



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Apply for Payment Plan through GIRO

Apply for Payment Plan through GIRO

You may:

- a) Apply for a new eGIRO arrangement for your Corporate Tax, Goods and Services Tax and Property Tax through myTax Portal (DBS/POSB, OCBC, UOB, Bank of China and Maybank customers);
- b) Re-activate your previous GIRO arrangement and edit your payment plan.

This user guide will show you how to apply for a new eGIRO arrangement, re-activate your previous GIRO arrangement and edit your payment plan through myTax Portal.

Apply for Payment Plan through eGIRO

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How to re-activate your GIRO arrangement and edit your payment planPage 11

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

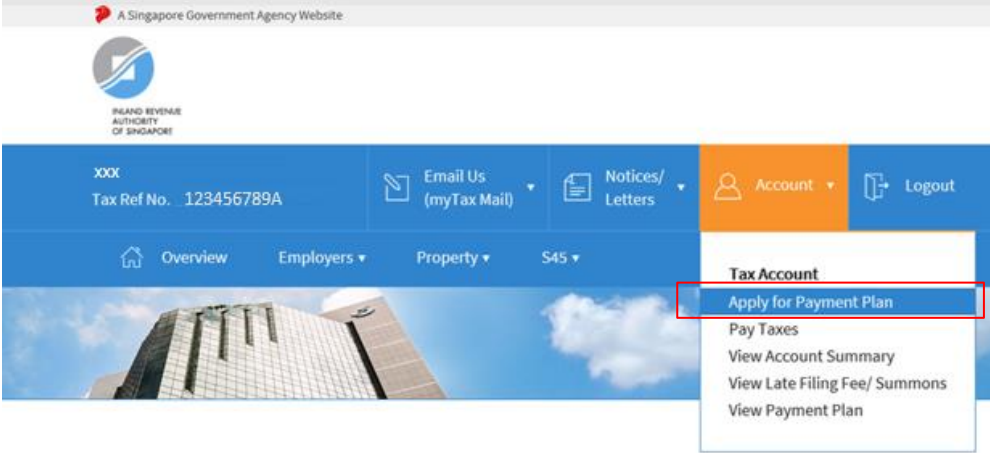
Tax Season 2022
Find out all you need to know about individual income tax filing and your tax filing obligations.
> More Announcements

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's tax reference number is "XXX Tax Ref No. 123456789A". Navigation options include "Email Us (myTax Mail)", "Notices/Letters", "Account", and "Logout". The "Account" menu is expanded, showing options: "Tax Account", "Apply for Payment Plan" (highlighted with a red box), "Pay Taxes", "View Account Summary", "View Late Filing Fee/ Summons", and "View Payment Plan". Below the navigation, a banner image shows a modern building. The main heading is "Apply for Payment Plan through GIRO". A progress bar indicates four steps: "1. Select Bank" (active), "2. Select Account(s)", "3. Confirmation", and "4. Acknowledgement". A "Note" section states: "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." Two informational links are provided: "Learn more about alternative ways to apply for GIRO for other banks" and "Know more about GIRO deduction dates and how GIRO works".

Apply for Payment Plan through GIRO

To apply for a **new eGIRO arrangement**, please refer to **Steps 3 to 6**.

To **re-activate GIRO arrangement** and **edit your payment plan(s)**, please refer to **Steps 7 to 10**.

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

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

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: ABE Bank Ltd

Select the Tax Account(s) you wish to pay using eGIRO.
1 - 17 of 17 Record(s)

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

Total tax account(s) selected: 2

Select all tax account(s)

CANCEL PROCEED

Apply for Payment Plan through GIRO

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.

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

Bank Account Information

Selected Bank: ABB Bank Ltd

You are applying eGIRO for the following tax account(s).
1 - 2 of 2 Record(s)

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

Details of Applicant

Name of Declarant : XXX

Email :

Contact No. : +65

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](#)

Step 6B

Upon successful application at your bank's portal, you will be brought back* to the **Acknowledgement** page at myTax Portal to complete the eGIRO application.

**UOB, Bank of China and Maybank require you to click a button to return myTax Portal.*

Points to note:

Please inform your **company's approver** (if applicable) to **approve the eGIRO application** at your bank's portal:

1. Within 48 hours as the eGIRO application will be lapsed after 48 hours; and
2. Outside IRAS system's weekly maintenance hours:
Wed, 2 am to 6 am
Sun, 2 am to 8.30 am

Refer to Step 6A for bank's user guide on the **steps to approve the eGIRO application at your bank's portal.**

After IRAS receives the approval from the bank

1. You can view your payment plan for the outstanding tax (if any) in **Account > View/ Cancel Payment Plan**; or
2. You will receive a notification on the set up of your eGIRO arrangement within 5 working days.

Overview Corporate Tax GST Employers Property S45 More

Apply for Payment Plan through GIRO

SAVE AS PDF/ PRINT

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

Acknowledgement

Application Submitted

(A) If the status is 'Pending Approval', please inform your Approver to approve the eGIRO set up via your bank's portal:

1. Within 48 hours as the eGIRO application will be lapsed after 48 hours; and
2. Outside IRAS system's weekly maintenance hours (Singapore time): Wed 2:00 AM - 6:00 AM, Sun 2:00 AM - 8:30 AM.

(B) If the status is 'Application Failed', please re-submit the application or contact your bank for clarification.

Acknowledgement No.	424551	Date/ Time	26 Oct 2023 02:07:07 PM
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(C) The new eGIRO arrangement will replace any existing eGIRO arrangement and the authorisation will take effect from the next deduction.

After IRAS receives the approval from the bank, you can view your payment plan for the outstanding balance (if any) via Account > View/ Cancel Payment Plan digital service. You will receive a notification on the set up of your eGIRO arrangement within 5 working days.

No notice will be provided when your Approver rejected, or did not approve the application within 48 hours.

Note

For GST, please pay your outstanding balance (if any) with PayNow QR via Pay Taxes digital service. When your eGIRO application is approved, the date of deduction and amount will be shown on the acknowledgement page when you e-file your GST return.

Apply for Payment Plan through GIRO

Step 7

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

Click on **Re-activate GIRO**.

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

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 7A

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 8** if you wish to **edit** your payment plan(s).

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 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) 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 1 instalment(s) 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 through GIRO

Step 8

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 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) 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 1 instalment(s) 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 3 instalment(s) Dec '19 - Feb '20	Edit Plan
<input checked="" type="checkbox"/>	Property Tax Laze by The Beach Drive #2	XXXXX1111 DBS/POSB	S\$0.00	Monthly	Change to One-time Yearly/ Monthly
	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 through GIRO

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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IRAS REVENUE AUTHORITY OF SINGAPORE

XXX
Tax Ref No. 123456789A

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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 through GIRO

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 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) 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 1 instalment(s) 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 3 instalment(s) Dec '19 - Feb '20	Edit Plan
<input checked="" type="checkbox"/>	Property Tax Laze by The Beach Drive #2	XXXXX1111 DBS/POSB	S\$0.00	Monthly	Change to One-time Yearly/ Monthly
	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 through GIRO

Step 9

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

BACK | **SUBMIT**

Apply for Payment Plan through GIRO

Step 10

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



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 (Estimated Chargeable Income filed within qualifying period of YA 2020)	XXXXX1111 DBS/POSB	S\$9,775.00	S\$3,925.00 1 instalment(s) Dec '19 - Dec '19 S\$1,950.00 3 instalment(s) Jan '20 - Mar '20	Approved
Corporate Tax [Other Assessment(s)]	XXXXX1111 DBS/POSB	S\$4,118,566.39	S\$4,118,566.39 1 instalment(s) 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.

Apply for Payment Plan through GIRO

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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 8 Nov 2023 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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