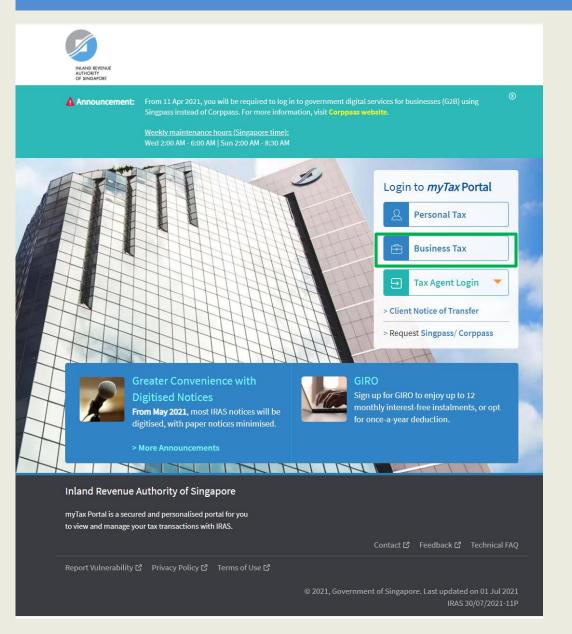


User Guide & FAQs (for Corporates)

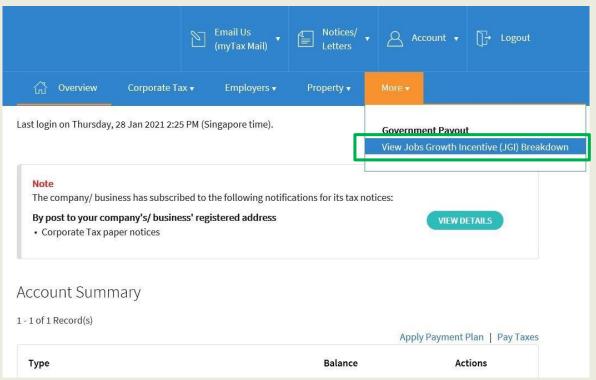
View Jobs Growth Incentive (JGI) Baseline and Breakdown Details on myTax Portal

Content Page

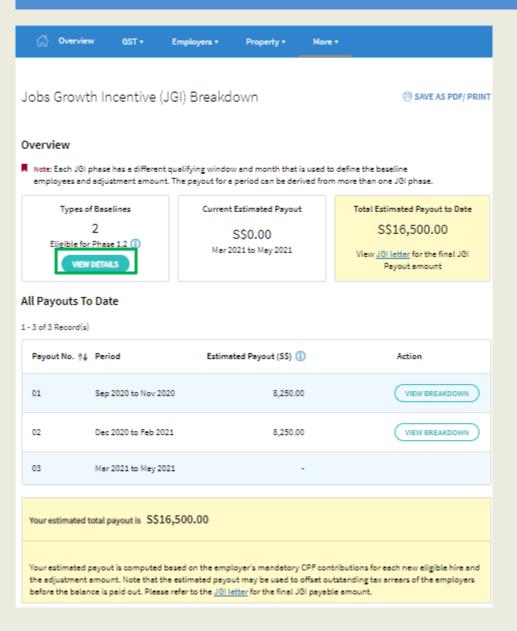
- Login to myTax Portal
- View Baseline Employees
- View Payout Breakdown
- <u>FAQ</u>



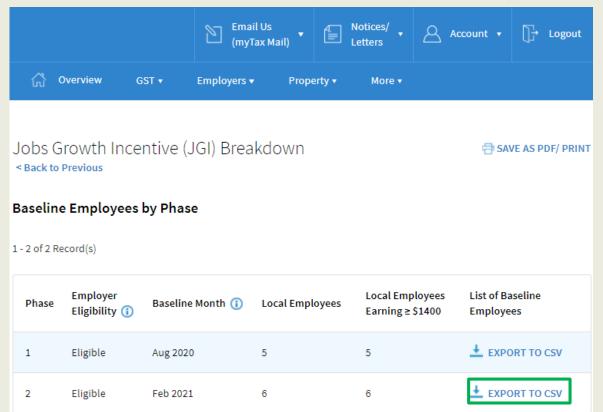
Step	Action/ Note
	Logging in to myTax Portal – Go to https://mytax.iras.gov.sg
1	Select Business Tax . Please refer to this page on how to log
	in to myTax Portal.



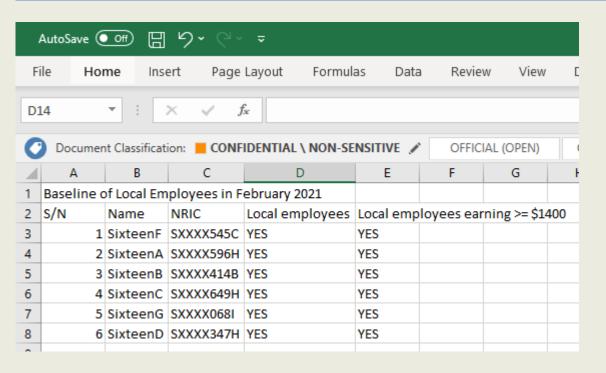
Step	Action/ Note
	Main Menu
	Jobs Growth Incentive (JGI)
	Breakdown
1	Select the e-Service from the
	menu:
	More > (Government Payout)
	View Jobs Growth Incentive (JGI)
	Breakdown



Step	Action/ Note
	Jobs Growth Incentive (JGI) Breakdown
	View Baseline Details
1	View Baseline Details Click on View Details from the
1	
1	Click on View Details from the

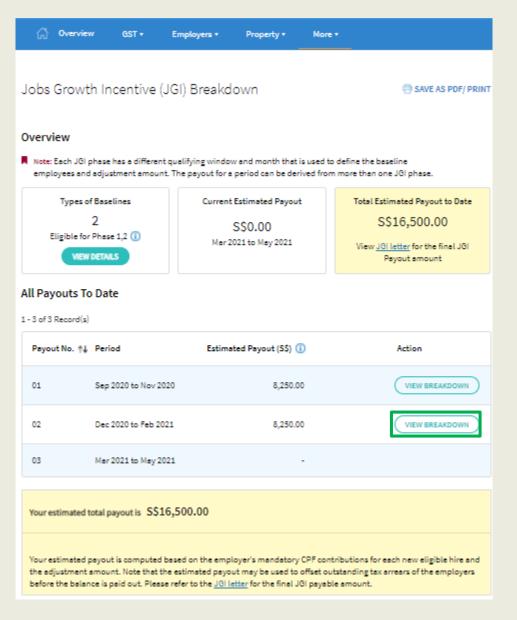


Step	Action/ Note
	View Baseline Details
1	Click on 'Export to CSV' to view the list of qualifying baseline counts computed for employer in August 2020 or February 2021.
	Notes Depending on browser used, you may be prompted to Open/Save the document.
2	Go to file location where document was saved and open the document with Microsoft Excel Program.

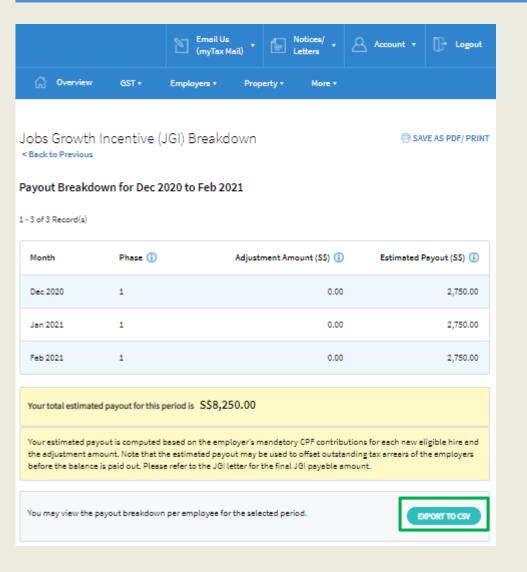


Step	Action/ Note
	View Baseline Details
2	Go to file location where document was saved and open the document with Microsoft Excel Program.

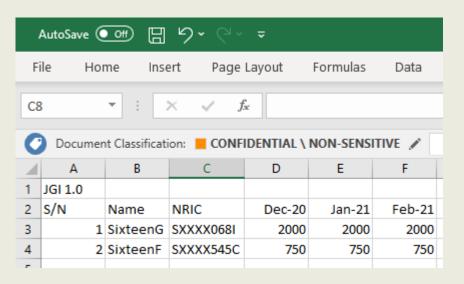
Example of 'JGIBaseline' CSV document



Step	Action/ Note
	Jobs Growth Incentive (JGI) Breakdown
	View Payout Breakdown
	Click on View Breakdown button to



Step	Action/ Note
	View Payout Breakdown
2	Click on green button 'Export to CSV' to view the breakdown of individual JGI amount of your employees.
	Notes: Depending on browser used, you may be prompted to Open/Save the document.



Example of 'JGIBreakdown' CSV document

Step	Action/ Note
	View Payout Breakdown
3	Go to file location where document was saved and open the document with Microsoft Excel Program.

FAQ: View JGI Baseline and Breakdown Details on myTax Portal

Q1. Who can view the JGI Breakdown page?

Jobs Growth Incentive (JGI) Breakdown e-Service can only be viewed by business owners. Business owners are as identified below.

Individual employers and the following non-individual employers who log in to myTax Portal using SingPass:

Can View

Sole-Proprietorship Sole-Proprietor

Companies Company Director (registered with ACRA)

Partnership Precedent Partner

Q2 What software programs are required in order to view the 'JGIBaseline' and 'JGIBreakdown' CSV documents?

Microsoft Excel program.

Contact Information

If there are queries that have not been addressed in this user guide, please visit **go.gov.sg/jgi**or enquire via **go.gov.sg/jgiask**.

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