

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](#)
- [FAQ](#)

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal



Announcement: From 11 Apr 2021, you will be required to log in to government digital services for businesses (G2B) using Singpass instead of Corppass. For more information, visit [Corppass website](#).

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



Greater Convenience with Digitised Notices

From May 2021, most IRAS notices will be digitised, with paper notices minimised.

[> More Announcements](#)



GIRO

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

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](#)

[Report Vulnerability](#) [Privacy Policy](#) [Terms of Use](#)

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.

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

The screenshot shows the myTax Portal interface. At the top, there is a blue navigation bar with links for 'Email Us (myTax Mail)', 'Notices/Letters', 'Account', and 'Logout'. Below this is a secondary navigation bar with 'Overview', 'Corporate Tax', 'Employers', 'Property', and 'More'. The 'More' menu is expanded, showing 'Government Payout' and 'View Jobs Growth Incentive (JGI) Breakdown', with the latter highlighted in a green box. Below the navigation, there is a 'Last login on Thursday, 28 Jan 2021 2:25 PM (Singapore time)' message. A 'Note' section indicates that the company/business has subscribed to notifications for its tax notices, specifically 'Corporate Tax paper notices', with a 'VIEW DETAILS' button. The 'Account Summary' section shows '1 - 1 of 1 Record(s)' and links for 'Apply Payment Plan' and 'Pay Taxes'. A table with columns 'Type', 'Balance', and 'Actions' is partially visible at the bottom.

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

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

Overview GST Employers Property More

Jobs Growth Incentive (JGI) Breakdown

SAVE AS PDF/PRINT

Overview

Note: Each JGI phase has a different qualifying window and month that is used to define the baseline employees and adjustment amount. The payout for a period can be derived from more than one JGI phase.

Types of Baselines

2

Eligible for Phase 1,2

VIEW DETAILS

Current Estimated Payout

S\$0.00

Mar 2021 to May 2021

Total Estimated Payout to Date

S\$16,500.00

View [JGI Letter](#) for the final JGI Payout amount

All Payouts To Date

1 - 3 of 3 Record(s)

Payout No. ↑↓	Period	Estimated Payout (S\$) ⓘ	Action
01	Sep 2020 to Nov 2020	8,250.00	VIEW BREAKDOWN
02	Dec 2020 to Feb 2021	8,250.00	VIEW BREAKDOWN
03	Mar 2021 to May 2021	-	

Your estimated total payout is **S\$16,500.00**

Your estimated payout is computed based on the employer's mandatory CPF contributions for each new eligible hire and the adjustment amount. Note that the estimated payout may be used to offset outstanding tax arrears of the employers before the balance is paid out. Please refer to the [JGI Letter](#) for the final JGI payable amount.

Step	Action/ Note
	<p>Jobs Growth Incentive (JGI) Breakdown</p> <p>View Baseline Details</p>
1	Click on View Details from the Baseline box to view the baseline details page

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

Jobs Growth Incentive (JGI) Breakdown [SAVE AS PDF/ PRINT](#)

[Back to Previous](#)

Baseline Employees by Phase

1 - 2 of 2 Record(s)

Phase	Employer Eligibility ⓘ	Baseline Month ⓘ	Local Employees	Local Employees Earning ≥ \$1400	List of Baseline Employees
1	Eligible	Aug 2020	5	5	EXPORT TO CSV
2	Eligible	Feb 2021	6	6	EXPORT TO CSV

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.
	<u>Notes</u> 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.

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

S/N	Name	NRIC	Local employees	Local employees earning >= \$1400
1	SixteenF	SXXXX545C	YES	YES
2	SixteenA	SXXXX596H	YES	YES
3	SixteenB	SXXXX414B	YES	YES
4	SixteenC	SXXXX649H	YES	YES
5	SixteenG	SXXXX068I	YES	YES
6	SixteenD	SXXXX347H	YES	YES

Example of 'JGIBaseline' CSV document

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

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

Overview

Jobs Growth Incentive (JGI) Breakdown [SAVE AS PDF/PRINT](#)

Overview

Note: Each JGI phase has a different qualifying window and month that is used to define the baseline employees and adjustment amount. The payout for a period can be derived from more than one JGI phase.

Types of Baselines 2 Eligible for Phase 1,2 i VIEW DETAILS	Current Estimated Payout S\$0.00 Mar 2021 to May 2021	Total Estimated Payout to Date S\$16,500.00 View JGI letter for the final JGI Payout amount
-----------------------------------------------------------------------------------------------------	-------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

All Payouts To Date

1 - 3 of 3 Record(s)

Payout No. ↑↓	Period	Estimated Payout (S\$) i	Action
01	Sep 2020 to Nov 2020	8,250.00	VIEW BREAKDOWN
02	Dec 2020 to Feb 2021	8,250.00	VIEW BREAKDOWN
03	Mar 2021 to May 2021	-	

Your estimated total payout is S\$16,500.00

Your estimated payout is computed based on the employer's mandatory CPF contributions for each new eligible hire and the adjustment amount. Note that the estimated payout may be used to offset outstanding tax arrears of the employers before the balance is paid out. Please refer to the [JGI letter](#) for the final JGI payable amount.

Step	Action/ Note
	Jobs Growth Incentive (JGI) Breakdown
	View Payout Breakdown
1	Click on View Breakdown button to view the breakdown of the particular JGI payout

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

Jobs Growth Incentive (JGI) Breakdown SAVE AS PDF/PRINT

< Back to Previous

Payout Breakdown for Dec 2020 to Feb 2021

1 - 3 of 3 Record(s)

Month	Phase ⓘ	Adjustment Amount (\$\$) ⓘ	Estimated Payout (\$\$) ⓘ
Dec 2020	1	0.00	2,750.00
Jan 2021	1	0.00	2,750.00
Feb 2021	1	0.00	2,750.00

Your total estimated payout for this period is S\$8,250.00

Your estimated payout is computed based on the employer's mandatory CPF contributions for each new eligible hire and the adjustment amount. Note that the estimated payout may be used to offset outstanding tax arrears of the employers before the balance is paid out. Please refer to the JGI letter for the final JGI payable amount.

You may view the payout breakdown per employee for the selected period.

[EXPORT TO CSV](#)

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.

User Guide (Corporates): View JGI Baseline and Breakdown Details on myTax Portal

The screenshot shows the Microsoft Excel interface. At the top, the 'AutoSave' toggle is turned 'Off'. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', and 'Data'. The active cell is C8. The document classification is 'CONFIDENTIAL \ NON-SENSITIVE'. The data table is as follows:

	A	B	C	D	E	F
1	JGI 1.0					
2	S/N	Name	NRIC	Dec-20	Jan-21	Feb-21
3	1	SixteenG	SXXXX068I	2000	2000	2000
4	2	SixteenF	SXXXX545C	750	750	750

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:

	<u>Can View</u>
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/jqi or enquire via go.gov.sg/jqiask.

Published by
Inland Revenue Authority of Singapore

Published on 09 Feb 2021
Updated on 24 Aug 2021

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 09/02/2021 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