

User Guide & FAQs (for Individual Employers)

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

Content Page

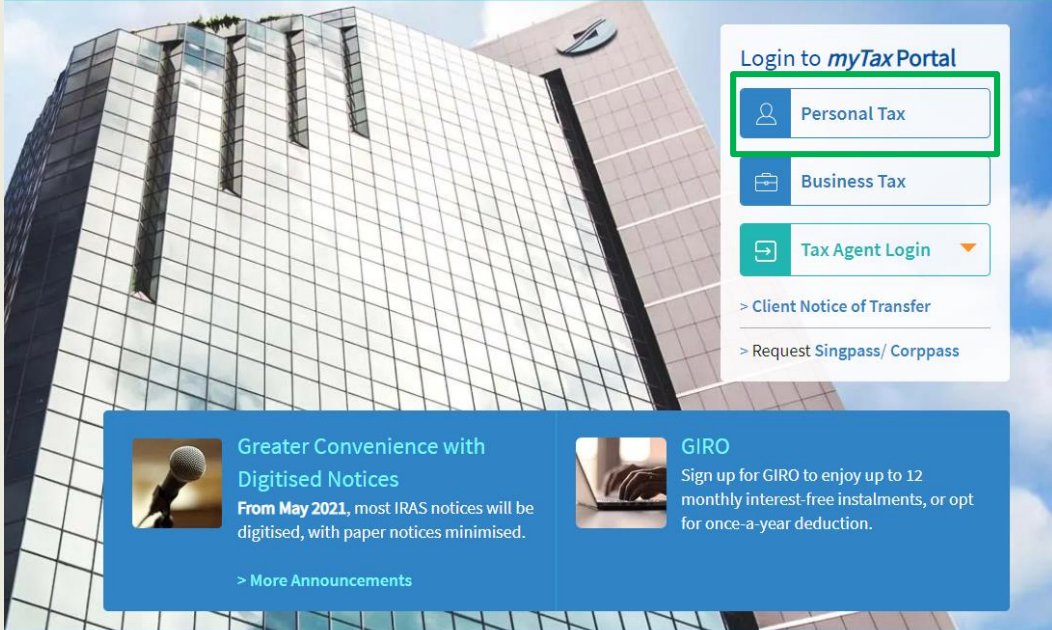
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User Guide (Individual Employers): View JGI Baseline and Breakdown Details on myTax Portal



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



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

Inland Revenue Authority of Singapore

myTax Portal is a secured and personalised portal for you to view and manage your tax transactions with IRAS.

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A Singapore Government Agency Website

INLAND REVENUE AUTHORITY OF SINGAPORE

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Last login on Saturday, 30 Jan 2021 12:05 AM (Singapore time).

Note
Paper notices will be sent to your residential/ mailing address. If you wish to change your notification preference.

Welcome to myTax Portal

myTax Portal is a secured, personalised portal for you to view and manage your tax affairs with ease and convenience.

Use the navigation bar above to access a range of e-Services available to you.

Popular e-Services

Auto-Inclusion Scheme (AIS)
Register for AIS

PIC Scheme
Apply for PIC Cash Payout
View PIC Cash Payout Application Status

GST
Register for GST

Government Payout
View Jobs Growth Incentive (JGI) Breakdown

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

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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.

<p>Types of Baselines</p> <p>2</p> <p>Eligible for Phase 1,2</p> <p>VIEW DETAILS</p>	<p>Current Estimated Payout</p> <p>\$0.00</p> <p>Mar 2021 to May 2021</p>	<p>Total Estimated Payout to Date</p> <p>\$16,500.00</p> <p>View JGI letter for the final JGI Payout amount</p>
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All Payouts To Date

1 - 3 of 3 Record(s)

Payout No. ↑↓	Period	Estimated Payout (\$\$) ⓘ	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 \$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 (Individual Employers): View JGI Baseline and Breakdown Details on myTax Portal

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

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Baseline Employees by Phase

1 - 2 of 2 Record(s)

Phase	Employer Eligibility	Baseline Month	Local Employees	Local Employees Earning \geq \$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.

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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.

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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.

<p>Types of Baselines</p> <p>2</p> <p>Eligible for Phase 1,2</p> <p>VIEW DETAILS</p>	<p>Current Estimated Payout</p> <p>\$S0.00</p> <p>Mar 2021 to May 2021</p>	<p>Total Estimated Payout to Date</p> <p>\$S16,500.00</p> <p>View JGI letter for the final JGI Payout amount</p>
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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 \$S16,500.00

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 Payout Breakdown</p>
1	Click on View Breakdown button to view the breakdown of the particular JGI payout

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

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Payout Breakdown for Dec 2020 to Feb 2021

1 - 3 of 3 Record(s)

Month	Phase ①	Adjustment Amount (\$\$) ①	Estimated Payout (\$\$) ①
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.

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The screenshot shows the Microsoft Excel interface with a document classified as 'CONFIDENTIAL \ NON-SENSITIVE'. The spreadsheet contains the following data:

	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.

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