

User Guide for Tax Agent

Submit Document

	🕥 myTax Mail 🔹	Notices V 🛆 Account V	∏→ Logout	Step	Action/ Note
🖧 Overview	Corporate Tax 🔻 🛛 GST 🔻	Employers • Property • S45 •	▼ More ▼		Main Menu
Last login on Tuesday, 0	Access Tax Agent e-Services Apply for Certificate of Residence File ECI File Form C-S/ C	R&D Tax Allowance Scheme Submit Base Year & Base Expenditure View R&D Allowance Account		1	Upon login to myTax Portal, select the e-Service from the menu: Corporate Tax > Submit Document .
myTax Portal is a	Object/ Povise Assessment Submit Document View Corporate Tax Filing Status View Donations View Late Filing Fee/ Summons]	S, at your		<u>Note:</u> For steps on logging in to myTax Portal, you may refer to our <u>Guide on How to Log In to</u> <u>myTax Portal</u> .

	Client Selection for Submit Document
	Continue with
Client Tax Ref No. () UEN-LOCAL CO	~
	NEXT

Step	Action/ Note
	Client Selection
1	Enter the Client Tax Ref No.
2	Click on Next.

Submit Document		
Important Please ensure file attachments are free fre IRAS. (j)	om unsafe and active conter	nts. Otherwise, they will not be processed by
Filing For Corporate Income Year of Assessment Please select	Tax Tax Tax Tax Tax Tax Tax Tax Tax Tax Tax	
Document Submission	\	
Type of Document ()	Status (i) Details	Actions
Audited Accts/ Unaudited Accts (for Cos qualifying for audit exemption under the Companies Act)		SELECT FILE File Type Allowed pdf Maximum File Size 4MB
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)		SELECT FILE File Type Allowed pdf Maximum File Size 4MB
Rev TC and Supporting Schs for Carry- Back of Current Year CA/ Losses and Income not prev reported		SELECT FILE File Type Allowed pdf Maximum File Size 4MB
Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA		SELECT FILE File Type Allowed pdf Maximum File Size 2MB

Step	Action/ Note
	Submit Document – Preparer's view (continue to next page)
1	Upon selecting the Year of Assessment from drop down list, a Document Submission table will appear.
2	Click on the icon to display (i) the abbreviations used under Type of Document column and (ii) the definition of Status .
	Legend for ' Status ': Pending: Document not uploaded for submission. Pending Approval: Document pending Approver's review. Processing: Document transmitting to IRAS. Received: Document submitted to IRAS. Received (ACRA): Financial Statements submitted in XBRL to ACRA.

Submit Document

Important		Choose File to Upload			×
Please ensure file atta	achments are f	😋 🗢 😺 🕨 test pdf		✓ Search test pdf	٩
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Declaration for the Claiming Writing-I IPR under S19B of	Down Allowa			SELECT FILE File Type Allowe Maximum File S	ed pdf

Step	Action/ Note		
	Submit Document – Preparer's view (continue to next page)		
1	Click on Select File.		
2	Select the file to be submitted and click on Open .		
	 <u>Notes:</u> Document attached has to be within the maximum file size and of acceptable file type, as indicated. Do not attach any other documents that are not listed on this page. Please retain them and only submit upon request. Revised tax computation not relating to carry-back of current year capital allowances/ losses and income not previously reported should be submitted via Revise/ Object to Assessment. 		

Submit Document

	Important Please ensure file at IRAS. (j)	tachments are free from unsa	afe a	nd active contents	. Otherwise, they	will not be processed by
Ye	iling For ear of Assessment Occument Subm	Corporate Income Tax 2017	• • f	or financial year e	nding in 2016	
	Type of Docume			Status (i)	Details	Actions
		naudited Accts (for r audit exemption anies Act) Document.pdf		1		X REMOVE
	(If there is any an Computation sub of Form C, please	ssessment" e-Service vised Tax		-		SELECT FILE File Type Allowed pdf Maximum File Size 4MB
		orting Schs for Carry- ear CA/ Losses and reported				SELECT FILE File Type Allowed pdf Maximum File Size 4MB
	Declaration for th Claiming Writing IPR under S19B o	Down Allowances for				SELECT FILE File Type Allowed pdf Maximum File Size 2MB

Step	Action/ Note
	Submit Document – Preparer's view
1	A Remove button will appear after a file is selected. You can remove the file and re-select a correct file again by clicking on Select File.
2	Please check the filename to ensure the correct file has been attached before submitting the return.
	Note: Document attached has to be within the maximum file size and of acceptable file type, as indicated.

Rev TC and Supporting Schs for Carry-	X REMOVE	Step	Action/ Note
Back of Current Year CA/ Losses and Income not prev reported File Attached Form C (Upload) YA 2016.pdf			Submit Document – Preparer submitting file to Approver
Declaration for the Purpose of	X REMOVE	1	Click on Submit to Approver.
Claiming Writing-Down Allowances for IPR under S19B of the ITA File Attached Form C (Upload) YA 2016.pdf		2	Click on Yes in the pop up message box to confirm your submission to Approver.
R&D Claim Form File Attached Form C (Upload) YA 2016.pdf	X REMOVE		Notes: 1. Preparer can only submit document to Approver. Only Approver can submit
FILE FOR NEXT CLIENT SUBMIT TO APPROVER Confirm Submission Submit to Approver? NO			 document to IRAS. 2. Approver will be able to view and approve document(s) submitted by Preparer. Approver will also be able to remove and re-attach document(s) before submission to IRAS. [Refer to page 9 for more details.]

Document Submission

Type of Document ①	Status 🕕	Details	Actions
BUSINESS AND IPC PARTNERSHIP SCHEME	PENDING APPROVAL	Uploaded by ID_ENTITY=\$7914	
		697H on 11 May 2017	
TC and Supporting Schs for the YA	PENDING		
(If there is any amendment to the Tax		Uploaded by ID_ENTITY=S7914	
Computation subsequent to the filing		697H on 11 May 2017	
of Form C, please use the			
"Object/Revise Assessment" e-Service			
to submit the Revised Tax Computation instead.)			
computation instead.)			
Rev TC and Supporting Schs for Carry-	PENDING		
Back of Current Year CA/ Losses and	APPROVAL		
Income not prev reported		Uploaded by ID_ENTITY=S7914	
		697H on 11 May 2017	
Declaration for the Purpose of	PENDING		
Claiming Writing-Down Allowances for	APPROVAL		
IPR under S19B of the ITA		Uploaded by ID_ENTITY=S7914	
		697H on 11 May 2017	
R&D Claim Form	PENDING		
	APPROVAL		
		Uploaded by ID_ENTITY=S7914	
		697H on 11 May 2017	

Step	Action/ Note		
	Submit Document - Preparer's view after submission of document to Approver		
	 <u>Notes:</u> 1. Document(s) submitted to Approver will be updated in the Document Submission table with the following: Status: Pending Approval Date submitted 2. Document(s) submitted by Preparer will be retained in the Portal, pending submission to IRAS by Approver. 3. Document(s) submitted by Preparer will be retained in the Portal until: Extended filing due date of 15 Dec; or 21 days from the date of submission, whichever is the later date. 		

ocument Submission				Step	Action/ Note
Type of Document () BUSINESS AND IPC PARTNERSHIP SCHEME	Status 🛈	Details	Actions SELECT FILE		Document Submission - Approver's view – Download, Remove and Approve
SUTEME			File Type Allowed pdf Maximum File Size 4MB	1	Click on Document hyperlink to view the document uploaded by Preparer
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax	PENDING APPROVAL	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	X REMOVE	2	To re-attach another document, click on Remove to remove the 'Pending Approval' document. Then, click on Select File to re-select another document.
Computation instead.) Document approved for submissi Declaration for the Purpose of Claiming Writing-Down Allowances for	PENDING APPROVAL		X REMOVE	3	To approve a "Pending Approval" document without performing step 2 above, click on Document approved for submission checkbox.
IPR under S19B of the ITA	AFFROME	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017		4	Click on Submit to IRAS.
	PENDING	Uploaded by ID_ENTITY=S7914 697H on 11 May 2017	X REMOVE		Note: Approver can only view the document(s) uploaded by Preparer after IRAS' system has scanned the documents. Message "Please try again after 30 minutes as file scanning is in progress." will appear if scanning is in progress.

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Type of Document (i)	Status (i)	Details	Actions		Docu
BUSINESS AND IPC PARTNERSHIP SCHEME	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253			Appr subn
TC and Supporting Schs for the YA If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the 'Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253			Notes 1. Do wi St bo
Rev TC and Supporting Schs for Carry- Back of Current Year CA/ Losses and ncome not prev reported	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253			
Declaration for the Purpose of Claiming Writing-Down Allowances for PR under S19B of the ITA	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253			2. Do ar ch
R&D Claim Form	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253			sı ha

FILE FOR NEXT CLIENT

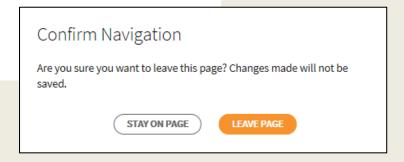
р	Action/ Note
	Document Submission - Approver's view – after submission to IRAS
	 <u>Notes:</u> 1. Document(s) submitted to IRAS will be updated in the Document Status table (the table at the bottom) with the following details: Status: Received Date submitted Acknowledgment No. 2. Document(s) (i.e. Document approved for submission checkbox was checked) will be submitted to IRAS only after you have clicked on Submit to IRAS.

Document Submission

Type of Document (j)	Status (i)	Details	Actions
BUSINESS AND IPC PARTNERSHIP SCHEME	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
TC and Supporting Schs for the YA (If there is any amendment to the Tax Computation subsequent to the filing of Form C, please use the "Object/Revise Assessment" e-Service to submit the Revised Tax Computation instead.)	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
Rev TC and Supporting Schs for Carry- Back of Current Year CA/ Losses and Income not prev reported	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
Declaration for the Purpose of Claiming Writing-Down Allowances for IPR under S19B of the ITA	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
R&D Claim Form	RECEIVED	Date Submitted 11 May 2017 Acknowledgement No. 226253	
FILE	FOR NEXT CLIENT	SUBMIT TO IRAS	

Step	Action/ Note			
	Submit Document			
1	Click on File for Next Client to navigate to the Submit Document – Client Selection page if submission for more clients is required.			
2	Repeat the steps from pages 3 to 10 to continue submitting documents for another client.			

Filing For	Corporate Income Tax 🔹		Step	Action/ Note
Year of Assessment 2017 for financial year ending in 2016 Document Submission				Ensuring documents are submitted before you leave Submit Document page
Type of Document (i)	Status 🗊 Details	Actions		A system message will be displayed
BUSINESS AND IPC PAR SCHEME File Attached Doct TC and Supporting Sch	ument.pdf	X REMOVE SELECT FILE		if you attempt to leave the Submit Document page after you have selected a document and <u>before</u> clicking on Submit to IRAS or Submit to Approver.
(If there is any amendn Computation subseque of Form C, please use t "Object/Revise Assess to submit the Revised T Computation instead.)	ent to the filing he nent" e-Service Tax	File Type Allowed pdf Maximum File Size 4MB		Note: Document(s) will not be processed if you leave the Submit Document page without clicking on Submit to IRAS or Submit to Approver .



Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at myTax Mail.

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