



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

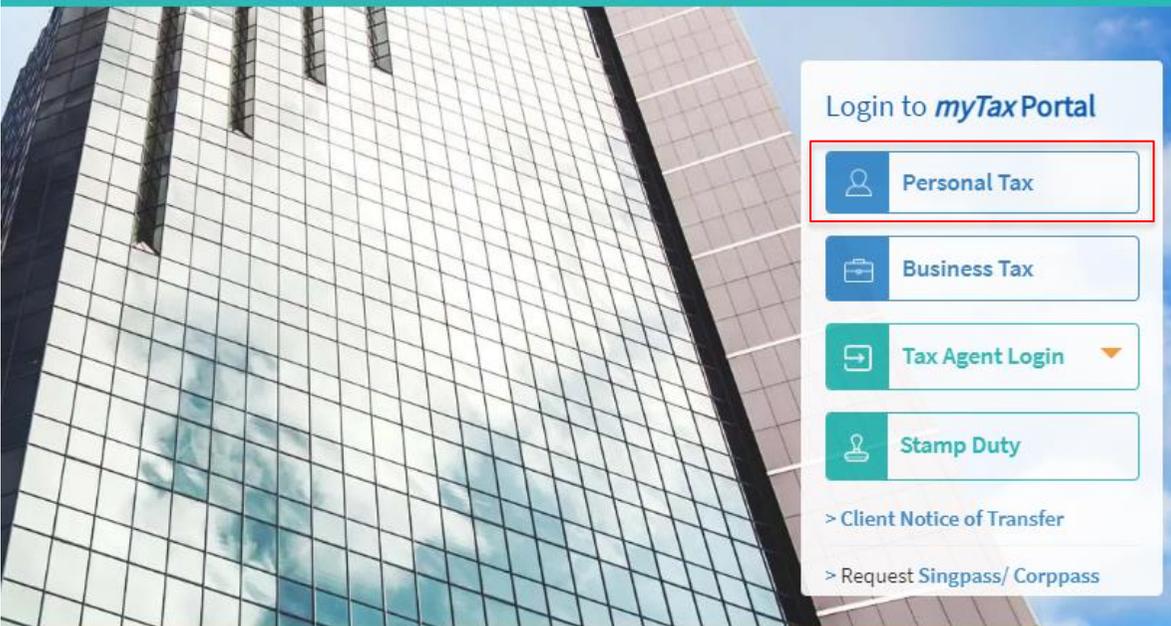
## Request Extension of Time to File (Individual Income Tax)



**Announcement:** Beware of malware stealing login credentials saved in Internet browsers

We are aware of malware stealing user IDs and passwords saved in browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

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
- Stamp Duty

> Client Notice of Transfer  
> Request Singpass/ Corppass

**Greater Convenience with Digital Notices**  
With digital notices, you can access and view your notices via myTax Portal any time!  
[> More Announcements](#)

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

**Step No.    Action**

1.            At *myTax* Portal login page, select **Personal Tax Matters with Singpass**.

## a) Log in for Personal Tax Matters with Singpass

### Advisory Note

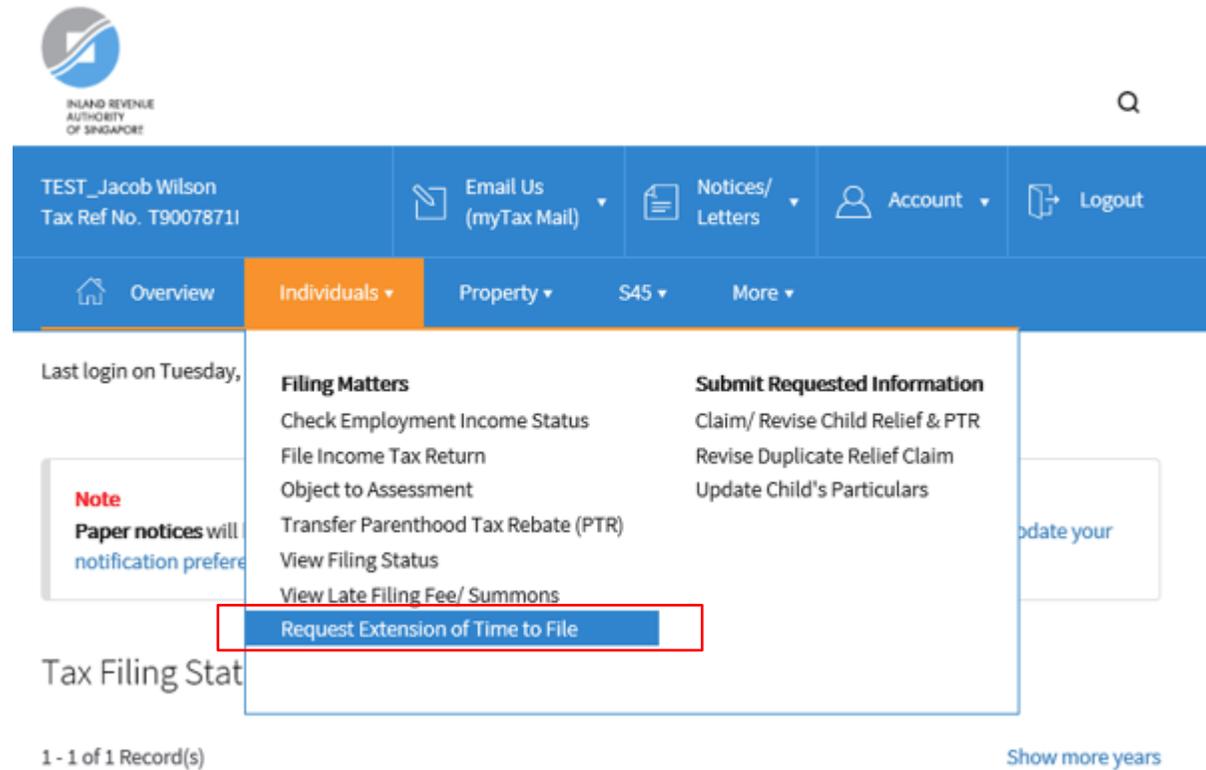
Your Singpass account contains your personal data. Do not share your username, password and 2FA details with others. Singpass will not ask for your account details over the phone, email or SMS. When accessing a service, always check that the website domain is legitimate.



### Step No.    Action

1.            **Scan QR code** with your **Singpass app** to log in

## After logging in with Singpass



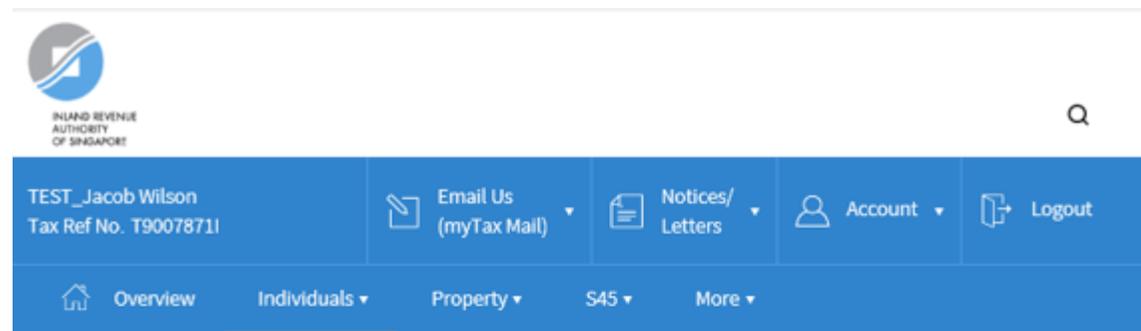
### Step No. Action

1. At "Overview" page, click on "Individuals" dropdown list and select **Request Extension of Time to File**.

#### Note:

**Extension of time to file for current Year of Assessment is available from 1 February and it applies to your personal tax return and/or accounts.**

**The e-service is not available to Individual Clients under the Tax Agent Login.**



**Step No. Action**

1. At "Enter Details" page, verify your **mobile number** in "**Contact No.**" field.

If "**Contact No.**" field is blank, click on "**UPDATE**" button to update your contact details.

The following fields available for updating at the "Update Contact Details" page are:

- Singapore Mobile Number
- Singapore Home Number
- Singapore Office Number
- Email Address

Check the box next to "**I like to be contacted via a foreign number**" to enter Country Code, Area Code, foreign contact number and email address (if any).

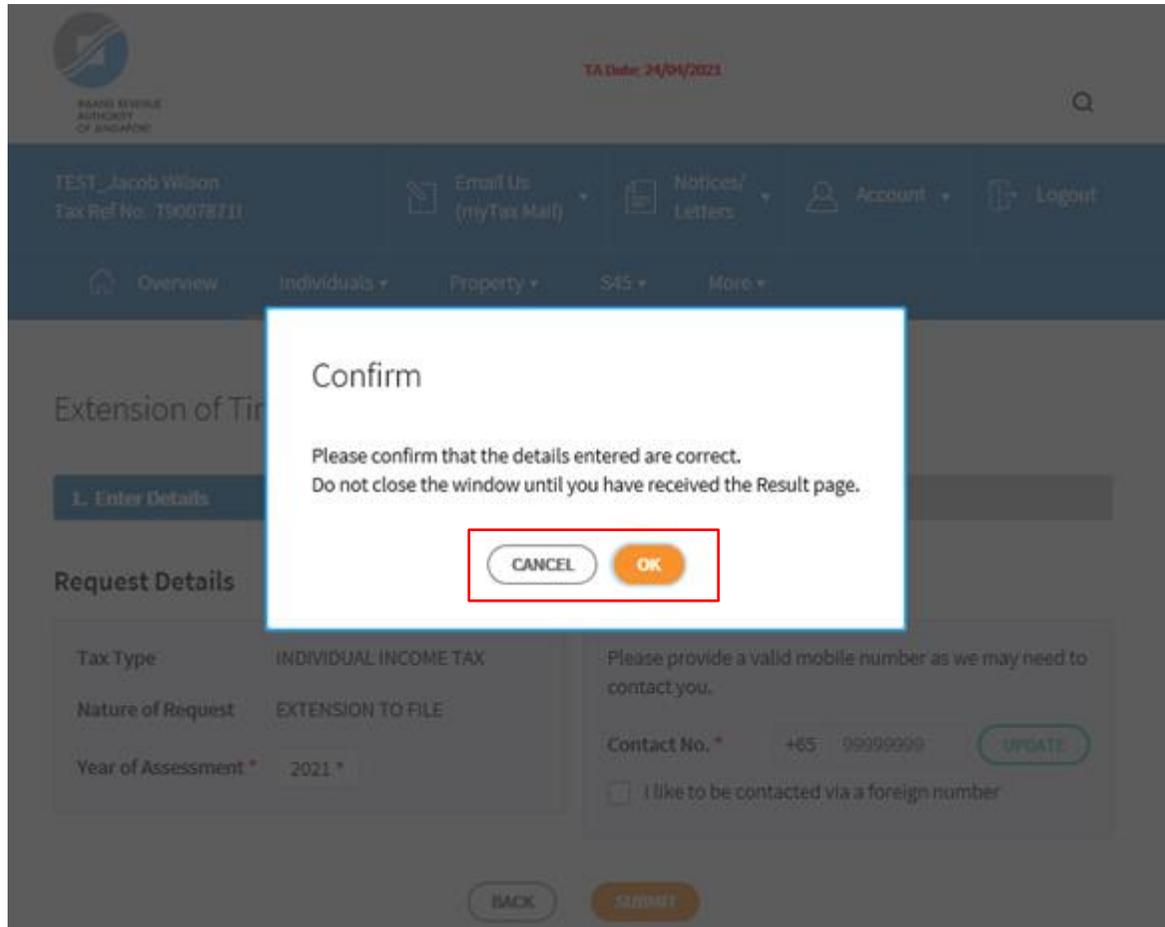
2. Click on "**SUBMIT**" button.

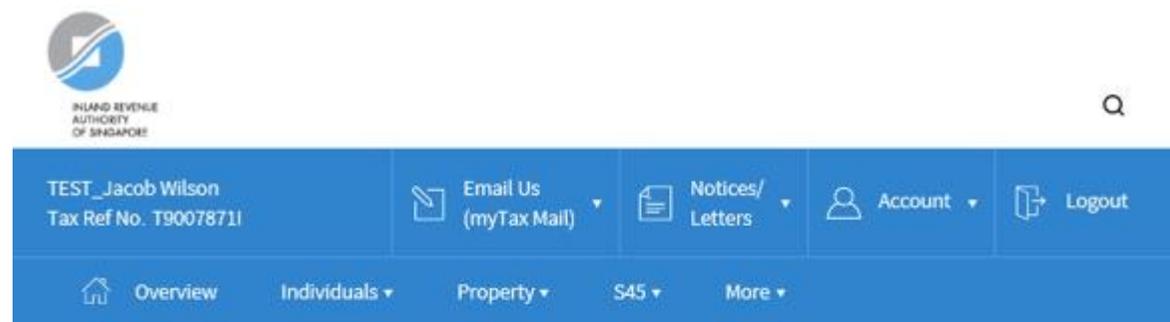
Extension of Time to File

**Step No. Action**

1. Click on **"OK"** button once you have confirmed the details entered are correct.

Click on **"CANCEL"** button to make amendments to the details entered at "Enter Details" page.





**Step No. Action**

1. The outcome of your request will be displayed on the "Result" page.

After which, you may proceed with the following action:

- Click on "**PRINT**" button to print the page.

Extension of Time to File

[SAVE AS PDF/ PRINT](#)

1. Enter Details

2. Result

**Result**

There is no extension to file required as of today. You may view your filing status via "View Filing Status"

<b>Name</b>	TEST_Jacob Wilson	<b>Tax Ref No.</b>	T9007871I
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<b>Tax Type</b>	INDIVIDUAL INCOME TAX	<b>Nature of Request</b>	EXTENSION TO FILE
<b>Year of Assessment</b>	2021	<b>Contact No.</b>	99999999

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