



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Apply GIRO



## Apply GIRO

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You may apply for GIRO through myTax Portal for the payment of your Individual Income Tax and Property Tax if you have an Internet Banking account with DBS/POSB and OCBC or ATM card (for DBS/POSB customers).

This user guide will show you how to apply GIRO through myTax Portal.

(A) At the myTax Portal landing page

Step 1

Log in to myTax Portal

# Apply GIRO

## Step 2

Click on "Apply for GIRO"

The screenshot shows the IRAS myTax portal interface. At the top left is the IRAS logo. The user is logged in as TEST\_James Gorski with Tax Ref No. S0901969C. The current tax assessment year is 2018. The main navigation bar includes links for Overview, Individuals, Property, S45, and More. A dropdown menu is open under the 'Account' link, showing options for Profile (Change IRAS PIN, Update Contact Details, Manage e-Notice Preferences) and Tax Account (Apply for GIRO, Pay Taxes, Request Penalty Waiver/ Extension of Time to File, View Account Summary, View Late Filing Fee/ Summons, View Payment Plan). The 'Apply for GIRO' option is highlighted with a red box. Below the navigation bar, there is a note about the mobile number and an 'UPDATE CONTACT' button. At the bottom, there is a 'Tax Filing Status' section with a table showing one record for FORM B1 for the year 2018, with a status of 'Processing' and dates received and due.

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TA Date: 30/08/2018

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Feedback | Technical FAQ (PDF, 2.17 MB)

TEST\_James Gorski  
Tax Ref No. S0901969C

Email Us (myTax Mail) | Notices/Letters | Account | Logout

Overview | Individuals | Property | S45 | More

Last login on Thursday, 30 Aug 2018 10:06 AM (Singapore time).

**Note**  
Your mobile number in our record is 9999 0000. If this is not correct, please update it. You may also update your mailing address. [UPDATE CONTACT](#)

**Tax Filing Status**

1 - 1 of 1 Record(s) [Show more years](#)

Form	Year of Assessment	Status	Date Received	Date Due
FORM B1	2018	Processing	21 Feb 2018	22 Mar 2018

**Step 3**

Click on the **logo of the Bank** you wish to apply GIRO with.

## Apply For GIRO



### Select Bank

**Apply for GIRO**

Currently only DBS/POSB and OCBC account holders are able to apply for GIRO via this service.

You can view your payment plan details in myTax Portal within 3 working days.

An Instalment Plan Notice will be sent within 7 working days.

- [Learn more about other modes of GIRO application for other bank account holders.](#)
- [Learn about how GIRO works](#)

I would like to apply for a new GIRO arrangement with the following bank:



Last updated 01 Jul 2018

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IRAS 30/08/2018-050

For **DBS/POSB customers**, please refer to **Step 4A** (iBanking log in) or **Step 4B** log in using ATM card).

For **OCBC customers**, please refer to **Step 4C**

**Step 4A (For iBanking log in)**

Log in to your DBS/POSB's internet banking account

Select "Use my digibank login"



Log in to your internet banking account with DBS/POSB

DBS POSB Secured Site

iBanking User ID  
DFPREL025

PIN  
●●●●●●

By proceeding, you consent to DBS disclosing personal information relating to your account (i) to the partner in order to process the transaction(s) you make on the partner's site.

Back Authenticate me

[Forgot User ID or PIN](#)

[Terms & Conditions](#) | [Privacy Policy](#) | [Fair Dealing Commitment](#) | [Compliance with Tax Requirements](#) | ©2017 DBS Bank Ltd. All Rights Reserved

Enter your 6-digit internet banking Secure PIN and click “Submit”

DBS POSB Secured Site

iBanking Secure Device SMS

1 Press and hold [red dot] to generate your 6-digit iBanking Secure PIN.

2 Enter the 6-digit iBanking Secure PIN

●●●●●●

Cancel Submit

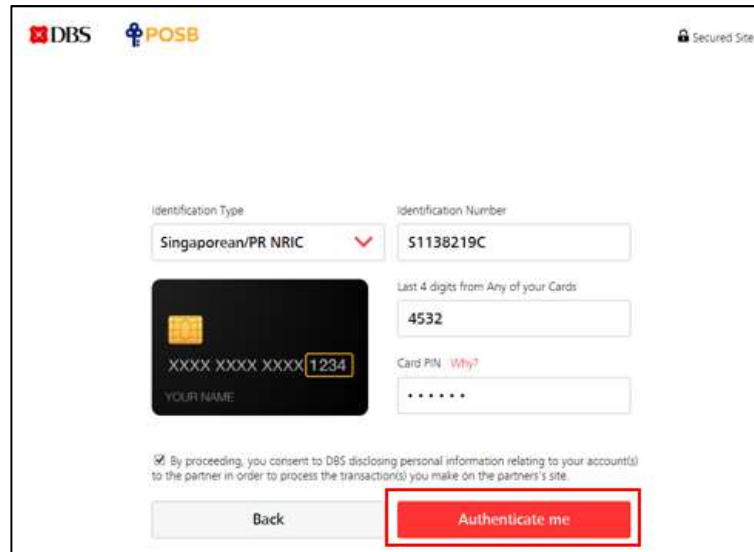
**Step 4B (For log in using ATM card)**

Or, log in using your **DBS/POSB's ATM card** details

Select **"Use Card & PIN"**



Enter the details and click **"Authenticate me"**





Click on "Get OTP via SMS" and enter the 6-digit SMS OTP

DBS POSB Secured Site

One-Time Password Authentication

1 The OTP will be sent to your registered mobile with us

Get OTP via SMS

2 Input the 6-digit SMS OTP

Enter PIN Number here

Cancel Submit

Click "Submit"

DBS POSB Secured Site

One-Time Password Authentication

1 The OTP will be sent to your registered mobile with us

Get OTP via SMS

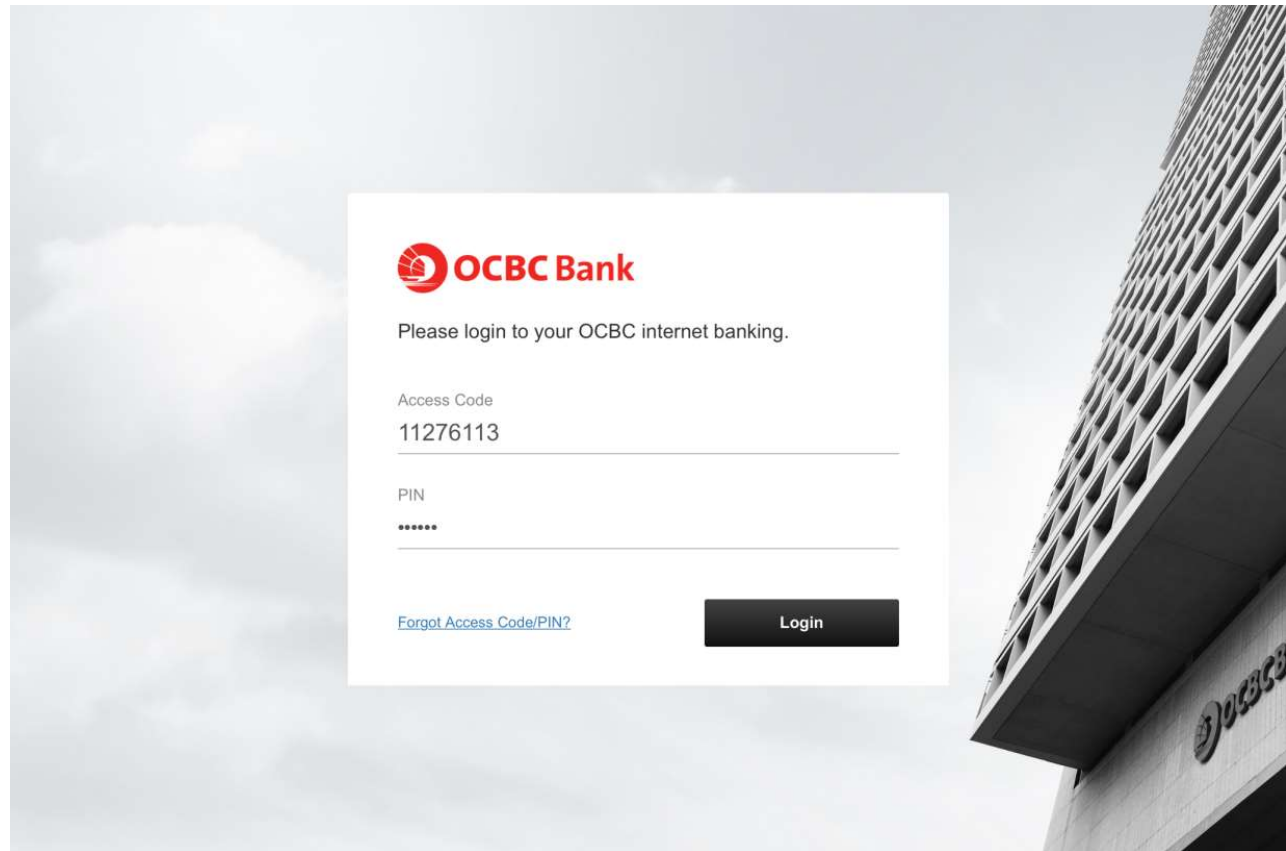
2 Input the 6-digit SMS OTP

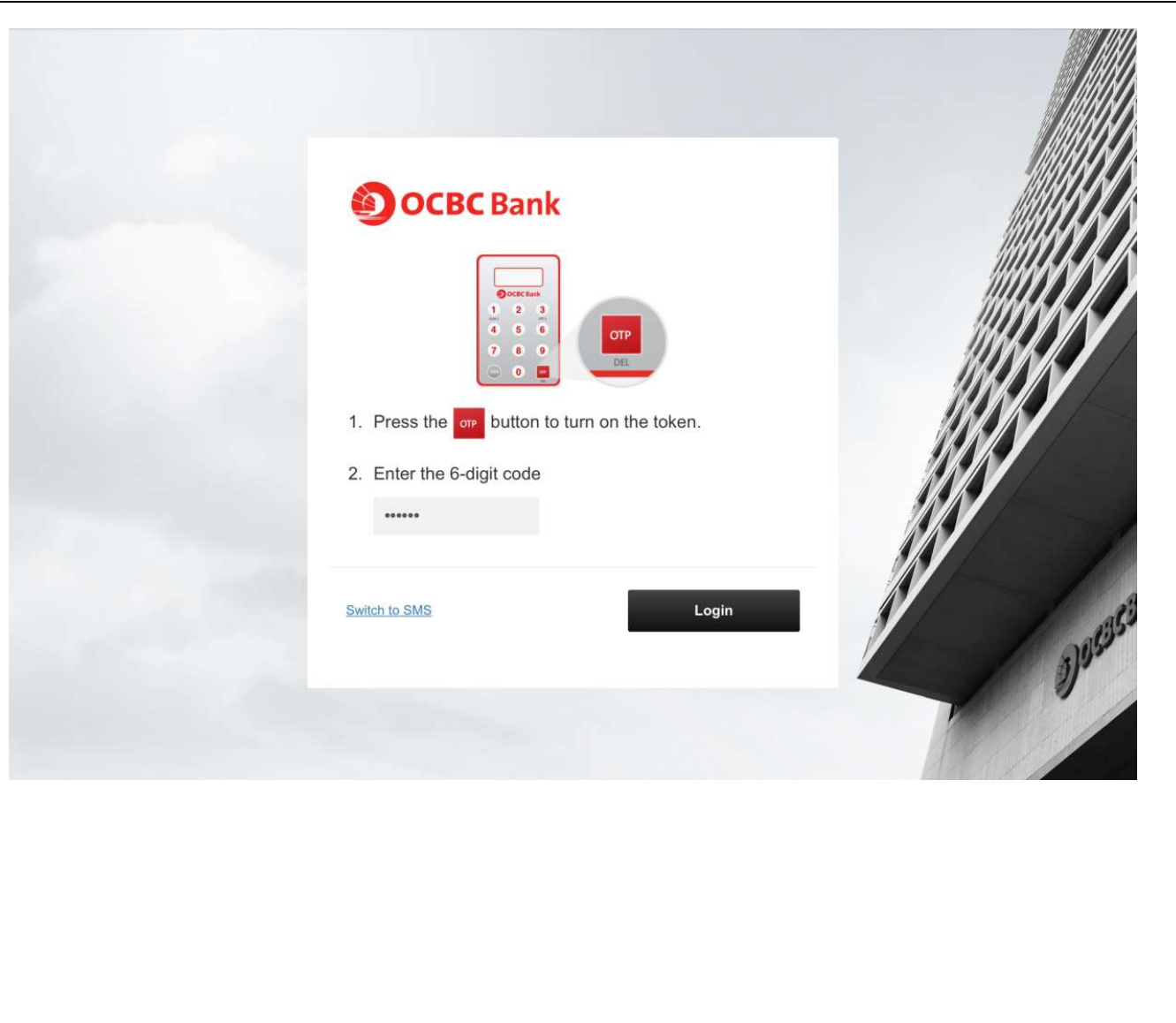
.....

Cancel Submit

**Step 4C (For OCBC accounts)**

Log in to your OCBC's internet banking account





**Step 5**

Select the **bank account number** you wish to use for your GIRO payment.

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Feedback | Technical FAQ (PDF, 2.17 MB)

TEST\_Titus Young  
Tax Ref No. G9100523P

Email Us (myTax Mail) | Notices/Letters | Account | Logout

Overview | Individuals | Property | S45 | More

### Apply For GIRO

1. Select Bank | **2. Select Account(s)** | 3. Acknowledgement

#### Select your Account(s)

Bank Account:

**Step 6**

Select the **tax type(s)** and **plan type(s)** (either monthly or yearly deduction).

**Select your Account(s)**

Bank Account: XXX-XX631-3 POSB STATEME ▾

Select the tax account(s) that you want to set up GIRO arrangement.

1 - 3 of 3 Record(s)

<input type="checkbox"/>	Type	Payment Plan Option ⓘ	Tax Ref No.	Remarks
<input checked="" type="checkbox"/>	Income Tax	Monthly ▾	50901969C	
<input type="checkbox"/>	Property Tax Property Name of 4029273G	Monthly ▾	4029273G	
	Property Tax TEST_Property		9302549G	Under payment plan ⓘ

**Step 7**

Check the declaration box and click **“SUBMIT”**.

**Declaration**



I hereby authorise the Bank to debit or credit the Selected Account, as instructed to the Bank by IRAS. By checking the box, I agree to the [Terms & Conditions](#) for GIRO Application.

Where I am not the account holder of the Selected Account, I confirm that I have been authorised by the account holder concerned to give instructions to the Bank on his/ her behalf to debit or credit the Selected Account, as instructed to the Bank by IRAS. By checking the box, I agree to the [Terms & Conditions](#) for GIRO Application. I also confirm that I have been authorised by the account holder concerned to make the following declarations and agree to the [Terms & Conditions](#) for GIRO Application, on his/ her behalf.

The Bank is entitled to reject IRAS' debit instruction if the Selected Account does not have sufficient funds and impose a fee on the account holder concerned. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose the charges accordingly.

I shall not hold IRAS nor the Bank liable for any Losses incurred by me arising out of or in connection with this GIRO arrangement at myTax Portal.

In addition, where I am not the account holder of the Selected Account, I confirm that I have been authorised by the account holder to declare that he/ she will not hold IRAS nor the Bank liable for any Losses incurred by me arising out of or in connection with this GIRO arrangement at myTax Portal.

For the purposes of this Declaration -

- “Losses” means all direct or indirect liabilities, losses, damages, actions, claims, demands, costs, expenses and penalties; and
- “Selected Account” shall refer to the bank account that I have selected on the GIRO application page on myTax Portal.

These instructions will remain in force until they are terminated in accordance with the [Terms & Conditions](#) for GIRO Application.

CANCEL

SUBMIT

**Step 8**

Upon successful application, you will be brought to the Acknowledgement page that will show the status of your application with the respective Bank.

IRAS will process your application within 3 working days.

Apply For GIRO

PRINT



**Acknowledgement**

**Application Submitted**

<b>Name</b>	TEST_James Gorski	<b>Tax Ref No.</b>	S0901969C
<b>Acknowledgement No.</b>	226399	<b>Date/ Time</b>	10 Apr 2018 02:27:47 PM

You have set up GIRO arrangement(s) with DBS/POSB under bank account number 353026321 for the following tax account (s).  
 IRAS will proceed to process the approved applications. You can view your payment plan details in myTax Portal within 3 working days. The Instalment Plan Notice will be sent within 7 working days.

1 - 1 of 1 Record(s)

Type	Payment Plan Option	Tax Ref No.	Status
Property Tax TEST_Property	Monthly	9302549G	Approved

What happens if my application is unsuccessful?

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