



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Apply for Payment Plan through GIRO

## Apply for Payment Plan through GIRO

---

You may apply for a new eGIRO arrangement for your Corporate Tax, Goods and Services Tax, Property Tax and Withholding Tax through myTax Portal (DBS/POSB, OCBC, UOB, Bank of China and Maybank customers).

This user guide will show you how to apply for a new eGIRO arrangement through myTax Portal.

Apply for Payment Plan through eGIRO

---

How to apply for a new eGIRO arrangement .....Page 4

User Guides from the banks .....Page 9

**At myTax Portal landing page**

**Step 1**

Select **Business Tax** to log in to myTax Portal.

A Singapore Government Agency Website

**INLAND REVENUE AUTHORITY OF SINGAPORE**

**Announcement:** Beware of Fake SMSes, Emails and WhatsApp Messages: Check Before Clicking  
Be wary of scam or phishing attempts (e.g. fake SMSes spoofed with IRAS ID) and do not click on any links or make payments via QR codes in these messages. Learn more from our [scam advisory](#).

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

Login to *myTax Portal*

- Personal Tax
- Business Tax**
- Tax Agent Login

> Client Notice of Transfer  
> Request Singpass/ CorpPASS

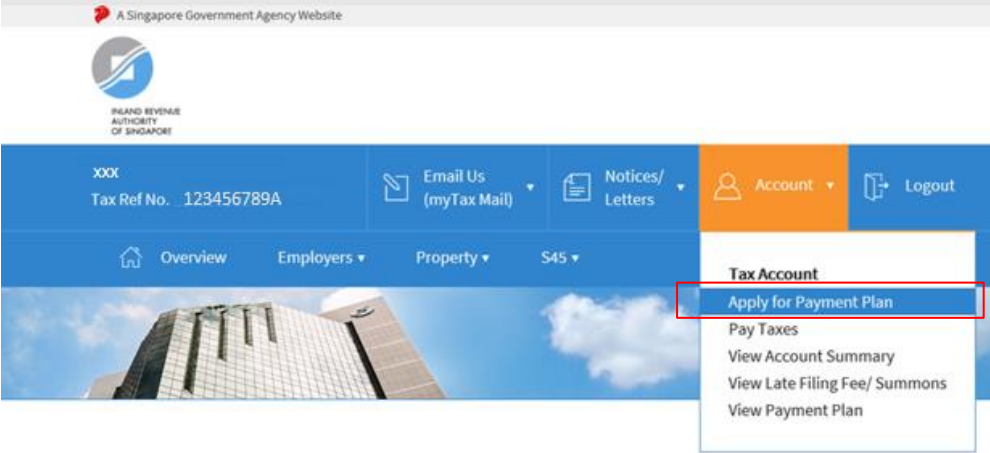
**Tax Season 2022**  
Find out all you need to know about individual income tax filing and your tax filing obligations.  
> More Announcements

**Greater Convenience with Digital Notices**  
With digital notices, you can access and view your notices via myTax Portal any time!

## Apply for Payment Plan through GIRO

### Step 2

Under **Account**, click on “**Apply for Payment Plan**”.



The screenshot shows the Singapore Government Agency Website interface. At the top, it says "A Singapore Government Agency Website" and features the Inland Revenue Authority of Singapore logo. The user is logged in as "XXX" with Tax Ref No. 123456789A. The navigation menu includes "Overview", "Employers", "Property", and "S45". The "Account" menu is open, showing options: "Apply for Payment Plan" (highlighted with a red box), "Pay Taxes", "View Account Summary", "View Late Filing Fee/ Summons", and "View 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 Payment Plan 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

## Apply for Payment Plan through GIRO

### Step 3

Select your bank from the dropdown list under the **New eGIRO arrangement**.

Overview Corporate Tax GST Employers Property S45 More

### Apply for Payment Plan through GIRO

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

**Note**  
Sign up for GIRO to enjoy timely and hassle-free tax payments. Receive tax refunds faster with direct crediting if the GIRO arrangement is set up under your company's/ business' bank account.

Select the following link(s) to learn more about how GIRO works for the respective tax types:

- Corporate Tax
- Goods and Services Tax
- Property Tax
- S45 Withholding Tax

The new GIRO arrangement will replace any existing GIRO arrangement and the authorisation will take effect from the next deduction.

#### New eGIRO arrangement

You want to apply for new eGIRO arrangement with the following bank.

Select Bank

OR

#### Re-activate GIRO arrangement

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

RE-ACTIVATE GIRO

## Apply for Payment Plan through GIRO

### Step 4

Select the **tax account(s)** that you wish to set up the eGIRO arrangement.

GIRO is IRAS' preferred payment mode and you are encouraged to select all the listed tax account(s) to set up the eGIRO arrangement.

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

Overview Corporate Tax GST Employers Property S45 More

### Apply for Payment Plan through GIRO

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

Selected Bank: UAT DBS Bank Ltd

Select the Tax Account(s) you wish to pay using eGIRO.  
1 - 3 of 3 Record(s)

<input checked="" type="checkbox"/>	Tax Account(s)	Payment Plan Type ⓘ
<input checked="" type="checkbox"/>	Corporate Tax	
<input checked="" type="checkbox"/>	GST	
<input checked="" type="checkbox"/>	S45 Withholding Tax	

Total tax account(s) selected: 3

Select all tax account(s)

CANCEL PROCEED

**Step 5**

Fill up the Email and Contact No., check the **Declaration** box and click **“Submit”**.

You will be redirected to your selected bank’s portal login page.

Apply for Payment Plan through GIRO

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

**Bank Account Information**

Selected Bank: UAT DBS Bank Ltd

You are applying eGIRO for the following tax account(s).  
1 - 3 of 3 Record(s)

Tax Account(s)	Payment Plan Type
Corporate Tax	Not Applicable
GST	Not Applicable
S45 Withholding Tax	Not Applicable

**Details of Applicant**

Name of Declarant : XXX

Email :

Contact No. :

**Declaration**



**Step 6A**

**Log in to your bank's portal** and **select the bank account** for your eGIRO arrangement.

**Refer to your bank's User Guide for the detailed instructions:**

- [DBS/POSB](#)
- [OCBC](#)
- [UOB](#)
- [Bank of China](#)
- [Maybank](#)

<p><b>Step 6B</b> Upon successful application at your bank's portal, you will be brought back* to the <b>Acknowledgement</b> page at myTax Portal to complete the eGIRO application.</p> <p><i>*UOB, Bank of China and Maybank require you to click a button to return myTax Portal.</i></p> <p><b>Points to note:</b> Please inform your <b>company's approver</b> (if applicable) to <b>approve the eGIRO application</b> at your bank's portal:</p> <ol style="list-style-type: none"> <li>1. Within <u>48 hours</u> as the eGIRO application will be lapsed after 48 hours; and</li> <li>2. Outside IRAS system's weekly maintenance hours: Wed, 2 am to 6 am Sun, 2 am to 8.30 am</li> </ol> <p>Refer to Step 6A for bank's user guide on the <b>steps to approve the eGIRO application at your bank's portal.</b></p> <p>After IRAS receives the approval from the bank, you will receive a notification on the set up of your GIRO arrangement within 5 working days.</p>	<p>The screenshot shows a navigation bar with 'Overview', 'Corporate Tax', 'GST', 'Employers', 'Property', 'S45', and 'More'. The main heading is 'Apply for Payment Plan through GIRO' with a 'SAVE AS PDF/PRINT' button. A progress bar indicates four steps: 1. Select Bank, 2. Select Account(s), 3. Confirmation, and 4. Acknowledgement (highlighted in blue). Below this, a light blue box titled 'Acknowledgement' contains the text 'Application Submitted' and instructions for pending and failed statuses. At the bottom of this box, a table shows 'Acknowledgement No. 425766' and 'Date/ Time 22 Jan 2024 04:16:00 PM'.</p>
--	--

## Apply for Payment Plan through GIRO

---

Published by  
Inland Revenue Authority of Singapore

Published on 31 Jan 2024

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 31 Jan 2024 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