


## User Guide for View Return Status

### User Guide for View Return Status

At myTax Portal...  
you surf, we serve



ask IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

Home  
Log out from myTax Portal  
Change IRAS PIN  
e- Services For  
Goods & Services Tax  
Tax Resources  
e-Tax Guide  
Downloadable Forms  
Average Exchange Rates  
Tax Profiles  
Contact IRAS

Name of Organisation: \_\_\_\_\_  
Tax Reference No.: \_\_\_\_\_

Messages

- File GST Return(s)
- Subscribe for GST Alert
- View Return Status
- View Correspondence / Notices
- View GST Info Guide
- Last Completed Portal Transactions
- What's New

Please remember to LOGOUT and CLOSE the browser after you have completed your filing.

If you are a staff viewing your company's return status, please refer to Page 2.

If you are a tax agent viewing your client's return status, please refer to Page 3.

## User Guide for View Return Status

### Viewing by Company

The screenshot shows the myTax Portal interface. At the top, it says "At myTax Portal... you surf, we serve" and "Ask IRAS INLAND REVENUE AUTHORITY OF SINGAPORE". On the left, there is a navigation menu with the following items: Home, Log out from myTax Portal, Change IRAS PIN, e- Services For: Goods & Services Tax, Tax Resources, e-Tax Guides, Downloadable Forms, Average Exchange Rates, Tax Treaties, and Contact IRAS. The main content area is titled "Messages" and contains a list of links: RJe GST Return(s), Subscribe for GST Alert (highlighted with a red arrow), View Return Status, View Correspondence / Notices, View GST Info Guide, Last Completed Portal Transactions, and What's New. Below the messages, there is a red text warning: "Please remember to LOGOUT and CLOSE the browser after you have completed your filing."

Step No	Action
1	You can access View Return Status from the left hand menu.

## User Guide for View Return Status

### Viewing by Tax Agent

The screenshot shows the myTax Portal interface. At the top, it says "At myTax Portal... you surf, we serve" and features the IRAS logo. A left-hand navigation menu includes options like Home, Log out from myTax Portal, Change IRAS PIN, e-Service Tool, View Account Summary, Payments, Tax Resources, and Contact IRAS. The main content area is titled "Return Status - Client Selection" and contains a form for entering a Tax Reference No. with a dropdown menu set to "ROC" and buttons for "Retrieve", "Clear", and "Back to Home". Below the form, there is a table providing examples of Organisation Tax Reference Numbers for various entity types.

Return Status - Client Selection

Please enter the Tax Reference Number of your client and click on "Retrieve".

Tax Reference No :

For GST e-services, please enter the correct Organisation Tax Reference Number as follows:

Companies	ROC Number (e.g. ROC 200312345A)
Organisations under GST group registration	GST Registration Number (e.g. GSTN M91234567X or NR2345678A)
Organisations under GST divisional registration	GST Registration Number (e.g. GSTN M91234567X or NB3456789X)
Sole Proprietorships	GST Registration Number (e.g. GSTN M91234567X or NX1234567A)
Partnerships	ROB Number (e.g. ROB S2912345A)
Clubs, Associations, Government Agencies & Others	Assigned Number or Income Tax Reference Number (e.g. ASGO A25001233 or ITR 200123456X)

Step No	Action
1	Enter your client's Tax Reference Number.
2	Click on <b>Retrieve</b> .

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### View Return Status

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ASK IRAS  
INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

**View Return Status**

Home  
Log out from myTax Portal  
Change IRAS PIN  
Services For  
Goods & Services Tax  
Tax Resources  
Tax Guide  
Downloadable Forms  
Average Exchange Rates  
Tax Treaties  
Contact IRAS

Name of Organisation  
Tax Reference No.  
Tax Type : GST  
Accounting Period From :  To :

View All

(Hint: If you wish to search for all years, please click on the "View All" checkbox.)

Please note that returns for Accounting Period Ending after 01/08/2007 are available for viewing.

Search Cancel

Step No	Action
1	Enter the Accounting Period From and To or click on "View All" to view the return status.
2	Click on <b>Search</b> .
3	<u>Please note:</u> Only returns for accounting period ending after 01/08/2007 are available for viewing.

## User Guide for View Return Status

### Display of Return Status Results

At myTax Portal... you surf, we serve

Ask IRAS ISLAND REVENUE AUTHORITY OF SINGAPORE

Display of Return Status

Name of Organisation:

Tax Reference No.:

Tax Type: GST

Accounting Period	Form Type	Last Filing Mode	Status	Date Issued	Date Due	Date of Extension	Date Received	Remarks
01/10/2007 to 31/12/2007	GST F5		ISSUED	01/01/2008	31/01/2008			
01/07/2007 to 30/09/2007	GST F7		ISSUED	12/09/2007	31/10/2007			

Legend

New Search Return to Home

### Legend

#### Return Status - Legend

Code	Description
Issued	We have sent the GST return to you if you are under paper filing. Please file the return by the specified due date. You may click on the hyperlink to e-file.
In Process	We are currently processing the GST Return.
Processed	We have processed the GST return.
Undelivered	The GST return is unable to reach you at the address maintained with IRAS. However, you are still required to file the GST Return by the specified due date. You may click on the hyperlink to e-File.
Pending Issued	We are unable to generate a physical copy of the GST return to you. However, you are still required to file the return by the specified due date. You may click on the hyperlink to e-file.

Close

Step No	Action
1	The return status of GST F5, F7 and F8 will be displayed.
2	To continue with another search, click on <b>New Search</b> .
3	To end, click on <b>Return to Home</b> .
4	For description of return status, click on <b>Legend</b> .