



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## View/Cancel Payment Plan



## View/Cancel Payment Plan

---

You may view or cancel your payment plan through myTax Portal for your Corporate Tax, Property Tax or GST.

This user guide will show you how to view or cancel your payment plan through myTax Portal.

To **View Payment Plan**, please refer to **Steps 1 to 4**.

To **Cancel Payment Plan**, please refer to **Steps 5 to 9**.

## At myTax Portal landing page

### Step 1

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!

## View/Cancel Payment Plan

### Step 2

Under Account, Click on **View/Cancel Payment Plan**

A Singapore Government Agency Website



XXX  
Tax Ref No. 123456789A

Email Us (myTax Mail) | Notices/Letters (2) | Account | Logout

Overview | Corporate Tax | GST | Employers | Prop

Last login on Tuesday, 04 Feb 2020 11:21 AM (Singapore time).

### Tax Filing Status

### Corporate Tax

1 - 1 of 1 Record(s)

Form	Year of Assessment	Status	Date Due	Date
Form C-S	2018	Ready to File	30 Nov 2018	

### Account Summary


- Profile
  - 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**

## View/Cancel Payment Plan

### Step 3

Click on **View Plan**

A Singapore Government Agency Website



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

XXX  
Tax Ref No. 123456789A

Email Us  
(myTax Mail)

Notices/  
Letters


Account

Logout

Overview Corporate Tax GST Employers Property S45 Search

### Payment Plan Summary

SAVE AS PDF/PRINT

Type	Bank Account	Actions 
Corporate Tax	DBS/POSB XXXXXX0011	<a href="#">VIEW PLAN</a> <a href="#">CANCEL PLAN</a>

☆ RATE THIS E-SERVICE

Related e-Services

**Step 4**

Your payment plan details will be displayed

Overview Corporate Tax GST Employers Property S45 Search

### Payment Plan Details

[SAVE AS PDF/ PRINT](#)

[< Back to Payment Plan Summary](#)

The deduction will be on the **6th of the month**. If the deduction is unsuccessful, we will attempt to deduct the amount again on the 20th. Please maintain sufficient funds in your bank account.

Type	Bank Account
Corporate Tax	DBS/POSB XXXXXX0011

Payment Month	Amount (\$S)
May 2020	10,160.00
<b>Total</b>	<b>10,160.00</b>

[VIEW PAYMENT PLAN SUMMARY](#)

## View/Cancel Payment Plan

### Step 5

Under **Account**, Click on **View/Cancel Payment Plan**

A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

XXX  
Tax Ref No. 123456789A

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

Overview | Corporate Tax | GST | Employers | Prop

Last login on Friday, 31 Jan 2020 2:20 PM (Singapore time).

### Tax Filing Status

### Corporate Tax

1 - 1 of 1 Record(s)

Form	Year of Assessment	Status	Date Due	Date
Form C-S	2018	Ready to File	30 Nov 2018	

### Account Summary

1 - 2 of 2 Record(s)

[Apply Payment Plan](#) | [Pay Taxes](#)

Type	Balance	Actions
------	---------	---------

ary&LHMEntry=True

**Profile**  
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**

## View/Cancel Payment Plan

### Step 6

Click on **Cancel Plan** for the payment plan that you wish to cancel

A Singapore Government Agency Website



XXX  
Tax Ref No. 123456789A

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

Overview | Corporate Tax | GST | Employers | Property | S45 | Search

### Payment Plan Summary

[SAVE AS PDF/ PRINT](#)

Type	Bank Account	Actions
Corporate Tax	DBS/POSB XXXXX0011	<a href="#">VIEW PLAN</a> <a href="#">CANCEL PLAN</a>

☆ [RATE THIS E-SERVICE](#)

#### Related e-Services

- [View Property Portfolio](#)
- [View Account Summary](#)
- [View Corporate Tax Filing Status](#)



## View/Cancel Payment Plan

### Step 7

Read the pop-up message. Click on **“Continue”** if you wish to proceed to cancel your payment plan or click on **“Cancel”** to cancel the request

The screenshot displays the IRAS website interface. At the top, it says 'A Singapore Government Agency Website' and 'INLAND REVENUE AUTHORITY OF SINGAPORE'. The user's 'TA Date: 31/01/2020' is shown. The navigation bar includes 'Email Us (myTax Mail)', 'Notices/Letters', 'Account', and 'Logout'. The main content area shows a 'Payment Plan' section with a table listing the plan type as 'Corporate Tax'. A pop-up message titled 'CANCEL PAYMENT PLAN' is centered on the screen. The message contains the following text: 'Please note that any outstanding balance has to be **paid in full** upon cancellation of your payment plan.' Below this, it says 'CHANGE OF BANK ACCOUNT' and provides instructions: 'If you wish to change your bank account for GIRO deductions, you may [download](#) the GIRO application form from our website. Once approved, it will replace the existing GIRO arrangement. The GIRO application form will generally be processed within 3 weeks and a notification letter will be mailed to the company's registered address.' At the bottom of the pop-up, there are two buttons: 'CANCEL' and 'CONTINUE'. The 'CONTINUE' button is highlighted with a red border. Below the pop-up, there is a 'Related e-Services' section with links to 'View Property Portfolio', 'View Account Summary', and 'View Corporate Tax Filing Status'.

**Step 8**

Click on **Submit**

A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

XXX  
Tax Ref No. 123456789A

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

Overview | Corporate Tax | GST | Employers | Property | S45 | Search

### Cancel Payment Plan

[< Back to Payment Plan Summary](#)

#### Confirmation

You have requested to cancel your payment plan(s) for Corporate Tax under DBS/POSB bank account number XXXXXX0011.

Please pay any outstanding balance by 05 Feb 2020 to avoid late payment penalties.

[BACK TO PREVIOUS](#) [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.

Contact | Feedback | Technical FAQ (PDF, 2.30 MB)

Report Vulnerability | Privacy Policy | Terms of Use | © 2020 Government of Singapore

**Step 9**

Upon successful cancellation of your payment plan, you will be brought to the **Acknowledgement** page

xxx  
Tax Ref No. 123456789A

[Email Us \(myTax Mail\)](#)
[Notices/Letters](#)
[Account](#)
[Logout](#)

[Overview](#)
[Corporate Tax](#)
[GST](#)
[Employers](#)
[Property](#)
[S45](#)
Search

## Cancel Payment Plan [SAVE AS PDF/PRINT](#)

### Acknowledgement

**Application Submitted**

<b>Name</b>	XXX	<b>Tax Ref No.</b>	123456789A
<b>Acknowledgement No.</b>	397214	<b>Date/ Time</b>	31 Jan 2020 02:27:28 PM

Your payment plan(s) has been cancelled for the following tax account.

Please pay any outstanding balance by 05 Feb 2020 to avoid late payment penalties.

To make payment via internet banking, visit [Pay Taxes](#). For other e-payment modes, visit [IRAS Website](#).

Tax Account(s)	Bank Account	Tax Ref No.
Corporate Tax	DBS/POSB XXXXX0011	123456789A

**Request submitted by**  
XXX

Published by  
Inland Revenue Authority of Singapore

Published on Mar 2022

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.

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