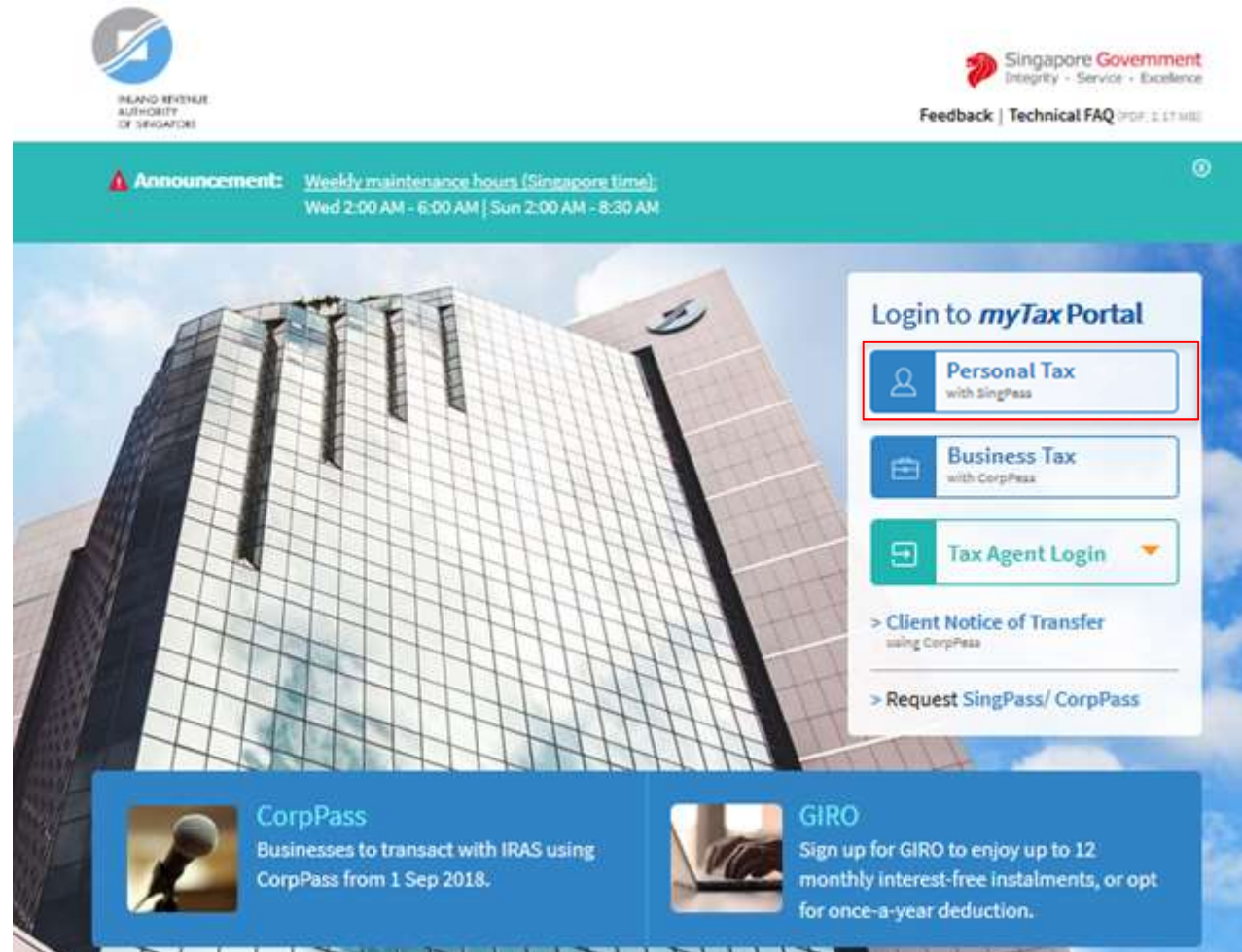




INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

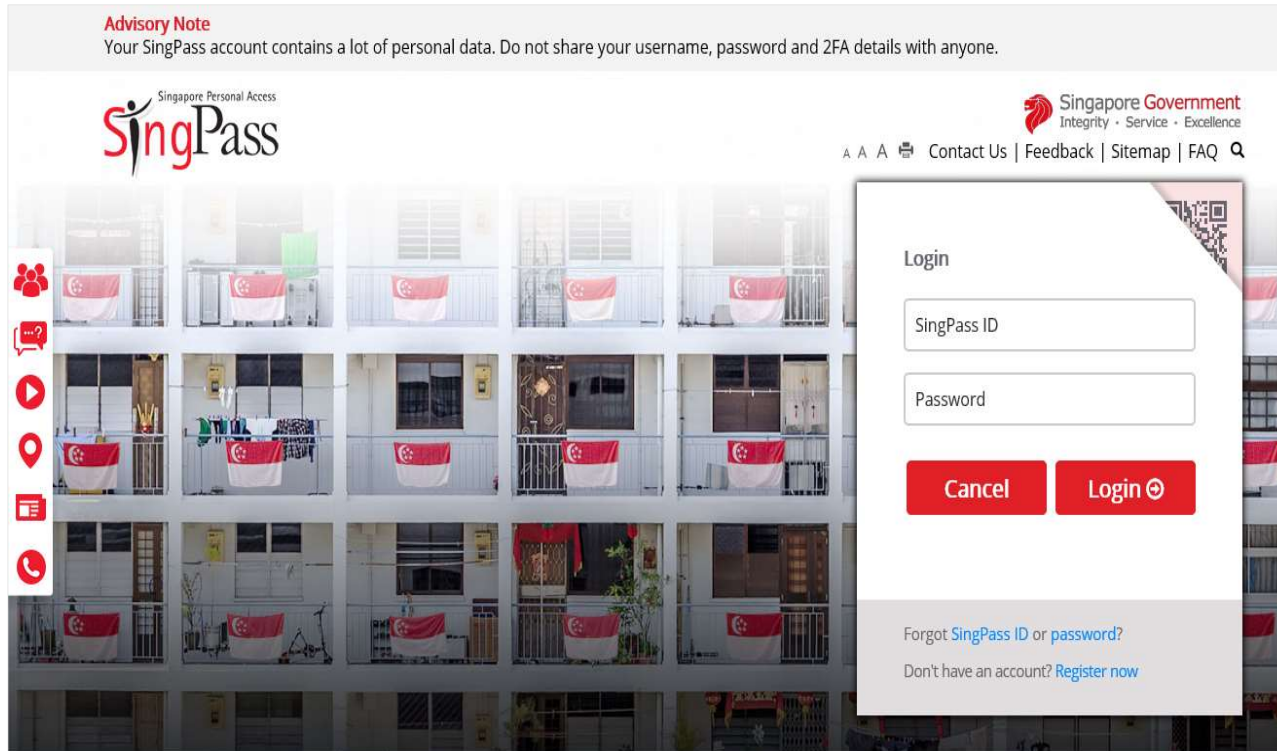
## Request Extension of Time to File (Individual Income Tax)



**Step No.    Action**

1.            At *myTax* Portal login page, select **Personal Tax Matters with SingPass**.

## a) Log in for Personal Tax Matters with SingPass



- | Step No. | Action  |
|----------|---|
| 1.       | Enter your <b>SingPass ID</b> and <b>Password</b> . |
| 2.       | Click on " <b>Login</b> " button.                   |

**Advisory Note**  
Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

Singapore Personal Access  
**SingPass**

Singapore Government  
Integrity · Service · Excellence

Last Login: 12/01/2018 13:33 **Logout**


**SMS OTP** **Token OTP**

**SMS OTP**

Enter the 6-digit One-Time Password (OTP) sent to your mobile number (\*\*\*\*6325). [Not your mobile number?](#)

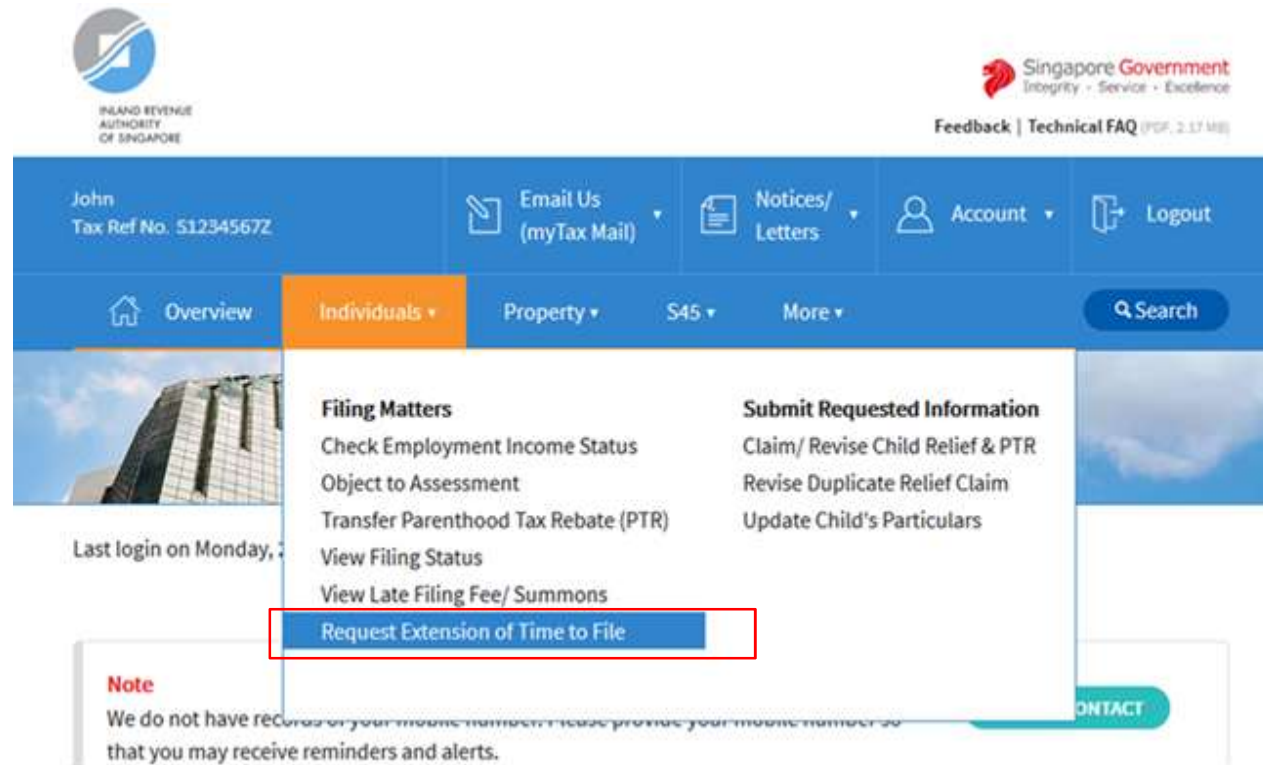
OTP:  **Submit**

**Resend OTP**



- | Step No. | Action                                      |
|----------|---|
| 1.       | Enter <b>OTP</b> received via SMS or Token. |
| 2.       | Click on " <b>Submit</b> " button.          |

## After logging in with SingPass



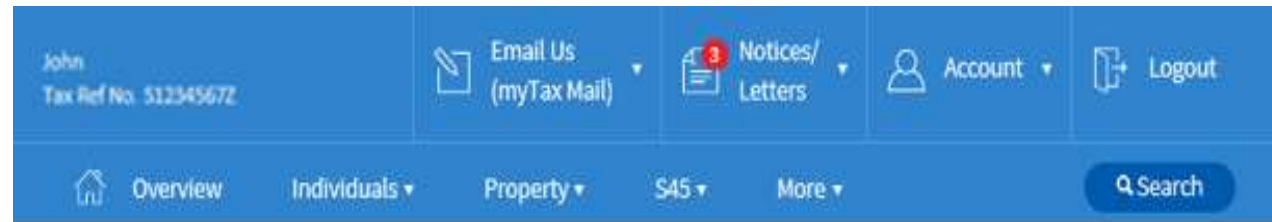
### Step No. Action

1. At "Overview" page, click on "Individuals" dropdown list and select **Request Extension of Time to File**.

#### **Note:**

**Extension of time to file for current Year of Assessment is available from 1 February and it applies to your personal tax return and/or accounts.**

**The e-service is not available to Individual Clients under the Tax Agent Login.**



## Extension of Time to File

**Step No.    Action**

1.            At “Enter Details” page, verify your **mobile number** in “**Contact No.**” field.

If “**Contact No.**” field is blank, click on “**UPDATE**” button to update your contact details.

The following fields available for updating at the “Update Contact Details” page are:

- Singapore Mobile Number
- Singapore Home Number
- Singapore Office Number
- Email Address

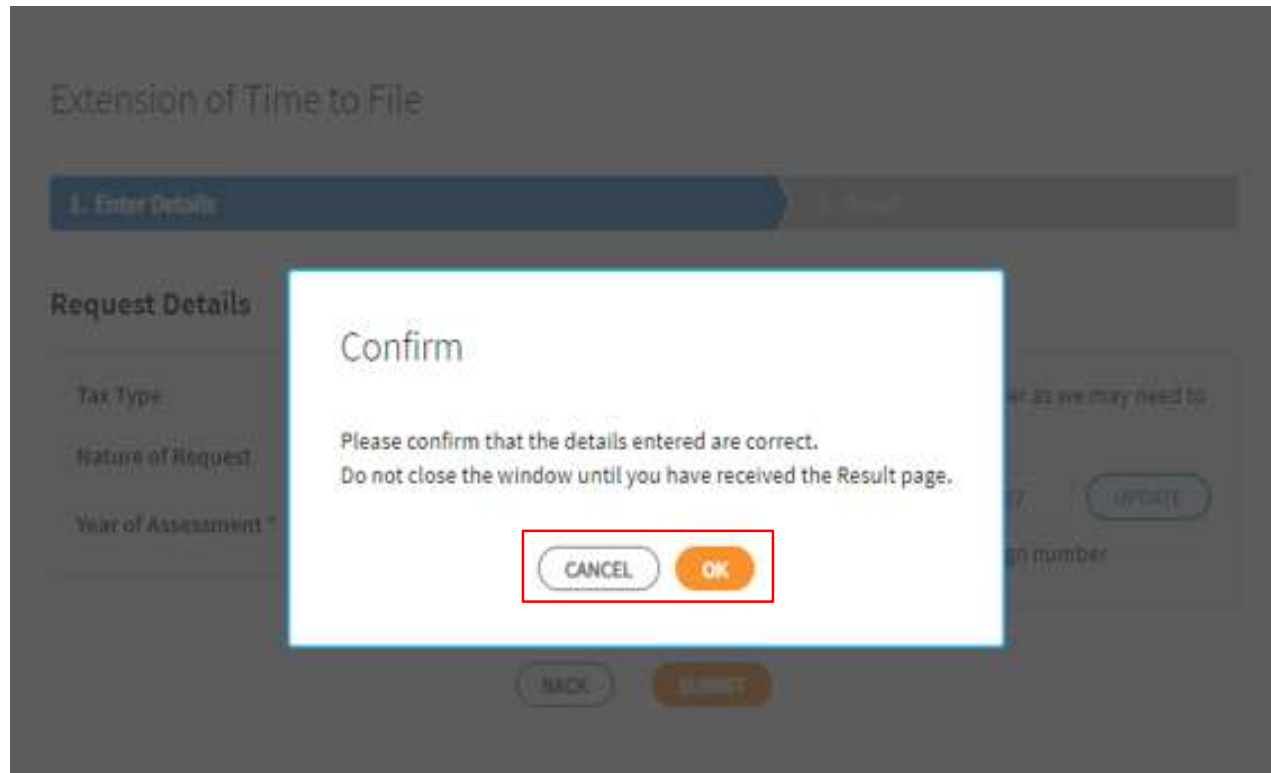
Check the box next to “**I like to be contacted via a foreign number**” to enter Country Code, Area Code, foreign contact number and email address (if any).

2.            Click on “**SUBMIT**” button.

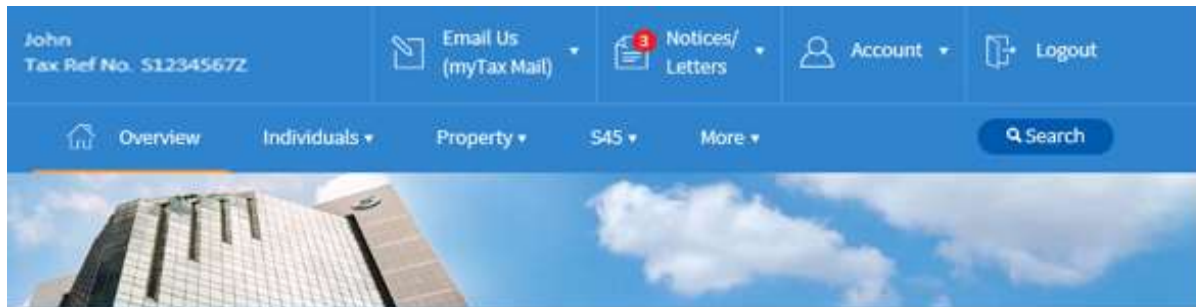
**Step No.    Action**

1.            Click on **"OK"** button once you have confirmed the details entered are correct.

Click on **"CANCEL"** button to make amendments to the details entered at "Enter Details" page.







## Extension of Time to File

PRINT

1. Enter Details

2. Result

### Result

Your request for an extension to file for the Year of Assessment 2020 has been approved. Please file by 30/04/2020.

Name	XXX	Tax Ref No.	51234567Z
Acknowledgement No.	233247	Date/ Time	21 Mar 2020 12:36 PM

Tax Type	INDIVIDUAL INCOME TAX	Nature of Request	EXTENSION TO FILE
Year of Assessment	2020	Contact No.	91234567

### Step No. Action

1. The outcome of your request will be displayed on the "Result" page.

After which, you may proceed with the following action:

- Click on "**PRINT**" button to print the page.



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