User Guide for Corporate Entities

New Property Dashboard in myTax Portal
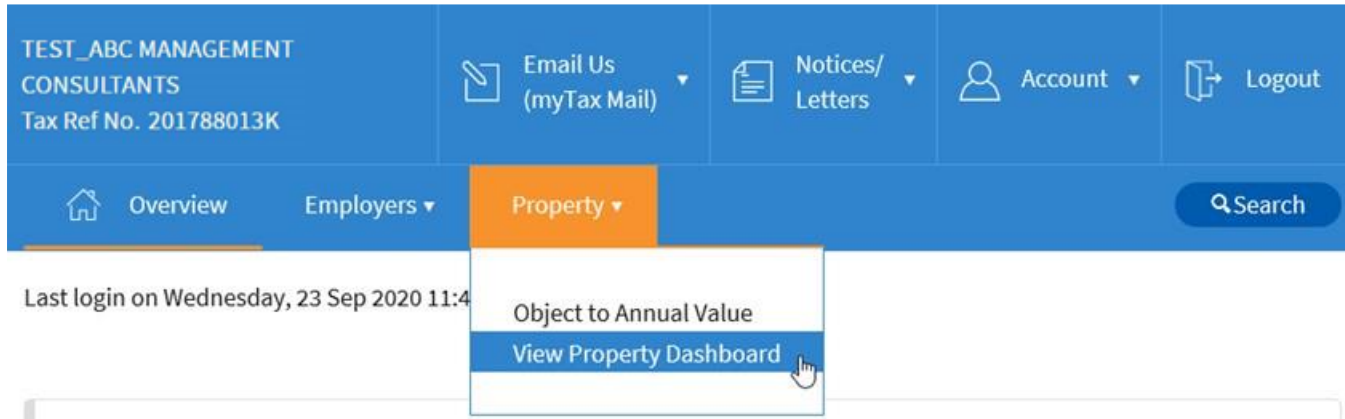
myTax Portal login page

At *myTax* **Portal** login page, select relevant type of Login.

☐ Select **Business Tax with CorpPass*** if you are logging in on behalf of the organisation/ business.

☐ Select **Tax Agent login > Business Client with CorpPass*** if you are logging in on behalf of your client.

*Please ensure that you have been authorised to view IRAS Property Tax e-Services by your CorpPass Admin.

myTax **Portal** **page**

Once you have logged in, click on **'Property'** dropdown menu and click on **'View Property Dashboard'**.

Select the relevant category and click on the link to continue:
- For multiple property owner
- For single property owner

Summary of property tax position on a portfolio basis (for multiple property owner)

Total property account(s) and total tax balance will be displayed. Property tax accounts are grouped by development.

☐ Click **"Download"** to export information by development. Consolidated statement (in excel format) contain property tax information:

- ➢ Property Description
- ➢ Tax Reference Number
- ➢ Annual Value
- ➢ Annual Value Effective Date
- ➢ Date of Notice
- ➢ Notice DIN
- ➢ Following Year Tax Indicator
- ➢ Payment Mode
- ➢ Giro Breakdown
- ➢ Remarks

Summary of property tax position on a portfolio basis (for multiple property owner)

Total property account(s) and total tax balance will be displayed. Property tax accounts are grouped by development.

☐ Click **"View"** to view development details.

Summary of property tax position on a portfolio basis (for multiple property owner)

Total property account(s) and total tax balance will be displayed. Property tax accounts are grouped by development.

☐ Click **"Save as PDF/Print"** to save or print the property dashboard.

Property Dashboard

Your property statement

Total Property Account(s)	Tax Balance as at 24 Sep 2020
121 (119 accounts on GIRO)	S$5,067,458.83

Description	No. of Accounts	Tax Balance (S$)	Actions	
Eco-Technical	2 (2 under GIRO)	61,363.32	⬇ DOWNLOAD	👁 VIEW
Universe Strategy	15 (15 under GIRO)	116,142.08	⬇ DOWNLOAD	👁 VIEW
The, Synergise	20 (20 under GIRO)	372,389.28	⬇ DOWNLOAD	👁 VIEW
One Point	81 (80 under GIRO)	4,393,332.81	⬇ DOWNLOAD	👁 VIEW
Others	3 (2 under GIRO)	124,231.34	⬇ DOWNLOAD	👁 VIEW

View development

Properties are displayed in sequential order. Search options to sort and filter based on your criteria. View payment plan for accounts on GIRO.

☐ Click **"View details"** to view more property details.

View development

Properties are displayed in sequential order. Search options to sort and filter based on your criteria. View payment plan for accounts on GIRO.

☐ Click "**Print records**" to print consolidated statement with IRAS logo.

View property details

View the annual value, tax rates and tax account balance of the property.

☐ Click **"View property tax bill"** to view the bill.

Please ensure that you have been authorised in CorpPass to view Property Tax Notices/ Letters in *myTax* **Portal** by selecting IRAS e-Services > Property Tax (Payment) and/or Property Tax (Filing & Applications).

View property details

View the annual value, tax rates and tax account balance of the property.

☐ Click "**View account"** to view the account summary.

<u>View property details</u>

View the annual value, tax rates and tax account balance of the property.

☐ Click **"Save as PDF/Print"** to save or print the property details.

Summary of property tax position on a portfolio basis (for single property owner)

View payment plan for account on GIRO.

☐ Click **"View details"** to view more property details.

<u>**View property details**</u>

View the annual value, tax rates and tax account balance of the property.

☐ Click **"View property tax bill"** to view the bill.

Please ensure that you have been authorised in CorpPass to view Property Tax Notices/ Letters in *myTax* **Portal** by selecting IRAS e-Services > Property Tax (Payment) and/or Property Tax (Filing & Applications).

View property details

View the annual value, tax rates and tax account balance of the property.

☐ Click "**View account**" to view the account summary.

View property details

View the annual value, tax rates and tax account balance of the property.

☐ Click **"Save as PDF/Print"** to save or print the property details.

Published by

Inland Revenue Authority of Singapore

Published on 6 Oct 2020

The information provided is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. The contents are correct as at 06102020 and are provided on an "as is" basis without warranties of any kind. IRAS shall not be liable for any damages, expenses, costs or loss of any kind however caused as a result of, or in connection with your use of this user guide.

While every effort has been made to ensure that the above information is consistent with existing policies and practice, should there be any changes, IRAS reserves the right to vary its position accordingly.

© Inland Revenue Authority of Singapore