

## **AN INVITATION TO PAY YOUR GST BY GIRO**

We would like to invite you to pay your GST by GIRO. GST is payable within one month from the end of your GST accounting period. Sign up for GIRO now to enjoy these benefits:

### **Convenience**

GIRO is an electronic cashless mode of payment. You can avoid the cost and inconvenience of paying your taxes by cash or cheque.

### **No more late payment**

You will not miss the payment due dates.

### **Faster tax refund**

Any refund of GST will be credited directly to the same GIRO bank account if the bank account belongs to you, which is faster compared to refund by cheque. If you are using another party's bank account for GIRO payments, refunds will be made to you through cheques.

## **How does GIRO work?**

A one-time GIRO deduction will be made on the 15th day of the month after the GST payment due date. The deduction will be reflected with a transaction code "GST" in your bank statement or passbook.

The GIRO arrangement will be cancelled if the deduction is unsuccessful. Some banks may also impose a service charge for an unsuccessful deduction. Hence, please maintain sufficient funds in your bank account before the deduction date.

Both you and the Comptroller of GST have the right to terminate the GIRO arrangement anytime.

## **How to join GIRO?**

To join GIRO, please complete and send the GIRO application form to **Inland Revenue Authority of Singapore, 55 Newton Road, Revenue House, Singapore 307987**. We will process your application within 14 days. In the meantime, please continue to pay your GST via cash/cheque until your GIRO application is approved.

For GST group or divisional registration, please use your group or divisional registration number when completing the GIRO application form.

If you have an existing GIRO arrangement with IRAS and wish to change your bank account, please complete a new GIRO application form.