



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Apply for Payment Plan



Apply for Payment Plan

You may re-activate your previous GIRO arrangement and edit your payment plan through myTax Portal for your Corporate Tax, Property Tax or GST.

This user guide will show you how to re-activate your previous GIRO arrangement and edit your payment plan through myTax Portal.

At myTax Portal landing page

Step 1

Log in to myTax Portal

IRAS
INLAND REVENUE
AUTHORITY
OF SINGAPORE

Singapore Government
Integrity - Service - Excellence

Feedback | Technical FAQ (PDF, 1.17 MB)

Announcement: Weekly maintenance hours (Singapore time):
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

Welcome to myTax Portal

Log in for

- Personal Tax Matters**
with SingPass
- Business Tax Matters**
with CorpPass
- Client Tax Matters**
with CorpPass

- > Log in for Client Notice of Transfer with CorpPass
- > Log in for Personal Tax Matters with IRAS PIN
- > Request SingPass/ CorpPass

CorpPass
Businesses to transact with IRAS using CorpPass from 1 Sep 2018.

GIRO
Sign up for GIRO to enjoy up to 12 monthly interest-free instalments, or opt for once-a-year deduction.

Apply for Payment Plan

Step 2

Under Account, Click on “**Apply for Payment Plan**”

Click on **Re-activate GIRO**

A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

TA Date: 13/11/2020

XXX
Tax Ref No. []

Email Us (myTax Mail)

Notices/Letters

Account

Logout

Overview Corporate Tax GST Employers Prop

Profile

- Update Notice Preferences
- Update Corporate Profile/ Contact Details
- Update GST Contact Details

Tax Account

- Apply for Payment Plan**
- Pay Taxes
- Request Penalty Waiver/ Extension of Time to File
- View Account Summary
- View Late Filing Fee/ Summons
- View/ Cancel Payment Plan

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

Note

You are able to reactivate GIRO via this service. You can view your payment plan details under Account > View/ Cancel Payment Plan by the next working day or once your application is approved.

[Learn more about alternative ways to apply for GIRO for other banks](#)

[Know more about GIRO deduction dates and how GIRO works](#)

Re-activate GIRO arrangement

You have previously set up GIRO arrangement with IRAS but is currently inactive.

RE-ACTIVATE GIRO

Apply for Payment Plan

Step 3A

Select the **tax account(s)** and **bank account** that you wish to re-activate the GIRO arrangement

Click on **Proceed** to go to the **Confirmation** page

Refer to **Step 3B** if you wish to **edit** your payment plan for **GST/CT**

Apply for Payment Plan through GIRO

1. Select Bank

2. Select Account(s)

3. Confirmation

4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 2 of 2 Record(s)

<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details ⓘ	Remarks
<input checked="" type="checkbox"/>	Corporate Tax [Other Assessment(s)]	XXXXXX5807 STANDARI ▾	S\$56,961.68	S\$56,961.68 1 instalment(s) Oct '20 - Oct '20	Edit Plan
<input type="checkbox"/>	GST	Select ▾	S\$0.00	One-time	Not Applicable

CANCEL

PROCEED

Inland Revenue Authority of Singapore

myTax Portal is a secured and personalised portal for you to view and manage your tax transactions with IRAS.

Step 3B

Click on **Edit Plan**

Apply for Payment Plan through GIRO

- 1. Select Bank
- 2. Select Account(s)**
- 3. Confirmation
- 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 2 of 2 Record(s)

<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details ⓘ	Remarks
<input checked="" type="checkbox"/>	Corporate Tax [Other Assessment(s)]	XXXXXX5807 STANDARI ▾	S\$56,961.68	S\$56,961.68 1 instalment(s) Oct '20 - Oct '20	Edit Plan
<input type="checkbox"/>	GST	Select ▾	S\$0.00	One-time	Not Applicable

[CANCEL](#) [PROCEED](#)

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At the Edit Plan page, you can:

- Edit the **duration of your payment plan** by clicking on '+' to increase or '-' to reduce the number of months (applicable for Monthly plan only).

Click on **Update** after editing your payment plan or **Cancel** to go back to the original payment plan

Edit Plan

[< Back to Account Selection](#)

You are editing the payment plan for Corporate Tax

Payment Plan

Payment Amount

S\$56,961.68

Nov '20 - Nov '20

No. of months

1

Balance **S\$56,961.68**

Apply for Payment Plan

Click on **Proceed** to go to the **Confirmation** page

Apply for Payment Plan through GIRO

1. Select Bank 2. **Select Account(s)** 3. Confirmation 4. Acknowledgement

Select the Tax Account(s) for which you wish to set up a payment plan.

1 - 2 of 2 Record(s)

<input type="checkbox"/>	Tax Account(s)	Bank	Balance	Payment Plan Details ⓘ	Remarks
<input checked="" type="checkbox"/>	Corporate Tax [Other Assessment(s)]	XXXXXX5807 STANDARI ▾	S\$56,961.68	S\$56,961.68 1 instalment(s) Oct '20 - Oct '20	Edit Plan
<input type="checkbox"/>	GST	Select ▾	S\$0.00	One-time	Not Applicable

CANCEL

PROCEED

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Step 4

Confirm the payment plan details and click on **Submit**

Overview Corporate Tax GST Employers Property Search

Apply for Payment Plan through GIRO

1. Select Bank 2. Select Account(s) 3. Confirmation 4. Acknowledgement

You have applied GIRO for the following tax account(s):

1 - 1 of 1 Record(s)

Tax Account(s)	Bank	Balance	Payment Plan Details
Corporate Tax [Other Assessment(s)]	XXXXXX5807 STANDARD CHARTERED BANK LTD	S\$56,961.68	S\$56,961.68 1 instalment(s) Oct '20 - Oct '20

BACK SUBMIT

Inland Revenue Authority of Singapore

myTax Portal is a secured and personalised portal for you to view and manage your tax transactions with IRAS.

Step 5

Upon successful application, you will be brought to the **Acknowledgement** page that will show your application status and payment plan details

You can view the payment plan in **Account > View/Cancel Payment Plan** by the next working day


Apply for Payment Plan through GIRO

 [SAVE AS PDF/ PRINT](#)

- 1. Select Bank
- 2. Select Account(s)
- 3. Confirmation
- 4. Acknowledgement

Acknowledgement

Application Submitted

Name	XXX	Tax Ref No.	
Acknowledgement No.	403052	Date/ Time	04 Sep 2020 05:03:41 PM

You have re-activated GIRO arrangement for your tax account(s).

For approved request(s), the payment plan will not be sent by post. You may view the payment plan in Account > View/Cancel Payment Plan by the next working day. As for request(s) that are pending approval, IRAS will review your appeal and inform you of the outcome within 15 working days.

Tax Account(s)	Bank	Balance	Payment Plan Details	Status
Corporate Tax [Other Assessment(s)]	XXXXXX5807 STANDARD CHARTERED BANK LTD	S\$56,961.68	S\$56,961.68 1 instalment(s) Oct '20 - Oct '20	Approved

Please comply with the payment plan (if any). If the plan is cancelled, IRAS may

- impose late payment penalties;
- take enforcement actions to recover the amount owed;
- deny subsequent request for GIRO arrangement.

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