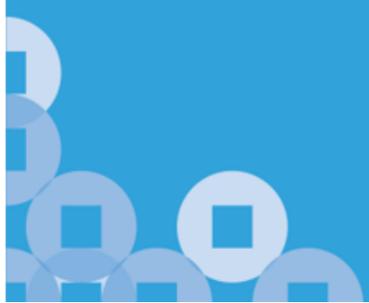




INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Apply for Payment Plan



## Apply for Payment Plan

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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

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**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

### Step 2

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

Click on **Re-activate GIRO**

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XXX  
Tax Ref No. 123456789A

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**Tax Account**

- Apply for Payment Plan**
- Pay Taxes
- View Account Summary
- View Late Filing Fee/ Summons
- 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](#)

### 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 - 7 of 7 Record(s)

| <input type="checkbox"/>            | Tax Account(s)  | Bank                 | Balance         | Payment Plan Details ⓘ   | Remarks                      |
|-------------------------------------|---|----------------------|-----------------|--|------------------------------|
| <input checked="" type="checkbox"/> | Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020) | XXXXX1111 DBS/POSB ▼ | S\$9,775.00     | S\$3,925.00<br>1 instalment(s)<br>Dec '19 - Dec '19<br>S\$1,950.00<br>3 instalment(s)<br>Jan '20 - Mar '20 | Edit Plan is not available ⓘ |
| <input checked="" type="checkbox"/> | Corporate Tax [Other Assessment(s)]   | XXXXX1111 DBS/POSB ▼ | S\$4,118,566.39 | S\$4,118,566.39<br>1 instalment(s)<br>Dec '19 - Dec '19  | Edit Plan is not available ⓘ |
|                                     | GST   |                      |                 |  | Under Payment Plan ⓘ         |
|                                     | Property Tax Laze by The Beach Drive #1   |                      |                 |  | Under Payment Plan ⓘ         |
|                                     | Property Tax Laze by The Beach Drive #2   |                      |                 |  | Under Payment Plan ⓘ         |
|                                     | Property Tax Laze by The Beach Drive #3   |                      |                 |  | Under Payment Plan ⓘ         |
|                                     | Property Tax Laze by The Beach Drive #4   |                      |                 |  | Under Payment Plan ⓘ         |

CANCEL

PROCEED

# Apply for Payment Plan

## 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 - 7 of 7 Record(s)

| <input type="checkbox"/>            | Tax Account(s)  | Bank               | Balance         | Payment Plan Details ⓘ   | Remarks  |
|-------------------------------------|---|--------------------|-----------------|--|--|
| <input type="checkbox"/>            | Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020) | Select             | S\$9,775.00     | S\$3,925.00<br>1 instalment(s)<br>Dec '19 - Dec '19<br>S\$1,950.00<br>3 instalment(s)<br>Jan '20 - Mar '20 | Edit Plan is not available ⓘ                       |
| <input type="checkbox"/>            | Corporate Tax [Other Assessment(s)]   | Select             | S\$4,118,566.39 | S\$4,118,566.39<br>1 instalment(s)<br>Dec '19 - Dec '19  | Edit Plan is not available ⓘ                       |
| <input checked="" type="checkbox"/> | GST   | XXXXX1111 DBS/POSB | S\$5,991.38     | S\$1,997.13<br>3 instalment(s)<br>Dec '19 - Feb '20  | <a href="#">Edit Plan</a>                          |
| <input checked="" type="checkbox"/> | Property Tax Laze by The Beach Drive #2   | XXXXX1111 DBS/POSB | S\$0.00         | Monthly  | <a href="#">Change to One-time Yearly/ Monthly</a> |
|                                     | Property Tax Laze by The Beach Drive #1   |                    |                 |  | Under Payment Plan ⓘ                               |
|                                     | Property Tax Laze by The Beach Drive #3   |                    |                 |  | Under Payment Plan ⓘ                               |
|                                     | Property Tax Laze by The Beach Drive #4   |                    |                 |  | Under Payment Plan ⓘ                               |

CANCEL PROCEED

## Apply for Payment Plan

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

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### Edit Plan

[< Back to Account Selection](#)

You are editing the payment plan for GST

#### Payment Plan

**Payment Amount**  
**S\$5,991.38**  
Dec '19 - Dec '19

**No. of months**  
- 1 +

**Balance** S\$5,991.38

CANCEL UPDATE

## 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 - 7 of 7 Record(s)

| <input type="checkbox"/>            | Tax Account(s)  | Bank                 | Balance         | Payment Plan Details ⓘ   | Remarks  |
|-------------------------------------|---|----------------------|-----------------|--|--|
| <input type="checkbox"/>            | Corporate Tax (Estimated Chargeable Income filed within qualifying period of YA 2020) | Select ▾             | S\$9,775.00     | S\$3,925.00<br>1 instalment(s)<br>Dec '19 - Dec '19<br>S\$1,950.00<br>3 instalment(s)<br>Jan '20 - Mar '20 | Edit Plan is not available ⓘ                       |
| <input type="checkbox"/>            | Corporate Tax [Other Assessment(s)]   | Select ▾             | S\$4,118,566.39 | S\$4,118,566.39<br>1 instalment(s)<br>Dec '19 - Dec '19  | Edit Plan is not available ⓘ                       |
| <input checked="" type="checkbox"/> | GST   | XXXXX1111 DBS/POSB ▾ | S\$5,991.38     | S\$1,997.13<br>3 instalment(s)<br>Dec '19 - Feb '20  | <a href="#">Edit Plan</a>                          |
| <input checked="" type="checkbox"/> | Property Tax Laze by The Beach Drive #2   | XXXXX1111 DBS/POSB ▾ | S\$0.00         | Monthly  | <a href="#">Change to One-time Yearly/ Monthly</a> |
|                                     | Property Tax Laze by The Beach Drive #1   |                      |                 |  | Under Payment Plan ⓘ                               |
|                                     | Property Tax Laze by The Beach Drive #3   |                      |                 |  | Under Payment Plan ⓘ                               |
|                                     | Property Tax Laze by The Beach Drive #4   |                      |                 |  | Under Payment Plan ⓘ                               |

CANCEL

**PROCEED**

## Apply for Payment Plan

### Step 4

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

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XXX  
Tax Ref No. 123456789A

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### 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 - 2 of 2 Record(s)

| Tax Account(s)   | Bank               | Balance         | Payment Plan Details   |
|--|--------------------|-----------------|--|
| Corporate Tax<br>(Estimated Chargeable Income filed within qualifying period of YA 2020) | XXXXX1111 DBS/POSB | S\$9,775.00     | S\$3,925.00<br>1 instalment(s)<br>Dec '19 - Dec '19<br>S\$1,950.00<br>3 instalment(s)<br>Jan '20 - Mar '20 |
| Corporate Tax<br>[Other Assessment(s)]   | XXXXX1111 DBS/POSB | S\$4,118,566.39 | S\$4,118,566.39<br>1 instalment(s)<br>Dec '19 - Dec '19  |

BACK | **SUBMIT**

## Apply for Payment Plan

### 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** on the next working day

## Apply for Payment Plan through GIRO

PRINT

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

### Acknowledgement

#### Application Submitted

|                     |        |             |                         |
|---------------------|--------|-------------|-------------------------|
| Name                | XXX    | Tax Ref No. | 123456789A              |
| Acknowledgement No. | 396080 | Date/ Time  | 11 Nov 2019 05:42:57 PM |

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

For approved request(s), you may view the payment plan in Account > View 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<br>(Estimated Chargable Income filed<br>within qualifying period of YA 2020) | XXXXX1111<br>DBS/POSB | S\$9,775.00     | S\$3,925.00<br>1 instalment(s)<br>Dec '19 - Dec '19<br>S\$1,950.00<br>3 instalment(s)<br>Jan '20 - Mar '20 | Approved |
| Corporate Tax<br>[Other Assessment(s)]   | XXXXX1111<br>DBS/POSB | S\$4,118,566.39 | S\$4,118,566.39<br>1 instalment(s)<br>Dec '19 - Dec '19  | 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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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 Mar 2022 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.

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