

# View Correspondence/Notices (Individual Income Tax)

Step No.	Action
1	Click on e-Services for <b>Individual Income Tax</b> --> <b>View Correspondence/Notices</b> at left hand side menu of myTax Portal.  Alternatively, you may click on <b>Correspondence &amp; Notices</b> under <b>Messages</b>  <i>Please note that the following software are required to view the correspondence</i> - WinZip® or other similar programs - Adobe Acrobat Reader
2	You can view correspondence & notices issued by IRAS after the launch of the e-Service. <b>New</b> - Displays number of unread correspondence/notices under the respective categories <b>Total</b> - Displays total number of correspondence/notices under the respective categories
3	Click on <b>Letters/Notices</b> or <b>Acknowledgement/Confirmation</b> to proceed.

## View Correspondence/ Notices (Individual Income Tax)

The screenshot shows the 'At myTax Portal' interface. At the top, it says 'Singapore Government' and 'You Surf, We Serve'. The user is logged in as 'ABCDEF GHIJKLMNO P' with NRIC 'S1234567C'. The page title is 'View Correspondence/ Notices'. Below this, there is a table of correspondence items:

Unread	Date	Subject	Year of Assessment	Remarks
	03/09/2007	Notice of Assessment (Individual)	2007	
	03/09/2007	Notice of Computation For CASE Substantial (Individual)	2007	For Important Notices On Medicare Payments, Please Refer To CPFIS Website At <a href="http://www.cpf.gov.sg/">http://www.cpf.gov.sg/</a>
	15/10/2007	Letter From IRAS	2007	PLEASE REPLY WITHIN 14 DAYS
	03/09/2007	Adjustment To Employment Income	2007	

Below the table, there is a button labeled 'Return to View Correspondence/ Notices' and a note: 'Please check your browser settings here if you encounter any problem downloading or opening the document.'

Step No.	Action
4	<p>Click on the hyperlink of the Letter or Notice that you wish to view.</p> <p>You may sort the view of the Letters or Notices by clicking on these headers:</p> <ul style="list-style-type: none"> <li>• <b>Unread</b> – separates read from unread</li> <li>• <b>Date</b> – sort according to chronological order</li> <li>• <b>Subject</b> – sort according to alphabetical order</li> <li>• <b>Year of Assessment</b> – sort according to chronological order</li> </ul>

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The screenshot shows the myTax Portal interface. At the top, it says "Singapore Government Integrity • Service • Excellence" and "Contact Info / Feedback / Storage". The main header reads "At myTax Portal, You Surf, We Serve". Below this, there are navigation links: Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ.

The user's profile information is displayed as follows:

- Name: ABCDEFG HIJKLMN OP
- Tax Reference No.: NRIC S1234567C
- Tax Type: INCOME TAX

The main content area shows a table of correspondence items:

Unread *	Date *	Subject *	Year of Assessment *
	15/10/2007	Acknowledgement For E-Filing Of Form B	2007
	22/10/2007	Acknowledgement For Transfer Of Parenthood Tax Rebate	2007

Below the table, there is a message: "Please check your browser settings [here](#) if you encounter any problem downloading or opening the document." A button labeled "Return to View Correspondence/Notices" is located at the bottom of the table area.

The left sidebar contains various navigation options:

- Home
- Log out from myTax Portal
- Change IRAS PIN
- e-Services For:
  - Individual Income Tax
    - e-File Form B (B1)
    - Step-by-Step User Guide
    - Quick Reference Guide on Income and Relief
    - Email Tax Queries
    - Enrol e-Filing System
    - Individual Income Tax Rebate
    - Individual Income Tax Info Guide
    - View Return Status
    - Transfer of Parenthood Tax Rebate
  - View Correspondence/Notices
  - File Employment Income Record
  - Property Tax
- View Account Summary
- Payments
  - View Payment Plan
  - Payment Services
- CLRD
  - Activate CLRD Account
  - Terminate CLRD Account
- General GST Services
- Tax Resources
  - e-Tax Guides
  - Downloadable Forms
  - Average Exchange Rates
  - Tax Treaties
- Contact IRAS

### Step No.

5

### Action

Click on the Acknowledgement or Confirmation you wish to view.

You may sort the view of the Acknowledgement or Confirmation by clicking on these headers:

- Unread** – separates read from unread
- Date** – sort according to chronological order
- Subject** – sort according to alphabetical order
- Year of Assessment** – sort according to chronological order