



# **View Offline Submission Status of S45 Withholding Tax Records**

**USER GUIDE**

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# View Offline Submission Status

Login to *myTax Portal* by selecting the appropriate option



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### Welcome to myTax Portal

*myTax Portal* is a safe and secure one-stop personalised portal for taxpayers to transact with IRAS electronically.

#### If you are logging in on behalf of your organisation

Please ensure that you have

- The Organisation's Tax Reference Number
- Been authorised by your Organisation via [EASY](#)

#### Information on e-Services

View User Guides and FAQs

- [Individuals](#)
- [Businesses](#)
- [GST](#)
- [Property](#)
- [Other e-Services](#)

#### e-Services that can be accessed without logging in

**Business**

- [View DIN and Date of Extension of Form C](#)
- [View Officer-in-charge](#)

**GST**

- [View Register of GST Registered Businesses](#)

**Property**

- [Search for Building & Estate Names](#)
- [e-Valuation List](#)
- [Integrated Legal Requisition System \(InteReq\)](#)

**Payment**

- [Internet Payment via eNets Debit](#)

**Others**

- [e-Stamping](#)
- [Search for Licensed Appraisers & House Agents](#)

**Select option to login to myTax Portal (for authorized staff only)**

#### Step 1 - I am logging in for

- My Personal Tax Matters (such as Individual Income Tax, Property Tax, etc)
- My Organisation's/Business' Tax Matters
- My Client's Tax Matters

#### Step 2 - I am logging in using

> Request [SingPass](#) or [IRAS PIN](#)

#### Log in to EASY

To authorise employees or third parties to access government e-services

*myTax Portal* and *EASY* will not be available on Mon to Sat, from **2am to 6am (SGT)** and on Sun, from **2am to 8.30am (SGT)**, due to daily maintenance. We apologise for any inconvenience caused.

**GIRO** Join GIRO to enjoy interest free installment payment

You may submit your GIRO applications online, if you have an ibanking account with [DBS](#) or [OCBC](#).

For a paper copy of the form, please [download the form](#).


**SingPass**

**FORGOTTEN YOUR PASSWORD ?**  
With Immediate Reset you will never have to worry about forgetting your SingPass again.  
To sign up and find out more, please log on to [www.singpass.gov.sg](http://www.singpass.gov.sg)

This site is optimized for 800 X 600 screen resolution  
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# View Offline Submission Status

myTax Portal login page



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**I am logging in for my organisation's/business' tax matters**

My Tax Reference Number :    
(e.g. S1234567Z, F1234567A)

My IRAS PIN :

My Organisation Tax Reference Number :

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" selection list. Please see table below.

[Forgotten your PIN?](#)

**Please enter the correct Organisation Tax Reference Number as follows:**

Local Companies with UEN (yyyynnnnX format)	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) [previously known as "ROC"]
Foreign Companies with UEN (TyyPQnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08FC1234A) [previously known as "ROC"]
Local Businesses (exclude sole-proprietorships for GST) /Partnerships with UEN (nnnnnnnX format)	Select "UEN-BUSINESS" and enter the number (e.g. 52912345A) [previously known as "ROB"]
Limited Liability Partnerships with UEN (TyyPQnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08LL1234A)
Clubs, Associations, Societies, Government Agencies & Others with UEN (TyyPQnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08SS1234A)
Others without UEN	Select "ASGD" and enter the number (e.g. A2500123J) or Select "ITR" and enter the number (e.g. 2001123456X)
Organisations under GST group registration	Select "GSTN" and enter the number (e.g. M91234567X or MR2345678A) Please login using respective individual member's Tax Reference Number for: - Apply for Declaration of Agents

# View Offline Submission Status

## Accessing S45 e-Services

The screenshot displays the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header features the text "At myTax Portal, You Surf, We Serve" and the Singapore Government logo with the tagline "Integrity • Service • Excellence". A navigation bar includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The left-hand menu lists various services, with "S45 Withholding Tax" highlighted in a red box. A red arrow points from this box to a yellow callout box containing the instruction: "Click on 'S45 Withholding Tax' on the left-hand menu to access S45 e-Services." The main content area shows user details: Name of Organisation: WXTY EVRE TCF RXG and Tax Reference No.: 200900000A. Below this is a "Messages" section with links for "What I Need To Do", "Useful Tax Info", "Last Completed Portal Transactions", and "What's New". The footer of the page displays "IRAS 06/09/2009-62R".

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- Tax Treaties

■ Contact IRAS

Name of Organisation : WXTY EVRE TCF RXG

Tax Reference No. : 200900000A

Messages

What I Need To Do

Useful Tax Info

Last Completed Portal Transactions

What's New

Click on 'S45 Withholding Tax' on the left-hand menu to access S45 e-Services.

IRAS 06/09/2009-62R

# View Offline Submission Status

## Accessing 'View Offline Submission Status' screen

This feature enables Payers to check the status of the ODE files that they have submitted to IRAS.



The screenshot displays the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header features the slogan "At myTax Portal, You Surf, We Serve" and the Singapore Government logo with the tagline "Integrity • Service • Excellence". A navigation bar includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. A left-hand menu lists various services, including "Section 45 Withholding Tax e-Services". The main content area lists several options, with "View Offline Submission Status For S45 Withholding Tax" highlighted in a red box. A blue arrow points to this link. A yellow callout box at the bottom right contains the text: "Click on hyperlink to launch the 'View Offline Submission Status For S45 Withholding Tax' screen." The footer of the page shows the reference number "IRAS 27/07/2010-62R".

# View Offline Submission Status

## Accessing 'View Offline Submission Status' screen

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**Section 45 Withholding Tax – View Offline Submission Status For S45 Withholding Tax**

Name of Organisation : HBV IHQQ UXD.  
Tax Reference No. : 200900000A

**Search Submission History**

\* Date of Submission :  to   
Submission Ref No :   
File Name :

**1. Fill in the Date of Submission**  
**2. Fill in the Submission Ref No. or File Name (both optional)**  
**3. Click <Search>**

**Status Definition**


**Submitted** : File has been submitted.  
**In Progress** : File is being processed.  
**Processed** : File has been processed and GIRO plan has been created. You may view the plan in 'View GIRO Deduction Details' screen.  
**Error** : File is in error due to duplicate records or invalid data.  
**Rejected** : File could not be processed because there is no Active Master GIRO account for S45.

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IRAS 29/07/2010-31R


# View Offline Submission Status

## 'View Offline Submission Status' screen



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### Section 45 Withholding Tax – View Offline Submission Status For S45 Withholding Tax

Name of Organisation : HBV IHQQ UXD.  
Tax Reference No. : 200900000A

**Search Submission History**

\* Date of Submission :  to   
 Submission Ref No :   
 File Name :

**File Submission Status shown here**

1 result(s) found

**Click on hyperlink to view more information**

**Status Definition**

**Submitted** : File has been received b

**In Progress** : File is being processed.

**Processed** : File has been processed and GIRO plan has been created. You may view the plan in 'View GIRO Deduction Details' screen.

**Error** : File is in error due to duplicate records or invalid data.

**Rejected** : File could not be processed because there is no Active Master GIRO account for S45.

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# View Offline Submission Status

## File Submission Status Definition

Status	Definition
Submitted	File has been received by IRAS
In Progress	File is being processed
Processed	File has been processed and GIRO plan has been created. You may view the plan in 'View GIRO Deduction Details' screen
Error	File is in error due to duplicate records or invalid data
Rejected	File could not be processed because there is no Active Master GIRO account for S45

# View Offline Submission Status

## File with 'Submitted' Status



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**Section 45 Withholding Tax – View Offline Submission Status For S45 Withholding Tax**

Name of Organisation : HBV IHQQ UXD.  
Tax Reference No. : 200900000A

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**S45 Offline File Submission Details**

Payer Name : HBV IHQQ UXD.  
Payer ID : 200900000A  
Approver Name : TEZ ZMWF KIRH  
Approver ID : S6800000B  
Submission Ref Number : 197197  
Submission Date & Time : 29/07/2010 14:09:34  
Original File Name : S45 WHT JUN 2010 -FILE 2.S45  
File Status : **SUBMITTED**  
File Summary :

Form Type	No of Records	Tax Deducted (\$)
IR37	3	12,750.00
IR37C	1	2,117.64
TOTAL	4	14,867.64

---


**Status of File Records**

	Submitted	Processed	Failed
No of Records	: 4	0	0
Tax Deducted (\$)	: 14,867.64	0.00	0.00
Penalty (\$)	: 0.00	0.00	0.00

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# View Offline Submission Status

## File with 'In Progress' Status



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**Section 45 Withholding Tax – View Offline Submission Status For S45 Withholding Tax**

Name of Organisation : CORPORATE  
Tax Reference No. : 200900000A

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**S45 Offline Submission Details**

Payer Name : CORPORATE  
Payer ID : 200900000A  
Approver Name : TEZ ZMWF KIRH  
Approver ID : S680000B  
Submission Ref Number : 192617  
Submission Date & Time : 22/07/2009 19:54:50  
Original File Name : 2009XXXXXA\_S45  
Status : **IN PROGRESS**

File Summary

Form Type	No of Records	Tax Deducted
IR37A	10	300,000.00

---

	Submitted	Processed	Failed
No of Records	: 10	0	0
Tax Deducted (S\$)	: 300,000.00	0.00	0.00
Penalty (S\$)	: 0.00	0.00	0.00


*You can view more details of the submission via 'View Status' in 3 working days after successful processing.*

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# View Offline Submission Status

## File with 'Processed' Status



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**Section 45 Withholding Tax – View Offline Submission Status For S45 Withholding Tax**

Name of Organisation : CORPORATE  
Tax Reference No. : 200900000A

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**S45 Offline Submission Details**

Payer Name : CORPORATE  
Payer ID : 200900000A  
Approver Name : TEZ ZMWF KIRH  
Approver ID : S2600000B  
Submission Ref Number : 192617  
Submission Date & Time : 22/07/2009 19:54:50  
Original File Name : 200900000A-IR37A  
Status : **PROCESSED**

File Summary

Form Type	No of Records	Tax Deducted
IR37A	10	300,000.00

---

	Submitted	Processed	Failed
No of Records	10	10	0
Tax Deducted (S\$)	300,000.00	300,000.00	0.00
Penalty (S\$)	0.00	0.00	0.00

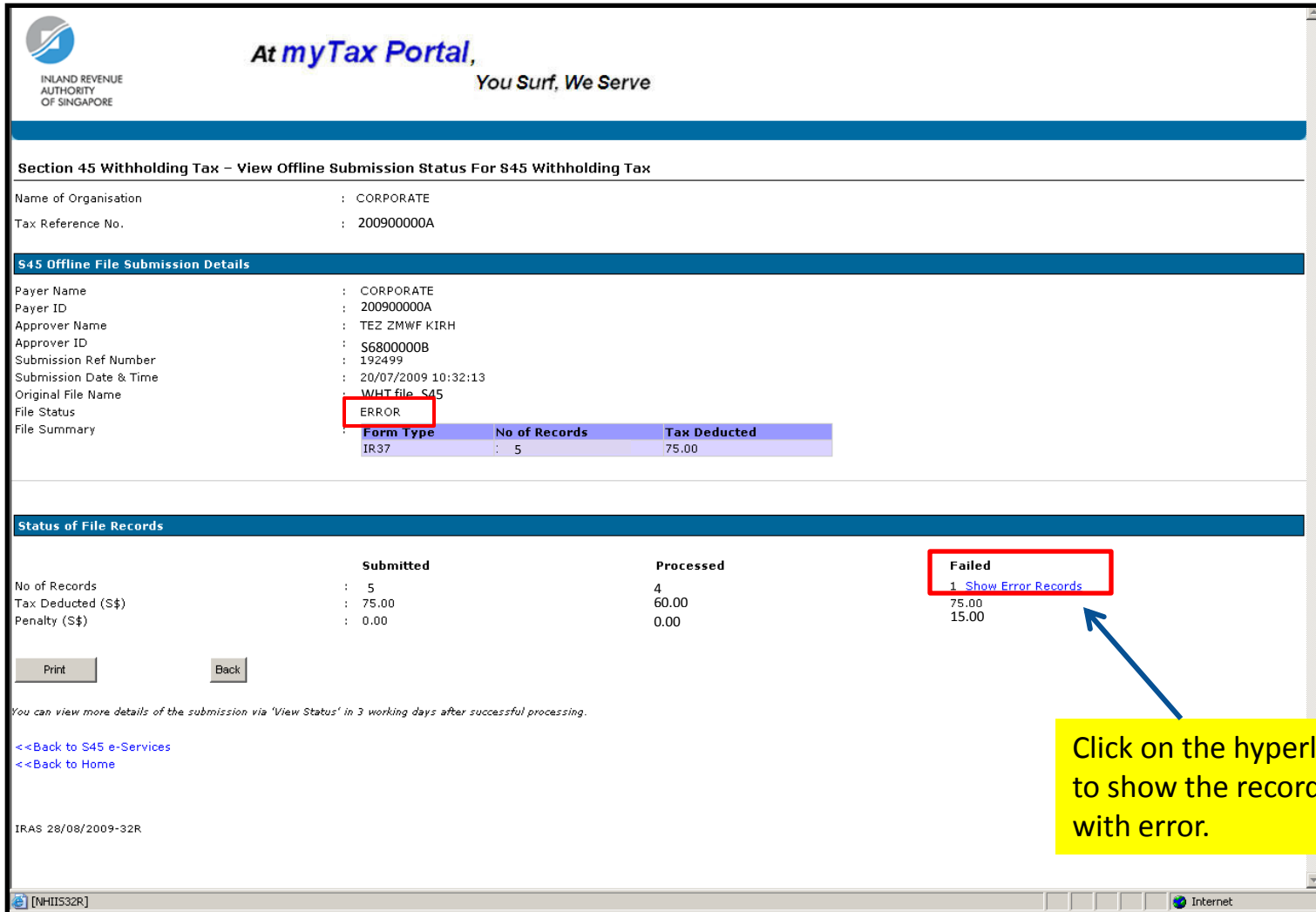
*You can view more details of the submission via 'View Status' in 3 working days after successful processing.*


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# View Offline Submission Status

## File with 'Error' Status



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**Section 45 Withholding Tax – View Offline Submission Status For S45 Withholding Tax**

Name of Organisation : CORPORATE  
Tax Reference No. : 200900000A

**S45 Offline File Submission Details**

Payer Name : CORPORATE  
Payer ID : 200900000A  
Approver Name : TEZ ZMWF KIRH  
Approver ID : S6800000B  
Submission Ref Number : 192499  
Submission Date & Time : 20/07/2009 10:32:13  
Original File Name : WHT file\_S45  
File Status : **ERROR**  
File Summary

Form Type	No of Records	Tax Deducted
IR37	5	75.00

**Status of File Records**

	Submitted	Processed	Failed
No of Records	5	4	1
Tax Deducted (S\$)	75.00	60.00	75.00
Penalty (S\$)	0.00	0.00	15.00

*You can view more details of the submission via 'View Status' in 3 working days after successful processing.*

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[NHIIS32R] Internet

Click on the hyperlink to show the records with error.

# View Offline Submission Status

## View Error Details of Payee

The screenshot displays the myTax Portal interface. At the top, it features the Inland Revenue Authority of Singapore logo and the slogan "At myTax Portal, You Surf, We Serve". The Singapore Government logo is also present. A navigation menu includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The main content area is titled "Section 45 Withholding Tax - View Offline Submission Status For S45 Withholding Tax". It shows submission details for a corporate entity with tax reference number 200900000A. The "View Error Details" section indicates a failure in backend processing for an S45 Offline Data Entry File Submission, with a submission reference number of 192499, dated 20/07/2009 at 10:32:13. The original file name is 2009XXXXAS45. A message explains that records failed due to a specified reason and that late payment penalties apply. A table below lists the failed records, with one entry for MR. JACOB (Form Type IR37, Date of Payment 01/07/2009) having an error description of "Duplicate Submission". Navigation buttons for Print and Back are provided, along with links to return to S45 e-Services or Home. The footer shows the date IRAS 28/08/2009-32R and the browser status bar.

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**Section 45 Withholding Tax - View Offline Submission Status For S45 Withholding Tax**

Name of Organisation : CORPORATE

Tax Reference No. : 200900000A

**View Error Details**

S45 Offline Data Entry File Submission

Submission Ref Number : 192499

Submission Date & Time : 20/07/2009 10:32:13

Original File Name : 2009XXXXAS45

The following records have failed in backend processing due the reason specified. Please re-file these records and submit it to us. You are required to pay the withholding tax by the due dates. Please note that late payment penalties are applicable for late payment.

1 result(s) found.

S/N	Payee Name	Form Type	Date of Payment	Error Description
1	MR. JACOB	IR37	01/07/2009	Duplicate Submission

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[NH1532R] Internet