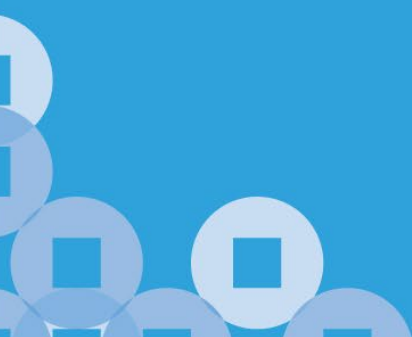




INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# FAQ

## *myTax Mail*



**Q1 What is *myTax Mail*?**

**A1** *myTax Mail* is a secure email channel for you to correspond with IRAS.

It is a safe and secure online environment for you to discuss your confidential tax matters with IRAS.

Taxpayers including authorised company staff and tax agents of businesses can log in to myTax Portal > *myTax Mail* using their Singpass or Corppass to enquire about their tax matters.

**Q2 Can I log in to myTax Portal to use *myTax Mail* on behalf of my spouse or friends?**

**A2** No. *myTax Mail* is a secure email channel for you to enquire about your confidential tax matters with IRAS. Taxpayers should log in personally.

**Q3 I am a company staff can I log in to myTax Portal to use *myTax Mail* to send an enquiry regarding my company/ clients' tax matters?**

**A3** Yes, you may do so if you are authorised via Corppass to transact with IRAS on behalf of your company/ client.

If you are not authorised under Corppass, you may visit IRAS website at [www.iras.gov.sg](http://www.iras.gov.sg) and click on 'Digital Services> Others > Corppass'.

**Q4 I am a company staff authorised by my company/ client. Can the messages sent by me be viewed by my colleagues who have also been authorised?**

**A4** No. As we seek to ensure the confidentiality of the information exchange, you can only view message threads of correspondence between you and IRAS.

**Q5 How can I send an enquiry to IRAS?**

**A5** Click on 'Email Us (*myTax Mail*)' menu bar and then click on 'Compose Mail'. Alternatively, at '*myTax Mail* (Check Mailbox)' page, click on 'New Message' button. At '*myTax Mail* (New Message)'

page, you need to complete all the fields marked with \* in order to send your enquiry to IRAS.

Click on 'Send Message' button to send your enquiry to IRAS. Upon successful submission, you will receive a confirmation message.

An enquiry number will be assigned to the message you sent to IRAS. You can retrieve the message that you had sent to IRAS or view the reply from IRAS at *myTax Mail* (Check Mailbox)' page.

**Q6 How do I know if IRAS has received my message?**

**A6** The message which you sent to IRAS will be shown at '*myTax Mail* (Check Mailbox)' page.

**Q7 How do I know if IRAS has sent a reply to me?**

**A7** For enquiries on Individual Tax matters

We will usually respond to you within 5 working days. However, depending on the nature or complexity of your enquiries, we may need more time to review. If so, we will let you know.

If you would like to be notified when we have responded to your enquiry, please update your local mobile number/ email address at Update Contact Details digital service accordingly.

For enquiries on Corporate Tax matters

For general enquiries on Corporate Tax matters, we will usually respond to you within 5 working days. For case-specific enquiries on Corporate Tax matters, we will usually respond to you within 14 working days. However, depending on the nature or complexity of your enquiries, we may need more time to review some cases. If so, we will let you know.

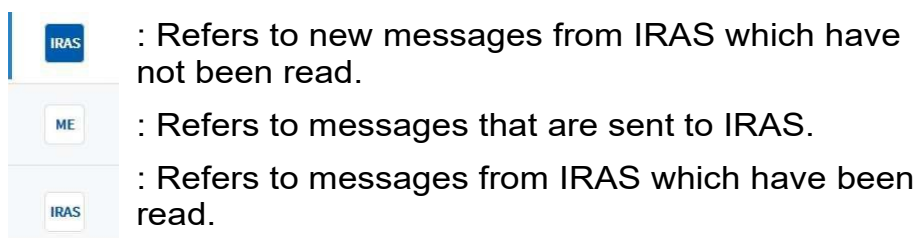
If you would like to be notified when we have responded to your enquiry, please provide your contact details (email address or local mobile number) accordingly.

**Q8 How long will the messages in *myTax Mail* be kept?**

**A8** All the messages in *myTax Mail* will be kept for 60 days. Thereafter, the messages will be automatically removed. You can print or save a copy of the message for your own reference.

**Q9 How do I know which messages have been read or sent by me?**

**A9** Messages which you sent to IRAS or received from IRAS will be shown at '*myTax Mail* (Check Mailbox)' page.



**Q10 How do I view the messages in *myTax Mail*?**

**A10** You can read the messages by clicking on the respective message at '*myTax Mail* (Check Mailbox)' page.

**Q11 How do I send a reply to IRAS?**

**A11** After you have read a message, click on 'Reply Message' button and type in your reply in the message box provided. Thereafter, click on 'Send Message' button to send the reply to IRAS.

**Q12 Is there a time limit for composing an enquiry to IRAS?**

**A12** Yes, for each enquiry you need to complete all the fields marked with \* and submit it within 20 minutes.

**Q13 What type of file can I attach when I send an enquiry to IRAS?**

**A13** You can only send up to five JPG, PDF or PNG attachments per message. Each attachment must not exceed 5 MB per file with a total file size of 10 MB per message.

If the file you want to attach is not in JPG, PDF or PNG format, you need to convert your file to the JPG, PDF or PNG format.

**Q14 With regards to file attachment, are there any guidelines for the filename?**

**A14** Yes, the filename must be in English and does not exceed 50 characters. It may, however, include numeric (e.g. birth cert\_2010).

**Q15 How do I convert my non-PDF file to PDF format?**

**A15** You would need to install a software to convert your file to PDF format. You may download the free software from <https://www.primopdf.com/>.

**Q16 My attachment file is bigger than 5 MB. How can I send it to IRAS?**

**A16** If your file attachment is bigger than 5 MB, you can save the original document into separate files to reduce the file size. However, you can only send up to five file attachments each time with a total file size of 10 MB per message. Alternatively, you may send the documents to IRAS by post.

Our address is:

Inland Revenue Authority of Singapore  
55 Newton Road  
Revenue House  
Singapore 307987

**Q17 I need to attach more than five file attachments in my enquiry to IRAS. What should I do?**

**A17** Proceed to send your enquiry with the five attachments. After it has been successfully sent, retrieve the same enquiry number from 'myTax Mail (Check Mailbox)' page to submit the remaining attachments.

**Q18 What software programs do I need in order to view the attachments in myTax Mail?**

**A18** Attachments in PDF format are saved in *myTax Mail* as ZIP files. You will need to have Adobe Acrobat Reader and an unzip program to view the attachments.

The software can be downloaded for free at the following sites:

Adobe Reader: <http://get.adobe.com/reader/otherversions/>

Unzip program for Windows (7-Zip): <https://www.7-zip.org/>

Unzip program for Mac (Stuffit Expander):

<https://stuffit.com/>

**Q19 How do I view the attachment in myTax Mail?**

**A19** You may click on the attachment file name to view the attachment.

**Q20 Why can't I view the attachment in *myTax Mail*?**

**A20** Virus scanning will be performed when you upload attachment to *myTax Mail*. During the virus scanning process, the attachment will not be available for viewing. You will see 'Attachment: Virus Scan in Progress'.

The attachment will be available for viewing when virus scanning is completed. You should be able to view the attachment by the next day.

**Q21 Can I delete any message in *myTax Mail*?**

**A21** No, you cannot delete any message in *myTax Mail*. Messages will be automatically removed after 60 days. You can print or save a copy of the message if you need it for reference before it is removed.

**Q22 Can I set the read messages to unread?**

**A22** No, this feature is not supported in *myTax Mail*.

**Q23 Can I forward the messages in *myTax Mail* to my personal email account?**

**A23** No, this feature is not supported in *myTax Mail*.

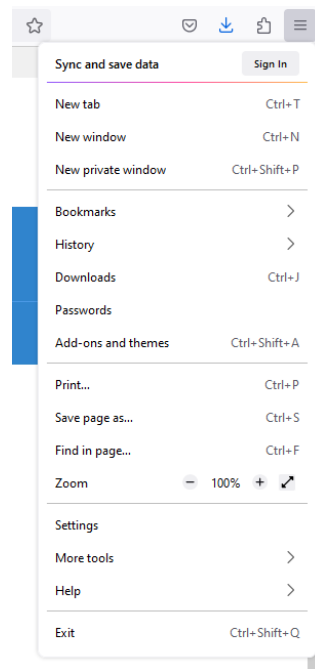
**Q24 How do I save a copy of the messages in *myTax Mail* to my computer?**

**A24** You can follow the steps below.

For PCs running Windows:

a) Firefox browser:

- 1) Click on the 3 vertical lines at the top right hand corner, select "Save page as"
- 2) Type in the desired file name in "Filename:".
- 3) Choose "Web Page, complete" in "Save as type:" dropdown list
- 4) Click on "Save" button.

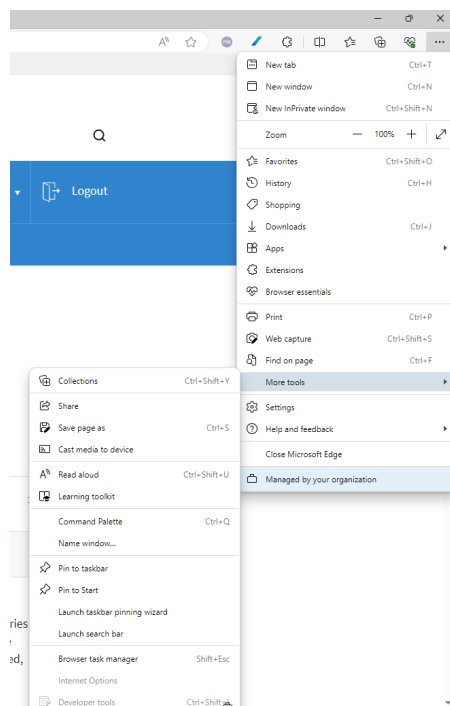


b) Google Chrome:

- 1) Click on the main menu button located in the top right corner of your browser window.
- 2) Under “More tools” sub-menu, click on “Save Page As” to open a standard save file dialog that overlays your browser window. Note: Appearance varies depending on your operating system.
- 3) Select the location to save the HTML document, followed by the appropriate step(s) to complete the process.

c) Microsoft Edge:

- 1) Click on the 3 vertical dots at the top right hand corner
- 2) Under "More tools" sub-menu, click on "Save Page As" to open a standard save file dialog that overlays your browser window. Note: Appearance varies depending on your operating system.
- 3) Select the location to save the HTML document, followed by the appropriate step(s) to complete the process.



### For Apple computers running Macintosh:

#### a) Safari:

- 1) Select "File > Save As" on the top of the browser window menu.
- 2) Type in the desired filename in "Save As:" or "Export As:".
- 3) Select the location to save the HTML document.
- 4) Select "Web Archive" under the "Format:" box.
- 5) Click on "Save" button.

#### b) Firefox:

- 1) Select "File > Save Page As..." from the top of the browser window menu.
- 2) Type in the desired filename in "Save As:".
- 3) Select the location to save the HTML document.
- 4) Select "Web Page, complete" under the "Save As:" box.
- 5) Click on "Save".

#### c) Google Chrome:

- 1) Click on the main menu button located in the top right corner of your browser window.
- 2) Under "Save and Share" sub-menu, click on "Save Page As" to open a standard save file dialog that over lays your browser window. Note: Appearance varies depending on your operating system.
- 3) Select the location to save the HTML document, followed by the appropriate step(s) to complete the process.



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