



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Manage Tax Agent Authorisation

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### List of Digital Services Accessible by Tax Agents

**Filing Matters**

- File Income Tax Return
- Check Employer's Employment Income Submission Status
- Amend Tax Bill
- Transfer/View Parenthood Tax Rebate (PTR)
- Apply for Extension of Time to File

**Submit requested information**

- Update Dependent's Particulars

**Inbox**

- View Individual Notices / Letters
- MyTax Mail (MTM) > View Mailbox
- MyTax Mail (MTM) > Compose Mail

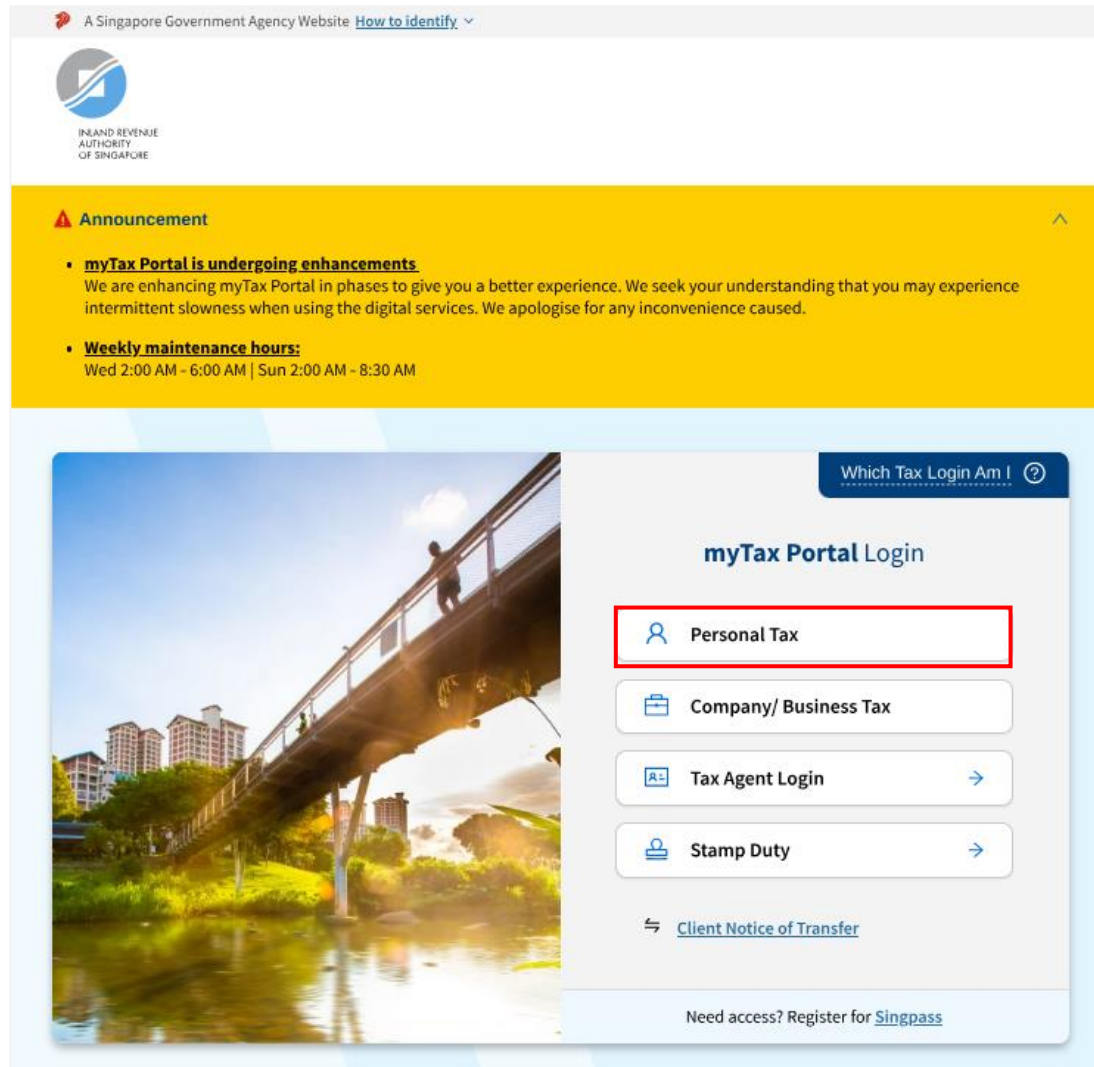
*Note: Tax agents can only access MTMs sent by clients after the portal refresh.*

**Profile**

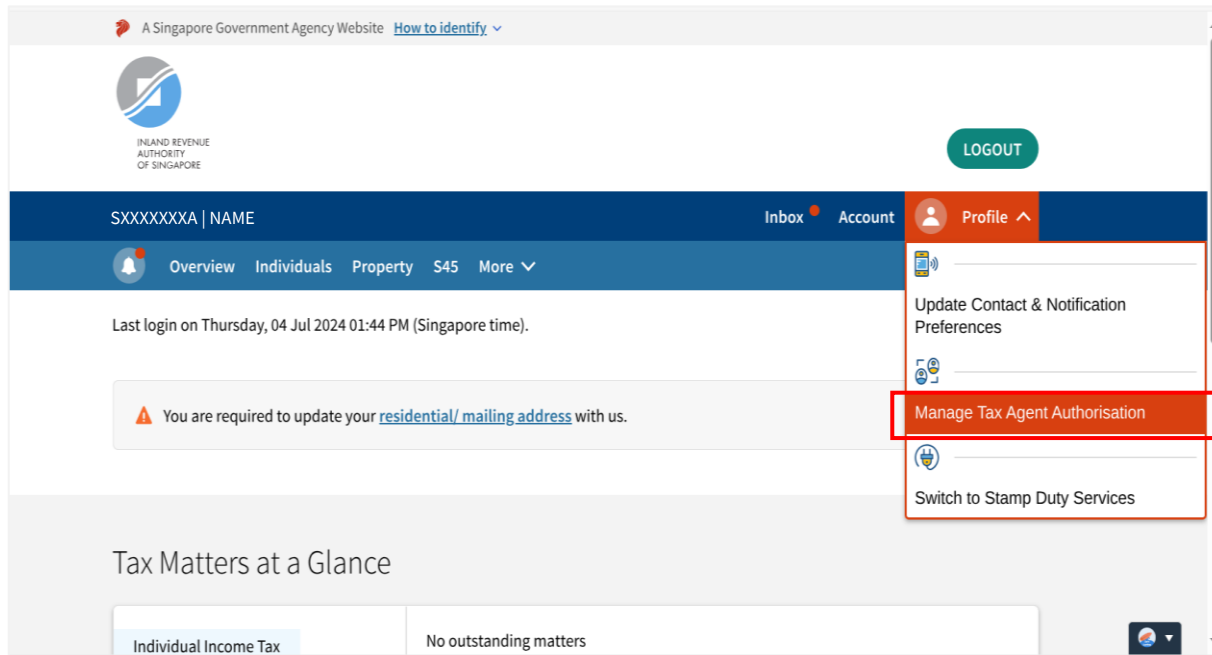
- Update Contact & Notification Preferences

**Account**

- Pay Taxes
- Appeal for Penalty Waiver
- View Account Summary
- View GIRO Plan



- Login to myTax Portal at <https://mytax.iras.gov.sg>.
- Select **'Personal Tax'**.
- You will be redirected to the Singpass login page.
- After you have completed the Singpass authentication, you will be redirected to myTax Portal.



- Click **‘Profile’**.
- Select **‘Manage Tax Agent Authorisation’**.

### Manage Tax Agent Authorisation

Authorise/ manage a tax agent to access your myTax Portal account and transact with IRAS on your behalf via a suite of Individual Income Tax-related digital services. ⓘ

1 Request Details

2 Review

3 Acknowledgement

#### Request Details

Please provide the following details of the tax agent that you wish to authorise to transact with IRAS on your behalf: ⓘ

**Tax Agent Firm's Tax Ref No.\***

Select ▼

Enter Tax Ref No. to retrieve name of tax firm

**Tax Agent's Email Address**

e.g. name@company.com

By providing your tax agent's email address:

- The tax agent will receive email notifications relating to your Individual Income Tax matters and when there are changes to their authorisation.
- The email address will be synced to the Update Contact and Notification Preferences digital service.

**Effective Authorisation Period ⓘ**

**Start Date**  
30/07/2024

**End Date ⓘ**

dd/mm/yyyy

CONTINUE

- Fill in the following details:

#### **Tax Agent Firm's Tax Ref No.:**

Select the Tax Agent Firm's ID Type and enter the Tax Ref No.

#### **Tax Agent's Email Address:**

This is a *non-mandatory* field. You may enter the tax agent's email address and they will be able to receive timely updates on your tax matters.

#### **Start Date:**

Start Date will be pre-filled with current date.

#### **End Date:**

This is a *non-mandatory* field. You may indicate End Date, i.e., the termination date, if available.

- Click '**CONTINUE**'.

### Summary

You would like to authorise the following tax agent to transact with IRAS on your behalf.

**Tax Agent Firm**

UEN-LOCAL XXXXXXXXXA  
NAME OF TAX AGENT FIRM

**Tax Agent's Email Address**

**Effective Authorisation Period**

From 30 Jul 2024

### Declaration

☒ declare that\*

- I shall inform IRAS immediately via Manage Tax Agent Authorisation digital service once the tax agent no longer represents me in handling my individual income tax matters, or is no longer authorised to access my personal account on myTaxPortal on my behalf.
- I understand that my authorised tax agent (or any individual authorised by such tax agent) will be able to access and view all my individual income tax-related records and/or notices via myTaxPortal, including records and/or notices for periods before the effective start date of such authorisation.

BACK

SUBMIT

- Review the summary of details entered.
- Tick the declaration box.
- Click **‘SUBMIT’**.

## Acknowledgement

### Successful Submission

You have successfully authorised [Name of Tax Agent] to access your myTax Portal account and transact with IRAS on your behalf.

We are unable to notify your tax agent as you did not provide your tax agent's email address during the authorisation. As such, please inform your tax agent of the authorisation change(s). If you wish for your tax agent to receive further notification(s), please [update your tax agent's email address](#).

Acknowledgement No.	0000001653	Date/ Time	17 May 2024 10:05 AM
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A copy of this acknowledgement can be found in [View Notices](#) digital service.

## Summary of your Request

### Tax Agent Firm

UEN-LOCAL XXXXXXXXXA  
NAME OF TAX AGENT FIRM

### Effective Authorisation Period

From 30 Jul 2024

### Declaration

#### I declare that

- I shall inform IRAS immediately via Manage Tax Agent Authorisation digital service once the tax agent no longer represents me in handling my individual income tax matters, or is no longer authorised to access my personal account on myTaxPortal on my behalf.
- I understand that my authorised tax agent (or any individual authorised by such tax agent) will be able to access and view all my individual income tax-related records and/or notices via myTaxPortal, including records and/or notices for periods before the effective start date of such authorisation.

You may [view or update your tax agent's authorisation details](#).

- An acknowledgement page will be displayed upon successful submission.
- Submission will be processed **within 15 minutes**.
- An SMS/email will be sent to you on the authorisation. Your authorised tax agent will also receive an email notification if you have provided his/her email address.
- To update your tax agent's email address, you may select Profile > Manage Tax Agent Authorisation.





### Manage Tax Agent Authorisation

Keep your tax agent's email address up-to-date at [Update Contact and Notification Preferences](#) digital service for him/ her to receive notifications on your Individual Income Tax matters and when there are changes to their authorisation.

To authorise a new tax agent, please terminate the current authorisation first.

Authorise/ manage a tax agent to access your myTax Portal account and transact with IRAS on your behalf via a suite of Individual Income Tax-related digital services. [i](#)

#### Authorised Tax Agent Details

<b>NAME OF TAX AGENT</b> UEN-LOCAL XXXXXXXXXA	<b>Effective Authorisation Period</b> <a href="#">i</a> From 30 Jul 2024 	<b>Tax Agent's Email Address</b> XXXXXXXXXXXX 	<a href="#">TERMINATE</a>
---	---	--	---------------------------

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.

Updating Effective Authorisation Period

- Refer to page 4 and 5 to login to myTax Portal.
- Click the pencil icon.

### Request Details

Please provide the following details of the tax agent that you wish to authorise to transact with IRAS on your behalf: ⓘ

#### Tax Agent Firm

UEN-LOCAL XXXXXXXXXA  
NAME OF TAX AGENT FIRM

Tax Agent's Email Address ⓘ

Effective Authorisation Period ⓘ

#### Start Date

30/07/2024

End Date ⓘ

dd/mm/yyyy 

CONTINUE

- Update the 'End Date'. End date must be current or future date. It cannot be a back date.
- Click '**CONTINUE**'.

### Summary

You would like to authorise the following tax agent to transact with IRAS on your behalf.

#### Tax Agent Firm

UEN-LOCAL XXXXXXXXXA  
NAME OF TAX AGENT FIRM

#### Tax Agent's Email Address

XXXXXXXXXXXXXXXXXX

By providing your tax agent's email address:

- The tax agent will receive email notifications relating to your Individual Income Tax matters and when there are changes to their authorisation.
- The email address will be synced to the Update Contact and Notification Preferences digital service.

#### Effective Authorisation Period

30/07/2024 – 31/12/2026

### Declaration

☒ I declare that\*

- I understand that my authorised tax agent (or any individual authorised by such tax agent) will be able to access and view all my individual income tax-related records and/ or notices via myTax Portal, including records and/ or notices for periods before the effective start date of such authorisation.
- I shall inform IRAS immediately via Manage Tax Agent Authorisation digital service once the tax agent no longer represents me in handling my individual income tax matters, or is no longer authorised to access my personal account on myTax Portal on my behalf.

BACK

SUBMIT

- Review the summary of details entered.
- Tick the declaration box.
- Click '**SUBMIT**'.

### Acknowledgement

You have successfully updated the authorisation access of [Name of Tax Agent].

We will notify xxxxxxxxxxxx (email address of Tax Agent) of the authorisation change(s).

Acknowledgement No.	0000002068	Date/ Time	19 Jul 2024 2:21 PM
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A copy of this acknowledgement can be found in [View Notices](#) digital service.

You have requested to update the following details:

#### End Date

31/12/2026

### Declaration

#### I declare that

- I understand that my authorised tax agent (or any individual authorised by such tax agent) will be able to access and view all my individual income tax-related records and/ or notices via myTax Portal, including records and/ or notices for periods before the effective start date of such authorisation.
- I shall inform IRAS immediately via Manage Tax Agent Authorisation digital service once the tax agent no longer represents me in handling my individual income tax matters, or is no longer authorised to access my personal account on myTax Portal on my behalf.

You may [view or update your tax agent's authorisation details](#).

- An acknowledgement page will be displayed upon successful submission.



### Manage Tax Agent Authorisation

Keep your tax agent's email address up-to-date at [Update Contact and Notification Preferences](#) digital service for him/ her to receive notifications on your Individual Income Tax matters and when there are changes to their authorisation.

To authorise a new tax agent, please terminate the current authorisation first.

Authorise/ manage a tax agent to access your myTax Portal account and transact with IRAS on your behalf via a suite of Individual Income Tax-related digital services. [i](#)

#### Authorised Tax Agent Details

NAME OF TAX AGENT UEN-LOCAL XXXXXXXXXA	Effective Authorisation Period <a href="#">i</a>	Tax Agent's Email Address	<a href="#">TERMINATE</a>
	From 30 Jul 2024 	XXXXXXXXXXXX 	
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.			

### Updating Tax Agent's Email Address

- Refer to page 4 and 5 to login to myTax Portal.
- Click the pencil icon.

**Note:** If there is no existing tax agent's email address, to update one, you need to click 'Update Contact and Notification Preferences' instead.

### Update Contact & Notification Preferences

[< BACK TO PREVIOUS](#)

Last updated on 19 Jul 2024 3:07 PM (Singapore time).

#### Contact Details

 [EDIT](#)

By default, IRAS sends SMS notifications to your Singpass mobile number. If there are Singpass and preferred mobile numbers in IRAS' record, SMS notifications will be sent to your preferred mobile number.

#### Note

The retrieval of information from your Singpass Account is currently unavailable. Please update your contact details.

#### Singpass Mobile No.

Not provided

#### Preferred Mobile No.

Not provided

#### Home No.

Not provided

#### Office No.

Not provided

#### Email Address

Not provided

#### Tax Agent's Email Address

XXXXXXXXXXXX

- At the 'Update Contact & Notification Preferences' page, click **'EDIT'**.

## Update Tax Agent's Email Address

**Contact Details**

By default, IRAS sends SMS notifications to your Singpass mobile number. If there are Singpass and preferred mobile numbers in IRAS' record, SMS notifications will be sent to your preferred mobile number.

**Note**

The retrieval of information from your Singpass Account is currently unavailable. Please update your contact details.

**Singpass Mobile No.**  
*Not provided*

**Preferred Mobile No.**  
+65

**Home No.**  
+65

**Office No.**  
+65

**Email Address**

**Tax Agent's Email Address**

☒ By using this service, you consent to the [Terms and Conditions of Use](#) and for IRAS to use the updated Mobile No. and/ or Email Address for all tax matters.\*

CANCEL

SAVE CHANGES

- Update the 'Tax Agent's Email Address'.
- Tick the 'Terms and Conditions of Use' checkbox.
- Click '**SAVE CHANGES**'.

## Update Tax Agent's Email Address

### Update Contact & Notification Preferences

Last updated on 19 Jul 2024 3:07 PM (Singapore time).

**Contact Details**

By default, IRAS sends SMS notifications to your Singpass mobile number. If there are Singpass and preferred mobile numbers in IRAS' record, SMS notifications will be sent to your preferred mobile number.

[EDIT](#)

**Singpass Mobile No.**

Not provided

**Preferred Mobile No.**

+65

**Home No.**

+65

**Office No.**

+65

**Email Address**

**Tax Agent's Email Address**

☒ By using this service, you consent to the [Terms and Conditions of Use](#) and for IRAS to use the updated Mobile No. and/ or Email Address for all tax matters.\*

CANCEL

SAVE CHANGES

✓ Successful Update

Acknowledgement No.:  
6000000004795  
Date/ Time: 19 Jul 2024 3:07 PM  
You have updated your tax agent's email address.

- Upon successful update, an acknowledge message will appear at top right corner of the page.






Manage Tax Agent Authorisation

Keep your tax agent's email address up-to-date at [Update Contact and Notification Preferences](#) digital service for him/ her to receive notifications on your Individual Income Tax matters and when there are changes to their authorisation.

To authorise a new tax agent, please terminate the current authorisation first.

Authorise/ manage a tax agent to access your myTax Portal account and transact with IRAS on your behalf via a suite of Individual Income Tax-related digital services. [i](#)

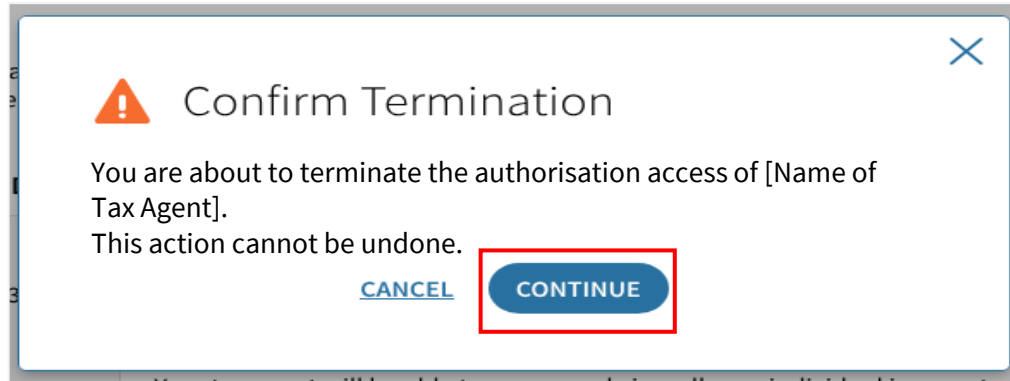
Authorised Tax Agent Details

<b>NAME OF TAX AGENT</b> UEN-LOCAL XXXXXXXXXA	<b>Effective Authorisation Period</b> <a href="#">i</a> From 30 Jul 2024 	<b>Tax Agent's Email Address</b> XXXXXXXXXXXXX 	 <a href="#">TERMINATE</a>

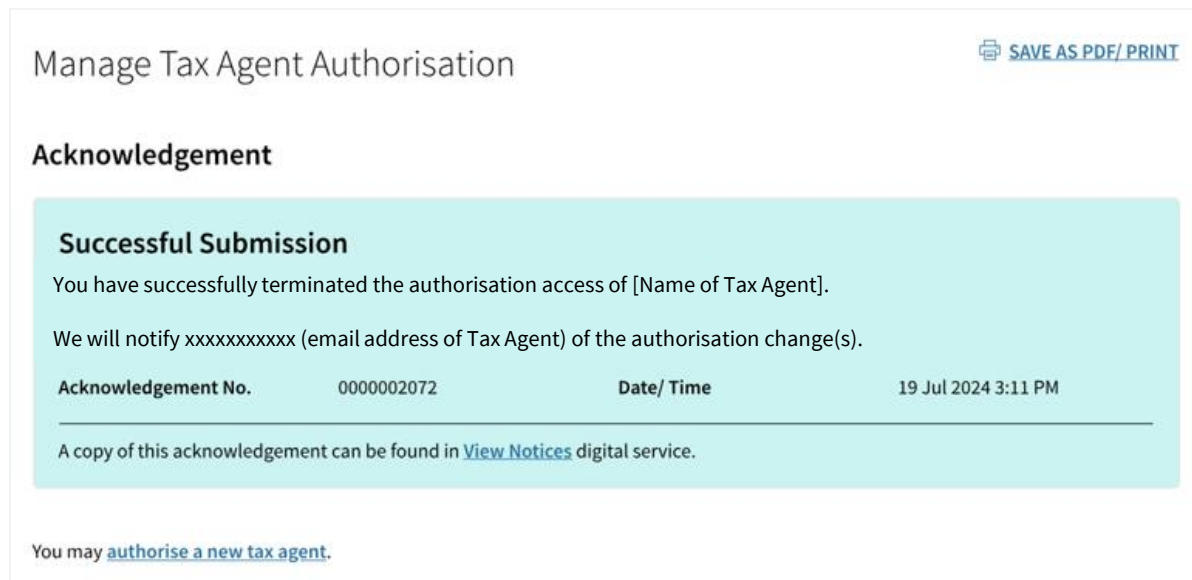
Your tax agent will be able to access and view all your individual income tax-related records/ notices via myTaxPortal, including records/ notices for periods before the effective start date.

Terminating Authorisation

- Refer to page 4 and 5 to login to myTax Portal.
- Click **‘TERMINATE’** to end the authorisation of current tax agent.



- Click '**CONTINUE**' to confirm and proceed with the termination.
- An acknowledgement page will be displayed upon successful submission.



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