please log in to your account and select "View GIRO Plan" the next business day to check the status.



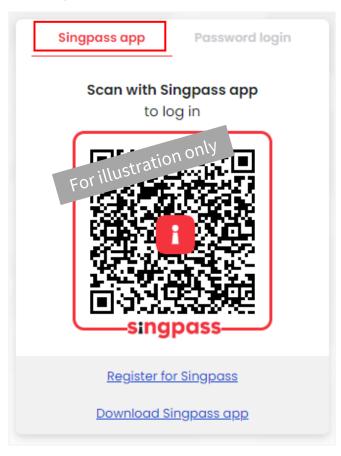




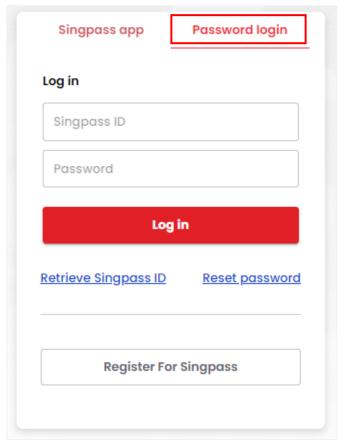
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- Select 'Personal Tax'.
- You will be redirected to the Singpass login page.



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Singpass Login Page

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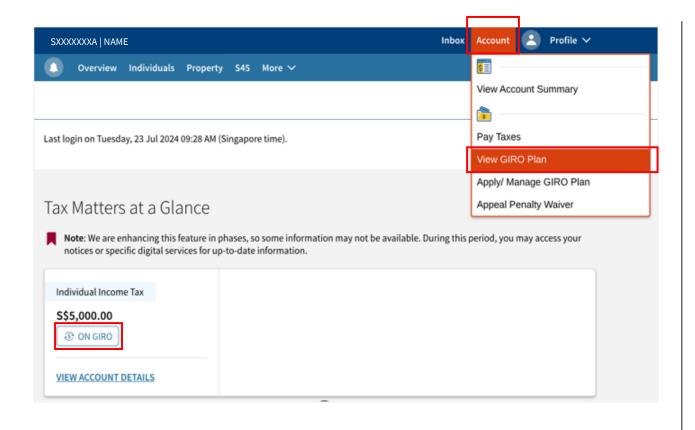
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2. Password Login

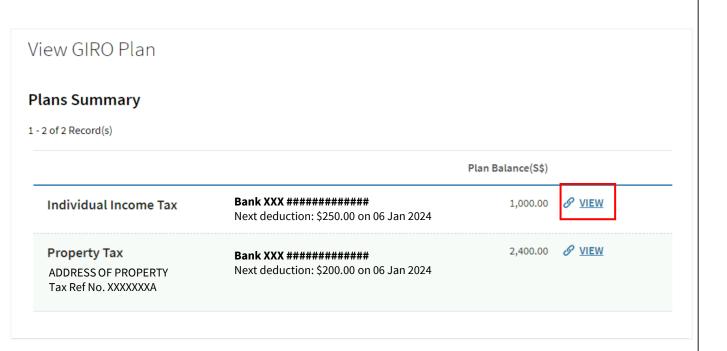
- For 'Password login', key in your 'Singpass ID' and 'Password'.
- Click 'Log in' and you will be directed to the myTax Portal.





- Select 'Account'.
- Then, select 'View GIRO Plan'.
- Alternatively, you may click **'ON GIRO'** under 'Tax Matters at a Glance' to view your GIRO plan.





• Click 'VIEW' corresponding to the GIRO Plan that you wish to view.



Pages 16 - 22

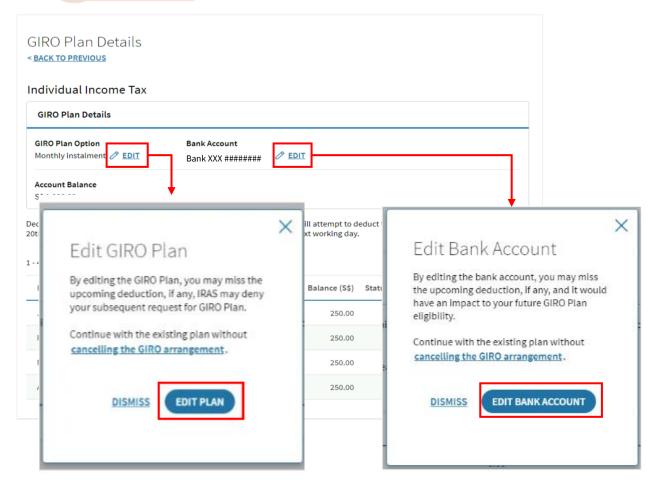


Pages 23 – 25





Change GIRO Bank Account / Edit GIRO Duration



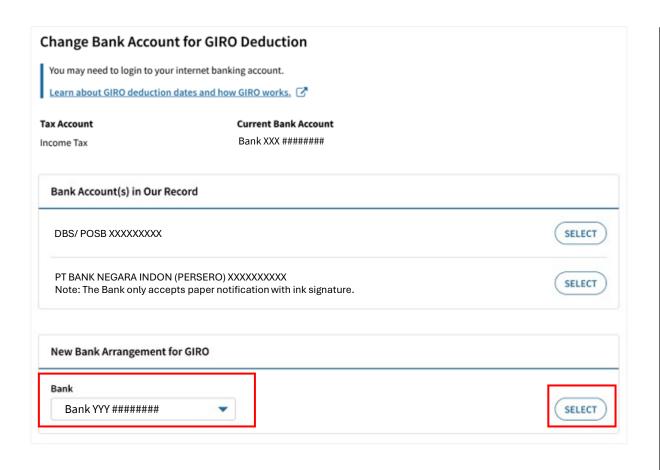
To Edit GIRO Plan Duration:

- Click **'EDIT'** under 'GIRO Plan Option'. An 'Edit GIRO Plan' pop-up window appears.
- Click 'EDIT PLAN' and you will be redirected to Page 18.

To Change GIRO Bank Account:

- Click **'EDIT'** under 'Bank Account'. An 'Edit Bank Account' pop-up window appears.
- Click 'EDIT BANK ACCOUNT' and you will be redirected to <u>Page 17</u>.

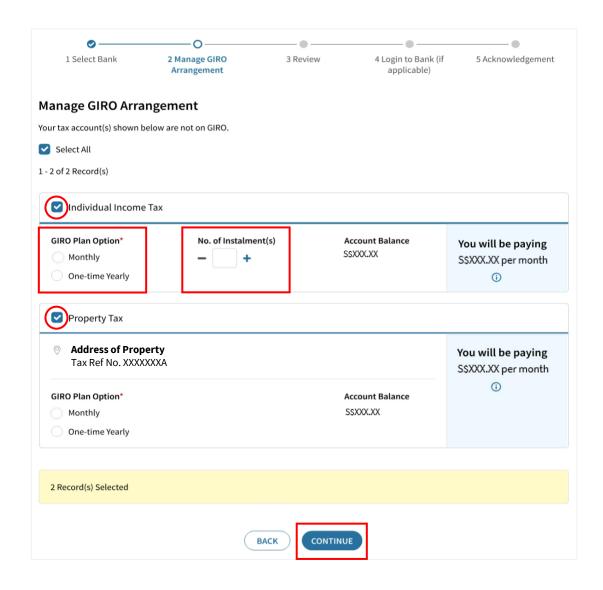




Note: This step is for those changing a bank account.

- Check if the 'new' bank account is listed in 'Bank Account(s)
 in Our Record'. If it is, click 'Select', corresponding to the
 bank account.
- Otherwise, select your preferred bank under 'New Bank Arrangement for GIRO'.
- Click 'SELECT'.

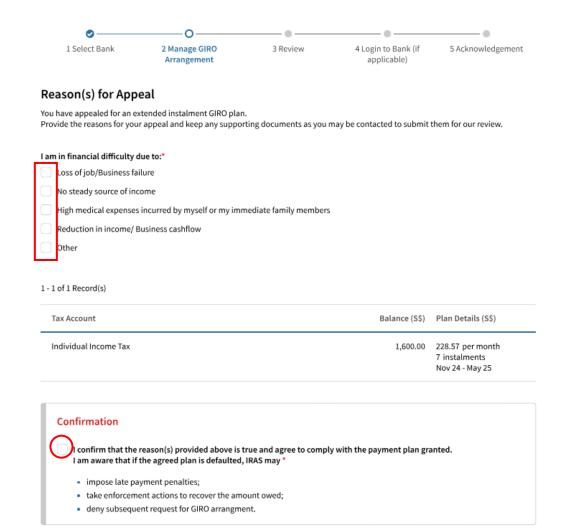




- Tick the relevant tax account which you would like to apply GIRO i.e., 'Individual Income Tax' and/or 'Property Tax'.
- Select the GIRO Plan Option i.e., Monthly / One-time Yearly.
- Click '+' or '-' button to increase or decrease the number of instalments.
- Click 'CONTINUE'.

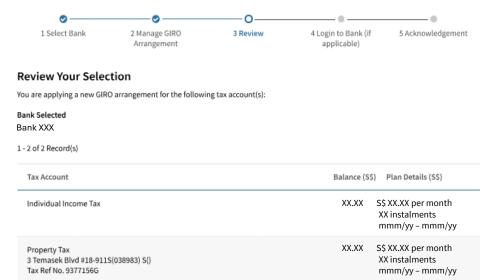
Note: If you increase the number of instalments beyond the standard payment cycle, penalty and provisional instalment amount may be imposed to Individual Income Tax, and penalty may be imposed to Property Tax.





- This page may be displayed if you increase the number of instalments beyond the standard payment cycle, i.e., requesting for an extended instalment GIRO plan.
- Select your reason(s) for an extended instalment GIRO plan.
- If 'Other" is selected, please provide reason(s) in the textbox below it.
- Tick the checkbox for your confirmation.
- Click 'CONTINUE'.





Declaration

hereby authorise the Bank to debit or credit the <u>Selected Account</u>, as instructed to the Bank by IRAS and I agree to the <u>Terms & Conditions</u> for GIRO Application. *

Where I am not the account holder of the <u>Selected Account</u>, 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 <u>Terms & Conditions</u> 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 <u>Terms & Conditions</u> for GIRO Application, on his/her behalf.

In addition, where I am not the account holder of the <u>Selected Account</u>, 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 <u>Losses</u> 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 <u>Terms & Conditions</u> for GIRO Application.

- Review your selection for the GIRO application.
- Tick the checkbox for your declaration.
- Click 'CONTINUE'.
- If you are **Editing GIRO Plan duration**, you will be redirected to acknowledgement page at **Page 22**.
- If you are Changing GIRO Bank Account, you will be directed to your bank portal.







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



X

Note: This step is for changing GIRO Bank Account only.

- Click 'LEAVE PAGE' to be redirected to your preferred bank's portal.
- Upon completion of the internet banking procedures, you will be redirected to mTP to access the transaction acknowledgement page.

For DBS/POSB Bank, click here.

For OCBC Bank, click here.

For **UOB Bank**, click here.

For HSBC Bank, click here.

For Bank of China, click here.

For Citibank, click here.

For Maybank, click here.

For **Standard Chartered Bank**, click here.



Acknowledgement

Application Submitted

For approved plan(s), you can view your GIRO Plan Notice at Account > View GIRO Plan by the next working day. For plans in progress, please proceed to login To Account > View GIRO Plan by the next working day to check

Acknowledgement No.

XXXXXXXXX

Date/ Time

XX:XXXX XXXX XXX

A copy of this acknowledgement is available at Inbox > View Notices digital service.

Contact Details

IRAS may need to contact you for more information/clarification on your appeal. Update your contact details if necessary.

Mobile No.

+65 XXXX XXXX

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

Bank XXX ############

1 - 2 of 2 Record(s)

Tax Account	Balance (S\$)	Plan Details (S\$)	Status
INCOME TAX	XXXXXXXX	XXX.XX per month XX instalments XXX XX – XXX XX	In Progress
PROPERTY TAX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXX.XX per month XX instalments XXX XX - XXX XX	In Progress

 At IRAS' myTax Portal, an acknowledgement page will be displayed for completed application.

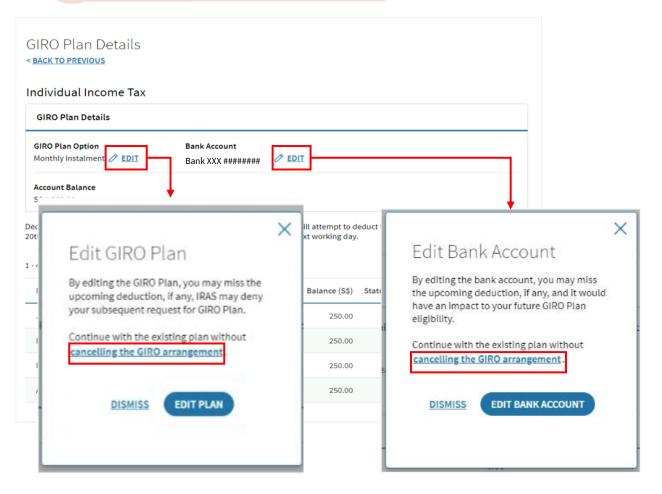
Note: For applications with the status "In Progress," your submission is currently under review by the bank, and **no further action is required from you.** Please log in to your account and select "View GIRO Plan" the next business day to check the status.







Cancel GIRO Arrangement



- Click 'EDIT' under 'GIRO Plan Option' or 'Bank Account'. An 'Edit GIRO Plan' or 'Edit Bank Account' pop-up window appears.
- Click 'cancelling the GIRO arrangement' hyperlink.



Cancel GIRO Plan

< BACK TO PREVIOUS

Confirmation

You are requesting to cancel your GIRO payment plan for Individual Income 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\$)
Individual Income Tax	DBS/POSB XXXXXXXXXXX	1,600.00

Declaration

Once a GIRO plan is cancelled, this action is irreversible. Please pay the outstanding balance in full, by 14 Nov 2024 to avoid the payment penalties.

I declare that*

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



CANCEL PLAN

- Review the GIRO Plan you wish to cancel.
- Tick the checkbox for your declaration.
- Click 'Cancel Plan'.



Cancel GIRO Plan

SAVE AS PDF/ PRINT

07 Nov 2024 9:09 AM

Acknowledgement

Successful Submission

Your GIRO plan has been cancelled. Kindly pay any outstanding balance by 14 Nov 2024 to avoid payment penalties.

Acknowledgement No. 104959 Date/ Time

A copy of this acknowledgement is available at View Notices digital service.

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

1 - 1 of 1 Record(s)

Tax Account	Bank Account	Balance (S\$)
Individual Income Tax	DBS/POSB XXXXXXXXXXXX	1,600.00

Declaration

Once a GIRO plan is cancelled, this action is irreversible. Please pay the outstanding balance in full, by 14 Nov 2024 to avoid the payment penalties.

I declare that

- · I want to cancel this GIRO plan; 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 payments.

• At IRAS' myTax Portal, an acknowledgement page will be displayed for upon successful cancellation.

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