# Make Tax Management Effortless

**Authorise your tax agent for digital transactions TODAY!**

## Key Benefits

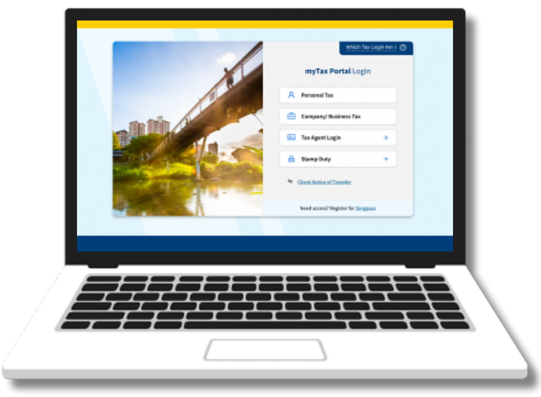
- **Faster Transactions:** Save time with quicker digital transactions.
- **Efficient Communication:** No need for tax agents to contact IRAS directly for simple tax queries.
- **Timely Update:** Get email notifications about your tax matters.
- **Comprehensive Management:** File returns, check payments, and send emails to IRAS in one place.
- **Secure Portal:** Enjoy safe and secure communication through myTax Portal.

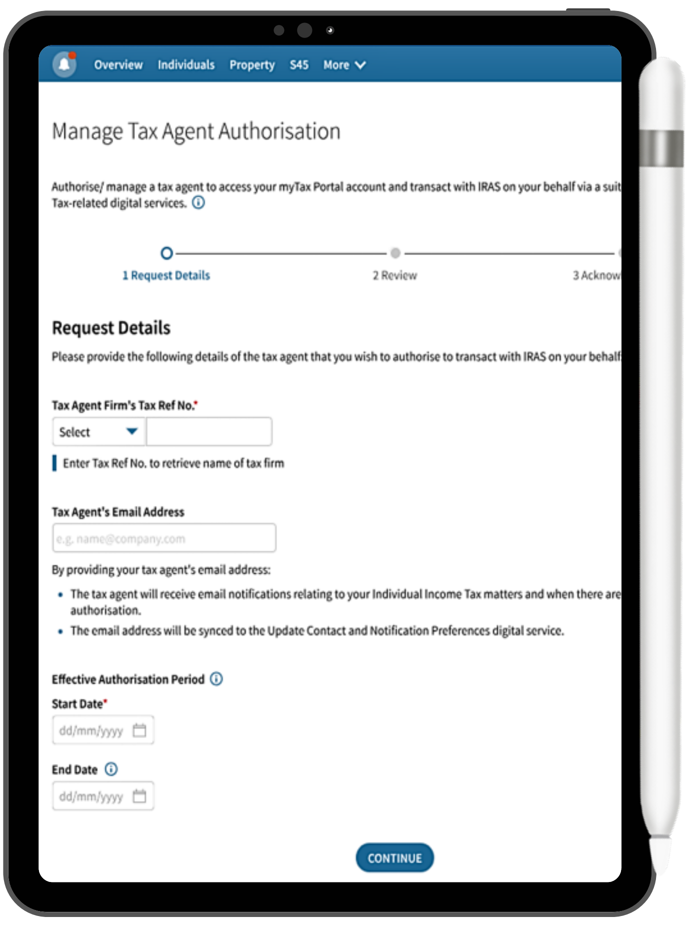
## 3 Steps to Authorise Tax Agent?

### 1 Log in to myTax Portal

Log in to myTax Portal with your **Singpass or Singpass Foreign User Account (SFA)**.

Do not have a Singpass or SFA? Apply for one at https://www.singpass.gov.sg/ or visit the IRAS website to find out more.






### 2 Add Tax Agent

Under **Profile**, select **'Manage Tax Agent Authorisation'** to add your tax agent.
Fill in the following details:

- **Tax Agent Firm's Tax Ref No.:** Authorised tax firm's company registration number
- **Tax Agent's Email Address:** Enables your tax agent to receive email notifications on your tax matters.

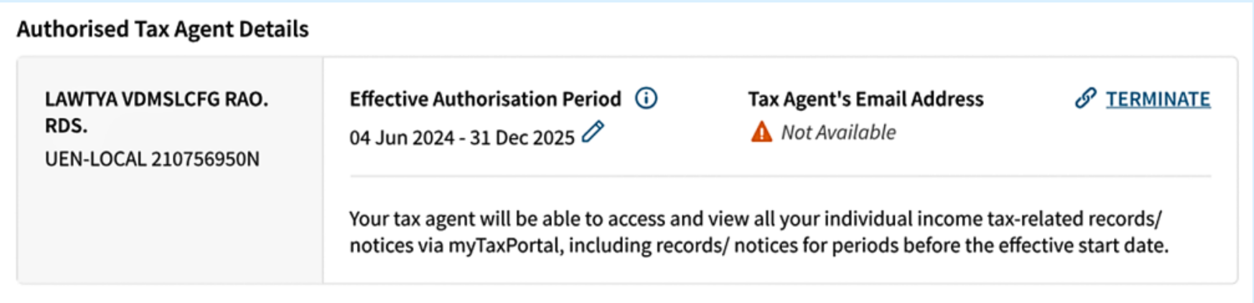
### 3 Review and Submit

Ensure all details are **correct** and **read the declaration** before submission.

By submitting, you allow your tax agent to access your past records available in the tax portal, even those from before the authorisation.
Your request will be processed **within 15 min**.

## Update Authorisation

To update any information, including terminating the authorisation, simply access the same digital service ,**'Manage Tax Agent Authorisation'** to do so.



**Authorised Tax Agent Details**

| | | | |
|---|---|---|---|
| LAWTYA VDMSLCFG RAO. RDS.<br>UEN-LOCAL 210756950N | Effective Authorisation Period<br>04 Jun 2024 - 31 Dec 2025 | Tax Agent's Email Address<br>Not Available | TERMINATE |
| | Your tax agent will be able to access and view all your individual income tax-related records/ notices via myTaxPortal, including records/ notices for periods before the effective start date. | | |

## Need help?

- Refer to the step-by-step guide for 'Manage Tax Agent Authorisation'.
- Visit the IRAS website for more information.

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This information guide aims to provide a better general understanding of taxpayer's tax obligations and is not intended to comprehensively address all possible tax issues that may arise.

This information is correct as at 14 Sep 2026. While every effort has been made to ensure that this information is consistent with existing law and practice, should there be any changes, IRAS reserves the right to vary our position accordingly.