



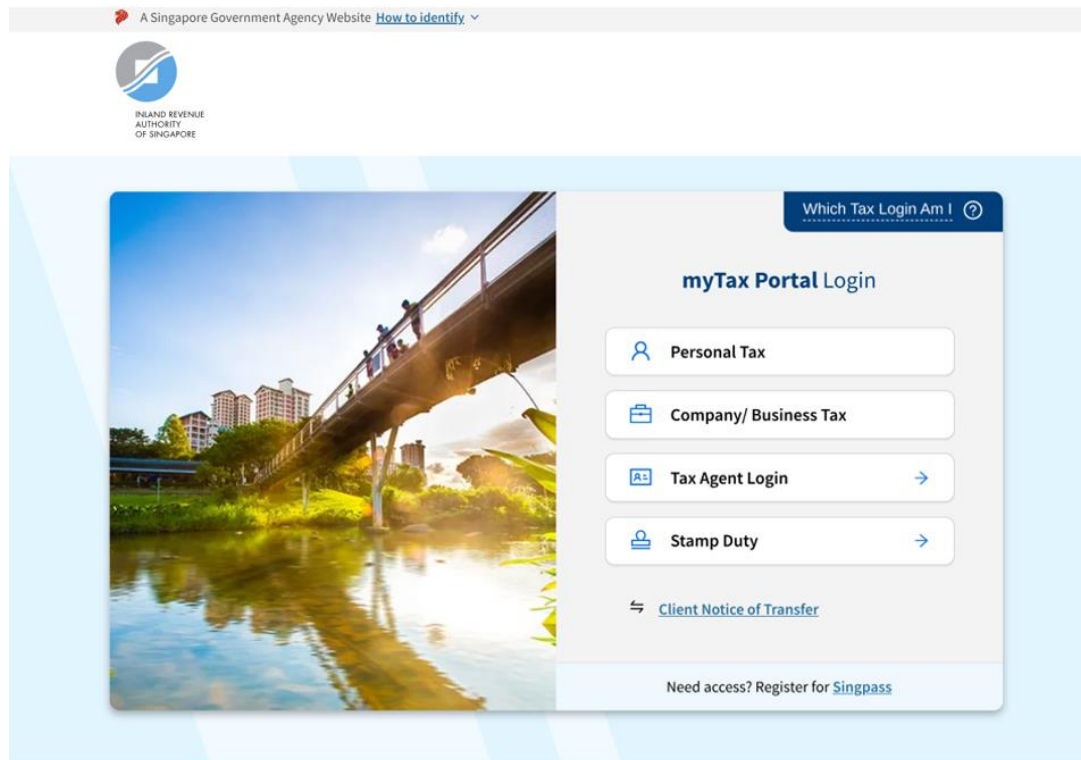
INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

View Form IR21 Records (Tax Clearance)



User Guide – View Form IR21 Records (Tax Clearance)



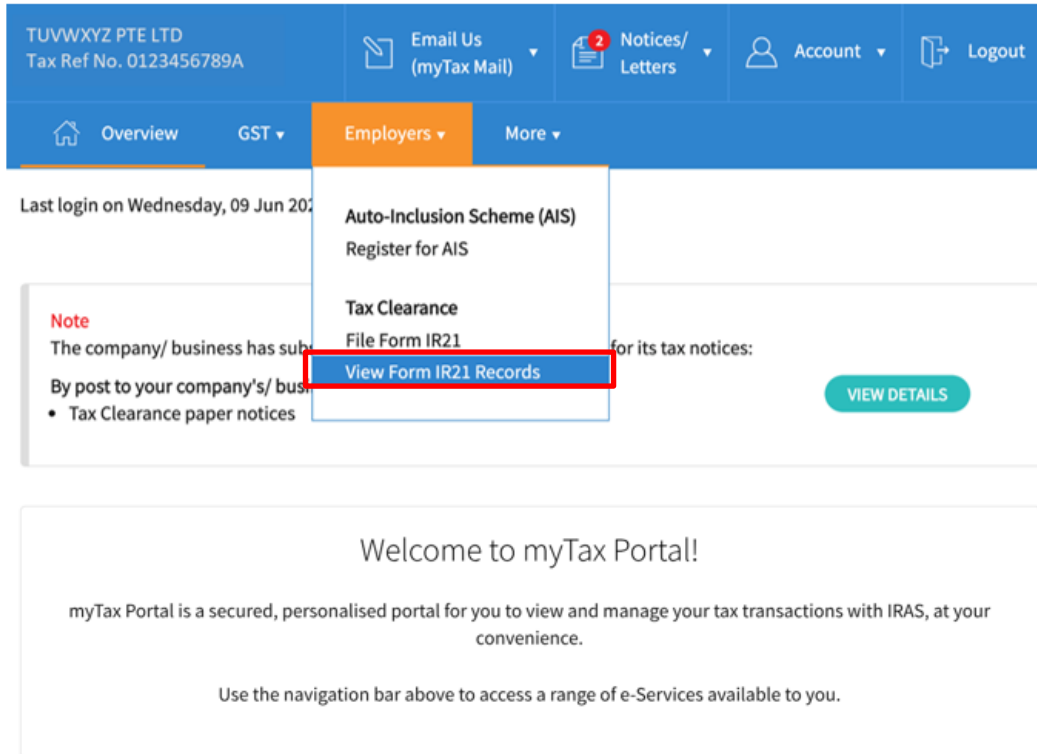
Step	Action
	myTax Portal Login Page
1	Go to myTax Portal login page (https://mytax.iras.gov.sg)
2	Select login for - Business Tax or - Tax Agent Login > Business Client

Note:

You need to be authorised by your organization via the Singapore Corporate Access (Corppass) before using this eService.

For more information on Corppass, please refer to the user guide at www.iras.gov.sg> Digital Services > Others > Corppass.


User Guide – View Form IR21 Records (Tax Clearance)



Step	Action
	myTax Portal Welcome Page
1	To view/ retrieve IR21 records, select Employers .
2	Select View Form IR21 Records (Under Tax Clearance).
	<p>Note:</p> <p>a) You may use this e-Service to:</p> <ul style="list-style-type: none"> • view Form IR21 filing and processing status; • edit a draft Form IR21; • submit a Form IR21 to IRAS; or • amend the Form IR21 details provided in your previous filing. <p>b) If you are editing a draft Form IR21, please note that the Date of Commencement or Cessation cannot be amended. You would need to delete the record and re-file a new Form IR21 to amend the date(s).</p>

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A Singapore Government Agency Website [How to identify](#) ▾



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View Form IR21 Records

Enter your client's tax reference number:

Tips: Refer to the [Tax Ref No. table](#) for a list of format.

Client Tax Ref No.*

Select ▾

PROCEED

Step	Action
	View Form IR21 records – Client/ Third Party Selection (only applicable to tax agents)
1	If you have logged in for your client's Tax Matters, you are required to provide your client's tax reference number.
2	Enter your client's tax reference number.
3	Click on PROCEED .

View Form IR21 Records

Search Records

You can only view the records that are

- within 21 days from the date draft is saved; and
- within 60 days from the date of submission.

Enter Employee Identification No. and/ or select a Filing Status to search.

Employee Identification No.	Filing Status
<input type="text"/>	All Records ▼
<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>	

Step	Action
	A. View/ Retrieve Form IR21 Records
1	You can search the Form IR21 records by: <ul style="list-style-type: none"> • Employee Identification No.; and/ or • Filing Status
2	Search by Employee Identification No. Enter the Employee Identification No. and click on SEARCH .
3	Search by Filing Status Select a Filing Status from the drop-down list provided and click on SEARCH . The filing statuses that are available for selection are [Draft], [Pending Approval], [Submitted] and [All Records].
4	Search by Employee Identification No. and Filing Status Enter the employee Identification No. and select one of the filing statuses and click on SEARCH .
Note: The search results would only contain records that are <ul style="list-style-type: none"> • within 21 days from the date draft is saved; and • within 60 days from date of submission. 	

View Form IR21 Records


Search Records

You can only view the records that are

- within 21 days from the date draft is saved; and
- within 60 days from the date of submission.

Enter Employee Identification No. and/ or select a Filing Status to search.

Employee Identification No.	Filing Status
<input type="text" value="F1234567V"/>	<input type="text" value="Select"/>
<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>	



No Records Found

Step	Action
	A. View/ Retrieve Form IR21 Records
1	If there is no matched Form IR21 record, the message “No Records Found” will be displayed.



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Expected Processing Time

Generally, 80% of e-Filed Form IR21 will be processed within 7 working days after it has been submitted to IRAS. Processing of tax clearance may take longer if the information given in Form IR21 is incomplete or when IRAS needs to seek clarification on the employment details submitted.

Search Results

1 - 16 of 16 Record(s)

<p>XXX G1111111A</p>	<p>Draft Original Form IR21</p> <p>EDIT</p> <p>DELETE</p>	<p> Record will be expiring in the next 21 days</p> <hr/> <p>Prepared by Test_Approver Last updated 03 Mar 2025 05:07 PM by Test_Approver</p>
<p>YYY G2222222B</p>	<p>Pending Approval Original Form IR21</p> <p>REVIEW</p> <p>DELETE</p>	<p> Record will be expiring in the next 21 days</p> <hr/> <p>Prepared by Test_Preparer Last updated 03 Mar 2025 05:09 PM by Test_Approver</p>

Step	Action
	A. View/ Retrieve Form IR21 Records
2	<p>The search result, if it contains more than one record, would be sorted by filing status in the following order:</p> <ul style="list-style-type: none"> • Draft <ul style="list-style-type: none"> - The record has been saved as draft for up to 21 days. • Pending Approval <ul style="list-style-type: none"> - The record is awaiting approval for submission to IRAS within 21 days. • In Progress <ul style="list-style-type: none"> - The record has been submitted and is currently under review. • Processed <ul style="list-style-type: none"> - The record has been finalised. • Withdrawn <ul style="list-style-type: none"> - The Form IR21 record that was filed, has been withdrawn. <p>If there are more than one record within the same filing status, the records would be further sorted based on the Last Updated Date (with the latest record being listed first).</p> <p>The search result would contain Form IR21 records that were submitted via other filing modes (i.e. paper submission, etc).</p>

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<p>ZZZ F3333333C</p>		
<p>In Progress Original Form IR21</p> <p>AMEND</p> <p>VIEW</p>	<p>Date Received 06 Feb 2025</p>	<p>Acknowledgement No. 5550000002086</p> <hr/> <p>Prepared by Test_Preparer Last updated 06 Feb 2025 10:51 AM by Test_Approver</p>
<p>UUU F4444444D</p>		
<p>Processed ⓘ on 12 Feb 2025 Amended Form IR21</p> <p>AMEND</p> <p>VIEW</p>	<p>Date Received 01 Feb 2025</p>	<p>Acknowledgement No. 5550000002047</p> <hr/> <p>Prepared by Test_Approver Last updated 01 Feb 2025 01:58 PM by Test_Approver</p>
<p>TTT F5555555E</p>		
<p>Withdrawn on 31 Dec 2024 Original Form IR21</p> <p>VIEW</p>	<p>Date Received 31 Dec 2024</p>	<p>Acknowledgement No. 5550000002025</p> <hr/> <p>Prepared by Test_Approver Last updated 31 Dec 2024 12:02 PM by Test_Approver</p>

Step	Action
	A. View/ Retrieve Form IR21 Records
3	<p>If you are a Preparer Click on:</p> <ul style="list-style-type: none"> i) EDIT to amend or submit your draft for approval; or ii) DELETE to delete a draft record; or iii) VIEW to view the Consolidated Statement of the record selected; or iv) AMEND to revise the Form IR21 details of the previous filing.
4	<p>If you are an Approver Click on:</p> <ul style="list-style-type: none"> i) EDIT to amend a draft record; or ii) REVIEW to submit a record that is pending your approval; or iii) DELETE to delete a draft or pending approval record; or iv) VIEW to view the Consolidated Statement of the record selected; or v) AMEND to revise the Form IR21 details of the previous filing.

User Guide – View Form IR21 Records (Tax Clearance)

ZZZ
F3333333C

In Progress
Original Form IR21

[AMEND](#)

[VIEW](#)

Date Received	Acknowledgement No.
06 Feb 2025	5550000002086
Prepared by Test_Preparer Last updated 06 Feb 2025 10:51 AM by Test_Approver	

You can view the directive via View Notices digital service within three working days from the date Form IR21 is processed. ✕

Processed ⓘ
on 08 Jan 2025
Original Form IR21

[AMEND](#)

[VIEW](#)

Date Received	Acknowledgement No.
08 Jan 2025	5550000001855
Prepared by Test_Approver Last updated 08 Jan 2025 04:33 PM by Test_Approver	

Step	Action
	A. View/ Retrieve Form IR21 Records
5	For Form IR21 that has been PROCESSED, the directive can be viewed online within three working days from the date Form IR21 is processed.

User Guide – View Form IR21 Records (Tax Clearance)

<p>ZZZ F3333333C</p>		
<p>In Progress Original Form IR21</p> <p>AMEND</p> <p>VIEW</p>	<p>Date Received 06 Feb 2025</p>	<p>Acknowledgement No. 5550000002086</p> <hr/> <p>Prepared by Test_Preparer Last updated 06 Feb 2025 10:51 AM by Test_Approver</p>
<p>UUU F4444444D</p>		
<p>Processed ⓘ on 12 Feb 2025 Amended Form IR21</p> <p>AMEND</p> <p>VIEW</p>	<p>Date Received 01 Feb 2025</p>	<p>Acknowledgement No. 5550000002047</p> <hr/> <p>Prepared by Test_Approver Last updated 01 Feb 2025 01:58 PM by Test_Approver</p>
<p>TTT F5555555E</p>		
<p>Withdrawn on 31 Dec 2024 Original Form IR21</p> <p>VIEW</p>	<p>Date Received 31 Dec 2024</p>	<p>Acknowledgement No. 5550000002025</p> <hr/> <p>Prepared by Test_Approver Last updated 31 Dec 2024 12:02 PM by Test_Approver</p>

Step	Action
	B. Making subsequent filing
1	<p>If you need to revise Form IR21 details from previous filing or reporting additional income paid after cessation year, you could search the record via View Form IR21 Records.</p> <p>Alternatively, you could launch File Form IR21 from the menu.</p>
2	<p>When the selected record is found, click on AMEND.</p>




File Form IR21

Read before you proceed

This application allows employers to file Form IR21 for non-Singapore citizen employees who are ceasing employment in Singapore or leaving Singapore for more than 3 months.

Each filing may take approximately 5 minutes to complete.

Please get ready the following information before you proceed with filing:

1. Employment Records
2. Particulars of spouse and children (for dependents' relief claims)
3. Income information
4. Files for attachment, if applicable
 - [Appendix 1](#)  (XLSX, 28 KB) - Value of Benefits-in-kind
 - [Appendix 2](#)  (XLSX, 40 KB) - Employee Stock Option(ESOP)/ Employee Share Ownership (ESOW) Plans
 - [Appendix 3](#)  (XLSX, 24 KB) - Unexercised ESOP/ unvested ESOW granted from 1 Jan 2003 and approved for Tracking Option
 - Letter of Undertaking for Application of Tracking Option (LOU)
 - A copy of employee's Death Certificate
 - Severance Agreement/ Termination Letter

Use NRIC and FIN when submitting tax clearance for the employee. If the employee does not have NRIC or FIN, please [file](#) using employee's passport number.

Tax Ref No.*

FIN

Employment period with the company* ⓘ

PROCEED

Step	Action
	B. Making subsequent filing
3	File Form IR21 page will be displayed with Tax Ref No. and Employment Period fields pre-filled from the latest form if it is submitted by e-Filing. If the latest form is submitted by paper, only Tax Ref No. field will be pre-filled.
4	If there is no change to the pre-filled data, click on PROCEED .

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